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**Minutes of Meeting – 2nd meeting of PMU for Property Survey
Directorate of Urban Local Bodies, Haryana**

2nd Meeting regarding the ground work for Property Tax Survey dated June 22, 2018 held at 11:00 AM at Conference Room,
Directorate of Urban Local Bodies' Office, Sector -4, Panchkula

Venue: DULB, Panchkula

Date: 22nd June, 2018

Time: 11:00 AM

Agenda:

- A meeting regarding the discussion on ground work for Property Tax Survey for following major agenda points:
 - Understanding the Financial capacity of the ULBs to fund property survey
 - Identification of Nodal Officer for all ULBs (SPOC for the surveying agency)
 - Instruction to MCs for preparedness for Property survey
 - Roles and responsibilities to be fixed w.r.t. Property

Participants:

Mr. Ashok Rathee, <i>Superintending Engineer – IT (SE – IT), DULB</i>	DULB, Haryana
Mr. Inderjit Kularia	DMC, MC Rohtak
Mr. Dinesh Kumar	ZTO, MC Gurgaon
Mr. Udey Sinha	T.I. MC Gurgaon
Mr. Vinod Verma	Consultant – IT, MC Gurgaon
Mr. Narendra Mehta	A.O., DULB
Mr. Aditya Aggarwal, <i>Sr. Consultant, EY</i>	Ernst & Young LLP (EY) (Consultant for ICT Transformation Project of DULB)
Mr. Hardik Panchal, <i>Project Consultant, EY</i>	
Mr. Sumit Ghildiyal	Programmer, IT Cell, DULB

Key Discussion Points

- Briefing, Introduction and possible outcomes of Property Tax Survey project
- Project Initiation starting from Property Survey, Integration with Property Tax Software
- Scope of work in brief, Expected Outcomes, Process Methodology etc.
- GIS Deliverables (Layers, Data requirements of various departments, M.Cs, ULBs)
- Geo-Tagging Survey, Geo-Portal for accessing and analysing the survey data
- State wise applications using APIs
- HARSAC GIS lab, current projects undertaken, systems hardware and software procured, etc.

Agenda Item	Discussions & Decision
<ul style="list-style-type: none"> • Ground work for Property Survey 	<ul style="list-style-type: none"> • Major objectives and relevance of the Property Tax Survey • Necessary requirements, roles and responsibilities from ULB level • Roles and Responsibilities of the Nodal officer • Street and Colony, unauthorised structures

<ul style="list-style-type: none"> Financial Capacity of ULBs 	<ul style="list-style-type: none"> Current Financial Status of ULBs; Property Tax Collection, Demand, Arrears, etc. Listing down all ULBs <p>Contact with Accounts department and filling up of Performa Form from all ULBS</p>
<ul style="list-style-type: none"> PMU Committee 	<ul style="list-style-type: none"> Nodal Officer Selection for all ULBs; SPOC for Surveying agency ULB wise or Cluster & District wise appointment of the officer Roles and Responsibilities of the Nodal officer Committee / Council Nodal officer would validate the Survey process, geo-tagging of the properties and the survey parameters
<ul style="list-style-type: none"> Survey Parameters 	<ul style="list-style-type: none"> Field parameters for Property Tax to be surveyed from each property, to be checked with the current system and has to be finalised with committee members and bidders suggestions Unique Property Identification Code after reviewing the current code and proposed code format and has to be finalised with committee members and bidders suggestions

- As discussed earlier, the roles & responsibilities of this unit would be as follows;
 - Monitoring of Property Survey activity by agencies in 6 clusters
 - Assisting in on boarding of property-Survey Agencies
 - Recommendations on format for Unique ID, assistance in finalization of the same
 - Finalization of Parameters for collection of Property survey data in sync with the Central Web Application
 - Assistance in GIS enablement and integration of property survey data with Base maps.
 - Facilitate Program implementation and Project Management
 - Carry out technical assessments and facilitate decisions that are of technical nature
 - Review and acceptance of deliverables
 - Suggest remedial measures for problems that are technical in nature
 - Facilitate the implementation of approved policy/regulatory changes and other techno-commercial issues
 - Resolve key technical conflicts during the entire project
 - Oversee the Property Survey Agencies tasks
 - Review performance levels and endorse payments
 - Carry out any other tasks as may be assigned by the Steering Committee
- As finalised in the meeting, the list of the proposed nodal officers for respective Clusters and MCs is attached.
- It was decided in the meeting that once notified the nodal officers would assist the PMU with assessing the financial capacity of all the MCs and getting the MCs prepared for the survey

The meeting ended with a vote of thanks to the chair
