# District Abhilekhagaar Management System (DAMS)

*A.* ***Solution Description***

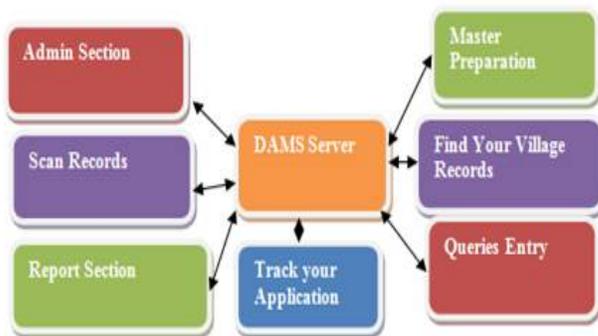Proposed System **DAMS** is mainly categorized as mentioned below,Fig 1.



Fig 1 Proposed DAMS System

*1) Admin Section:* It manages the entire work flow to be executed in proper pre-defined fashion. All updation, deletion, modification facility related to master preparation can only be executed through admin section. All user id creation and suspension of DAMS user's accounts are managed through the admin dashboard.

*2) Master Preparation:* In this section, master of records available at Abhilekhagaar is listed in the predefined manner,fig 2 i.e. Tehsil->Pargana->villages->types of record 'fassli varsh'wiseindexing(ie.'khataunibasta',chakbandibansta','jildbandobast',and'prastikritnak sha').This is managed through operator login and monitored through admin dashboard. Related reports can be viewed through report section login for verification purposes to cross check, if needed. It ensures the information of land related records on finger tips, which results in less searching time and expedites the entire process and improves transparency.
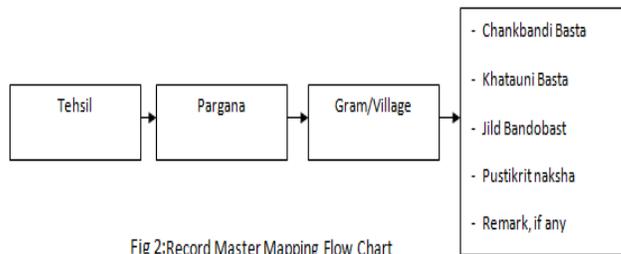
Fig 2:Record Master Mapping Flow Chart

3) *Find your Village records:* General public can find the information of desired gram records through the index, which is created for records present at district record room. For this they have to mention their personal details while searching and accordingly the results will be displayed. These personal details of searching index are kept for analysis by district administration and can be used for other reporting purposes. Operator also can search these records directly through their login, if anyone seeks information regarding the index records from Abhilekhagaar before applying.

4) *Queries Entry:* It is one of the other responsibilities of operator, which is managed under operator login to receive and feed the applications related to land record received at district Abhilekhagaar counter and issues the receipt for the same for online tracking of application status. Operator is also responsible for activities performed over received application until queries were finally completed.

5) *Track Your Application:* It is also one of the facilities extended towards general public, who can know the status of queries made by them, through the application reference number mentioned over receipt. The status is categorized into three categories such as application received, under process and completed, as the query is executed through the operator login. Person can view the status before approaching Abhilekhagaar for receiving the necessary documents.

6) *Report section:* It is a cluster of all related reports required for checking the records and proper execution and monitoring of process workflow such as:

   a) Master checklist of Tehsil->Pargana->villages->type of record for cross verification of feeded data.

   b) Review the index search report for probable mischief activity

   c) Summary report for query application to review the citizen charter and quantitative and Qualitative analysis of disposals.

7) *Scan Records:* This is the exigency of new time to preserve the records with the help of high definition scanning. It is an initiative to take the automation to next level, which forms the long lasting, space efficient and easily manageable digital repository of records for future references and administrative usage.

8) *DAMS Server:* It hosts the application, which is responsible for storage purpose, fetching and response activities performed as a process flow for District Abhilekhagaar Management System.

Through this it can be obtained by the click of a nodal officer, information of the Basta fed in the district.



**B.    DAMS Target User**

- **District Administration:** Custodian of land record index, maintaining the applicant records with applications ,ensures citizen charter and transparency for disposal of application and related queries. It also acts as custodian of scanned land records in digital form.

- **General Public:** Facilitate the public to trace and obtain their gram records through 'Fasli Varsh' wise indexing. It helps to inquire prior information about available records and general public can apply accordingly for required documents. Public can seek its current status of application and queries before receiving it from Abhilekhagaar counter.

- **Revenue Department**: It helps to summarize the number of queries disposed to calculate the revenue generated, to cross verify the collection as well.

*Innovation in DAMS*

Through the creation of record indexing initiative, re-engineering of the repository records in digital forms alleviates the digital connectivity with more transparency, automation and alacrity in the record management system.

Its presence in public domain, initiates the concept of digital district, which benefits public at large in terms of prompt delivery and fast access of their records in an automated approach. It makes the whole process of accessing and managing records very time and cost effective i.e. through

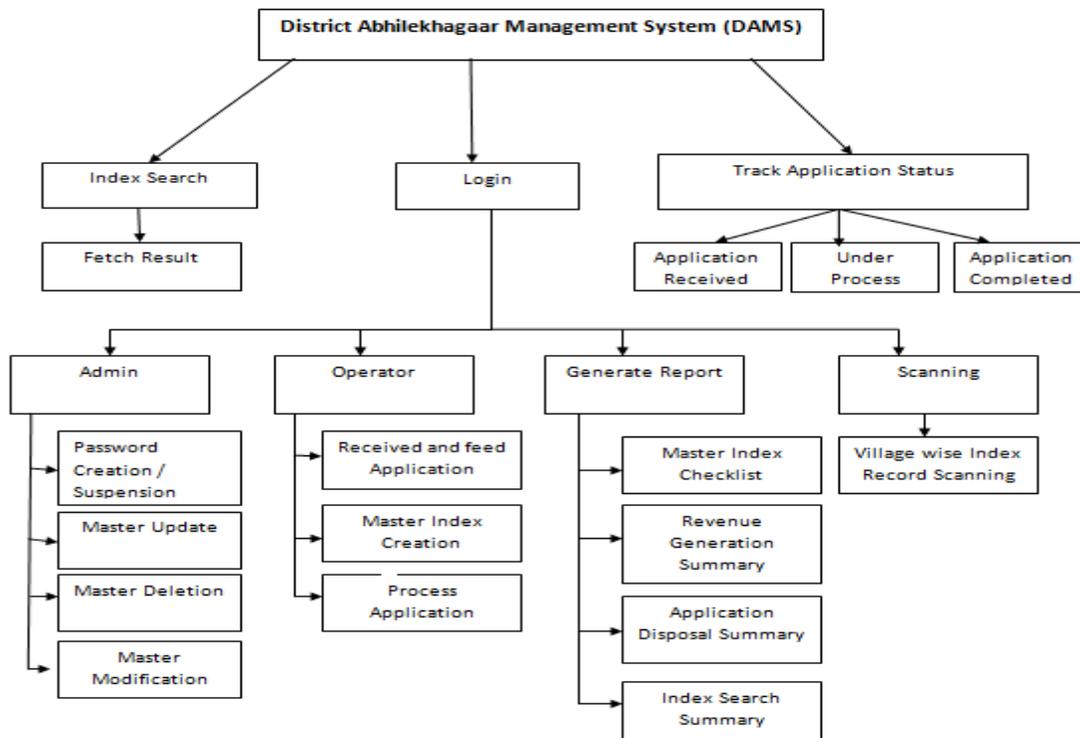The entire DAMS approach is depicted in fig 3.

**Fig 3 :** DAMS Approach

### C. Benefits

This Initiative enhances the trust of general public in district administration and improves the work flow by making it more transparent, efficient and swift through its outreach up to citizen's door step in term of seeking initial information about the related documents and application status.

At the same time, it is advantageous for district administration for follow up the disposals, analysis of queries and recorded data and revenue calculations etc.

In current scenario, it is very much required and keeping the service delivery process under the scanner of technology to ensure availability of records within public domain for 'search and demand' purpose. It also ensures clearance of applications as per citizen charter for administration, which further results in quick and cost effective approach.

It also helps district administration in enhancing services outreach and strengthens their presence among general public, building confidence through transparency, speedy delivery, and also help to manage and maintain record for long time referencing.

High definition scanning helps in preserving and maintaining the authentic copy of land records at Abhilekhagaar and also sustain it digitally for potential future usage as well as it retains the integrity of the documents, as 'Aadhar Khatauni' of 1949-52 is always in demand and also taken as first reference point for any land matter by all courts including supreme court.

People, mainly from rural areas demand copy of their land information which is recorded from time to time into the record room, into the form of queries like 'Aadhikar Khatauni', 'Fasli Varsh', 'Bandobasti Naksha', and 'Pristikrit Naksha', by paying the nominal fee for the same. So, with DAMS we can also keep record of queries and can calculate the revenue for cross verification as well.