

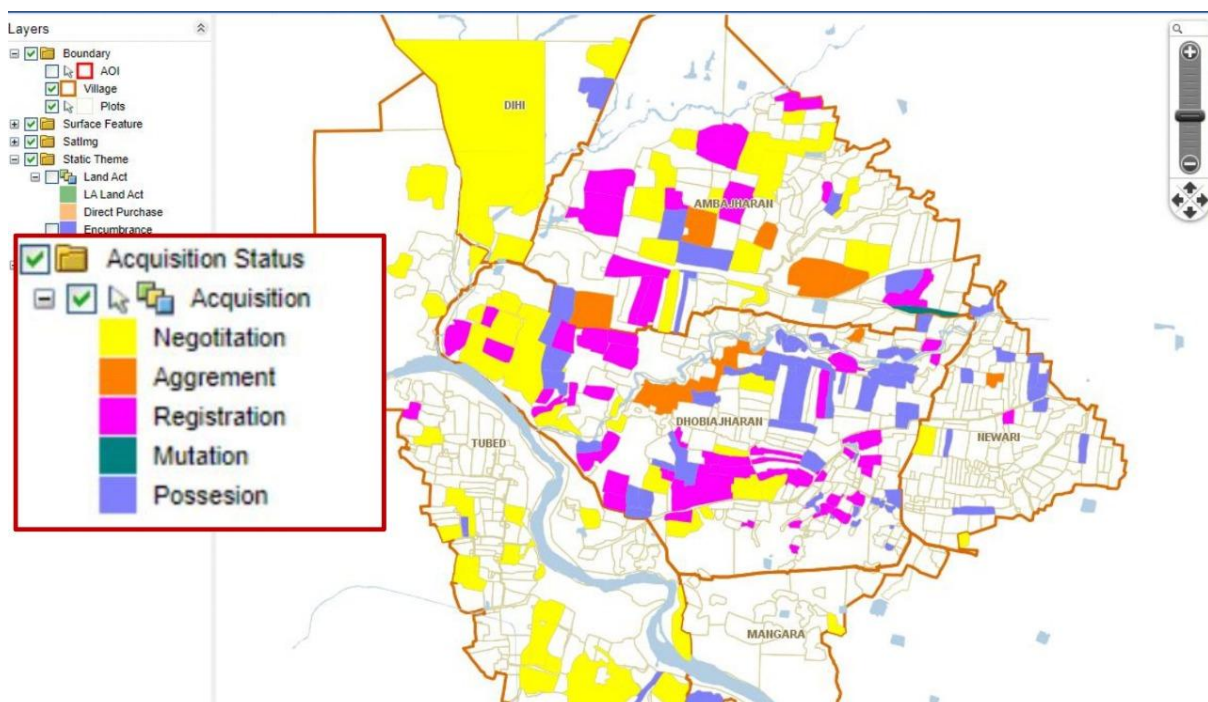
**Land Procurement Process**

1. New plot entry - Enable bulk upload. Fields to be provided:
 - a. Revenue Village
 - b. Dag Number
 - c. Patta Number
 - d. Patta Dar
 - e. Broker Name
 - f. Broker Contact #
 - g. Seller Name
 - h. Seller Contact #
 - i. Land Area (Add three fields: Bigha, Katta, Lacha)
In Bigha = $\text{Bigha} + \text{Katta}/5 + \text{Lacha}/100$
2. Stage: Discussion
 - a. Refer to page 3
3. Stage: Agreement
 - a. Broker Agreement (Optional) (Attachment)
 - b. Waris Certificate (Optional) (Attachment)
 - c. Power of Attorney (Optional) (Attachment)
 - d. Land Revenue (Attachment)
 - e. Link Paper (Attachment)
 - f. Draft Sale Agreement (Attachment) [On Cloud and hidden - super sensitive document]
 - g. Signed Sale Agreement (Attachment) [On Cloud and hidden - super sensitive document]
 - h. Money receipt (Attachment) [On Cloud and hidden - super sensitive document]
4. Stage: Permission
 - a. Buyer Photo (Attachment)
 - b. Seller Photo (Attachment)
 - c. Buyer Government ID (Attachment)
 - d. Seller Government ID (Attachment)
 - e. Revenue Receipt (Attachment)
 - f. Stamp Paper (Attachment)
 - g. Photo of plot (Attachment)
 - h. Sale Permission Application (Attachment)
 - i. Notary Affidavit Buyer (Attachment)
 - j. Notary Affidavit Seller (Attachment)
 - k. Assamese Form (Attachment)
 - l. NOC (Optional) (Attachment)
 - m. POA Copy (Optional) (Attachment)
 - n. Jabanbandi (Attachment)
 - o. Buyer Name
 - p. Sale Permission #



- q. Signed Sale Permission (Attachment)
- 5. Stage: Registry
 - a. Draft Sales Deed (Optional) (Attachment)
 - b. Signed Sales Deed (Attachment)
 - c. Circle Value
 - d. Cheque No.
 - e. Registry Cost
 - f. Stamp (Optional) (Attachment)
 - g. Challan (Attachment)
 - h. Sales Deed #
- 6. Stage: Mutation
 - a. Mutation Application (Attachment)
 - b. Signed Mutation (Attachment)
- 7. Stage: Reclassification (This stage is optional - please provide a dropdown asking if land reclassification is required or not)
 - a. Reclassification Application (Attachment)
 - b. Map of plot (Attachment)
 - c. Land conversion certificate
- 8. Stage: Possession
 - a. Mandal Application (Application)
 - b. Land Possession Document
- 9. Stage: Deal Closed

MAP representing land in each stage (For reference)





How to record land value and subsequent payments?

Agenda - We want to capture the details of all the payments done without revealing the actual value of the plot. This payment section will contain both Pakka and Kacha values. For this to be done, we will need to create the below fields in the system:

1. **Provision for Misc Cost** - This is a dummy entry for the total value of the land. This will be manually entered by the team.
2. **Miscellaneous Cost** - This is a dummy entry for kacha value of the land. This will be manually entered by the team.
3. **Payment Mode (By bank/cheque)** - A dropdown to select the mode of payment.
4. **Cheque Number** - This will be manually entered by the team.
5. **Bank Name (For Bank Transfer)** - This will be manually entered by the team.
6. **IFSC (For Bank Transfer)** - This will be manually entered by the team.
7. **Account Number (For Bank Transfer)** - This will be manually entered by the team.
8. **Amount Paid** - This is the actual amount paid to the seller in pakka through cheque or bank transfer. This will be manually entered by the team.
9. **Total Additional Miscellaneous Cost [To be shown only in summary]** - It is generated by the system through calculations at the backend. This is a read-only value. It is a value paid in cheque/bank transfer (i.e. pakka value paid for the land). It is to be calculated as the amount paid/100. The timestamp of Total Additional Miscellaneous Cost generated by the system should be a randomly generated value ahead of the actual timestamp by at least 24 hours and at most 72 hours.
10. **Provision Balance [To be shown only in summary]** - It is generated by the system through calculations at the backend. This is a read-only value. It is calculated as provision for misc cost - (total misc cost + total additional misc cost)



Payment Module

Misc Cost	<input type="text" value="1000"/>	Cheque Number	<input type="text"/>
Advance to broker	<input type="text" value="0"/>	Name of the Bank (Dropdown)	<input type="text"/>
Payment Mode (Dropdown)	<input type="text"/>	IFSC Code	<input type="text"/>
Dependent (Bank/Cheque)		Account Number	<input type="text"/>
Provision Balance	<input type="text" value="10000"/>	Amount Paid	<input type="text" value="0"/>

This is a note for team: Provision Balance is generated by the system. This is a read-only value. It is calculated as provision for misc cost - (total misc cost + total additional misc cost)

Payment Summary

Opening Provision	<input type="text" value="10000"/>	Brokerage Cost	<input type="text" value="1000"/>
Total Misc Cost	<input type="text" value="1000"/>	Total Advance to Broker	<input type="text" value="400"/>
Total Additional Misc Cost	<input type="text" value="2000"/>	Brokerage Balance	<input type="text" value="600"/>
Provision Balance	<input type="text" value="7000"/>		



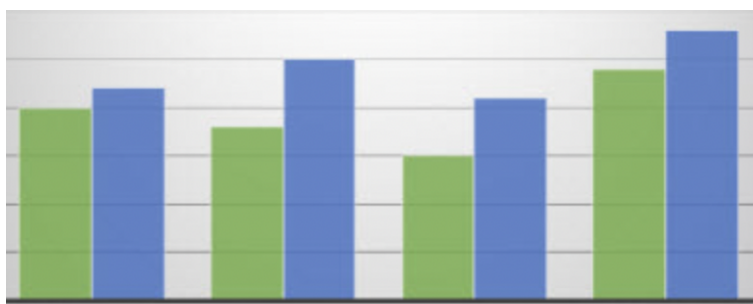
Functionalities on the dashboard

Agenda - Create a dashboard to provide a snapshot of the overall business in one place. This dashboard will be used for decision making by the top management. Include the following data charts/graphs:

1. **Tabular Form** - A table showing the list of all the dags along with the information as mentioned below. There should be filter capability to filter by project, by owner and by stage.

Dag	Project Name	Revenue Village	Total Land (In Bigha)	Provisio n	Provision Balance	Owner	Curren t Stage	List of documents pending to be uploaded
134								
746								
9262								

2. **Dags by stages** - Filter project name, owner and revenue village to see # of respective dags at each stage. A column graph to show the number of dags and the total plot area under these dags at each stage. A representation of the same is attached below where green represents dags and blue represents area (in bigha). Four such columns are stages like Agreement, Permission, Registry, Mutation.



3. **Dags by ageing** - Filter the project and stage to see # of dags with latest activity in <1 day, 1-3 days, 4-7 and > 7 days. This should be represented in tabular form:

Stage/Ageing	<1 day	1-3 days	4-7 days	>7 days
Negotiation				
Agreement				
Permission				



4. **Dags closed at each stage** - Filter date range and show how many dags were moved to the next stage. Represent this in a simple bar graph where y axis is stage names and x axis is the number of dags moved. Example, in the last 7 days, 20 sale agreements were closed, 30 sale permissions were closed. We represent this number on the graph.
5. **MAP view** - Filter project name to see map view of the colour-coded dags basis their stage
6. **Payment snapshot** - Provide date filter and show Provision balance, Misc Cost, Additional Misc Cost, broker balance for each project. Represent this in a table format. Filter project name and date (dropdown values: today, yesterday, last 7 days, last 30 days, All time, custom).



Proposed changes and pending implementations

1. Dashboard set-up
 - a. Dags by stages table is pending
 - b. Dags by ageing table is pending
 - c. In Dags closed at each stage table, please show the number of dags and not the name of dags.
2. Link paper document in the Agreement stage is not mandatory for moving to the next stage.
3. In plot entry, seller contact details, add fields,
 - a. Parent Name
 - b. District

Seller Contact Details

Patta Dar *	<input type="text" value="Rohit Jain"/>	Mobile Number	<input type="text"/>
Seller Name	<input type="text" value="Rohit Jain"/>	Address	<input type="text"/>

4. Payment capture - capability to add negative number to represent refunds

Misc Cost and Amount Paid to Seller(Bank/Cheque) should accept negative amounts also. Example: -10,000

This is required for instances when the buyer pays an extra amount to the seller by mistake.

Creating New Payments

Payments Details

Plot Dag Number *	<input type="text" value="123"/> x Q +	Provision Balance as on Date	<input type="text" value="₹ 0"/>
Misc Cost	<input type="text" value="₹"/>	Advance to Broker	<input type="text" value="₹"/>
Amount Paid to Seller(Bank/Cheque)	<input type="text" value="₹"/>	Payment Mode	<input type="text" value="Select an Option"/>
Cheque Number	<input type="text"/>	Bank Name	<input type="text" value="Select an Option"/>
Account Number	<input type="text"/>	IFSC Code	<input type="text"/>

5. POA Hearing Copy at Permission stage

Add one more field called “POA Hearing Copy” in Permission Documents. This field is not mandatory for moving to the next stage.



Permission Document Details

Sale Permission *	<input type="text"/>	POA Copy	Attach Files ⓘ
Seller Government ID	Attach Files ⓘ	Buyer Government ID	Attach Files ⓘ
Stamp Paper	Attach Files ⓘ	Revenue Receipt	Attach Files ⓘ
Sale Permission Application	Attach Files ⓘ	Notary Affidavit Buyer	Attach Files ⓘ
Notary Affidavit Seller	Attach Files ⓘ	Assamese Form	Attach Files ⓘ
NOC	Attach Files ⓘ		

6. Change the name of “Signed Sale Permission Attachment” to “Approved Sale Permission”

Permission Details

Plot Dag Number *	<input type="text" value="123"/> x Q +	Seller Name	<input type="text"/>
Buyer Name	<input type="text"/>	Buyer Photo	Attach Files ⓘ
Seller Photo	Attach Files ⓘ	Photo of Plot	Attach Files ⓘ
Signed Sale Permission Attachment *	Attach Files ⓘ	Jabanbandi	Attach Files ⓘ

7. Add total land area and purchased land area in plot entry

While entering a new plot, in land area details segment, create these new fields and change the name of existing fields as mentioned in below table

Default value of Purchased fields should be equal to Total fields.

Create one more field as described below:

Balance Land Area (In Bigha) = Average of Total Land Area (In Bigha) for the same dag number under a given project and revenue village - Sum of Total Land Purchased (In Bigha) for the same dag number under a given project and revenue village.

Lacha	Old Name - Lacha	New Name - Total Lacha
Katta	Old Name - Katta	New Name - Total Katta
Bigha	Old Name - Bigha	New Name - Total Bigha
Total Land Area (In Bigha)	Old Name - Total(Bigha)	New Name - Total Land Area (In Bigha)
New Field		Name - Purchased Lacha
New Field		Name - Purchased Katta
New Field		Name - Purchased Bigha
New Field		Name - Total Land Purchased (In Bigha)



This is how it looks now:

Land Area Details

Land Address	<input type="text"/>	Pincode	<input type="text"/>
District	<input type="text"/>	State	<input type="text"/>
Bigha *	<input type="text" value="1"/>	Katta *	<input type="text" value="3"/>
Lacha *	<input type="text" value="11"/>	Total(Bigha) *	<input type="text" value="1.71"/>

This is the new look after recommended changes

Land Area Details

Land Address	<input type="text"/>	Pincode	<input type="text"/>
District	<input type="text"/>	State	<input type="text"/>
Total Lacha	<input type="text"/>	Total Katta	<input type="text"/>
Total Bigha	<input type="text"/>	Total Land Area (In Bigha)	<input type="text"/>
Purchased Lacha	<input type="text"/>	Purchased Katta	<input type="text"/>
Purchased Bigha	<input type="text"/>	Total Land Purchased (In Bigha)	<input type="text"/>

8. Capability to show our registration and registration in others name

In the Registry stage, add a field called “Registry in the name of”. Make it a text field.

Creating New Registry

Registry Details

Plot Dag Number *	<input type="text" value="123"/> x Q +	Signed Sales Deed	Attach Files ⓘ
Sales Deed	<input type="text"/>	Stamp	Attach Files ⓘ
Darft Sale Deed	Attach Files ⓘ	Challan	Attach Files ⓘ
Registry Cost	<input type="text"/>	Circle value	<input type="text"/>
Cheque No	<input type="text"/>		

9. Payment Summary

In the payment summary tab, add 3 tables below the summary which shows all the payments done through bank/cheque, all the misc payment entries and all brokerage paid. Below represents the new payment summary look.



Summary

Opening Provision	10,000	Brokerage Cost	200
Total Misc Cost	2,000	Total Advance to Broker	100
Total Additional Misc Cost	3,000	Brokerage Balance	100

Payment Details

Date	Amount Paid to Seller (Bank/Cheque)	Payment Mode	Cheque Number	Bank Name	Account Number	IFSC Code
27-Jan-2023						

Misc Cost Details

Date	Amount Paid
27-Jan-2023	

Brokerage

Date	Amount Paid
27-Jan-2023	

10. What is the document attachment size? Please increase the size to 5 MB.

11. Show broker balance while adding payment

Payments Details

Plot Dag Number *	123	x	Q	+	Provision Balance as on Date	₹ 9,970
Misc Cost	₹				Advance to Broker	₹
Amount Paid to Seller(Bank/Cheque)	₹				Payment Mode	Select an Option
Cheque Number					Bank Name	Select an Option
Account Number					IFSC Code	

12. Comments - to display name initials in a thumbnail. In the below screenshot, the thumbnail shows "ad" in orange. This is the role of the user. Ideally, it should show the name initials - first and last name. Example - MT for Manika Tiwari

Plot Entry	Discussion	Comments	Payment Summary	Task
------------	------------	----------	-----------------	------

Post your comment here

Attach Files

Post

Comments

ad

admin 1 second ago

Hi

Reply Edit

13. Seller name should populate in permission details from plot entry directly. It should not ask me to fill the name again.



Creating New Permission

Permission Details	
Plot Dag Number *	123 x Q +
Buyer Name	
Seller Photo	Attach Files ⓘ
Signed Sale Permission Attachment *	Attach Files ⓘ
Seller Name	
Buyer Photo	Attach Files ⓘ
Photo of Plot	Attach Files ⓘ
Jabanbandi	Attach Files ⓘ

14. “Sale Permission” - to be renamed “Sale Permission Number”

See highlighted below:

Permission Document Details	
Sale Permission *	
Seller Government ID	Attach Files ⓘ
Stamp Paper	Attach Files ⓘ
Sale Permission Application	Attach Files ⓘ
Notary Affidavit Seller	Attach Files ⓘ
NOC	Attach Files ⓘ
POA Copy	Attach Files ⓘ
Buyer Government ID	Attach Files ⓘ
Revenue Receipt	Attach Files ⓘ
Notary Affidavit Buyer	Attach Files ⓘ
Assamese Form	Attach Files ⓘ

15. Stamp paper to be removed from permission documents

16. Please allow multiple document uploads in a single field. Example, if there are more than 1 seller, we should be able to upload the photos of all of them one by one.

17. Jabanbandi not mandatory in permission documents while moving to the next stage

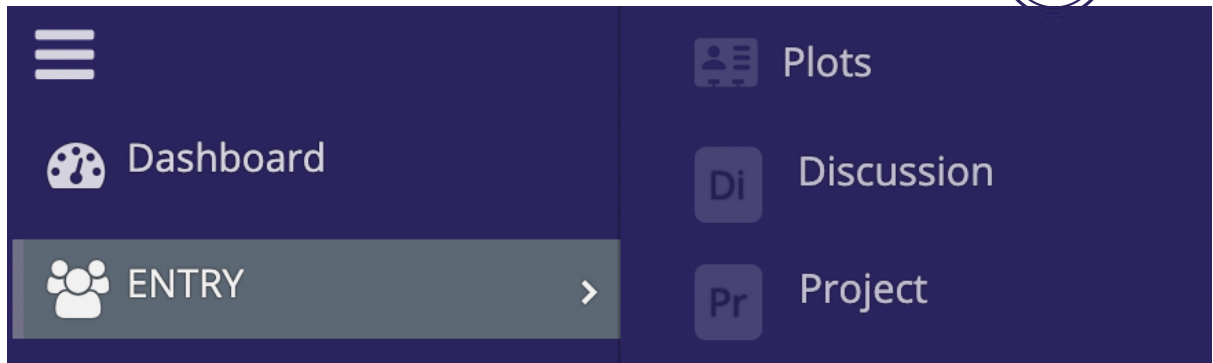
18. “Sale deed” to be renamed “Sale deed number” in registry

See highlighted below:

Registry Details	
Plot Dag Number *	123 x Q +
Sales Deed	
Darft Sale Deed	Attach Files ⓘ
Registry Cost	
Cheque No	
Signed Sales Deed	Attach Files ⓘ
Stamp	Attach Files ⓘ
Challan	Attach Files ⓘ
Circle value	

19. Remove registry cost field from registry details. Now, create two separate fields called “Stamp duty” and “Challan cost”

20. Remove “Discussions” from the Entry menu



21. Add field - “Date of sale deed” in registry stage
22. Add field - “Expiry date of permission” in the Permission stage.
23. Create alert for permission expiry date - On the dashboard, create one more table which shows all the permissions expiring in the next 30 days.
24. Comment/Discussion with voice note - Add an option for voice note also in the comments and discussions field
25. Reclassification stage should be greyed out if we select “No” in reclassification field in mutation

Editing Mutation -

Mutation Details

Plot Dag Number * x Q +

Reclassification *

Mutation Application [republic-day-images-1.jpeg]

Signed Mutation [republic-day-images-1.jpeg]

Discussion Agreement Permission Registry Mutation **Reclassification** Possession

26. Add a field called “Reclassification Type”. This should be a drop down with two values “industrial corridor RCICI” and “Normal Reclassification RECL”
27. In reclassification details,
 - a. Add field called Land photo
 - b. Add field called plmcc
 - c. Add field called k-form
 - d. Add field called Mandal report
 - e. Add field called revenue receipt
28. In Possession details - add field called



- a. revenue receipt,
- b. buyer id,
- c. signed trace paper,

29. In Possession details, remove “land conversion” field

30. Automated document generator - When the user uploads any document with blanks numbered, the system should ask the user to select the field to be put in those blanks.

Example:

In the document below, {1} should be tagged to the seller name field, {2} should be tagged to the parent name field, {3} should be tagged to the address field and {4} should be tagged to the District field.

APPLICATION FOR LAND SALE PERMISSION

To,
The Deputy Commissioner
Kamrup (Rural), Amingaon
Guwahati, Assam
Through the Circle Officer, Palashbari Revenue Circle.

Sub: Prayer for issuance of Land Sale Permission in Respect of the below mentioned Scheduled Land.

Seller :- {1}, S/o- {2}, resident of {3} in the Dist- {4}

Purchaser:- **SRI PRAMOD KUMAR JAIN**, S/o- Sri Babulal Jain, resident of Vill.+P.O.-Bijoynagar, P.S- Palashbari, in the Dist- Kamrup(R), Assam.

Sir,

In reference of the above referred subject, We, the above – named seller and purchaser have applied for issuance of necessary Land Sale Permission for transfer of the below mentioned Schedule Land.

We, therefore, request you kindly to issued the necessary Land Sale Permission for execution of the Sale Deed in respect of the below mentioned Schedule Land.

**Land Selling/Rental Process**

1. New plot entry - Enable bulk upload. Fields to be provided:
 - a. Revenue Village
 - b. Dag Number
 - c. Patta Number
 - d. Patta Dar
 - e. Broker Name
 - f. Broker Contact #
 - g. Buyer Name
 - h. Buyer Contact #
 - i. Land Area (Add three fields: Bigha, Katta, Lacha)
$$\text{Lacha} = \text{Bigha} \times 100 + \text{Katta} \times 20 + \text{Lacha}$$
2. Stage: Rentals
 - a. Rental Frequency (Dropdown) - Monthly, Quarterly, Annual, etc.
 - b. Rental Amount
 - c. Rental received against which month
 - d. Brokerage charges
 - e. Advance Received (1)
 - f. Advance to Broker (1)
3. Stage: Agreement
 - a. Broker Agreement (Optional) (Attachment)
 - b. Advance to Broker (2)
 - c. Advance Received (2)
 - d. Land Revenue (Attachment)
 - e. Link Paper (Attachment)
 - f. Draft Sale Agreement (Attachment) [On Cloud and hidden - super sensitive document]
 - g. Signed Sale Agreement (Attachment) [On Cloud and hidden - super sensitive document]
 - h. Money receipt (Attachment) [On Cloud and hidden - super sensitive document]
4. Stage: Permission
 - a. Buyer Photo (Attachment)
 - b. Seller Photo (Attachment)
 - c. Buyer Government ID (Attachment)
 - d. Seller Government ID (Attachment)
 - e. Revenue Receipt (Attachment)
 - f. Stamp Paper (Attachment)
 - g. Photo of plot (Attachment)
 - h. Sale Permission Application (Attachment)
 - i. Notary Affidavit Buyer (Attachment)
 - j. Notary Affidavit Seller (Attachment)
 - k. Assamese Form (Attachment)
 - l. Buyer Name
 - m. Sale Permission #



- n. Signed Sale Permission (Attachment)
- o. Advance to Broker (3)
- p. Advance Received (3)
- q. Ancillary Received (2)
- 5. Stage: Registry
 - a. Draft Sales Deed (Attachment)
 - b. Advance to Broker (4)
 - c. Advance Received(4)
 - d. Ancillary Received(3)
 - e. Signed Sales Deed (Attachment)
 - f. C Value
 - g. Stamp (Attachment)
 - h. Challan (Attachment)
 - i. Advance to Broker (5)
 - j. Ancillary Received (4)
 - k. Sales Deed #
- 6. Stage: Mutation
 - a. Mutation Application (Attachment)
 - b. Advance to Broker (6)
 - c. Ancillary Received (5)
 - d. Signed Mutation (Attachment)
 - e. Ancillary Received
- 7. Stage: Deal Closed
 - a. Advance Pending
 - b. Ancillary Pending