



GOVERNMENT OF KERALA

**Abstract**

Local Self Government Department – Creation of revenue data base in Local Self Governments through Sanchaya Software – Orders issued.

Local Self Government (IB) Department

G.O.(Rt) No.2380/2013/LSGD Dated, Thiruvananthapuram 25.09.2013.

Read :- 1. Letter No. IKM/LoBE/Sanchaya/14/2012 dated 15.04.2013 from the Executive Chairman and Director, Information Kerala Mission.  
2. Letter No. C3-6865/2011 dated 24.06.2013 & dated nil from the Director of Panchayats.

**ORDER**

As part of the implementation of total e-Governance in Local Self Government Institutions, Government had decided to create a revenue database pertaining to property tax, profession tax, rent on land and building, entertainment tax, D&O license etc. in all the local bodies. The Executive Chairman & Director, Information Kerala Mission vide letter read as 1<sup>st</sup> paper above has furnished a proposal for conducting data entry of the revenue database.

Government have examined the matter in detail and are pleased to accord sanction to carry out the computerization and digitization of revenue database pertaining to the property tax of the Local Self Government Institutions in the State. The rates for creation of revenue database is appended. The expenditure in this regard will be met from the plan / own / General Purpose fund of the concerned local body.

By Order of the Governor,  
K.R. Krupanandan  
Joint Secretary to Government

To

~~The Executive Chairman & Director, Information Kerala Mission.~~  
The Director of Panchayats, Thiruvananthapuram  
The Director of Urban Affairs, Thiruvananthapuram  
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram  
The Accountant General (A&E), Kerala, Thiruvananthapuram  
SF/OC.

Forwarded / By Order

*D. S. S. S.*

Section Officer

Annexure

**RATES FOR CREATION OF REVENUE DATA BASE OF LOCAL SELF GOVERNMENTS**

<b>1. Property Tax</b>			
<b>Sl No</b>	<b>ITEM</b>	<b>Pin/In Area based Returns</b>	
		<b>Rate per record in Rs</b>	
		<b>Form 2/6</b>	<b>Form 2A</b>
A	Pre-processing and Data Entry of Form (2/6, 2A)	10.00	4.00
B	Incentive payable to staff for verification and correction of data entered with that of the original records (assessment and demand register) and collection posting	2.00	2.00
C	<b>Total for doing the work at the Local body using its resources with Data Entry outsourced to DEO's (A+B)</b>	<b>12.00</b>	<b>6.00</b>
Computer, UPS and peripherals can be arranged locally on rent if required			

<b>2. Estimate for preparation of legacy database of D&amp;O Licence</b>		
	<b>ITEM</b>	<b>Rate per record (Rs)</b>
		<b>Work by Data Entry Operator (Wages)</b>
<b>Corporation and municipalities</b>		
1	Completion of Data Entry of a Performa for D&O Licence including Demand	10.00
2.	Verification and Authentication by staff- incentive	1.00
<b>Panchayats</b>		
1	Completion of Data Entry of a Performa for D&O Licence including Demand	5.00
2.	Verification and Authentication by staff- incentive	1.00

<b>3. Estimate for preparation of legacy database of Profession Tax (Trade, Institutions)</b>		
	<b>ITEM</b>	<b>Rate per record (Rs)</b>
		<b>Work by Data Entry Operator (Wages)</b>
1	Completion of Data Entry of a Performa for Profession Tax including Demand	5.00
2.	Verification and Authentication by staff- incentive	1.00

4. Estimate for preparation of legacy database of Rent on Land and Building		
	ITEM	Rate Per Record (Rs)
		Work by Data Entry Operator (Wages)
1.	Completion of Data Entry of a Performa for Rent on land and building including Demand	5.00
2.	Verification and Authentication by staff incentive	1.00