

## CARD

**Introduction:** **CARD** (Computer-aided Administration of Registration Department) project was originally conceived in August, 1996 and implemented at two test sites at Registrar Office, Hyderabad and Sub Registrar Office, Banjara Hills in August / September, 1997. Judging the project by its initial success and the immense potential it has in transforming the concept of public service, the Government decided to replicate it all over the State.

The CARD Project provides a transparent method of valuation of properties and calculation of stamp duties, simplified the registration procedures, enhanced speed, reliability and consistency of the system. It reduced delays by replacing the manual systems of copying, indexing and accounting. Scanning of documents replaced manual copying. Images of documents were initially preserved on C.Ds. Retrieval of the documents and obtaining copies is made instantaneous. The overall effect is a smooth public interface. A highly complex but user friendly CARD Software was developed by the team of National Informatics Centre, Hyderabad. The required hardware for implementation of CARD Project has been procured through A.P. Technology Services Limited, Hyderabad.

**History:** 214 Sub Registrar Offices in respect of A,B,C category offices were inaugurated on 4-11-1998 and legal status was accorded to the CARD Project through "Act 16 of 1999" w.e.f.5-2-1999.

After successful implementation of project in the above sites another 25 "D" category offices were implemented with the CARD Project and legal status was given w.e.f.1-11-2001.

Finally the remaining 148 E& F category offices (each 74) were computerized and the legal status was accorded from 10-3-2002.

**Present Scenario:** The CARD system had been in the client server architecture with each Sub-Registrar Office having one server with standalone functioning. Later all the Sub-Registrar Offices were provided

with network connection for obtaining the index data and MIS data to the central server.

In the year 2011 Government have taken a decision to bring CARD into Centralized Architecture called CCA (CARD centralized architecture). The required hardware is procured and placed in the State Data Centre at YSR Bhavan in Nanakramguda, Hyderabad. The required software application is developed by the NIC. The roll out into CCA started with SROs of Hyderabad on 3-9-2012 and continued till May 2013.

**Hardware:** The department has 432 SROs in 38 Registration districts in the State. All the required hardware like clients, monitors, printers etc are supplied by the facilities manager the TCS Ltd as per the tender agreement. The network was initially provided by the facilities manager connecting all the SROs with the central server with 128 Kbps primary and secondary network lines.

In the CARD Centralized architecture all the SROs with their clients of around 2300 are to be connected concurrently to the central server. All the SROs need to transact their business with the central server and they need to push scanned image data of the registered documents to the central server. For this purpose larger bandwidth network is required. The Government has provided 2Mbps primary network through the AP State Wide Area Network (APSWAN). The central servers located in the AP State Data Centre are connected to the SROs through the State Headquarters via the Mandal Headquarters. For redundancy a secondary network of 4Mbps BSNL Broad band line is procured for all the SROs which caters to the seamless services for the citizen in case of primary network goes down. The secondary network provides a secured Virtual Private network (VPN) for all the clients to be connected to the central servers.

**WEB SITE:** The department has got a web site developed by the NIC with the domain name of" [www.igrs.ap.gov.in](http://www.igrs.ap.gov.in)" which is recently changed to

["www.registration.ap.gov.in"](http://www.registration.ap.gov.in) . Through this web site citizen is provided the following important services along with other services:

- Finding out the Sub Registrar Offices and its jurisdiction villages, office addresses contact numbers of the sub-registrar offices.
- Market value guidelines of any unit of property whether it is urban or rural in the State.
- Structure rates, Stamp Duty rates of the properties.
- Information on property indexes and encumbrances.
- Electronic filing of objections on property indexes by citizens.
- The citizen can also know the value of the property and the stamp duty and registration fee to be paid there on without the interference of middlemen.
- The citizen can also prepare document himself by filling the necessary information in prescribed document templates and submit it for registration.

The above services enable the citizen in the direct participation in registration matters.

### **MANAGEMENT INFORMATION SYSTEM**

Management Information system software has been developed by the in-house expertise. Vide this office Circular No.107, dated 4-1-2003 MIS software was released with the provision to send the following reports by the District Registrars to this office.

- CARD Progress Report
- Gross Revenue Report
- User Charges Report
- Post facto and Spot Inspection
- Post and pre-amendment reports.
- Gross weekly reports
- No. of documents weekly reports

- Stamp Vendors details.
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### **FACILITY MANAGEMENT**

As services provided to the citizens are utmost importance with prescribed time frames, any malfunctions of hardware and software will lead to delays in providing services to the citizen. To overcome such delays and to take care of proper maintenance of hardware and software, facilities management system has been adopted by the Department by way of calling for open tenders.

Facility Management is the task of maintaining various components of an IT Project on a turn-key basis at all sites covering the entire range of hardware, software and consumables. The functions of the F.M are rectification of hardware and system software problems, supply of stationary and consumables, etc. With the help of this mechanism, services are being provided to the registering public without any interruption on account of hardware, software and consumables. The present facilities manager is the TCS Ltd, with a term of 5 years.

### **STORAGE AREA NETWORK:- (SAN)**

The scanned images of documents occupy larger space as around 25 lakh documents are registered every year all over the State. The old system of storing of Images in CDs is no longer a manageable method in the storage of images of documents. The total document images data has grown to around 25 Terabytes over a period of a decade with around 180 Lakh documents. In view of the necessity SAN storage is procured through tendering process of APTS and 100+100 Terabytes of one enterprise and one midrange SAN storage are procured and placed in the State Data Centre and is made functional.

### **ANYWHERE REGISTRATION:-**

Anywhere Registration within a District is started in the districts of Hyderabad and Rangareddy facilitating the public to choose a sub-registrar of their choice in the same registration district. The required software is developed by the NIC, Hyderabad. With the Card Centralized Architecture this is made possible.

### **SCANNING OF OLD RECORDS:-**

The Department is assurance department and a royal record keeper. It is expected to maintain the record of public and private nature for eternity. Keeping in view the importance of this aspect the department has taken all the precautions to keep the record in good condition and the track record of the department in record keeping is impeccable. Of late it is observed that the old record is becoming brittle due to natural weathering forces. The department is sometimes facing the embarrassing moments when certified copies of certain document could not be issued to the parties due to tear and wear of the record.

In view of the above, scanning of old record is contemplated.

**MEESEVA SERVICES:** The department issues certified copies (CC) of the registered documents and encumbrance certificates (EC) pertaining to the properties. To facilitate the citizen to have such certificates obtained in his area, the Government has provided these services under Meeseva. As part of it the department has stopped issuing such certificates parallelly in 12 districts of the State where they are issued only through Meeseva kiosks.

- The issue of Encumbrance certificate is a Category –B service where the request from kiosk is received by the Sub-registrar and the certificate prepared by him is digitally signed and sent to the kiosk for issuing the same to the party.
- The issue of Certified Copy is a Category –A service where about 180 lakh documents are digitally signed and placed in

the State data center. When the Meeseva kiosk raises a request the same is fetched by the computers and issued to the citizen without the manual intervention of registration department.

**OTHER INITIATIVES:** The Department is governing several other Acts among which are the Partnership Act and Societies Registration Act through which Firms and Societies are registered. The software application for online registration of these two services is being developed under the Mission Mode Project of the Government of India under State Services Delivery Gateway (SSDG). The applications will be launched shortly containing the following services.

- Society Registration
- Certified copy of bye-laws
- Amendment to Society
- Submission of Appeals
- Certified copy of Registration
- Registration of Firm
- Certified copy of Firm registration
- Firm Name change
- Dissolution/Reconstitution of Firm

Apart from these services the following other services are being developed

- Registration of Hindu Marriage
- Pre-Registration slot booking coupled with document writing facility