

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No. : CEO/Sys./815

Dated : 05-01-2002

Office-Order

Management Information System of Estate Management Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediate effect.

Sd/-

(Brijesh Kumar)
Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

MIS - SYSTEM

ESTATE MANAGEMENT DIVISION

The formats are enclosed herewith description of each report is as under. The following reports are being prescribed.

1. **Report Name :** **QUARTERLY PROGRESS REPORT OF ACTION PLAN (MIS-EMD-01)**
Objective : This report contains all information about launching/schedule of a new scheme be it residential, commercial/Builders/Group housing/built up houses and its progress.
Data Creation: Shall be entered by New Scheme Division of EMD.
Frequency : On a quarterly basis latest by 5th of April/July/October/January of every year.
Submission : To CEO/ACEO and it should be accompanied by a detailed explanation for pendency

2. **Report Name :** **MONTHLY REPORT OF VACANCY OF PLOTS/HOUSES (MIS-EMD-02)**
Objective : This report is related to vacant plot status, with the help of which scheme for left ever plots/flats under any payment schemes of EMD, can be launched.
Data Creation: Shall be entered by New Scheme Division of EMD.
Frequency : On a monthly basis.
Submission : To CEO/ACEO

3. **Report Name :** **DAILY SUNMMARY OF NEW SCHEMES-FORMS (MIS-EMD-03)**
Objective : To know the sale of brochures and progress of New Scheme launched.
Data Creation: Shall be done by New Scheme Division of EMD.
Frequency : On a daily basis.
Submission : To CEO/ACEO.

4. **Report Name :** **DAILY REPORT OF REFUNDS DONE AFTER DRAW(MIS-EMD-04)**
Objective : For assessment /arrangement of Cash flow.
Data Creation: Shall be entered by New Scheme Division of EMD.
Frequency : On a daily basis.
Submission : To CEO/ACEO.

5. **Report Name :** **MONTHLY COLLECTION ANALYSIS REPORT (MIS-EMD-05)**

Objective : For monitoring the cash in flow from the Estate Management Division.
Data Creation: Shall be entered by New Scheme Division of EMD.
Frequency : On a monthly basis.
Submission : To CEO/ACEO

6. Report Name : **MONTHLY DEFAULTER STATUS REPORT (MIS-EMD-06)**

Objective : To monitor defaulter status in every month.
Data Creation: For monitoring the defaulter status.
Frequency : On a monthly basis, latest by 10th of every month.
Submission : To CEO/ACEO.

7. Report Name : **MONTHLY REGISTRATION STATUS REPORT (MIS-EMD-07)**

Objective : This report details out about status of registration in every schemes.
Data Creation: Shall be done by New Scheme Division of EMD.
Frequency : On a monthly basis, latest by 10th of every month.
Submission : To CEO/ACEO.

ESTATE MANAGEMENT DIVISION

MIS-EMD-01

QUARTERELY PROGRESS REPORT OF ACTION PLAN

To,
CEO/ACEO

Month : 1st 2001 to 31st/30th of

Name of Scheme	Schedule date of Launch of Scheme (As per action Plan)	Actual date of Launch of Scheme	Reasons for delay in launching	Expected date of Launching	Remarks
<u>RESIDENTIAL</u> 1. 2. 3.					
<u>COMMERCIAL</u> 1. 2. 3.					
<u>BUILDERS</u> 1. 2. 3.					
<u>GROUP HOUSING</u> 1. 2. 3.					
<u>BUILT UP HOUSES</u> 1. 2. 3.					

Manager (EMD)

I/c. (EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-02

MONTHLY REPORT OF VACANCY OF PLOTS/HOUSES

To,

CEO/ACEO

Month: -----

Name of Scheme	Total No. of Vacant Plots last month	Plots (This month)			Total Vacant Plots A+B+C+ D	Plots allocated for New Scheme		Vacant Plots Left after the New Scheme is launched.
		Forfeited	Surrendered	Unallotted		No.	Scheme	
		A	B	C				
a) Residential 1. Alpha 2. Beta 3. Gamma								
b) Commercial 1. Shops 2. Kiosks 3. Plot								
c) Institutional 1. Schools 2. Vocat. College 3.								
d) Group Housing 1. 2. 3.								
e) Builders 1. 2. 3.								

Manager (EMD)

I/c. (EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-03

DAILY SUMMARY OF NEW SCHEMES - FORMS

To,
CEO/ACEO
Greater Noida

Sector/Scheme :

Date of Scheme Opening :

Date of Draw :

Date of Scheme Closing :

Category/ Property	Type of	Total No. of Plots/ Houses offered	Bank-1		Bank-2		Bank-3	
			Forms Sold	Appl. Recd.	Forms Sold	Appl. Recd.	Forms Sold	Appl. Recd.
Residential								
Commercial								

Note : This figures will be updated daily and progressive totals will usually.

I/c. (New Scheme)

General Manager (EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-04

(For Residential only)

DAILY REPORT OF REFUNDS DONE AFTER DRAW

To,

CEO/ACEO
Greater Noida

Sector/Scheme :

Date of Scheme Opening :

Date of Draw :

Date of Scheme Closing :

Plot Size	No. of cheques issued	Refund Amount	Bank	Total refunds made till date	Remarks

I/c. (New Scheme)

General Manager (EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-05

MONTHLY COLLECTION ANALYSIS REPORT

**To,
CEO/ACEO
Greater Noida**

Particulars of Property	No.	Total collections up to Previous Month	Budgeted Collections for this Month				Actual Collections for this Month					Variances	Remarks
			Principal	Intt.	Others	Total	Principal	Intt.	Penal Intt.	Others	Total		
a) Residential Scheme-.... Scheme-....													
b) Group Housing													
c) Institutional													
d) Commercial													
TOTAL													

Incharge (Scheme)

G.M.(EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-06

MONTHLY DEFAULTER STATUS REPORT

To,
CEO/ACEO

Name of Scheme	No. of defaulters	Default Notices			Forfeiture Notices issued (Nos.)	Number due for forfeiture this month	Actual Forfeitures done during the months	Amount forfeited	Refunds done/pending	Remarks
		1 inst.	2 inst.	3 inst.						
a) Residential 1. 2. 3. 4.										
b) Institutional 1. 2. 3. 4.										
c) Commercial 1. 2. 3. 4.										
d) Others 1. 2. 3. 4.										

Incharge (Scheme)

G.M.(EMD)

ESTATE MANAGEMENT DIVISION

MIS-EMD-07

MONTHLY REGISTRATION STATUS REPORT

To,
CEO/ACEO

Sector Name	Scheme Name	Total No. of Plots for Registration	Registration done during the month	No. of Plots Registration over due	Remarks
a) Residential 1. 2. 3. 4.					
b) Commercial 1. 2. 3. 4.					
c) Institutional 1. 2. 3. 4.					
d) Others 1. 2. 3. 4.					

I/c (Scheme)

G.M. (EMD)