

**CHECKLIST OF REFORM
E-GOVERNANCE**

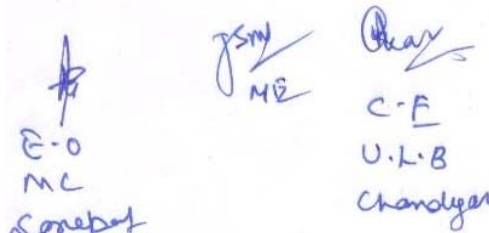
Objective: Scheme of Urban infrastructure Development in Satellite Towns around Seven Megacities, requires certain reforms to be undertaken by Towns/Cities in E-Governance. The objective of deployment of such information technology tools and application should focus on having a transparent administration, quick service delivery, effective MIS and general improvement in the service delivery link.

1. CURRENT STATUS

a. Please indicate the status of E-governance application in each of the following services by providing a list of services using E-Governances applications. Also indicate other services for which E-Governance is being used:-

Type of service	Use of IT		ULBs/Parastatal involved/Responsible	Remarks
	Yes	No		
Registration of Births and Deaths	✓		SPEK Systems Ltd. Under ULB (MCS)	Data implementation under Yap-II in process
Public Grievance Redressal	✓		SPEK Systems Ltd. Under ULB (MCS)	--do--
Works Management System		✓	Consultant being appointed through ULB	To be completed by Jan 2012
E-Procurement and Monitoring of Projects		✓	--do--	--do--
Personnel management, i.e personnel information system		✓	--do--	--do--
Payment of Property Tax, Utility Bills and Management of Unities that came under the ULBs.	In Process	✓	SPEK Systems Ltd. Under ULB (MCS)	Data implementation under YAP-II in process
Building plan approval	In Process	✓	SPEK Systems Ltd. Under ULB (MCS)	--do--
Other (specify)	Trade Licence*		SPEK Systems Ltd. Under ULB (MCS)	--do--

* Municipal Assests, R.T.I, Dak , Building Permissions, Marriage Registration, Cash Collection System, CRMS.



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- b. Have there been attempts towards training the staff in E-Governance practices?
 Yes No
 If yes, give details.

Pre Training has been done

- c. What have been achievements in the following areas as a result of ongoing E-Governance initiative. Explain with initiative undertaken:-

Area of Improvement	Initiative Taken	Achievement
Citizen Participation	Consultations held	Needs & Objectives identified
Service delivery	Facilitation Centres & kiosks operational; Online processes	BDRS Working
Municipal financing	Double Entry Accounting System	System adopted

INFORMATION TECHNOLOGY

- d. Does the municipality has a Website of its own? Yes No
 If Yes, give the following details about the Website:-

Module	Information available	Interactive facilities (e.g. payment, certificate, registration download of format etc.)
e-forms	www.municipalcouncilsonapat.com	BDRS, RTI, Trade Licence, SP, Building Permission,
Citizen services	www.municipalcouncilsonapat.com	Complaint , RTI, Self assessment, redressal form.
Citizen charter and Many	www.municipalcouncilsonapat.com	

- e. What is the frequency of data update on the Website?

Data up-dation is under process. Likely to be complete by Dec 2010.

System Information

- f. Are all sections of the Municipality interconnected through LAN (local Area Network)
 Yes No

- g. Are the zonal offices (If any) connected through WAN (Wide Area Network) Yes No

- h. Does the city have a GIS base map in place? Yes No
 If yes, please specify agency that is repository of the map, scale of the map and the date when it was last updated.

Mapping in process with Consultant. Repository: ULB, Scale of map 1:50,000 to be completed by November 2010

Information mapped in GIS Format? Indicate with details in the table below:

Information layer available	City level	Ward Level	Property/Household level	Any other level	Agencies involved in updation	Remarks
ULB and ward boundaries	✓	✓	✓		YAP-II	
Roads and streets	✓	✓	✓		"	
Property layers	✓	✓	✓		"	
Household and demographic info*	-	-	-		-	Will be undertaken after the basemap are ready (likely to be done by Dec. 2011)
Water Supply net work*	-	-	-		-	
Sewerage network*	-	-	-		-	
Street lighting *	-	-	-		-	
SWM*	-	-	-		-	
Storm water drain*	-	-	-		-	
Any other*	-	-	-		-	

*to be included in the work order of the Consultant already engaged

i. Does the Municipality has decentralized network of E-Kiosks or electronic citizen service centers

Yes No

If Yes, how many and the criteria for spatial distribution (geographical, administrative etc.)

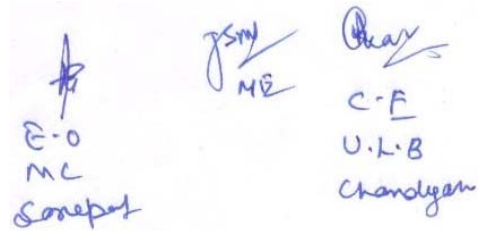
Website would be ready by Jan 2011. Then the 3 kiosks would be developed.

2. TIMELINE FOR ACTION ON REFORMS

Timelines/Outcomes:

The Satellite town shall adhere to the Service Level Benchmarks of E-Governance, IT, GIS and MIS applications as follows:


Item	Baseline 2010	Intermediate 2011	Final 2012
Registration and issue of Birth and Death Certificate			
Number of Birth/Death registered as against applied for registration	Birth – 7000 Death – 1600	100%	100%
Timelines for issuing a Birth/Death Certificate (new/modified)	Immediate	Immediate	Immediate
Measurement of accuracy of issued Certificate	Verification by Hospital Record. M.C. 90%	100%	100%
Accessibility/availability of facilities/services Registration	By citizen facility centre	On Line	On Line
Cut-off date for digitization of legacy data	In process	✓ 60-70%	✓ 100%





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Online updated status of all applications with multiple search options	Yet to be done	Completely Updated	Updated
Billing and Management of Utilities (specify)			
Coverage of households in utility network	Already done	✓	✓
Number of household on utility network on GIS Map	74716	✓	✓
Automatic generation of utility bills by application system	implementation in process	100% online	100% online
Automatic escalation of events on default to appropriate authority	In process	Development/upgrade in progress	Will be in place
Number of Facilitation Centres for payment of utility bills	1	2	3
Accessibility/availability of facilities/services for utility bill payments	By all payment mode I.C Cash, Cheque, D.D	On-Line + existing systems	On-Line + existing systems
Online updated status of all applications	Data implementation under process	Complete update	Complete update
Building Approvals			
Coverage on MIS Platform	Not started	In process	In process (60%). Process complete in 2011
Availability of automated checking mechanism	Not started	In process	✓
Provisional approval based on self certification in specified cases	Not started	In process	✓
Automatic generation of acknowledgement receipt	Not started	In process	✓
Acknowledgement of completeness of applications received	Not started	In process	✓
Completion of specified Building Plan Appraisal process	Not started	In process	✓
Completion Certificate based on self certification	Not started	In process	✓
Verification of completion certificate issued based on self certification	Not started	In process	✓
Online updated status of all applications	Not started	In process	✓
Procurement and Monitoring of projects			✓
Timelines for online vendor registration	Not started	In process	Complete 100 %
Online availability of MIS for history of vendor performance	Not started	In process	✓
Online availability of information of awarded works on web portal	Not started	In process	✓
Online generation of indent	Not started	In process	✓

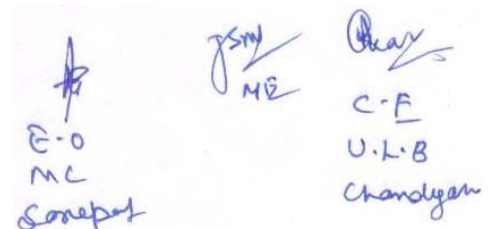

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Online availability of MIS for E-Procurement	Not started	In process	✓
Online availability of Schedule of Rates	Not started	In process	✓
Online payment facility	Not started	In process	✓
Health Programmes / Licenses			✓
Automatic generation of Receipt Number	Not started	In process	Complete 100 %
Timeframe for communicating deficiency in received applications to the applicant	As per citizen charter	As per citizen charter	✓
Timeframe for approval of trade licenses	As per citizen charter	As per citizen charter	✓
Escalation of status of pending trade license applications to appropriate authority after the receipt of complete application	As per citizen charter	As per citizen charter	✓
Automatic generation of demand notice for renewal of trade licenses	Data implementatin under process	Completely available	✓
Personnel Information System			
Coverage in terms of availability of Login facility	implementation in process	100% By Jan 2011	100% By Jan 2011
Online availability of updated information	implementation in process	100% By Jan 2011	100% By Jan 2011
Online processing of dues in stipulated time	implementation in process	100% By Jan 2011	
Grievances and Suggestions			
Complaint resolution :Public Health & Public Safety Services	Not started	In process	Complete
Addressing of grievances other than Public Health and Public Safety	Not started	In process	Complete
Monitoring response time as per citizen charter/statuses for Grievance Resolution	Not started	In process	Complete
Automatic escalation of non resolution to appropriate authority at specified time limit	Not started	In process	Complete
Grievances not addressed after final escalation to be reflected in public disclosure	Not started	In process	Complete
Accessibility/availability of facilities for registration of grievances	Not started	In process	Complete
Level of awareness among citizens	5%-10%	40%	60%
Online updated status of all grievances	implementation under process	100% By Jan 2011	100% By Jan 2011



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CHECKLIST OF REFORM
EARMARKING 10 TO 15 PER CENT HOUSING SITES FOR URBAN POOR

Objective: Scheme of Urban infrastructure Development in Satellite Towns around Seven Megacities requires earmarking 10-15% Housing sites for the Urban Poor or 20-25% of FAR whichever is greater.

1. CURRENT STATUS

- a. List the Government\quasi Government institutions responsible for provisions of housing in the city (eg. Development Authority\Housing Board etc.) Haryana Housing Board, HUDA.
- b. Please indicate whether the ULB has identified all Below-Poverty-Line (BPL) families/beneficiaries
Yes No
- c. If the answer to 1(b) is yes, then please indicate what criteria have been adopted in this identification?

ULB conducted door to door economic survey by adopting SJSRY Guide lines and the BPL families are indentified

- d. Please indicate the number of individuals/households that have been identified as BPL
- e. Please indicate the current percentage of households living in squatter settlements/temporary structures
- f. Please indicate the percentage of households living in EWS/LIG housing units
- g. Please indicate the housing Stock developed in the last 3 years and the percentage of EWS/LIG housing of the total housing Stock developed.

Year	Total Housing Stock created	EWS/LIG Units built	% of housing for poor	Housing Demand in EWS/LIG category
2007-2008	--	--	--	
2008-2009	134	112	83%	134
2009-2010	4569*	--	--	4569

*1787+2782 plots are proposed for HUDA sectors and licenced builders under E.W.S

- h. Is there any legislation regarding mandatory reservation of certain percentage of land for EWS/LIG in housing projects Yes No

i. If yes, please provide the following details:-

i) Percentage of developed land required to be reserved for EWS/LIG. 20%

ii) Is it applicable to both Government as well as private developments? Yes No

2. TIMELINES FOR ACTIONS ON REFORM

a. Please indicate the year by which the following targets would be met.

b. Amendment in the existing legislation and notification

*Already done

2011 2012

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- | | | |
|--|-----|------|
| c. Timeline to improve the percentage of reservation for EWS/LIG in housing projects. | * | * |
| d. No of EWS/LIG units expected to be generated @ 10-15% of the Total planned Housing Stock. | 60% | 100% |

**CHECKLIST OF REFORMS
COMMUNITY PARTICIPATION LAW**

Objective: Scheme of Urban infrastructure Development in Satellite Towns around seven Mega-cities, requires certain reforms to be undertaken by towns in Community Participation with the objective of institutionalizing citizen participation as well as introducing the concept of the Area Sabha in urban areas. The larger objective is to involve citizens in municipal functions e.g. setting priorities, budgeting provisions, etc. The Community Participation Law refers to the appropriate provisions that need to be made in the state-level municipal statute(s) for the establishment of such a 3 or 4 tiered structure within the municipal body.

1. CURRENT STATUS

a. Whether the state has enacted a Community Participation Law? Yes No

b. If yes, what action has been taken by ULB under Community Participation Law?

Creation of ward committee is under process

2. TIMELINE FOR ACTION ON REFORMS

Reform	Year of Implementation
Implementation of a Community Participation Law	Under Process – Expected implementation 2012

Items	Baseline 2010	Intermediate 2011	Final 2012
Establishment of a three-tier municipal structure	'Yes ' election conducted June-2010	Constitution of area sabha	Ensuring periodicity & proper function of sabha
Introduction of interim participatory platforms	in process	2011	--
Devolution of functions	Devolution in process	2011	--

CHECKLIST OF REFORM

BYE-LAWS FOR DISASTER MANAGEMENT, RAINWATER HARVESTING, RECYCLING OF WASTE WATER, BARRIER FREE ENVIRONMENT AND STRUCTURAL SAFETY

Objective: Scheme of Urban infrastructure Development in Satellite Towns around Seven Mega-cities requires to formulate / amend the existing Municipal Building bye laws incorporating process for Disaster Management, Rainwater Harvesting, Recycling of waste water, Barrier Free environment and Structural Safety in compliance with the National Building code 2005.

1. CURRENT STATUS

Rain Water Harvesting

- a. Please indicate whether the ULB has incorporated provisions for rain water harvesting in the Municipal Buildings Bye-laws Yes No
- b. If the answer to 1(a) is yes, then please indicate when the provisions were incorporated.

Provision incorporated (Year) 2002	Likely to be incorporated (Year)
---	----------------------------------

What is the system through which adherence to the provisions regarding rain water harvesting is verified.? **By incorporating the provision in building plans, and scrutiny during Building Sanction.**

What is the incentive provided for people to undertake rain water harvesting ? **No.**

Waste water recycling

Please indicate whether the ULB has incorporated provisions for waste water recycling in the Municipal Buildings Bye-laws Yes No

What is the extent of waste water recycling is happening presently? **--Nil--**

Creation of barrier free built environment

Please indicate whether the ULB has incorporated provisions for providing barrier free built environment in public buildings has been provided for in the Municipal Buildings Bye-laws

Yes No

Whether an access officer has been appointed in the district for checking compliance in this regard has been appointed by the state ? **"No"**

Whether any buildings have been access audited ? **"Yes" (Construction in process: Mini Secretariat and Civil Hospital)**

Structural Safety

Whether certificate for structural safety is being obtained prior to sanction of building plans? **“Yes”**

Whether the incorporation of structural safety aspects is reviewed before grant of completion certificate? **“Yes”**

2. TIMELINES FOR ACTIONS ON REFORM

Timeline for incorporation of above provisions in the building bye-laws.

- | | | | |
|----|---|--------------------------------------|--|
| a. | Consultation with stakeholders on modification
Required in building bye-laws | 2010-11
<input type="checkbox"/> | 2011-12
<input checked="" type="checkbox"/> |
| b. | Dissemination of the new set of building byelaws through a website. | <input type="checkbox"/> 2011 | |
| | Setting up of an MIS system with links to all sections having bearing on building sanction. | <input type="checkbox"/> 2012 | |
| b. | Timeline for reduction of average time taken for building sanction. | <input type="checkbox"/> 2012 | |

**CHECKLIST OF REFORM
INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR**

Objective: Scheme of Urban infrastructure Development in satellite Towns around seven Mega-cities requires certain reforms to be undertaken by Towns/Cities with respect to earmarking funds in their respective budget especially for delivery of basic services to the Urban Poor, with the objective of providing security of tenure at affordable prices, improved housing, water supply and sanitation. In addition, delivery of other existing universal services of the Government for education, health and social security is to be ensured.

1. CURRENT STATUS

a. Please indicate prevailing process for decision making in allocation of budget for delivery of services to the poor. **incorporated vide Notification of HM Act. 1973, Dated 17.09.2009**

b. Please indicate if prevailing accounting and budgeting systems are capable of tracking revenue and capital expenditure on delivery of services to the urban poor

ves	No	Partly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Please indicate if there is any internal earmarking within the municipal budget towards provision of services to urban poor. If yes, please provide the amount earmarked as the percentage of the total budget in the last 3 year. **2009-2010 = 25%**

d. Please indicate the percentage of household living in squatter settlements/temporary structures 20%

e. Please indicate the percentage of households living in squatter settlements/temporary structures without access to:

i. Municipal water supply 10%

ii. sanitation

A) Sewer 25%

B) Drainage 40%

C) Community toilets Nil

D) Solid Waste Management Nil

iii. Primary education Nil

iv. Primary Health Nil

2. TIMELINE FOR ACTION ON REPROMS

Formulation of a policy for providing basic services to the Urban poor which should include security of tenure at affordable prices, improved housing, water supply and sanitation. Delivery of other existing universal services of the Government for education, health and social security. This policy document must include the minimum budgetary earmarking in municipal budgets for the provision of services to urban poor.

Timelines/Outcomes:

Item	Baseline 2010 (%)	Intermediate 2011 (%)	Subsequent year %
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total revenue income	20%	20%	20%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total own source of revenue income	20%	20%	20%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total capital expenditure.	25%	25%	25%

✓CHECKLIST OF REFORM
WATER AUDIT

Objective : Scheme of Urban Infrastructure Development in Satellite Towns around Seven Mega-cities requires to incorporate WATER AUDIT reform, with an objective of "identifying, Measuring, Monitoring and Reducing the Water Consumption by various activities in the town". Municipality will carry out the required action to reduce NRW to 20% by 2012 and later on to 15%.

1. CURRENT STATUS

a) Please indicate whether the ULB has undertaken Water Audit Yes No

✓

b) Quantification If the answer to 1 (a) is yes, and then please indicate what parameters are considered for audit quantification.

c) Please indicate the Quantity of Water consumption during the last 3 years in the ULB-

Year	Total Water Demand (MLD)	Total Water Supply (MLD)	Water Metered	% of NRW Water
2007-2008	36.40	36.40	21.84	40%
2008-2009	37.72	37.72	24.52	35%
2009-2010	39.09	39.09	25.41	25%

- d) Please indicate the average Transmission and Distribution loss per year (in %) - 20%
- e) Per Capital supply (in litres) per day - 135 LPCD
- f) Hours of Water supply per day - 2 hours to 4 hours
- g) Total number of household connection (cumulative figures) - 32927
- h) No of connection metered (cumulative figures) - 24450
- i) Unaccounted for water in MLD (%) including system losses. - 35%

2. TIMELINES FOR ACTIONS ON REFORM

a) Formulation of an Action Plan for achieving volumetric based tariff through 100% metering with individual meters. Please indicate annual targets for achieving full metering. 2011 2012

	✓90%
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b) Please indicate for reduction in NRW and UFW through measures that include water audit and leakage detection studies. Please indicate annual target for both.

NRW-----

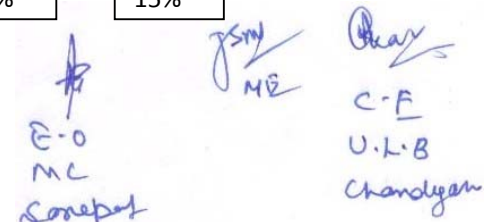
10%	10%
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UFW-----

	20%
--	-----

c) Attain NRW to the benchmark level of 15 %.

15%	15%
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**CHECKLIST OF REFORM
SERVICE LEVEL BENCHMARKS**

Objective: Scheme of Urban Infrastructure Development in Satellite Towns around Seven Megacities requires to incorporate Service Level Benchmarks for Water Supply, Sewerage & Sanitation and Solid Waste Management. The objective of Service Level Benchmarking is to facilitate measurement of outcomes/ improvement of services provided as a result of investments and to facilitate development of Performance Improvement Plans using information generated by the benchmarking exercise. By doing so, it is expected that ULBs will begin to integrate benchmarking utilities into their decision processes leading to improved quality of planning and project development.

1. CURRENT STATUS

a) Please indicate current status of Service level in terms of percentage of population served and area covered.

Yes

b) Please indicate to what extent the ULB has achieved the benchmark

60%

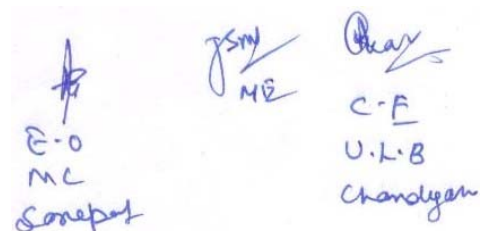
c) If the answer to 1 (a) is yes, then please indicate when the provisions were incorporated.

2010

2. TIMELINES FOR ACTIONS ON REFORM

Timelines / Outcomes:

S. No.	Proposed Indicator	Benchmark	Baseline 2010	Intermediate 2011	Final 2012
1	Water Supply Services				
1.1	Coverage of Water supply connections	100%	70%	75%	85%
1.2	Per capita supply of Water	135 lpcd	135 lpcd	135 lpcd	135 lpcd
1.3	Extent of Metering of water connections	100%	75 %	85%	90%
1.4	Extent of Non Revenue of water	15%	40%	25%	15%
1.5	Continuity of Water supply	24 hours	3 hrs.	4 hrs.	6 hrs.
1.6.	Quality of water supplied	100%	100%	100%	100%
1.7	Efficiency in redressal of customer complaints	80%	70%	75%	80%
1.8	Cost of Recovery in water supply connections	100%	60%	75%	90%
1.9	Efficiency in collection of water supply related charges	90%	60%	75%	90%
2	Sewerage Management (Sewerage and Sanitation)				
2.1	Coverage of Toilets	100%	70%	80%	90%
2.2	Coverage of Sewerage network services	100%	75%	85%	95%
2.3	Collection of Efficiency of the Sewerage network	100%	75%	85%	95%
2.4	Adequacy of Sewerage treatment capacity	100%	65%	65%	100%
2.5	Quality of Sewerage treatment	100%	100%	100%	100%
2.6	Extent of Reuse and Recycling of Sewerage	20%	--	--	10%
2.7	Efficiency in redressal of customer complaints	80%	65%	70%	80%
2.8	Extent of cost Recovery in Sewerage management	100%	30%	50%	70%



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2.9	Efficiency in collection of Sewage Charges	90%	60%	75%	80%
3	Soild Waste Management				
3.1	Household level coverage of soild waste management services	100%	30%	65%	80%
3.2	Efficiency of Collection of Municipal Soild Waste	100%	50%	65%	90%
3.3	Extent of Segregation of Municipal Soild Waste	100%	10%	50%	90%
3.4	Extent of Municipal Soild Waste Recovered	80%	60%	70%	80%
3.5	Extent of Scientific Disposal of Municipal Soild Waste	100%	--	50%	90%
3.6	Efficiency in redressal of Customer Services	80%	60%	70%	80%
3.7	Extent of Cost Recovery in SWM services	100%	--	50%	80%
3.8	Efficiency in collection of SWM Charges	90%	--	30%	70%

CHECKLIST OF REFORM
PUBLIC DISCLOSURE LAW

Objective: Scheme of Urban Infrastructure Development in Satellite Towns around Seven Megacities, requires certain reforms to be undertaken by states/Towns/Cities in the area of disclosure of information to Public with the objective that municipalities and parastatal agencies have to publish various information about the municipality and its functioning on a periodic basis. Such information includes but is not limited to statutorily audited annual statements of performance covering operating and financial parameters, and service levels for various services being rendered by the municipality. The goal of Public disclosure is to ensure transparency and accountability in the functioning of municipalities through publication of information on various facets of municipal governance viz personnel, administrative structure, finance and operation.

1. CURRENT STATUS

a. Whether the state has enacted a Community Participation Law Yes No

b. If yes what action has been taken by ULB under PUBLIC DISCLOSURE LAW.

Actions taken published quarterly through Newspapers.

2. TIMELINE FOR ACTION ON REFORMS

a. The State/ULB must pass a resolution to formulate and adopt a policy on public disclosure law which would include the financial statements that are to be released, the audits of certain statements that are to be carried out, and a timeline for reforms. (within 6 months)

b. Establishment of the Public Disclosure Law which outlines the information to be disclosed and widely disseminated e.g. disclosure of financial statement including key financial indicators for public review frequency of state story audit of financial statement and disclosure of its findings , information on level of services provided, key indicators of services delivery and organisational efficiency etc. Please indicate which of the following reforms are going to be implemented and the timeline.

i. Disclosure of Financial statements, i.e. Balance Sheet, Receipts and expenditures and key financial indicators

	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timeline-Start from year	2010-11	2011-12
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ii. Disclosure of report and Financial statements

	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start from year 10.10.2008	2010-11	2011-12
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

iii. Quarterly Audit of Financial statements

	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

iv. Time period for publication of Quarterly Audited Financial statements (in months after end of each quarter)

3 months

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- v. Annual Statutory Audit

Yes	No
<input checked="checked" type="checkbox"/>	<input type="checkbox"/>

- vi. Time period for publication of Annual Statutory Audit
(Please indicate the number of months)

<input type="text" value="12 months"/>
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- vii. Publication of integrated plan/master plan on municipal website

Yes	No
	<input checked="checked" type="checkbox"/>

- viii. MoA entered with GOI and state Govt to be placed before
Municipal council please indicate target data.

2010-11	2011-12
<input checked="checked" type="checkbox"/>	<input type="checkbox"/>

- ix. Disclosure of MoA in public domain vide a published documents, easily
access able to citizen/other stakeholders. Please indicate target data.

<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
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- c. Time period for publication of Service Levels information

2010-11	2011-12
<input type="text" value="Done"/>	<input type="text"/>

- d. Any other reform / steps being undertaken (please use additional space to specify)

<input type="text"/>	<input type="text"/>
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NA

CHECKLIST OF REFORM PROPERTY TAX

Objective: Scheme of Urban infrastructure Development in Satellite Towns around seven Megacities, requires certain reforms to be undertaken by the satellite towns in the method of levy, administration and collection of property taxes with the broad objective of establishing a simple, transparent, non-discretionary and equitable property tax regime that encourages voluntary compliance. Satellite towns need to ensure that their desirable objectives for reforms include these reforms, but need not restrict themselves to these items. A reform in the property tax system is essential to strengthen the financial autonomy of the local body. For this the need is to have a full record of properties in the city and bring them under the tax net so as to make the system capable for self assessment and for improving the revenue collection.

1. CURRENT STATUS

a. Please indicate if Property tax is currently levied on the following types of properties:

i. Residential	31926
ii. Commercial	10042
iii. Industrial	368
iv. Any other category	3613

b. Please provide the Method of Property Tax Assessment being Followed (Give Short note, if necessary)

i. Self-assessment	2012
ii. Demand-based	✓

c. Please indicate the Amount of property tax being collected as % of own source of Revenue income and Total revenue income during the last 3 Year.

Year	2007-08	2008-09	2009-10
Property tax as % of own source of revenue income	15.35%	7.06%	7.30%
Property Tax as % of Total revenue income	12 %	4.5%	2.88%

d. please provide information on Current coverage.

No.	Type of Property	Estimated no. of properties	No. of properties in the records of the Municipality	No. of properties paying property tax	Coverage ratio	Demand raised	Demand collected	Collection Ratio
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Residential	48482	31926					
2	Commercial	10376	10042	5663	56.4%	79 lakh	51 lakh	64.55%
3	Industrial	480	368	220	59.8%	18 lakh	11 lakh	61.11%
4	Others	15378	3613					

e. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/individual	Revenue implication of exemption
1.	Residential upto 100 Sq. yards	Individual residential	80 lakh (Acc to CoH formula rate)
2.	Religious building	Mandir , Maszid, Gurudwara , Church or Charitable hospital etc.	

(please use additional rows if necessary)

f. Please provide the Basis of determination of property tax

- i. Capital
- ii. Rateable value
- iii. Unit Area
- iv. Other (please specify)

g. Please provide the use of technology in property tax management

GIS database of record of properties liable to property tax

h. Please describe the Level of discretionary power available with assessing authority

Standard format is there. Self Assessment Scheme is in practice. So discretion is least.

i. Please provide year of last updation of property records and guidance values.

a. Frequency of revision of guidance values.

b. Please indicate whether information from appropriate authorities on new building construction, or additions to existing buildings is being captured. Yes No

if yes how (e.g. development authority etc.) and at what frequency

Additional information currently not exchanged between departments for tax revision.

c. Please indicate whether information from appropriate authorities on change of ownership and land valuation is being captured.

Yes

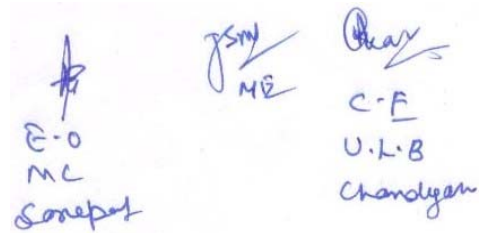
No

d. if so, how (e.g. of Stamps and Registration) and at what periodicity.

On request application

2. TIMELINE FOR ACTION ON REFORMS

Item	Baseline 2010	Intermediate 2011	Final 2012
Level of coverage in terms of Property Tax	55%	65%	85%
Recording of property on GIS map	Started	In progress (40%)	Complete (100%)
Self generation of demand notice	Started	In progress (40%)	Complete (100%)
Updation of Self Assessment Guidelines on ULBs website	Under Testing	Complete in place	Complete
Timeframe for Automatic Escalation of events on default to Appropriate Authority	Started	In progress	In place complete (100%)
Number of facilitation centers	1	2	3
Accessibility/Availability of facilities for payment of Property Tax	Under Process Through CFC	Complete in place	Complete
Online updated status of all applications	Under Process	Complete in place	Complete



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CHECKLIST OF REFORM MUNICIPAL ACCOUNTING

Objective: Scheme of Urban Infrastructure Development in Satellite Towns around seven Megacities, require certain reforms to be undertaken by the Satellite towns/Cities in Municipal Accounting, with the objective of having a modern accounting system based on double-entry and accrual principles, leading to better financial management, transparency and self-reliance.

1. CURRENT STATUS

- a. Whether accounting based double entry accounting system has been adopted.

Yes No

- b. Please provide the status of completion and adoption of accounts, and if they have been audited and published in the last 3 years.

Year	Adopted	Audited	Published
2007-08			
2008-09	✓	✓	✓
2009-10	✓	✓	✓

- c. Please state whether City has drawn up its own accounting manual Yes No

- d. Please state whether City has adopted NMAM (National Municipal Accounting Manual)

i. Without modification Yes

ii. With modifications

If NMAM has been adopted with modifications, please state the modifications:

N/A

Time line for Reform:

Item	Baseline 2010	Intermediate 2011	Final 2012
Accounts are updated in ledgers with the receipt of taxes and charges (Property, Sewerage, Water etc.)	Completed	--	--
Payments are updated in vendors ledger in same day	Completed	--	--
Receivables are updated on the same day on	Completed	--	--

SONEPAT MUNICIPAL COUNCIL

which demand is raised			
Payables are updated on receipt of goods or services	Completed	--	--
Generation of Automated Alerts for delayed payments and receipts	Under Process	Expected to be Completed by Dec. 2010	--
Reconciliation of Subsidiary Accounts such as sundry debtors (Taxes/ Charges receivables), sundry creditors (Vendors), fixed assets etc.	Completed	--	--
Closure of books / chart of Accounts	Completed	--	--

CHECKLIST OF REFORM ENERGY AUDIT

Objective: Scheme of Urban Infrastructure Development in Satellite Towns around seven Megacities, require Energy Audit reform. Energy Audit is the key to a systematic approach for decision making in the area of Energy Management. It attempts to balance the total energy inputs with its use, and serves to identify all the energy streams in a facility. It quantifies energy usage according to its discrete functions.

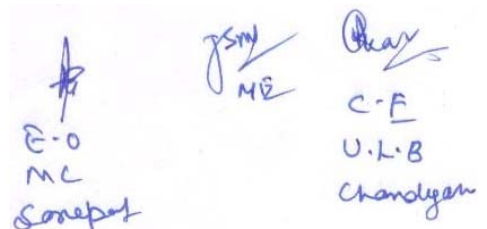
Energy Management is the strategy for adjusting and optimizing energy, using systems and procedures so as to reduce energy requirements per unit of output while holding constant or reducing total costs of producing the output from these systems. The towns shall carry out the activities listed below and achieve energy savings target as given below:

Timelines/Outcomes:


The Satellite town shall prepare and implement an action plan for Energy audit of all public utilities and achieve savings as indicated in the energy audit reports.

Item			
Action Plan			
Implementation of Action Plan			
Saving of Energy as indicated in the energy audit report			
	Targeted year 1	Targeted year 2	Targeted year 3
Annual Savings in Fuel (MT or KI & Electricity in kWh)			
Annual Savings (in Rs. Lakh)			

Reforms of Energy Audit to be undertaken with direction from BEE



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