

**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	✓		ULB	
Public Grievance Redressal		✓	ULB	Mar'2012
Works Management System	✓		ULB	
E-Procurement and Monitoring of Projects	✓		ULB	E-Tendering for work value Rs. 5.00 Lakhs and above
Personnel management, i.e personnel information system	✓		ULB	
Payment of Property Tax, Utility Bills and Management of Unities that came under the ULBs.		✓	ULB	Mar' 2012
Building plan approval		✓	ULB	Mar' 2012
Other (specify)				

b. Have there been attempts towards training the staff in E-Governance practices?

Yes No

If yes, give details.

Online monitoring of works, E- Tendering trainings are given periodically.

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

(V. Srinivasan)
Executive officer

Area of Improvement	Initiative Taken	Achievement
Citizen Participation	-	-
Service delivery	Ongoing Project status and Completed under various Scheme such as IHSDP, APAMT, General Fund, 12th SFC.	Transparency in execution of work
Municipal financing	-	-

INFORMATION TECHNOLOGY

- d. Does the municipality have 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.
Property Tax	Details of assesses/Tax	-
Birth & Death	Birth and Death Registration Details	Downloading of format
Personnel Management system	Details of personnel Employment	-
E-Procurement	Tender Notice, Tender Schedule cost etc;	Downloading of Tender Schedule
Monitoring of project	Details of on going/ completed works,	Downloading of Details.
General information	Details of Elected Representatives.	Downloading of Details.

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

As and when the requirement arises for updation.

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.

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

(V. Jayaraman)
 Executive officer

ULB and ward boundaries						After finalizing the tender for GIS. It will be completed before March,2012.
Roads and streets						
Property layers						
Household and demographic info						
Water Supply net work						
Sewerage network*						
Street lighting						
SWM						
Storm water drain						
Any other						

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

Yes No

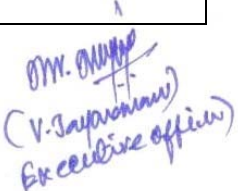
If Yes, how many and the criteria for spatial distribution (geographical, administrative etc.)

2. TIMELINE FOR ACTION ON REFORMS

Timelines/Outcomes:

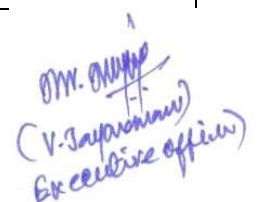
The Satellite town shall adhere to the Service Level Benchmarks of E-Governance, IT, GIS and MIS applications as follows:

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	100%	100%	100%
Timelines for issuing a Birth/Death Certificate (new/modified)	One Day	One Day	One Day
Measurement of accuracy of issued Certificate	100%	100%	100%
Accessibility/availability of facilities/services Registration	ULB Office (Manual)	ULB Office (Manual)	Online
Cut-off date for digitization of legacy data	-	-	Mar'2012
Online updated status of all applications with multiple search Options	-	-	Mar'2012


 (V. Suresh Kumar)
 Executive officer

Sriperumbudur Town Panchayat

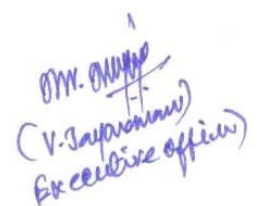
Billing and Management of Utilities (specify)			
Coverage of households in utility network	Manual 100%	Manual 100%	Online 100%
Number of household on utility network on GIS Map	-	-	Online March ,2012
Automatic generation of utility bills by application system	-	-	Online March,2012
Automatic escalation of events on default to appropriate authority	-	-	March 2012
Number of Facilitation Centres for payment of utility bills	One- ULB Office	One- ULB Office	One Online
Accessibility/availability of facilities/services for utility bill payments	ULB Office	ULB Office	ULB Office
Online updated status of all applications	-	-	March,2012
Building Approvals			
Coverage on MIS Platform	-	-	March,2012
Availability of automated checking mechanism	-	-	March,2012
Provisional approval based on self certification in specified cases	Not applicable	Not applicable	March,2012
Automatic generation of acknowledgement receipt	Not applicable	Not applicable	March,2012
Acknowledgement of completeness of applications received	Manual acknowledge given	Manual acknowledge given	Online March,2012
Completion of specified Building Plan Appraisal process	15 days	10 days	Online One week
Completion Certificate based on self certification	30 days	30 days	Online One week
Verification of completion certificate issued based on self certification	15 days	10 days	Online One week
Online updated status of all applications	-	-	March,2012
Procurement and Monitoring of projects			
Timelines for online vendor registration	-	-	March,2012
Online availability of MIS for history of vendor performance	-	-	March,2012
Online availability of information of awarded works on web portal	Being done Online	Being done Online	March 2012
Online generation of indent	-	-	March,2012
Online availability of MIS for E-Procurement	-	-	March 2012
Online availability of Schedule of Rates	Presently available for civil works	Presently available for civil works	March 2012 online
Online payment facility	-	-	March 2012


 (V. Srinivasan)
 Executive Officer

Sriperumbudur Town Panchayat

Health Programmes / Licenses			
Automatic generation of Receipt Number	-	-	March 2012
Timeframe for communicating deficiency in received applications to the applicant	15 days	10 days	One week
Timeframe for approval of trade licenses	30 days	15 days	One week
Escalation of status of pending trade license applications to appropriate authority after the receipt of complete application	15 days	10 days	3 days
Automatic generation of demand notice for renewal of trade licenses	Manual	Manual	March 2012
Personnel Information System			
Coverage in terms of availability of Login facility	-	-	March 2012
Online availability of updated information	Available	Available	March 2012
Online processing of dues in stipulated time	Manual	Manual	March 2012
Grievances and Suggestions			
Complaint resolution :Public Health & Public Safety Services	Manual	Manual	March 2012
Addressing of grievances other than Public Health and Public Safety	Manual	Manual	March 2012
Monitoring response time as per citizen charter/statuses for Grievance Resolution	7 days	7 days	One day
Automatic escalation of non resolution to appropriate authority at specified time limit	7 days	7 days	One day
Grievances not addressed after final escalation to be reflected in public disclosure	7 days	7 days	One day
Accessibility/availability of facilities for registration of grievances	Manual	Manual	March 2012
Level of awareness among citizens	70%	90%	100%
Online updated status of all grievances	-	-	March 2012

After identifying the consultant from the empanelled list approved by the GOI, the work will be entrusted to the agency after obtaining the orders from the Govt. of Tamil Nadu for service Level Benchmarking of E-Governance activities.


 (V. Suresh Kumar)
 Executive officer

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.) - **Tamil Nadu Housing Board, Tamil Nadu Slum Clearance Board.**

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?

In 2003 the ULB conducted door to door economic survey by adopting SJSRY guidelines and the BPL families were identified

d. Please indicate the number of individuals/households that have been identified as BPL

1344- House holds

e. Please indicate the current percentage of households living in squatter settlements/temporary structures

23%

f. Please indicate the percentage of households living in EWS/LIG housing units

77%

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	517	40	8%	325
2008-2009	574	52	9%	400
2009-2010	920	31	3%	600

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. **10%**
(Rule 4 and 9 of GO MS No. 130 H&UD Dept dt. 14.6.2010)

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

(V. Suresh Kumar)
Executive Officer

2. TIMELINES FOR ACTIONS ON REFORM

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

(Already implemented vide Go MS No. 130 H&UD Dept dt.14.6.2010) *

2011 2012

b. Amendment in the existing legislation and notification

*	
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c. Timeline to improve the percentage of reservation for EWS/LIG in housing projects.

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d. No of EWS/LIG units expected to be generated @ 10-15% of the Total planned Housing Stock.

50	100
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DM. Anand
(V. Jayaraman)
Executive officer

**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?

Tamil Nadu Municipal Laws (Amendment) Ordinance (TN Ordinance 6 of 2010) has been promulgated by the Governor on 28.10.2010 and the same has been notified on 29.10.2010 TN Government Gazettee No.335. dated. 29.10.2010

2. TIMELINE FOR ACTION ON REFORMS

Reform	Year of Implementation
Implementation of a Community Participation Law	2011

Items	Baseline 2010	Intermediate 2011	Final 2012
Establishment of a three-tier municipal structure		✓	
Introduction of interim participatory platforms			✓
Devolution of functions			✓

DM. Srinivasan
(V. Srinivasan)
Executive Officer

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) (As per section 215-A of the Tamil Nadu District Municipalities Act 1920)	Likely to be incorporated (Year)
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What is the system through which adherence to the provisions regarding rain water harvesting is verified?

100% verification being made by the Executive Authority before assessment of the building in to property Tax.

What is the incentive provided for people to undertake rain water harvesting? **It is mandatory**

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? : **30%**

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? **“NO”**

(Handwritten signature)
 (V. Jayaraman)
 Executive officer

Structural Safety

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

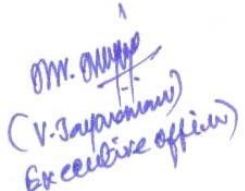
Whether the incorporation of structural safety aspects is reviewed before grant of completion certificate? **“Yes”**

2. TIMELINES FOR ACTIONS ON REFORM

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

	2010-11	2011-12
a. Consultation with stakeholders on modification Required in building bye-laws (Already mentioned in the previous page) *	*	
b. Dissemination of the new set of building byelaws through a website. (Will be provided after implementation of e-governance)		
c. Setting up of an MIS system with links to all sections having bearing on building sanction. (Will be provided after implementation of e-governance)		
d. Timeline for reduction of average time taken for building sanction. (10 days)	10 days	

Necessary provisions regarding amendment to Building Bye-Laws has been made and being enforced in the ULB.


 (V. Jayaraman)
 Executive officer

**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. – **After having consultation with the welfare association and ward councillors in allocation of budget for delivery of services of the poor is being made through.**

- 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 yes No Partly

- 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.

2007 – 2008	27%
2008 – 2009	31%
2009 – 2010	28%

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

7%

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

- i. Municipal water supply

15%

- ii. Sanitation

A) Sewer

100%

B) Drainage

100%

C) Community toilets

Nil

D) Solid Waste Management

Nil

- iii. Primary education

1%

- iv. Primary Health

Nil

V. Jayaraman
(V. Jayaraman)
Executive Officer

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	43%	*	*
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total own source of revenue income	64%	*	*
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total capital expenditure.	59%	*	*

* As per the Government orders issued in G.O. (D) No. 167, MA&WS dated 15.04.2008, necessary provisions for earmarking 25% for urban poor has been made in the ULB budget and this will also be followed in the intermediate and subsequent years to come.

*DM. Srinivas
(V. Srinivas)
Executive Officer*

**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	1.13	0.49	-	11%
2008-2009	1.40	0.65	-	20%
2009-2010	2.10	0.90	-	40%

- d) Please indicate the average Transmission and Distribution loss per year (in %) : **5%**
- e) Per Capital supply (in litres) per day : **30 LPCD**
- f) Hours of Water supply per day : **1 hour**
- g) Total number of household connection (cumulative figures) : **981**
- h) No of connection metered (cumulative figures) : **Nil**
- i) Unaccounted for water in MLD (%) including system losses. : **No**

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

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. 2011 2012

NRW----- 38% 10%

UFW----- 5% 5%

c) Attain NRW to the benchmark level of 15 %. 43% 15%

(V. Suresh)
Executive Officer

**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 Bench Marking 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

Yes

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

2012

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%	15%	30%	100%
1.2	Per capita supply of Water	135 lpcd	30 lpcd	-	135lpcd
1.3	Extent of Metering of water connections	100%	-	-	100%
1.4	Extent of Non Revenue of water	15%	43%	-	15%
1.5	Continuity of Water supply	24 hours	-	-	24hrs
1.6.	Quality of water supplied	100%	-	-	100%
1.7	Efficiency in redressal of customer complaints	80%	65%	75%	80%
1.8	Cost of Recovery in water supply connections	100%	42%	60%	100%
1.9	Efficiency in collection of water supply related charges	90%	80%	90%	-
2	Sewerage Management (Sewerage and Sanitation) *				
2.1	Coverage of Toilets	100%	92%	100%	100%
2.2	Coverage of Sewerage network services	100%	-	-	-
2.3	Collection of Efficiency of the Sewerage network	100%	-	-	-
2.4	Adequacy of Sewerage treatment capacity	100%	-	-	-
2.5	Quality of Sewerage treatment	100%	-	-	-
2.6	Extent of Reuse and Recycling of Sewerage	20%	-	-	-
2.7	Efficiency in redressal of customer complaints	80%	-	-	-
2.8	Extent of cost Recovery in Sewerage management	100%	-	-	-
2.9	Efficiency in collection of Sewerage Charges	90%	-	-	-

M. Srinivasan
(V. Srinivasan)
Executive officer

3	Soild Waste Management				
3.1	Household level coverage of soild waste management services	100%	46%	70%	100%
3.2	Efficiency of Collection of Municipal Soild Waste	100%	77%	90%	100%
3.3	Extent of Segregation of Municipal Soild Waste	100%	30%	75%	100%
3.4	Extent of Municipal Soild Waste Recovered	80%	11%	50%	80%
3.5	Extent of Scientific Disposal of Municipal Soild Waste	100%	-	-	100%
3.6	Efficiency in redressal of Customer Services	80%	67%	75%	80%
3.7	Extent of Cost Recovery in SWM services	100%	25%	40%	100%
3.8	Efficiency in collection of SWM Charges	90%	10%	25%	90%

* After sanction and implementation of Sewerage Management.

V. Srinivasan
 (V. Srinivasan)
 Executive Officer

**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
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Provision has been made under section 357-A of the Municipal Act 1920 and Rules issued vide Ms. No. 95 Municipal Administration & Water supply (Ele) Department Dated: 9.6.2009

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
2010-11	2011-12

ii. Disclosure of report and Financial statements

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

iii. Quarterly Audit of Financial statements

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

iv. Time period for publication of Quarterly Audited Financial statements (in months after end of each quarter) - **The ULB has provision for the Annual Audit by the Local Fund Audit Department.**

(V. Srinivasan)
Executive Officer

Sriperumbudur Town Panchayat

- v. Annual Statutory Audit Yes No
- vi. Time period for publication of Annual Statutory Audit (Please indicate the number of months)
- vii. Publication of integrated plan/master plan on municipal website No
- viii. MoA entered with GOI and state Govt to be placed before Municipal council please indicate target data.
- ix. Disclosure of MoA in public domain vide a published documents, easily access able to citizen/other stakeholders. Please indicate target data. : **31. 03. 2011**
- c. Time period for publication of Service Levels information 2010-11 2011-12
- d. Any other reform / steps being undertaken (please use additional space to specify)

V. Jayaraman
(V. Jayaraman)
Executive officer

**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 | <input checked="" type="checkbox"/> |
| ii. | Commercial | <input checked="" type="checkbox"/> |
| iii. | Industrial | <input checked="" type="checkbox"/> |
| iv. | Any other category | <input checked="" type="checkbox"/> |

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

necessary

- | | | |
|-----|-----------------|-------------------------------------|
| i. | Self-assessment | <input checked="" type="checkbox"/> |
| ii. | Demand-based | <input type="checkbox"/> |

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	26%	26%	26%
Property Tax as % of Total revenue income	12%	13%	17%

(V. Jayaraman)
Executive Officer

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	4373	4373	4373	100%	46.00	42.18	92%
2	Commercial	1314	1314	1314	100%	14.58	13.00	89%
3	Industrial	2	2	2	100%	8.40	5.20	62%
4	Others							

e. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/individual	Revenue implication of exemption
1.	100%	Educational Institution	Rs.0.80 Lakhs
2.	100%	Choultries	----
3.	100%	Charitable Dispensaries/ Hospitals	-----

(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

No discretionary power available with the Assessing authority. Tax is being levied on self assessment basis subject to site verification by the Executive Authority.

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

(V. Jayaraman)
Executive officer

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

100% Verification of building by Bill collectors and Executive Authority at Monthly Intervals.

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

Yes

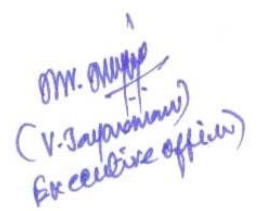
No

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

Stamps and Registration by every Quarter.

2. TIMELINE FOR ACTION ON REFORMS

Item	Baseline 2010	Intermediate 2011	Final 2012
Level of coverage in terms of Property Tax	100%	100%	100%
Recording of property on GIS map	-	-	100%
Self generation of demand notice	-	-	100%
Updation of Self Assessment Guidelines on ULBs website	-	-	100%
Timeframe for Automatic Escalation of events on default to Appropriate Authority	-	-	100%
Number of facilitation centers	-	-	100%
Accessibility/Availability of facilities for payment of Property Tax	-	-	100%
Online updated status of all applications	-	-	100%


 (V. Sanyasirani)
 Executive Officer

**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

ii. With modifications

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

Tamil Nadu Municipal Accounting Manual has been prepared with modifications to National Municipal Accounting Manual and this has been adopted from 01.04.2002 in this

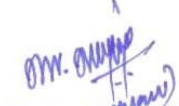
Time line for Reform:

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

(V. Suresh Kumar)
Executive Officer

Sriperumbudur Town Panchayat

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


 (V. Jayaraman)
 Executive officer

**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	2010	2011	2012
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)	-	-	-

The Government of India had formulated the National E-Governance action plan (NEGAP) part of which includes a National Mission Mode Programme (NMMP) E- Governance in Municipalities. The following steps have been identified based on NMMP for E-Governance at Municipal level. Following as the critical steps that need to be undertaken in the implementation of the NMMP or UCBs. For which need to indicate a time line for the key milestone.

(V. Jayaraman)
Executive Officer