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.
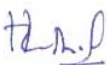
1. CURRENT STATUS

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	
Works Management System		√	ULB	MIS will be develop for the same till year 2012
E-Procurement and Monitoring of Projects	√		GNFC	E-Procurement has already done.
Personnel management, i.e personnel information system	√		ULB	
Payment of Property Tax, Utility Bills and Management of Unities that came under the ULBs.	√		ULB	
Building plan approval	√		AUDA	
Other (specify)				

b. Have there been attempts towards training the staff in E-Governance practices? Yes ■ No ☐

If yes, give details.

Training given to the 4 staff members in 2004-05

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

6

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	Yes	With regular access to Nagarpalika webdsite, citizens provide suggestions and recommendations to upgrade ULB service deliveries.
Service delivery	Yes	
Municipal financing	Yes	Municipal accounts are transparent now, which helped to improve recovery of taxes.

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.
Dynamic	Details of Counsellor	Download of forms
	Details of Staff	Complaint of registration
	Details of property tax	Achieved
	Forms for Water Connection, Application	Achieved

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

Yearly

System Information

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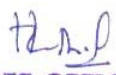
    Yes ■   No ☐

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.

AUDA is responsible and it was prepared for 2011-12

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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	Yes	Yes	Yes	Yes	AUDA	
Roads and streets	Yes	Yes	Yes	Yes	AUDA	
Property layers	No					It will be achieve with help of AUDA and BISAG by Year 2012
Household and demographic info	No					
Water Supply net work	No					
Sewerage network	No					
Street lighting	No					
SWM	No					
Storm water drain	No					
Any other	---					

⚙ **ULB and wards boundries, roads & streets have been already done, whereas property layers, demographic details and basic services are under progress by AUDA with help of BISAG**

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)

With respect to benchmarks only one e-kiosk it needed population and area is very small for Sanand Town.

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%	Already achieved	
Timelines for issuing a Birth/Death Certificate (new/modified)	≤ 15 min.	Already achieved	
Measurement of accuracy of issued Certificate	100%	Already achieved	
Accessibility/availability of facilities/services Registration	50%	75%	80%
Cut-off date for digitization of legacy data	50%	75%	100%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

Online updated status of all applications with multiple search options	No	---	100%
Billing and Management of Utilities (specify)			
Coverage of households in utility network	100%	Already achieved	
Number of household on utility network on GIS Map	No	25%	30%**
Automatic generation of utility bills by application system	100%	Already achieved	
Automatic escalation of events on default to appropriate authority	No	---	---
Number of Facilitation Centres for payment of utility bills	Local banks will be involved	---	100%
Accessibility/availability of facilities/services for utility bill payments	ULB office		
Online updated status of all applications	---	---	100%
Building Plan Approvals	**It comes under responsibility of the AUDA**		
Coverage on GIS/MIS Platform	No	25%	50%#
Availability of automated checking mechanism	No	Expected to be completed by 2012	
Provisional approval based on self certification in specified cases	Yes*	Already achieved	
Automatic generation of acknowledgement receipt	100%	Already achieved	
Acknowledgement of completeness of applications received	100%	Already achieved	
Completion of specified Building Plan Appraisal process	120 Days	100 Days	90 Days
Completion Certificate based on self certification	No**		
Verification of completion certificate issued based on self certification	No**		
Online updated status of all applications	No	---	100%

- **Self certification is submitted by Architect / Structural Engineer to AUDA and further inspection & approval provided by AUDA**
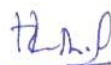
- **Ward wise development planned for GIS / MIS for building plan approval.**

* Started in AUDA, it is optional and it will take 3-4 years for completion. That should be customized with specialist (Architect, Engineer)

** There is no provision till now for the self certification in General Development Control Regulation (GDCR)

The commitment has given as per the application required to complete the GIS mapping process in ULB.

Procurement and Monitoring of projects			
Timelines for online vendor registration	No	Draft policy under the consideration of State Govt.	
Online availability of MIS for history of vendor performance	No		
Online availability of information of awarded works on web portal	Yes	Already achieved	
Online generation of indent	No	---	100%
Online availability of MIS for E-Procurement	Yes	Already achieved	
Online availability of Schedule of Rates	No	---	100%
Online payment facility	No	---	100%
Health Programmes / Licenses			
Automatic generation of Receipt Number	No	---	100%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

Timeframe for communicating deficiency in received applications to the applicant	No	---	100%
Timeframe for approval of trade licenses	No	---	100%
Escalation of status of pending trade license applications to appropriate authority after the receipt of complete application	No*	---	
Automatic generation of demand notice for renewal of trade licenses	No	---	100%
Personnel Information System			
Coverage in terms of availability of Login facility	40%	60%	100%
Online availability of updated information	No	---	100%
Online processing of dues in stipulated time	No	---	100%
Grievances and Suggestions			
Complaint resolution :Public Health & Public Safety Services	40%	75%	100%
Addressing of grievances other than Public Health and Public Safety	50%	75%	100%
Monitoring response time as per citizen charter/statues for Grievance Resolution	No	---	100%
Automatic escalation of non resolution to appropriate authority at specified time limit	No*	---	---
Grievances not addressed after final escalation to be reflected in public disclosure	No*	---	---
Accessibility/availability of facilities for registration of grievances	No	---	100%
Level of awareness among citizens	No	---	100%
Online updated status of all grievances	No	---	100%

* Automatic escalation of e-procurement, public information system and public grievances will be started by 2011-12 and software will be in place for operation as soon as possible.

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.

	2010-11	2011-12
a. Appointment of State-level Technology Consultant as State Technology Advisor	■	☐
b. Preparation Municipal E-Governance Design Document (MEDD) on the Basis of National Design Document as Per NMMP (National Mission Mode Project)	☐	■
c. Assessment of MEDD against National E-Governance Standards (Eg. Scalability; intra-operability & Security Standards etc.	☐	■
d. Finalisation of city Municipal E-Governance Implementation plan	☐	■
e. Undertaking Business Process Reengineering prior to migration to E-Governance system.	☐	■

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

f.   Appointment of Software consultant(s)/agency for development, deployment and training.

g.   Exploring PPP option for different E-Governance services

h.   Defining monitorable time-table for implementation each E-Governance

Module	Steps to be undertaken	Targeted year for completion
Dynamic Module	Management and coverage of utilities, Activities regarding building plan approval and management of the health programs, licenses, personal information system, grievances & redressal etc.	2012

I   ongoing implementation of E-Governance initiatives, against monitorable time-table

2010-11   2011-12

j.   Any other reform steps being undertaken (please use additional space to specify)

_____

Module	Steps to be undertaken	Targeted year for completion
Property tax	Assessment & collection of property tax	Done
Accounting	Computerisation of budget & account	Done
Water Supply and utility services	Billing and states of connection	2011-12
Birth and Death certificate	Issue of certificate online information	2011-12

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.)

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?

> As per socio-economic survey 2004-05 conducted by Gujarat Municipal Finance Board on behalf of govt. of Gujarat

d.   Please indicate the number of individuals/households that have been identified as BPL | 4154 |

e.   Please indicate the current percentage of households living in squatter settlements/temporary structures | 1.15 % * |

f.   Please indicate the percentage of households living in EWS/LIG housing units | 12%* |

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.
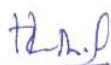
*   Rest 86.85% urban poor live in their own constructed and maintained houses which are of the standard around EWS/LIG houses

Year	Total Housing Stock created	EWS/LIG Units built	% of housing for poor	Housing Demand in EWS/LIG category
2007-2008	410	---	---	---
2008-2009	471	---	---	---
2009-2010	505	---	---	---

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%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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

* Under the Town Planning Schemes Govt. make it mandatory provision to reserve the develop land for EWS housing with GDCR.

** At same time in Regulations for Residential Township Policy- 2009, land reservation for EWS housing is mandatory for private developers.

2.   TIMELINES FOR ACTIONS ON REFORM

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

	2011	2012
a. Amendment in the existing legislation and notification *Policy issued and Notification awaited	■	---
b. Timeline to improve the percentage of reservation for EWS/LIG in housing Projects*	---	■
c. No. of EWS/LIG units expected to be generated @ 10-15% of the Total Planned Housing Stock	---	**

There are already provision for land earmarking housing of Urban Poor in ULB and hence reform has achieved. Urban Poor housing units have not generated due to un-availability on any housing scheme.

* TP Scheme is under finalization for the Sanand Town by AUDA and land is being earmarked.

** A supporting Housing Scheme is needed to introduce for generation of housing stock for

   EWS.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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 sate-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?
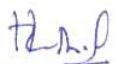
> ULB already having 2 tiers system as Municipal Council and Wards committee in operational status

2. TIMELINE FOR ACTION ON REFOMS

Reform	Year of Implementation
Implementation of a Community Participation Law	2006-07 Vide G.R. of Municipalities Act, 1963

Items	Baseline 2010	Intermediate 2011	Final 2012
Establishment of a three-tier municipal structure	100%	2 tiers Already achieved	
Introduction of interim participatory platforms	---	---	100%
Devolution of functions	100%	Already achieved	

- 2 tiers are in operation, i.e. Municipal Council and Wards committee, as third tier is not viable.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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)	2004

What is the system through which adherence to the provisions regarding rain water harvesting is verified?
- GDCR, at the time of submission of Building Plan and It made compulsory vide G.R. dated on 21/04/2004.

What is the incentive provided for people to undertake rain water harvesting?
- No incentives till date

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?
- In all new townships, it has made mandatory with "Regulations for Residential Township Policy-2009" and notification will be issued as on earliest.
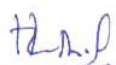
Creation of barrier free built environment

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?
Provision have already made in Nagarpalika Bhawan, as well as Other Govt. and institutional buildings.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

Whether any buildings have been access audited?   No

Structural Safety

Whether certificate for structural safety is being obtained prior to sanction of building plans?

Yes, it will be provided by the appointed structural Engineer/ Agency

Whether the incorporation of structural safety aspects is reviewed before grant of completion certificate?

Yes, it is reviewed by Urban Development Authority before giving building use permission

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	2011-12
		---	■

- Already done by AUDA, where as regarding the recycle of waste need to done

b.   Dissemination of the new set of building byelaws through a website.   Yes

c.   Setting up of an MIS system with links to all sections having bearing on building sanction.

MIS system under model building bylaws will be achieved by 2012 where as other activities have done.

d.   Timeline for reduction of average time taken for building sanction : Proposal of reduction in time from 90 days to 70 days is under consideration of State Govt.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.
   - There is already G.R. issued for 20% budget allocation for provision of basic services to urban poor from municipal budget in each financial year vide G.R. No. JNM/2006-0194-B, dated on 31/1/2007

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.
   * Rs. In lakhs

Year 2007-08	Year 2008-09	Year 2009-10	Total in last 3 years
47.89	60.79	80.15	188.83

d. Please indicate the percentage of household living in squatter settlements/temporary structures
   - 1%

e. Please indicate the percentage of households living in squatter settlements/temporary structures without access to:
   i.   Municipal water supply   30%

   ii.   sanitation

           A) Sewer   100%

           B) Drainage   100%

           C) Community toilets   0%

           D) Solid Waste Management   0%

   iii.   Primary education

   iv.   Primary Health   0%
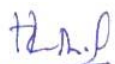
2.   TIMELINE FOR ACTION ON REPROMS

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.

- All recommendation will be incorporated by year 2012

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	15%	20%	20%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total own source of revenue income	10%	20%	20%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total capital expenditure.	12%	20%	20%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.

   | * As per awaited guideline for water audit, EoI will be called by ULB. |

   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	5.5	5.5	No	---
2008-2009	6	6	No	---
2009-2010	7	6.5	No	25%

   d)   Please indicate the average Transmission and Distribution loss per year (in %)   20%

   e)   Per Capital supply (in litres) per day   110 lpcd

   f)   Hours of Water supply per day   2 hours

   g)   Total number of household connection (cumulative figures)   7050

   h)   No of connection metered (cumulative figures)   ---

   i)   Unaccounted for water in MLD (%) including system losses.   ---

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.

                                    NRW--------------- | 25% | | 20% |

                                    UFW-------------- | 25% | | 20% |

   c)   Attain NRW to the benchmark level of 15 %

                                                              | --- | ▇

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.

| It varies for different services and details are given below |

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

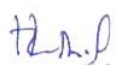| It varies for different services and details are given below |

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

| It is given below in required tabular format |

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%	65%	70%	80%
1.2	Per capita supply of Water	135 lpcd	110 lpcd	110 lpcd	130 lpcd
1.3	Extent of Metering of water connections	100%	0	50	100
1.4	Extent of Non Revenue of Water	15%	30%	25%	20%
1.5	Continuity of Water supply	24 hours	2 hrs	2 hrs	2 hrs *
1.6.	Quality of water supplied	100%	100%	100%	100%
1.7	Efficiency in re-dressal of customer complaints	80%	60%	65%	65%
1.8	Cost of Recovery in water supply connections	100%	80%	85%	90%
1.9	Efficiency in collection of water supply related charges	90%	45%	55%	65%
2	Sewerage Management (Sewerage and Sanitation)				
2.1	Coverage of Toilets	100%	75%	75%	90%
2.2	Coverage of Sewage network services	100%	0%	0%	50% *
2.3	Collection of Efficiency of the Sewerage network	100%	0%	0%	60%
2.4	Adequacy of Sewerage treatment capacity	100%	0%	0%	30%
2.5	Quality of Sewerage treatment	100%	0%	0%	100%
2.6	Extent of Reuse and Recycling of treated Sewerage water	20%	0%	0%	10%
2.7	Efficiency in redressal of customer	80%	50%	50%	60%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

20

	complaints				
2.8	Extent of cost Recovery in Sewerage management	100%	0%	0%	15%
2.9	Efficiency in collection of Sewage Charges	90%	0%	0%	30% *
3	Soild Waste Management				
3.1	Household level coverage of soild waste management services	100%	75%	75%	75%
3.2	Efficiency of Collection of Municipal Soild Waste	100%	70%	80%	90%
3.3	Extent of Segregation of Municipal Soild Waste	100%	50%	50%	60%
3.4	Extent of Municipal Soild Waste Recovered	80%	50%	50%	55%
3.5	Extent of Scientific Disposal of Municipal Soild Waste	100%	50%	50%	55%
3.6	Efficiency in redressal of Customer Services	80%	50%	50%	60%
3.7	Extent of Cost Recovery in SWM services	100%	35%	40%	50%
3.8	Efficiency in collection of SWM Charges	90%	35%	40%	50%

* Benchmarks for sewerage, water supply and sanitation management will be achieved only after the

completion of drainage / sewerage projects.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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

> Details of basic infrastructures, counsellors, staff details publish on website of Sanand Nagarpalika and other remaining things will be incorporate by year 2011-12

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

                                        ☐   ■
   Timeline-Start from year   2010-11   2011-12

                                        ■   ☐
ii. Disclosure of report and Financial statements   Yes   No

                                        ☐   ■
   Start from year   2010-11   2011-12

                                        ■   ☐
iii. Quarterly Audit of Financial statements   Yes   No

                                        ☐   ■

iv. Time period for publication of Quarterly Audited Financial statements (in months after end of each quarter) | 2 Months |

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

v.	Annual Statutory Audit	Yes	No
		■	☐

vi. Time period for publication of Annual Statutory Audit
(Please indicate the number of months)   2 months

vii. Publication of integrated plan/master plan on municipal website   Yes ☐   No ■

viii. MoA entered with GOI and state Govt to be placed before
Municipal council please indicate target data.   Yes ■   No ☐

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

	2010-11	2011-12
	■	☐

c. Time period for publication of Service Levels information   ■   ☐

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

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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   Yes

      ii. Commercial   Yes

      iii. Industrial   Yes

      iv. Any other category   N.A.

   b. Pleas provide the Method of Property Tax Assessment being Followed (Give Short note, if necessary
\   i. Self-assessment   N.A.

      ii. Demand-based   Yes

   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	26.06%	27.21%	44.57%
Property Tax as % of Total revenue income	10%	13.38%	12.55%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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 (Rs.in Lac)	Demand collected (Rs.in Lac)	Collection Ratio
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Residential		10277	10277	100%	15.52	7.40	48%
2	Commercial		3143	3143	100%	57.25	39.34	68.72%
3	Industrial		---	---	---	---	---	---

e. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/individual	Revenue implication of exemption
1.	Property Tax	Ex-Serviceman	Not considerable
2.		Central Govt. Property	
3.		Religious Places	
4.		Own assets of ULB	

(please use additional rows if necessary)

f. Please provide the Basis of determination of property tax

    i.   Capital   ---

    ii. Rateable value   ---

    iii. Unit Area   Yes

    iv. Other (please specify)   ---

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

E-Governance is already in use to produce demand bill and to issue recovery receipt

GIS database of record of properties liable to property tax

Under progress with help of BISAG

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

Municipal Standing Committee is taking all major decision as per suggestions and recommendations provided by Municipal Body and wards committees at time to time

i. Please provide year of last updation of property records and guidance values.   Year-2008

    a. Frequency of revision of guidance values.

10% after every two year as per Govt G.R.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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

N.A.

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.

N.A.

2.   TIMELINE FOR ACTION ON REFORMS

Item	Baseline 2010	Intermediate 2011	Final 2012
Level of coverage in terms of Property Tax	85%	90%	95%
Recording of property on GIS map	NIL	40%	80%
Self generation of demand notice	NIL	---	100%
Updation of Self Assessment Guidelines on ULBs website	NIL	---	100%
Timeframe for Automatic Escalation of events on default to Appropriate Authority	No		
Number of facilitation centers	ULB Office	ULB Office	ULB Office + Bank
Accessibility/Availability of facilities for payment of Property Tax	ULB Office	ULB Office	ULB Office + Bank
Online updated status of all applications	NIL	---	100%

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

26

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	Yes	Yes	Yes
2008-09	Yes	Yes	Yes
2009-10	Yes	Under Progress	---

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   N.A.

   ii. With modifications   Yes.

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

Instead of seven digit accounting coding structure Gujarat Govt. adopted five digit accounting coding structure for Municipal accounting system.

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.)	100%	Already Achieved	
Payments are updated in vendors ledger in same day	100%	Already Achieved	
Receivables are updated on the same day on which demand is raised	100%	Already Achieved	
Payables are updated on receipt of goods or services	100%	Already Achieved	

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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.	100%	Already Achieved	
Closure of books / chart of Accounts	100%	Already Achieved	

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.

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	Street Lights	Electric motors & pumps	Other electric equipments
Action Plan	Action Plan is already prepared in Energy Audit Report in 2006		
Implementation of Action Plan	By replacing some selected existing lighting system, pumps, motors and other electric equipments with energy efficient technological machineries at trial basis for 3-4 months and finally replace all the same in coming 6-9 months as per availed performance.		
# Saving of Energy is available in energy audit report for 2006 only so new audit is required as per guidelines awaited from MoUD			
	Targeted year 1 (Base Yr. 2010)	Targeted year 2 (Intermediate yr. 2011)	Targeted year 3 (Final Yr. 2012)
Annual Savings in Fuel (MT or Kl & Electricity in kWh)	---	---	---
Annual Savings (in Rs. Lakh)	---	---	---

As per awaited guideline for Energy Audit, recommendations will be followed accordingly.

CHIEF OFFICER
SANAND NAGAR PALICA
SANAND.