

**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		No	ULBs	Expected to be complete by Mar 2011
Public Grievance Redressal		No	ULBs	Expected to be complete by Dec 2011
Works Management System	Partly		ULBs	Expected to be complete by Dec 2011
E-Procurement and Monitoring of Projects		No	ULBs	Expected to be complete by Mar 2012
Personnel management, i.e personnel information system	Partly		ULBs	Payrolls and personnel records are being maintained. Expected to be complete by Dec 2011
Payment of Property Tax, Utility Bills and Management of Unities that came under the ULBs.	Partly		ULBs	Property tax and water bills are being generated through computerization. Expected to be complete by Mar 2012
Building plan approval		No.		Expected to be complete by Mar 2012
Other (specify)				

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

If yes, give details.



(Signature)
 आयुक्त

वसई विरार शहर महानगरपालिका

- 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	VVCMC shall implementing e-governance program as per guidelines.	
Service delivery		
Municipal financing		

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

NO

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
ULB and ward boundaries	-	-	-	-	-	Consultant has been appointed to prepare Landuse-GIS map by May 2011 . All attribute to be completed by other consultant by 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 REFORMSs

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)	100%	100%	100%
Measurement of accuracy of issued Certificate	100%	100%	100%
Accessibility/availability of facilities/services Registration	25%	25%	100%
Cut-off date for digitization of legacy data	0%	0%	100%
Online updated status of all applications with multiple search options	0%	0%	100%
Billing and Management of Utilities (specify)			
Coverage of households in utility network	0%	0%	100%
Number of household on utility network on GIS Map	0%	0%	100%
Automatic generation of utility bills by application system	0%	0%	100%
Automatic escalation of events on default to appropriate authority	0%	0%	100%
Number of Facilitation Centres for payment of utility bills	25%	25%	100%
Accessibility/availability of facilities/services for utility bill payments	4	4	15
Online updated status of all applications	0%	0%	100%
Building Approvals			
Coverage on GIS/MIS Platform	0%	0%	100%
Availability of automated checking mechanism	0%	0%	100%
Provisional approval based on self certification in specified cases	0%	100%	100%
Automatic generation of acknowledgement receipt	0%	0%	100%
Acknowledgement of completeness of applications received	*	*	*
Completion of specified Building Plan Appraisal process	*	*	*
Completion Certificate based on self certification	*	*	*
Verification of completion certificate issued based on self certification	*	*	*
Online updated status of all applications	0%	0%	100%
* The provision of timeline for : Commencement Certificate, Occupancy Certificate and Plinth Certificate are as per DCR of Vasai-Virar approved by State Government of Maharashtra			
Procurement and Monitoring of projects			
Timelines for online vendor registration	0%	0%	100%
Online availability of MIS for history of vendor performance	0%	0%	100%
Online availability of information of awarded works on web portal	0%	0%	100%
Online generation of indent	0%	0%	100%
Online availability of MIS for E-Procurement	0%	0%	100%
Online availability of Schedule of Rates	0%	0%	100%
Online payment facility	0%	0%	100%
Health Programmes / Licenses			
Automatic generation of Receipt Number	0%	0%	100%
Timeframe for communicating deficiency in received applications to the applicant	0%	0%	100%
Timeframe for approval of trade licenses	0%	0%	100%

Escalation of status of pending trade license applications to appropriate authority after the receipt of complete application	0%	0%	100%
Automatic generation of demand notice for renewal of trade licenses	0%	0%	100%
Personnel Information System			
Coverage in terms of availability of Login facility	0%	0%	100%
Online availability of updated information	0%	0%	100%
Online processing of dues in stipulated time	0%	0%	100%
Grievances and Suggestions			
Complaint resolution :Public Health & Public Safety Services	0%	0%	100%
Addressing of grievances other than Public Health and Public Safety	100%	100%	100%
Monitoring response time as per citizen charter/statutes for Grievance Resolution	30%	30%	100%
Automatic escalation of non resolution to appropriate authority at specified time limit	0%	0%	100%
Grievances not addressed after final escalation to be reflected in public disclosure	0%	0%	100%
Accessibility/availability of facilities for registration of grievances	25%	25%	100%
Level of awareness among citizens	50%	50%	80%
Online updated status of all grievances	0%	0%	100%

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.

- a. Appointment of State-level Technology Consultant as State Technology Advisor
- b. 2011-12Preparation 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 for the
 1. Undertaking Business Process Reengineering prior to Migration to E-Governance system.
 2. Appointment of Software consultant(s)/agency for development, Deployment and training.
 3. Exploring PPP option for different E-Governance services

Government of Maharashtra vide GR No. PMC-1007/54/CN-2/NAVI-33 dated 28 July 2009 has asked all D class municipal corporations in Maharashtra to implement KDMC E governance solution model. The VVCMC shall implementing same model in FY 2011-12. The other modules apart from KDMC model shall be implemented by VVCMC.

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?

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	15023	Nil	Nil	9718
2008-2009	17521	Nil	Nil	9718
2009-2010	20725	Nil	Nil	9718

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.

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

❖ Government of Maharashtra has passed resolution for housing policy for 20 % of reservation for LIG/EWS housing.

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

	2011	2012
	Already Amended	

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.

Nil	1 Lakhs *
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* Government of Maharashtra is constructing 1 lakh dwelling units under rental housing scheme for LIG/EWS.

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

❖ Community participation laws have been passed. Frame work for implementation is being planned by state government.

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

<i>Complete Alignment</i>	Community participation process will be done through Area Sabha and Ward Committee structures envisaged in Community Participation Law	
<i>Partial alignment</i>	Community participation process will be done through ward-level processes	
<i>Minimal alignment</i>	Community participation process will be done through city-wide process	✓

* VVCMC is newly formed ULB. Partial alignment shall be possible in 2011-12.

2. TIMELINE FOR ACTION ON REFORMS

Reform	Year of Implementation
Implementation of a Community Participation Law	2012

Items	Baseline 2010	Intermediate 2011	Final 2012
Establishment of a three-tier municipal structure	No	50%	100%
Introduction of interim participatory platforms	No	50%	100%
Devolution of functions	25%	50%	100%

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) 2005	Likely to be incorporated (Year)
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Directive under Section 154 of the M.R.T.P. Act issued on 10.03.2005 by the State Government

What is the system through which adherence to the provisions regarding rain water harvesting is verified.

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

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?

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?

Whether any buildings have been access audited?

No

- *Building proposed for Audit :
1. Headquarters' of VVCMC.
 2. Sir D.M.petit Hospital, Vasai
 3. Multipurpose Amphitheatre

Structural Safety

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

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

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

Already incorporated . By laws for Recycled waste water are being prepared for large housing / commercial complexes

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

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

Shall be implemented along with e Governance reforms.

- b. Timeline for reduction of average time taken for building sanction.

Business process re-engineering shall carried out with e Governance reforms to reduce timeline.

**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.

The corporations have been making provision of 5% of total net income for delivery of services to the poor

- 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.

<i>Year</i>		2004-2005	2005-2006	2006-2007	2007-08	2008-09
Amount Budgeted (both Revenue and Capital Accounts) Rs. INR	Own sources	1654999	849305	19811477	205731223	10936097
	Other Sources	1098244	1726167	17027281	1545852	5668000
	Total	2753243	2575472	36838758	207277075	16604097
Actual Amount Spent (both Revenue and Capital Accounts)	Own sources	1571575	432982	17346107	7255141	10936097
	Other Sources	33263	120343	1028587	775991	5667910
	Total	1604838	553325	18374694	8031132	16604007
% of the total budget (both Revenue and Capital Accounts)	Own sources	0.42%	0.09%	2.38%	0.79%	1.12 %
	Other Sources	0.02%	0.08%	0.33%	0.33%	1.20 %
	Total	0.29%	0.09%	1.77%	0.70%	1.15 %

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

Nil

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

i. Municipal water supply

Nil

ii. Sanitation

Nil

A) Sewer

100%

B) Drainage

100%

C) Community toilets

Nil

D) Solid Waste Management

20%

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	2%	3%	5%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total own source of revenue income	2%	4%	5%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total capital expenditure.	2%	4%	5%

**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			There is flat rate water supply at present.	
2008-2009				
2009-2010	160 Mld	130 Mld		

- d) Please indicate the average Transmission and Distribution loss per year (in %) : NA
- e) Per Capital supply (in litres) per day : 102
- f) Hours of Water supply per day : 2-4 days
- g) Total number of household connection (cumulative figures) : 233962
- h) No of connection metered (cumulative figures) : Nil
- i) Unaccounted for water in MLD (%) including system losses. : NA

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%*
- UFW----- 20%*
- b) Attain NRW to the benchmark level of 15 % 20%*

* If VVCMC shall initiate action as per outcome of water audit

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.

It varies for different services and details given below

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

It varies for different services and details given below

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

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%	60%	60%	*60%
1.2	Per capita supply of Water	135 lpcd	100 lpcd	105 lpcd	110 lpcd
1.3	Extent of Metering of water connections	100%	nil%	nil%	*25%
1.4	Extent of Non Revenue of water	15%	35 to 45%	30 to 40%	*25 to 30%
1.5	Continuity of Water supply	24 hours	2 to 4 hours	2 to 4 hours	2 to 4 hours
1.6.	Quality of water supplied	100%	90%	95%	100%
1.7	Efficiency in redressal of customer complaints	80%	60%	65 %	70%
1.8	Cost of Recovery in water supply connections	100%	70%	75%	85%
1.9	Efficiency in collection of water supply related charges	90%	70%	75%	85%
2	Sewerage Management (Sewerage and Sanitation)				
2.1	Coverage of Toilets	100%			
2.2	Coverage of Sewerage network services	100%	NA	NA	* 25%
2.3	Collection of Efficiency of the Sewerage network	100%	NA	NA	* 25%
2.4	Adequacy of Sewerage treatment capacity	100%	NA	NA	* 25%
2.5	Quality of Sewerage treatment	100%	NA	NA	* 25%
2.6	Extent of Reuse and Recycling of Sewerage	20%	NA	NA	* 20%

S. No.	Proposed Indicator	Benchmark	Baseline 2010	Intermediate 2011	Final 2012
2.7	Efficiency in redressal of customer complaints	80%	NA	NA	* 50%
2.8	Extent of cost Recovery in Sewerage management	100%	NA	NA	* 50%
2.9	Efficiency in collection of Sewage Charges	90%	NA	NA	* 50%
3	Solid Waste Management				
3.1	Household level coverage of solid waste management services	100%	80%	90%	100%
3.2	Efficiency of Collection of Municipal Solid Waste	100%	80%	90%	95%
3.3	Extent of Segregation of Municipal Solid Waste	100%	80%	90%	95%
3.4	Extent of Municipal Solid Waste Recovered	80%	70%	75%	80%
3.5	Extent of Scientific Disposal of Municipal Solid Waste	100%	80%	90%	*95%
3.6	Efficiency in redressal of Customer Services	80%	60%	70%	80%
3.7	Extent of Cost Recovery in SWM services	100%	60%	70%	80%
3.8	Efficiency in collection of SWM Charges	90%	80%	90%	90%

* Total Area of Vasai Virar is 380 sqkm, comprising 4 former Municipal Councils and 53 villages. The completion and achievement of benchmarks will be progressive with Central and State funding provisions only.

Achievement of benchmarks can be met in one of the former Municipal Council (part of Vasai-Virar CC) by March 2012.

**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 Public Disclosure Law Yes No
-
- b. If yes what action has been taken by ULB under PUBLIC DISCLOSURE LAW.

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)
- 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

2011-12

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

2011-12

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

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

**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 type="checkbox"/> |

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

- | | | |
|-----|-----------------|-------------------------------------|
| i. | Self-assessment | <input type="checkbox"/> |
| ii. | Demand-based | <input checked="" 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	26.75%	26.30%	26.50%
Property Tax as % of Total revenue income	18.31%	12.66%	16.23%

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	240082	240082	240082	100%	25,82,57,614	23,54,46,480	91 %
2	Commercial	36277	36277	36277	100%			
3	Industrial				100%			

e. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/individual	Revenue implication of exemption
1.	U/s 132 and 133 of BPMC Act	Charitable	Less than 1%
2.	Under section 132 of the BPMC Act 1949	Centre Govt.	Less than 1%
3.		State Govt.	Less than 1%

(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

As per provisions of Rule 8 of Taxation Rules, Power to fix ratable value is vested in Municipal Commissioner. Accordingly, Mun. Commissioner has fixed the letting rules for fixation of ratable value of properties in MCCVV area. The work of Assessment Dept. is fully computerized. The letting rates fixed by Mun. Commissioner are feed in computer and they are published for the information of public from time to time. The rates so fixed are final and no one can change said rates except Mun. Commissioner A.s. such there sino discretionary powers to assessing 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

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

The department staff is engaged for the purpose of physical inspection of new structures. The Building Dept of the Corporation sends a copy of Occupation certificate for every completed building or a part thereof to the Assessment & Collection Department which thereafter begins the process of assessing the new construction

- 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.

The department staff is engaged for the purpose of physical inspection of New structure, change in user, addition & extension of properties in their respective wards . Apart from that copies of commencement certificates, occupancy certificate etc. from Town planning deptt. of the Corporation and from MIDC in case of industrial properties are collected regularly

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	–	25%	85%
Self generation of demand notice	–		85%
Updation of Self Assessment Guidelines on ULBs website	–		85%
Timeframe for Automatic Escalation of events on default to Appropriate Authority	–		3 months
Number of facilitation centers	–	5	5
Accessibility/Availability of facilities for payment of Property Tax	–	57	60
Online updated status of all applications	–		Yes

VVCMC is in tendering process for appointment of consultant for implementation of reform.

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	Nil	Nil	Nil
2008-09	Nil	Nil	Nil
2009-10	Nil	Nil	Nil

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 No

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

NO

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

Generation of Automated Alerts for delayed payments and receipts	Nil	Nil	100%
Reconciliation of Subsidiary Accounts such as sundry debtors (Taxes/ Charges receivables), sundry creditors (Vendors), fixed assets etc.	100%	100%	100%
Closure of books / chart of Accounts	100%	100%	100%

VVCMC has floated tender for appointment of consultant for accounting reforms.

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)	Energy audit is being undertaken by Bureau of energy efficiency(BEE). Reform suggested by BEE shall be implemented		
Annual Savings (in Rs. Lakh)			




 आयुक्त
 वसई विरार शहर महानगरपालिका