

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	The Municipality is initiating to adopt these modules and the offline data is already entered and the same is to be uploaded to these modules.
Public Grievance Redressal		✓	ULB	
Works Management System		✓	ULB	
E-Procurement and Monitoring of Projects	✓		ULB	The works tendering system is done on e-procurement system.
Personnel management, i.e personnel information system		✓	ULB	
Payment of Property Tax, Utility Bills and Management of Utilities that come under the ULBs.	✓(Partly)		ULB	Using IT for demand generation, collection of property Tax. The other utilities bills will be done within a year.
Building plan approval		✓	ULB	
Other (specify)				

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

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

If yes, give details.

Government of Andhra Pradesh through CGG (Central for Good Governance) is training the staff in e-Governance modules.

- 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	Ward level consultations are periodically conducted	The Municipality has Identified the felt needs of the citizens
Service delivery	Nil	
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?

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						*
Roads and streets						
Property layers						
Household and demographic info						
Water Supply net work						
Sewerage network						

Street lighting						
SWM						
Storm water drain						
Any other						

* Consultant has been identified to prepare GIS Base Map under evaluation; Map will be generated by 2010.

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.)

The Government have promoted the eSeva centres and aonline centres in the town based on the geographical requirements and as well as on the administrative grounds

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	100% (Manually)	50%	100%
Number of Birth/Death registered as against applied for registration	100% (Manually)	100%	100%
Timelines for issuing a Birth/Death Certificate (new/modified)	3Days (Manually)	1 Day	1 Day
Measurement of accuracy of issued Certificate	100%	100%	100%
Accessibility/availability of facilities/services Registration	Municipal Office/e-Seva	-	-
Cut-off date for digitization of legacy data	Nil	Dec, 2011 (50%)	Dec,2012 (100%)
Online updated status of all applications with multiple search options	Nil	-	100%
Billing and Management of Utilities (specify)			
Coverage of households in utility network	40% (PropertyTax)	65%	100%
Number of household on utility network on GIS Map	Nil	Nil	100%
Automatic generation of utility bills by application system	Nil	50%	75%
Automatic escalation of events on default to appropriate authority	√ (PropertyTax)	-	-
Number of Facilitation Centres for payment of utility bills	√ (PropertyTax)	8	8
Accessibility/availability of facilities/services for utility bill payments	√ (PropertyTax)	-	-
Online updated status of all applications	Nil	Nil	75%
Building Approvals			

Vikarabad Municipality

Coverage on GIS/MIS Platform	Nil	-	100%
Availability of automated checking mechanism	Nil	-	100%
Provisional approval based on self certification in specified cases	Nil	-	100%
Automatic generation of acknowledgement receipt	Nil	-	100%
Acknowledgement of completeness of applications received	Nil	-	100%
Completion of specified Building Plan Appraisal process	7 Days	3 Days	3 Days
Completion Certificate based on self certification	-	100%	100%
Verification of completion certificate issued based on self certification	Nil	7 Days	7 Days
Online updated status of all applications	Nil	-	100%
Procurement and Monitoring of projects			
Timelines for online vendor registration	Nil	2 Days	Same Day
Online availability of MIS for history of vendor performance	In Place	-	-
Online availability of information of awarded works on web portal	Regularly	Regularly	Regularly
Online generation of indent	In Place	-	-
Online availability of MIS for E-Procurement	100%	100%	100%
Online availability of Schedule of Rates	100% (State Govt)	100%	100%
Online payment facility	0.10% (processing fee)	50%	100%
Health Programmes / Licenses			
Automatic generation of Receipt Number	Nil	50%	100%
Timeframe for communicating deficiency in received applications to the applicant	3 Days	3 Days	3 Days
Timeframe for approval of trade licenses	3 Days	1 Day	1 Day
Escalation of status of pending trade license applications to appropriate authority after the receipt of complete application	3 Days	1 Day	1 Day
Automatic generation of demand notice for renewal of trade licenses	Nil	-	100%
Personnel Information System			
Coverage in terms of availability of login facility	Nil	--	50%
Online availability of updated information	Nil		50%
Online processing of dues in stipulated time	Nil		50%
Grievances and Suggestions			
Complaint resolution :Public Health & Public Safety Services	100% (email)	-	100%
Addressing of grievances other than Public Health and Public Safety	Yes (Manually)	-	100% (Computerized)
Monitoring response time as per citizen charter/statues for Grievance Resolution	Yes (Mannually)	-	75%
Automatic escalation of non resolution to appropriate authority at specified time limit	Yes (Part)	-	75% (1 Day)
Grievances not addressed after final escalation to be reflected in public disclosure	Nil	-	100%
Accessibility/availability of facilities for registration of grievances	Manual	-	100%
Level of awareness among citizens	100%	100%	100%
Online updated status of all grievances	Nil	-	100%

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

- c. If the answer to 1(b) is yes, then please indicate what criteria have been adopted in this identification?

Income Criterion (Rs.75, 000 per annum per house hold)

- d. Please indicate the number of individuals/households that have been identified as BPL 6184 HHs
- e. Please indicate the current percentage of households living in squatter settlements/temporary structures 70%
- f. Please indicate the percentage of households living in EWS/LIG housing units 31.55%
- 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	2501	2200	87.96%	6000
2008-2009	556	316	56.83%	5684
2009-2010	475	256	53.89%	5428

- h. Is there any legislation regarding mandatory reservation of certain percentage of land for EWS/LIG in housing projects

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

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

i) Percentage of developed land required to be reserved for EWS/LIG. 15%

ii) Is it applicable to both Government as well as private developments?

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

2. TIMELINES FOR ACTIONS ON REFORM

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

- a. Amendment in the existing legislation and notification 2011
 2012

Vikarabad Municipality

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.

-

*

**** Note: The housing programme is being taken by the AP Housing Dept. The Housing Board is constructing houses for the poor.***

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

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

The ward committees will be formed after the new council body is elected and at the Municipality under the regime of the Special Officer.

2. TIMELINE FOR ACTION ON REFORMS

Reform	Year of Implementation
Implementation of a Community Participation Law	Year 2008 (Act)

Items	Baseline 2010	Intermediate 2011	Final 2012
Establishment of a three-tier municipal structure	-Nil-	The process of ward committee formation will start after completion of election to the Municipal council which is due in 2011.	✓
Introduction of interim participatory platforms	-Nil-	As the process of ward committee formation is scheduled in 2011.	✓
Devolution of functions	-Nil-	As the ward committees and area sabha committees will be formed after the new council body formation	✓

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

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

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

What is the system through which adherence to the provisions regarding rain water harvesting is verified.? **The applicant produces the Photograph of the RWHS.**

What is the incentive provided for people to undertake rain water harvesting ? : **The Govt have declared to allow a rebate of 10% of property tax for the properties who constructed the RWHS**

Waste water recycling

Please indicate whether the ULB has incorporated provisions for waste water recycling in the Municipal Buildings Bye-laws

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

What is the extent of waste water recycling is happening presently? : Negligible

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

Whether an access officer has been appointed in the district for checking compliance in this regard has been appointed by the state ? :

No, but the Municipality has decided to employ one of its staff to look after the barrier free built environment

Whether any buildings have been access audited ? :

No, Not yet but the Municipality has identified two buildings i.e; Municipal Office building & Primary Health Centre to provide the barrier free environment.

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Dissemination of the new set of building byelaws through a website.		: 2012
c. Setting up of an MIS system with links to all sections having bearing on building sanction.		: 2012
d. Timeline for reduction of average time taken for building sanction.		: 2012

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

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

1. CURRENT STATUS

- a. Please indicate prevailing process for decision making in allocation of budget for delivery of services to the poor.

As per the State Government policy 40% of the net budget is being allocated to the urban 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

- c. Please indicate if there is any internal earmarking within the municipal budget towards provision of services to urban poor. : **Yes**

If yes, please provide the amount earmarked as the percentage of the total budget in the last 3 year.

Year	Amount allocated	% age allocation
2007-08	22.50	40%
2008-09	26.00	40%
2009-10	26.80	40%

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

70% of BPL

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

- i. Municipal water supply

40%

- ii. Sanitation

- A) Sewer

100%

- B) Drainage

80%

- C) Community toilets

80%

- D) Solid Waste Management

20%

- iii. Primary education

10%

- iv. Primary Health.

10%

2. TIMELINE FOR ACTION ON REPROMS

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

Timelines/Outcomes:

Item	Baseline 2010 (%)	Intermediate 2011 (%)	Subsequent year %
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total revenue income	20%	40%	40%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total own source of revenue income	40%	40%	40%
Targeted revenue expenditure on delivery of services to the poor per annum expressed in % of total capital expenditure.	40%	40%	40%

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

- 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	8.00	3.10	Nil	Detailed study has to be conducted.
2008-2009	8.15	3.10	Nil	
2009-2010	8.40	3.10	Nil	

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

- e) Per Capital supply (in litres) per day : 58
- f) Hours of Water supply per day : 1 to 2 Hours
- g) Total number of household connection (cumulative figures) : 3380
- h) No of connection metered (cumulative figures) : Nil
- i) Unaccounted for water in MLD (%) including system losses. : May be 20% to 30%

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

- 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 & UFW- **25%**

2011	2012
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- c) Attain NRW to the benchmark level of 15 %.

--	<input checked="" type="checkbox"/>
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CHECKLIST OF REFORM**SERVICE LEVEL BENCHMARKS**

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

1. CURRENT STATUS

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

It varies for the four services. The details are given below.

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

It varies for the four services. The details are 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%	33%	30%	70%
1.2	Per capita supply of Water	135 Lpcd	58 Lpcd	90 Lpcd	100 Lpcd
1.3	Extent of Metering of Water connections	100%	0%	25%	100%
1.4	Extent of Non Revenue Water	15%	35%	30%	25%
1.5	Continuity of Water Supply	24 Hours	2 Hrs/ Alternate days	4 Hrs / Day	8 Hrs / day
1.6	Quality of Water Supply	100%	80%	90%	100%
1.7	Efficiency in redressal of customer complaints	80%	75%	75%	80%
1.8	Cost Recovery in Water supply connections	100%	50%	60%	75%
1.9	Efficiency in collection of Water supply related charges	90%	55%	70%	90%
2	Sewerage Management (Sewerage and Sanitation)				
2.1	Coverage of Toilets	100%	70%	75%	80%
2.2	Coverage of Sewerage network services	100%	10%	10%	90%
2.3	Collection of Efficiency of the Sewerage network	100%	60%	70%	80%
2.4	Adequacy of Sewerage treatment capacity	100%	0%	0%	50%
2.5	Quality of Sewerage Treatment	100%	NA	NA	100%
2.6	Extent of Reuse and Recycling of Sewerage	20%	0%	0%	10%
2.7	Efficiency in redressal of customer complaints	80%	75%	75%	80%
2.8	Extent of Cost Recovery in Sewerage management	100%	NA	NA	50%
2.9	Efficiency in Collection of Sewerage Charges	90%	NA	NA	60%

3	Solid Waste Management				
3.1	Household level coverage of solid waste management services	100%	50%	70%	100%
3.2	Efficiency of Collection of Municipal Solid Waste	100%	50%	75%	100%
3.3	Extent of Segregation of Municipal Solid Waste	100%	50%	75%	100%
3.4	Extent of Municipal Solid Waste Recovered	80%	25%	40%	50%
3.5	Extent of Scientific Disposal of Municipal Solid Waste	100%	-	10%	40%
3.6	Efficiency in redressal of Customer Services	80%	25%	40%	80%
3.7	Extent of Cost Recovery in SWM Services	100%	10%	20%	50%
3.8	Efficiency in Collection of SWM Charges	90%	10%	50%	90%

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 Public Disclosure Law
- | | | |
|--|-------------------------------------|--------------------------|
| | Yes | No |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

The RTI Act is being implemented.

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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| Timeline-Start from year | 2010-11 | 2011-12 |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- ii. Disclosure of report and Financial statements
- | | | |
|-----------------|--------------------------|-------------------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Start from year | 2010-11 | 2011-12 |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- iii. Quarterly Audit of Financial statements
- | | | |
|--|--------------------------|-------------------------------------|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|-------------------------------------|
- iv. Time period for publication of Quarterly Audited Financial statements (in months after end of each quarter)
- One month
- v. Annual Statutory Audit
- | | | |
|--|-------------------------------------|--------------------------|
| | Yes | No |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- vi. Time period for publication of Annual Statutory Audit
- 3 months

(Please indicate the number of months)

- vii. Publication of integrated plan/master plan on municipal website

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
- viii. MoA entered with GOI and state Govt to be placed before Municipal council please indicate target date.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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: **Already done**
- ix. Disclosure of MoA in public domain vide a published documents, easily access able to citizen/other stakeholders. Please indicate target date.

<input type="checkbox"/>	<input type="checkbox"/>
2012	<input type="checkbox"/>
- c. Time period for publication of Service Levels information

2010-11	2011-12
<input type="checkbox"/>	<input checked="" type="checkbox"/>
- d. Any other reform / steps being undertaken (please use additional space to specify)

CHECKLIST OF REFORM**PROPERTY TAX**

Note: UIDST requires certain reforms to be undertaken by states/ cities in Property Taxes, with the broad objective of establishing a simple, transparent, non-discretionary and equitable property tax regime that encourages voluntary compliance. States/cities need to ensure that their desirable objectives for reforms include these reforms, but need not restrict themselves to these items

CURRENT STATUS

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

Residential	<input checked="" type="checkbox"/>
Commercial	<input checked="" type="checkbox"/>
Industrial	<input checked="" type="checkbox"/>

Please indicate the Amount of property tax being collected for year-ending 2009-10 (Rs.In Lakhs)

Residential	56.12
Commercial	28.18
Industrial	0.00
Mixed (Resi/Comrl)	2.51
State Govt	5.83
State Govt Under Taking	1.63
Central Govt	0.65

Please provide the Method of Property Tax Assessment being followed
(Give short note, if necessary)

Self-assessment	<input type="checkbox"/>
Demand-based	<input checked="" type="checkbox"/>

Please provide the below information on Current coverage

Sl.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 (4) / (2)	Demand raised	Demand collected	Collecti on Ratio (7/6)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Residential	7574	7524	7524	99.34	56.12	55.19	98.34
2	Commercial	873	858	858	98.28	28.18	26.99	95.78
3	Industrial	0	0	0	0.00	0	0	0.00
4	Mixed Res/Comm)	158	158	158	100.00	2.51	2.51	100.00
5	State Govt	244	144	144	59.02	5.83	2.08	35.68
6	State Govt. UT	25	23	23	92.00	1.63	1.63	100.00
7	Central Govt	6	6	6	100.00	0.65	0.65	100.00
	Total	8880	8713	8713	98.12	94.92	89.05	93.81

Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/ individual	Revenue implication of exemption (annual)
1	Ex-Serviceman	15	Rs.30,500.00

Please provide the Basis of determination of property tax

Capital value

Annual Rental Value

Unit Area

Other (please specify)

Please provide the Use of technology in property tax management

GIS of property records

Electronic database of property records

Any software for compliance

Please describe the Level of discretionary power available with assessing authority

No discretionary power available with assessing authority

Please provide the last updation of property records and guidance values

Last updation of property records

Every half yearly

Last revision of guidance values

2005-06

Frequency of revision of guidance values

Five Years

Please indicate whether information from appropriate authorities on new building construction, or additions to existing buildings is being captured; if so, how (e.g. development authority etc)

Yes

No

✓

Following Building approval, information by planning section is shared immediately with Revenue Section of the Municipality

Please indicate whether information from appropriate authorities on change of ownership and land valuation is being captured; if so, how (e.g. Dept of Stamps and Registration)

Yes

No

✓

Municipal Commissioner is a member in the Rental Value Finalization Committee at the Registration and Stamp Department. Change in land value is by default therefore shared with the Municipality periodically.

2.TIMELINE FOR ACTION ON REFORMS

Please provide timelines for the following action items:

Extension of property tax regime to all properties

Year1	Year2
✓	

Setting up a non-discretionary method for determination of property tax :
(e.g. unit area, etc)

Completed

Use of GIS-based property tax system
Selection of appropriate consultant

Year1	Year2
✓	

Preparation of digital property maps for municipality

Year1	Year2
	✓

Verification of digital maps and preparation of complete data-base of properties

Year1	Year2
	✓

Full migration to GIS system

Year1	Year2
	✓

Next revision of guidance values

Year1	Year2
	✓

Fix periodicity for revision of guidance values
Periodicity to be adopted

: **Completed** (Every Five years)

Establish Taxpayer education programme
Local camps for clarification of doubts and assistance in filling out forms

Year1	Year2
✓	

Setting up a website for property tax issues/ FAQs etc

Year1	Year2
✓	

Establish Dispute resolution mechanism

: **Established**

Rewarding and acknowledging honest and prompt taxpayers

Year1	Year2
✓	

Achievement of 85% Coverage Ratio (see item 1d above)

: **Achieved (98.12%)**

Achievement of 90% Collection Ratio (see item 1d above)

: **Achieved (93.81 %)**

- The process of finalising the consultants should be completed by Dec 2010

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

- 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
2007-2008	√	√	Not Published
2008-2009	√	√	Not Published
2009-2010	√	Under Process	Not Published

- c. Please state whether City has drawn up its own accounting manual

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

- 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:

Minor modifications have been incorporated in the Accounts Code.

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.)	Yes		
Payments are updated in vendors ledger in same day	Yes		
Receivables are updated on the same day on which demand is raised	Yes		√
Payables are updated on receipt of goods or services	Yes		√

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

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	Buildings	Water supply	Street lighting
Action Plan	Conducting the energy audit for 5 Buildings of Govt and private properties	Complete survey has to be conducted in water supply system	In the same manner the detailed study has to be conducted for energy audit
Implementation of Action Plan	2011-12	2011-12	2011-12
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 Kl & Electricity in kWh)			
Annual Savings (in Rs. Lakh)			


 COMM. ISSIONER
 VIKARABAD MUNICIPALITY

BRIEF NOTE ON THE REFORMS.

E-GOVERNANCE

1. Registration of births & Deaths:

The birth and death registrations are done manually but the entire records are entered offline manually which is to be uploaded on the online module of the State Government website i.e; eMAS.

2. Public Grievance Redressal :

The grievances are managed by the Municipality manually and the same will be attended after developing the website on our own.

3. Works Management System.

The same is also managed manually at present and same will be attended after developing the website on our own.

4. Building plan Approval:

The Building plan approval is done manually but the entire records are entered offline manually which is to be uploaded on the online module of the State Government website i.e; eMAS.

5. Municipal financing:

The State Govt has initiated to implement the Double entry accrual based accounting system and the staff of the ULB are being trained. As soon as the training is completed the ULB will be working on municipal financing.

6. Own Website:

The Municipality has already requested M/s APTS for developing the website for our Municipality and they have promised that they will complete it within 6 months period.

7. GIS Map:

The selection of consultancy work is in process and the consultants will be enlisted by the end of Dec 2010.

8. Online payment facility:

At present the payment for facilitating the contractors and agencies participating in the tenders are allowing to pay the tender processing fee online and in future the security deposit and other payments will be facilitated to pay online. The Municipality will develop the website and facilitate to adopt the e-governance for payments and receipts.

9. Personnel Information system:

The paybills of the employees are computerised; other particulars of the employees are manually recorded in the service registers. The other facility will be provided after the website is developed.

EARMARKING 10 TO 15 PER CENT HOUSING SITES FOR URBAN POOR

1. Reservation of sites for urban poor:

The houses for the urban poor are constructed by the AP Housing Board. The Municipality on receipt of applications from the poor forward the application to Housing Dept after verification. The state Government has to modify the bye laws and while releasing the layouts the condition has to be made for reserving the plots in the layout developed by the Govt and private also.

COMMUNITY PARTICIPATION LAW

1. Action taken by the ULB

There is no elected body in rule at present and the Sub Collector Vikarabad Division is put in charge of Municipality as a Special Officer hence the ward committees can not be formed at this junction for a period of six months. The ward committees will be elected as soon as the new council body is formed.

2. Creation of barrier free built environment:

The Municipality itself wants to create barrier free built environment in our office immediately as well as in the Government offices existing on Vikarabad town. There is no checking officer in the District level but the Municipality wants to employ one of its employees to check.

SERVICE LEVEL BENCHMARKS

1. Coverage and Continuity of Water Supply

The present source of water is rain fed tank and the Municipality is depended on other sources like the HMWSSB for source augmentation. After sanction of 100 per cent tap connections the supply of water depends upon the quantity of water supplied by the HMWSSB. Hence the targets depend on these issues.

2. Extent of Non Revenue water and Cost recovery in water supply connections.

The detailed study has to be studied and the Municipality will follow the recommendations of the study. Further, there will be much difference between the cost of Operation and Maintenance because the tariff is not fixed scientifically based on the actual cost incurred. The tariff depends upon the rate fixed by the Municipal Council.

3. Sewerage Management

At present there is no sewerage system in the Municipality and the coverage needs much time including the treatment capacity. The people are not habituated to pay the sewer user charges and the people are to educated in this regard. More time is needed to achieve these targets.

4. Solid Waste Management.

The Government is funding to achieve cent per cent for house hold coverage for collection and segregation which can be achieved but the people are not habituated to the user charges for solid waste which may affect the targets. The people are get aware of paying these charges which may take more time to achieve. The scientific disposal also needs a detailed study and the Municipality will implement the recommendations of the study.


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