Checklist for the ‘Urban Reforms Agenda’ under JNNURM

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STAKEHOLDER CONSULTATIONS FOR REFORMS

DESIRED OBJECTIVE/S

JNNURM requires the states/ cities to commit to reforms after effective consultations held across agencies and institutions involved in undertaking these reforms. It should be ensured that meaningful consultations are held at both the State and City levels on the reforms agenda, prior to the Memorandum of Agreement being entered into with the MoUD, Government of India.

DETAILS OF CONSULTATIONS

Please provide the list of agencies / stakeholders consulted

S.No	*Stakeholders Consulted (Name position and agency / institution)*
1	State Cabinet
2	Departments of the State Government
3	Elected representatives of the municipal bodies
4	Officers of the municipal corporations and other urban local bodies

Please specify consultations held and dates of such meetings / workshops

Various workshops were organised by Regional Centre for Urban Environmental Studies, Lucknow, Government of India which were well attended by officers of the municipal corporations and other urban local bodies. The reform agenda was explained and feedback taken from each of them. The reform agenda has been put up before the board of the municipal corporations and other urban local bodies and the board's approval has been obtained. Since, the reform agenda required inputs from other departments, like Stamp and Registration department, as well, meetings were held with various departments. Concurrence of the finance and planning departments was also obtained on the reform agenda. Finally, the nod of the state cabinet was obtained to finalise the reform agenda. The state of Uttar Pradesh is thus fully committed to the reform process as envisaged by Government of India.

MANDATORY REFORMS AT THE LEVEL OF THE STATE GOVERNMENT

S1. IMPLEMENTATION OF THE 74TH CONSTITUTIONAL AMENDMENT ACT

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in implementing the 74th Constitutional Amendment Act in its letter and spirit. The State should ensure meaningful association and engagement of Urban Local Bodies in the entire gamut of urban management functions, including but not limited to the service delivery function by parastatal agencies. Over a period of seven years, the Mission aims to ensure that all special agencies that deliver civic services in urban areas to ULBs are either transferred and / or platforms are created for accountability to ULBs for all urban civic service providers in transition.

CURRENT STATUS

a. Please indicate the status of implementation of the following as per the Act:

i. Constitution of municipalities, and last when	Yes ■	No □	*Election were held in October-November 2006*
ii. Composition of municipal councils, and last when	Yes ■	No □	*Elections were held in October-November 2006 to12 Municipal Corporation,.192 municipalities and 417 Nagar Panchayats*
iii. Reservation of seats for women, SCs and STs	Yes ■	No □	*Seats in municipal elections are reserved as per constitutional provisions.*
iv. Constitution of District Planning Committees (DPCs)	Yes □	No ■	*UP District Planning Committee Act, 1999 has been enacted, DPC formation under process.*
v. Constitution of Metropolitan Planning Committee (MPCs)	Yes □	No ■	*The UP Nagar Nigam Adhiniyam, 1959 in section 57-A provides for constitution of MPC. The rules of MPC are being framed.*
vi. Incorporation of Schedule 12 into the State Municipal Act	Yes ■	No □	*They were incorporated into the Act on 30th May, 1994.*

b. Please indicate which of the functions of Schedule 12 have been incorporated into the State Municipal Act and transferred to ULBs by indicating a Yes or No against columns 'c' and 'd'

No.	*Functions listed in 12th Schedule*	*Incorporated in the Act*[1]	*Transferred to ULBs*[2]*
a	b	C	d
1	Urban Planning including town planning	✓	Partly
2	Regulation of land-use and construction of buildings	Partly	Partly
3	Planning for economic and social development	No	No
4	Roads and bridges	✓	Partly
5	Water supply- domestic, industrial and commercial	✓	Partly
6	Public health, sanitation, conservancy and SWM	✓	Completely
7	Fire services	No	No
8	Urban forestry, protection of environment and ecology	✓	Partly
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded	✓	Partly
10	Slum improvement and upgradation	✓	Partly
11	Urban poverty alleviation	✓	Partly
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	✓	Completely
13	Promotion of cultural, educational, and aesthetic aspects	✓	Completely
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	✓	Completely
15	Cattle pounds, prevention of cruelty to animals	✓	Completely
16	Vital statistics including registration of births and deaths	✓	Completely
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	✓	Completely
18	Regulation of slaughter houses and tanneries	✓	Completely

* ULBs have been performing these functions earlier.

c. In case of any of the above functions have not been transferred or transferred only partly, please specify the other agencies involved and its role vis-à-vis ULBs.

• Regulation of land use & construction of buildings	Except 133 Municipal areas where development authorities and regulated area authorities are performing this function, ULBs in remaining 495 towns are doing this function.

[1] Indicate as either : Completely, No, or Partly
[2] Indicate as either : Completely, No, or Partly

• Urban Planning including Town Planning	Same as above
• Water Supply	Except Urban areas covered under 5 water works and 2 regional water works, all ULBs are performing this function.
• Roads and Bridges	Except roads owned by PWD, all other roads are constructed and maintained by ULBs.
• Urban forestry	State Forest Department
• Safeguarding the interest of weaker sanction	Social welfare Department, State Urban Development
• Slum improvement and up gradation	State Urban Development agencies
• Urban poverty allegation	State Urban Development agencies

d. Please indicate whether the transfer of functions has been accompanied by transfer of staff. Yes ☐ No. ■ Partly ☐

If no, please specify the extent to which ULBs have been given powers and resources to recruit staff for managing transferred functions.

The municipal staff belongs to the centralized or the non-centralised cadre. Recruitment to the centralized staff positions are done through the State Public Service Commission and the Subordinate Staff Selection Board. Recruitment to the non-centralised positions are done at the ULB level.

e. If the DPC/MPC has been constituted, please attach a copy of the Act.

DPC has been constituted under the UP District Planning Committee Act, 1999. The UP Nagar Nigam Adhiniyam, 1959 in section 57-A provides for constitution of MPC.

f. If the DPC/MPC has not been constituted, has the legislative process for their constitution been initiated? Yes ■ No ☐

Please specify status, if the process has been initiated.

g. Please indicate the status of SFC - have they been constituted? When was the last SFC constituted?

Third SFC has been constituted by the Government as per GO No. R.G.-2046/Dus-2004-70-2004 dated December 23, 2004 issued by Finance department.

h. Please indicate whether SFC s submitted their recommendations. Yes ■ No ☐

If yes, what is the status of implementation?

There were 61 recommendations made by 1st SFC of which 46 recommendations were totally accepted and 3 were accepted with modifications by the State Government. The 2nd SFC submitted 134 recommendations of which 98 recommendations were totally accepted, 6 were partially accepted and 8 were accepted with modifications by the State Government. 22 recommendations were rejected. The main recommendations was regarding devolution of funds from the tax revenues of the state which was accepted by the State Government.

TIMELINE FOR REFORMS

MUNICIPAL ELECTIONS

a. If elections to the municipalities have not been held, Please indicate when this will be held. ***Elections have been held.***

Year1	Year2	Year3	Year4	Year5	Year6	Year7

DISTRICT PLANNING COMMITTEE / METROPOLITAN PLANNING COMMITTEE

b. If the answer to 1(e) (i) is no, then please provide a time schedule for constituting the DPC/MPC. (Indicate year for enactment of Act in box)

Year1	Year2	Year3	Year4	Year5	Year6	Year7

Provision for constituting DPC/MPC has been made in the Act.

Please provide timelines for steps leading up to enactment of legislation for constitution of DPC / MPC.

DPC will be made functional in 2007-08. Process for formation of MPC will start in 2007-08 and they well be made fully functional by 2011-12. At present, for municipal councillors and municipal commissioner are members of the board of the development authority chaired by Divisional Commissioner. The representation of the local body is about 40%. After discussions, the commitment to bring the date to make MPC functional forward will be again reviewed after six months.

Please specify the reasons for delay, if any.

STATE FINANCE COMMISSION

c. Please provide timetable for constitution of SFC, acceptance and implementation of its recommendations

Recommendations of 2 SFC's constituted earlier have already been implemented by the State Government. The recommendations of the 3rd SFC would be available by 2007. The acceptance and implementation of its recommendation would follow in the year 2007-08.

CONVERGENCE OF URBAN MANAGEMENT FUNCTIONS

d. Resolution[3] by Government expressing commitment to implement the 74th Amendment Act[4] with respect to convergence of urban management functions with ULBs (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) ***Agreed.***

[3] In case of issues to be decided at the State Government level, a 'Resolution' would imply the resolutions passed by State Legislative Assembly/Cabinet. Similarly in case of issues to be decided at the city level, 'Resolution' would imply the resolutions passed by the Municipal Council

e. Please provide timeline in years of when the State plans to complete the transfer of the following functions[5]

No.	*Functions listed in 12th Schedule*	*Gov. Resolution*	*Cabinet Approval*	*Amendment of State/Municipal Acts*	*Implementation*
1	Urban Planning including town planning	There are 628 ULBs in the State. This function is performed by all except 133 where this is done by the concerned Development Authorities of Regulated Areas. By 7th year, it will be extended to all ULBs. This date will again be reviewed after six months.			
2	Regulation of land-use and construction of buildings	495 Municipalities already perform this function. By 7th year, amendment would be made in the Municipal Corporation Act. This date will again be reviewed after six months.			
3	Planning for economic and social development	2009-10	2009-10	2009-10	2010-11
4	Roads and bridges	Already with ULBs.			
5	Water supply- domestic, industrial and commercial	Already with ULBs.			
6	Public health, sanitation, conservancy and SWM	Already with ULBs.			
7	Fire services	2009-10	2010-11	2011-12	2011-12
8	Urban forestry, protection of environment and ecology	Done	Done	Done	2010-11
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded	Done	Done	Done	2008-09
10	Slum improvement and up gradation	Done	Done	Done	2006-07
11	Urban poverty alleviation	Done	Done	Done	2006-07
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	Already with ULBs.			
13	Promotion of cultural, educational, and aesthetic aspects	Already with ULBs.			
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	Already with ULBs.			
15	Cattle pounds, prevention of cruelty to animals	Already with ULBs.			
16	Vital statistics including registration of births and deaths	Already with ULBs.			
17	Public amenities including street lighting, parking lots,	Already with ULBs.			

[4] Note: This can be done by way of unbundling of services. e.g. parastatals or other agencies may operate, maintain, own assets and collect user charges for delivery of these municipal services, so long as they are accountable to ULBs. Service levels should be fixed by ULBs. The ULBs should be empowered and capacitated to ensure delivery of services at the defined level by the service provider/s, through the mechanisms of contractual arrangements. Such mechanisms are consistent with the reforms envisaged under the 74th Constitutional Amendment Act)

[5] Specify NA where not applicable. The list should correspond to items specified in table under 1. b. as those either partly or not transferred to ULBs.

No.	*Functions listed in 12th Schedule*	*Gov. Resolution*	*Cabinet Approval*	*Amendment of State/Municipal Acts*	*Implementation*
	bus stops and public conveniences				
18	Regulation of slaughter houses and tanneries	Already with ULBs.			

f. Specify approaches intended to be adopted by State Government to achieve convergence of urban management functions into the functioning of ULBs, please specify the methods.

The parastatals and other government departments working in the municipal limits would be made accountable to the concerned ULBs. Presently, the planning function is handled by the Development authorities. It has been mentioned that this function is proposed to be transferred in the seventh year. However, the commitment to bring be reviewed after six months.

S2. INTEGRATION OF CITY PLANNING AND DELIVERY FUNCTIONS

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in the area of institutional convergence at the city level, with an objective to assign or associate elected ULBs with "city planning and delivery functions". During the Mission period, JNNURM envisages that the process of planning and delivery of all urban infrastructure development and management functions and services will converge with the functioning of the ULBs. [6]

CURRENT STATUS

a. Specify agency / agencies involved in planning of urban development and delivery of infrastructure services.

Sector	***Agency undertaking planning***	***Agency/ agencies undertaking delivery of services***	***Prevailing role of ULB/s in planning vis-à-vis respective sectors***
For e.g. Land-use management	*ULBs and Development Authorities*	*ULBs and Development Authorities*	*Both agencies function independent of each other*
Town planning	*ULBs and Development Authorities*	*ULBs and Development Authorities*	*In the board of the development authority, Municipal Commissioner and 4 municipal councilors are memeber.*
Traffic and Transport services	*State Government*	*State Government*	*None*
Water supply and sewerage	*ULBs & Jal Sanshthan*	*ULBs & Jal Sanshthan*	*Performed by ULB and Jal Sansthan. Mayor is the chairman of Jal Sansthan.*
Solid Waste Management	*ULBs*	*ULBs*	*Performed by ULB*
.....			

b. Please specify the agency that coordinated the preparation of CDPs under the JNNURM in the Mission cities.
Regional Center for Urban and Environmental Studies, Lucknow..

c. Please indicate whether the Master Plan and / or CDP has been approved by the ULB/s vide a specific resolution.

Yes ☐ No ☐

[6] Such integration is all the more critical in cities / urban agglomerations where there are multiple ULBs, vis-à-vis a single parastatal agency engaged in spatial planning, trunk infrastructure development and provision of network services (for e.g. water supply, sewerage or transport)

d. Please indicate whether the city plans have been placed before the Metropolitan Planning Committee (MPC)/ District Planning Committee (DPC).

Yes ☐ No ■

e. Please indicate agency, if any, responsible for planning and coordination of Heritage conservation.

Tourism Department, Government of Uttar Pradesh.and Archaeology department, Government of Uttar Pradesh.

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to assign or associate ULBs with the city planning function. Please indicate timeline.

There are 628 ULBs in the State. This function is performed by all except 23 where this is done by the concerned Development Authorities. By 7th year, it will be extended to all ULBs.

b. If the answer to (d) above is 'No', please indicate a timeline of when the city plans will be placed before the MPC/DPC

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

c. Please indicate sequence of steps to integrate ULB/s with the city planning function.

Areas of planning[7]	***Steps to integrate ULB/s with the planning function***	***Targeted year of the Mission period***
Land-use and spatial planning	Already been done by most ULBs except areas covered by 133 Development Authorities & regulated area. The plan prepared by Development Authorities would be placed before the board of ULB for approval.	2011-12 This date will again be reviewed after six months
Development of new areas	Same as above	2011-12 This date will again be reviewed after six months
Basic infrastructure services, such as • water supply, • sewerage • sanitation	Already with ULBs	N.A.
Traffic and transport services	Not Possible	N.A.

[7] The areas of planning should cover all aspects of urban development and management

Renewal of inner city areas	Already with ULBs	N.A.
Heritage conservation	Already with ULBs	N.A.
Building regulation	Already been done by some small ULBs except areas covered by 23 Development Authorities & 109 regulated area. The plan prepared by Development Authorities would be placed before the board of ULB for approval.	2011-12 This date will again be reviewed after six months
Socio-Economic planning	Amendment would be made in the relevant Acts	2010-11
Any other		

d. Please indicate sequence of steps to integrate ULB/s with the delivery of services.

Areas of service delivery[8]	***Steps to integrate ULB/s with the service delivery function***	***Targeted year of the Mission period***
Urban Planning including town planning	This function is perform by all except 133 where this done by the concern development authority & regulated area. The plan prepared by Development Authorities would be placed before the board of ULB for approval.	2011-12 This date will again be reviewed after six months
Regulation of land-use and construction of buildings	This function is perform by all except 133 where this done by the concern development authority & regulated area. The plan prepared by Development Authorities would be placed before the board of ULB for approval.	2011-12 This date will again be reviewed after six months
Planning for economic and social development	Amendment to be made in the relevant Acts	2010-11
Roads and bridges	Already with ULBs	N.A.
Water supply- domestic, industrial and commercial	Already with ULBs. 5 Jal Sansthan & 2 Regional Water Boards would also be integrated with ULBs.	2008-09
Public health, sanitation, conservancy and SWM	Already with ULBs	N.A.
Fire services	Functions and functionaries will be transferred	2011-12
Urban forestry, protection of environment and ecology	The ULB would perform this function in consultation with the State Forest department.	2010-11
Safeguarding the interests of weaker sections	The ULB would perform this function in consultation with	2008-09

[8] The areas of service delivery should correspond to all areas listed under Schedule 12 of the 74th Constitutional Amendment Act

society including the handicapped and mentally retarded	the Social Welfare department.	
Slum improvement and up gradation	State Urban Development Authority would work in consultation with and under guidance of ULBs.	2006-07
Urban poverty alleviation	State Urban Development Authority would work in consultation with and under guidance of ULBs.	2006-07
Provision of urban amenities and facilities- parks, gardens and playgrounds	Already with ULBs	N.A.
Promotion of cultural, educational, and aesthetic aspects	Already with ULBs	N.A.
Burials and burial grounds, cremations, cremation grounds and electric crematoriums	Already with ULBs	N.A.
Cattle pounds, prevention of cruelty to animals	Already with ULBs	N.A.
Vital statistics including registration of births and deaths	Already with ULBs	N.A.
Public amenities including street lighting, parking lots, bus stops and public conveniences	Already with ULBs	N.A.
Regulation of slaughter houses and tanneries	Already with ULBs	N.A.

e. Any other related reform steps being undertaken to achieve institutional convergence (please use additional space to specify the details and corresponding timelines targeted)

- *Development Authorities and Regulated area are directed by the Government, that Before approval of Building Plans.*

S3. RENT CONTROL REFORMS

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in area of rent control legislation, with the objective of having a system that balances the rights and obligations of landlords and tenants to encourage construction and development of more housing stock, as well as promoting an efficient and robust rental/tenancy market, so as to improve the availability of housing across all income categories.

CURRENT STATUS

a. Please provide a short note on the present Rent Control Legislation, which provides the following details:

i. rights of landlord to get possession back
This is provided for in U.P. Urban Building (Regulation of Letting, rent & Eviction) Act. 1972 Section 21 of the said Act. provides that on application of the landlord, the prescribe authority, if he is so satisfied, would get the whole or part of the property evicted.

ii. rights of tenants to continue their tenancy
This is provided for in section 24 of the above Act. The tenant would give an application to the prescribe authority or the district Judge. The said authority after considering the provision as specified in the Act. may allow the tenant to continue his tenancy.

iii. obligations of tenants with regard to regular rental payments/ maintenance of tenanted property/ adherence to lease agreements, if present
No Provision in the Act.

iv. provision for periodic review of rentals, in accordance with market conditions
No Provision in the Act.

v. fixing of Standard Rents, periodicity of review, and dispute resolution mechanisms
This is provided for in section 9 of the above Act. on an application of the tenant, the District Magistrate after considering the amenities available in the said house would fix the rent. Periodicity for review is not specified. Dispute resolution mechanism is provided for in section 18 of the Act. Disputes are settled by the District Magistrate. Appeals against the order of the District Magistrate can be made in the court of District Judge.

b. Please indicate whether you have adopted the Model Rent Control Legislation circulated by GOI:

i. Adopted as is — Yes ☐ No ■

ii. Adopted with modifications. If so, please specify — Yes ☐ No ☐

Model Rent Control Legislation as circulated by GoI has not been adopted. At present U.P. Urban Buildings (Regulation of Lettings, Rent and Eviction) Act. 1972 is in force.

iii. Please specify year of adoption — NA

c. Please indicate the number of properties under Rent Control Act — Data not available

d. Please indicate whether Rent Control Act applies to new construction & new tenancies — Yes ☐ No ■

e. Please indicate whether there are any special provisions for weaker sections of society — Yes ☐ No ■

f. Please indicate the number of rent control cases pending in various courts related to JNNURM cities — Approximately 720

g. Please indicate the annual trend in new cases being filed related to rent control

2002-03	2003-04	2004-05	2005-06
241	174	166	126

h. Is there any mechanism for providing guidelines to fix rents on the basis of market rates for existing tenancies (if yes, please provide a brief description below) — Yes ☐ No ■

i. Please indicate prevailing dispute resolution mechanisms, if such exist.

Dispute Resolution Mechanism is provided for in section 18 of the above Act. Disputes are resolved by District Magistrate. Appeals against order of the District Magistrate can be made in the court of District Judge.

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to establish new Rent Control system (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) Please indicate timeline.

b. Defining the Rights and Obligations of landlords and tenants

Year1 Year2 Year3 Year4 Year5 Year6 Year7

i. rights of landlord to get possession back
ii. rights of tenants to continue their tenancy
iii. obligations of tenants with regard to regular rental payments/ maintenance of tenanted property/ adherence to lease agreements, if present
iv. provision for periodic review of rentals, in accordance with market conditions

c. Establishing a new Rent Control legislation

i. Setting up a Committee/Team to draft/amend legislation — Year1 Year2 Year3 Year4 Year5 Year6 Year7

ii. Stakeholder consultations — Year1 Year2 Year3 Year4 Year5 Year6 Year7

iii. Preparation of Draft legislation — Year1 Year2 Year3 Year4 Year5 Year6 Year7

iv. Approval of the Cabinet/ Government — Year1 Year2 Year3 Year4 Year5 Year6 Year7

v. Final enactment of the legislation by Legislature — Year1 Year2 Year3 Year4 Year5 Year6 Year7

vi. Notification — Year1 Year2 Year3 Year4 Year5 Year6 Year7

vii. Preparation and notification of appropriate subordinate legislation — Year1 Year2 Year3 Year4 Year5 Year6 Year7

viii. Implementation by municipality (ies) — Year1 Year2 Year3 Year4 Year5 Year6 Year7

d. Please indicate periodicity of revision of rents/rental value guidance, and when next due

Periodicity: Next due:

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
e.	Setting up mechanism for periodic review of rents/ rental value guidance					■		
f.	Institute Dispute resolution mechanisms (e.g. Special Tribunals/ Courts etc)					■		

Dispute resolution mechanism is already in place.

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
g.	Any other reform steps being undertaken (please use additional space to specify)							

Please indicate how such rent control reforms shall be communicated to the citizens,
Such reform shall be communicated to the citizens through the departmental website http://www.fcs.up.nic.in/

S4. RATIONALISATION OF STAMP DUTY

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities to rationalise Stamp Duty, with the objective of establishing an efficient real estate market with minimum barriers on transfer of property so as to be put into more productive use.

CURRENT STATUS

a. Please indicate the current Stamp Duty Regime, including surcharge or any other levy on transfer of property

8% stamp duty is charged on registration of documents. However, women are charged at the rate of 6%. 2% surcharge is also taken which is then passed onto ULBs wherever ULBs have passed a resolution to that effect.

b. Please indicate when the stamp duty rate was last revised and by what percentage.

The stamp duty was last revised on 24.02.1997. It was brought down from 12.50% to 8.00%

c. Please indicate whether any concessions to particular classes of individuals or institutions are being provided

Type of Concession	***Qualifying Institution/Individual***
Remission on deeds of transfer of property	Industry an service sector. The remission has been granted from 19.01.2005

(Please add additional rows if necessary)

d. Please provide the total collection from Stamp Duty over the last 5 years (including surcharge or any other levy on transfer of property)

2000-2001	***2001-2002***	***2002-2003***	***2003-2004***	***2004-2005***	***2005-06***
1054.86	1239.77	1743.20	1964.65	2329.57	2818.62

e. Please indicate % and quantum of revenue from Stamp Duty shared with JNNURM cities in the State.

i. ULB's share in % *Stamp duty as such is not shared with ULBs. However, according to the recommendations of the 2nd SFC, 3.2% of tax revenues of the State are devolved to Municipal Corporations, 3.2% to Municipalities and 1.1% to Town Areas.*

ii. Quantum shared with JNNURM cities in last three years (in Rs. Crores)

Name of City	***2003-2004***	***2004-2005***	***2005-2006***
Agra	0.00	15.81	4.78
Allahabad	4.47	6.06	7.93
Lucknow	27.35	26.13	0.00
Kanpur	0.00	11.25	4.98
Meerut	3.39	2.40	0.00
Varanasi	2.18	4.86	11.88
Mathura	0.46	4.30	6.20

f. Please indicate the basis of collection of Stamp Duty, i.e.

i. Declared Value ☐

ii. Higher of the Standard Guidance Value/ Declared Value ■

iii. Any other method (please specify) ☐

g. Please indicate the use of information technology in the following:

i. Maintenance of records

In 106 district level Sub-Registrar offices, record of registration of document is being created on PRERNA, Software developed by NIC from 01.8.2006

ii. Maintenance of guidance values

Circle rate is revised by the district collector once in every two years

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to reduce Stamp Duty[9] to 5% (or less than 5% if the State so desires) within Mission period. The resolution should provide the timetable for reducing the Stamp Duty in a phased manner, i.e. year-wise (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) ***Agreed***.

b. Fix the periodicity for revising the guidance value for levy of Stamp Duty

Every 2 years

c. Indicate the time-table for reducing the stamp duty rate to 5%
(Indicate % of Stamp Duty in the box)

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
Stamp duty (%)		8%	7%	6%	5%		

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7

[9] The rate of Stamp Duty implies total % that is levied, including surcharge and other levies on transfer of property.

S5. REPEAL OF URBAN LAND CEILING AND REGULATION ACT (ULCRA)

DESIRED OBJECTIVES:
JNNURM requires that States undertake to repeal the ULCRA with the objective of increasing the supply of land in the market and the establishment of an efficient land market.

CURRENT STATUS

a. Please indicate if ULCRA has been repealed in the state? Yes [■] No [ ]

b. If the answer to 1 (a) is no, then please provide any steps that have been taken in this direction

TIMELINE FOR ACTION ON REFORMS

a. The State must pass a resolution for the repeal of ULCRA within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD. Please indicate timeline. ***Not Applicable.***

b. The State legislature to pass a resolution in compliance with the repeal of ULCRA Act passed by the Parliament in 1999 ***Done.*** Year1 [ ] Year2 [ ] Year3 [ ] Year4 [ ] Year5 [ ] Year6 [ ] Year7 [ ]

c. Notification of the above by the State government ***Done.*** Year1 [ ] Year2 [ ] Year3 [ ] Year4 [ ] Year5 [ ] Year6 [ ] Year7 [ ]

d. Any other reform steps being undertaken (please use additional space to specify) Year1 [ ] Year2 [ ] Year3 [ ] Year4 [ ] Year5 [ ] Year6 [ ] Year7 [ ]

S6. COMMUNITY PARTICIPATION LAW

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in area of Community Participation, with the objective of institutionalising citizen participation as well as introducing the concept of the Area Sabha in urban areas. The larger objective is to integrate involvement of citizens in municipal functioning, e.g. setting priorities, budgeting provisions, exerting peer pressure on compliance to regulation, 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 3rd or 4th tier structure within the municipal body precisely as described above. These enactments will also need to ensure clear definition of functions, duties and powers of each of these tiers, and provide for the appropriate devolution of funds, functions and functionaries as may be decided by the State Government to these levels.

CURRENT STATUS

a. Please provide a list of the current decision-making/advisory platforms in the municipality:

Municipality-level	Municipal Council		Municipal corporation
	Municipal Committees		
	Other (specify)		In Municipal Corporation, there is provision of Executive Committee of 12 members & various sub committee of different departments.
Ward-level	Ward(s) Committee[10]	Number of Wards	10
		Number of Ward(s) Committees	6-10 per Municipality
		Average population/ Wards Committee	About 1.5 lakh
		Number of Ward(s) Committee members/ Ward(s) Committee	15
		Method of selection of Ward(s) Committee members	10 councillors and 5 members nominated by Government
	Any other provision for Ward Committee (specify)		NIL
Below the Ward Level	Any other Committee below the Ward Level (specify)		Area Sabha will be constituted in each ULB.
Additional Specific Committees / associations	(this could be at any level; please specify those that the ULBs formally recognise and integrate into their working, for e.g. Resident Welfare Associations, Community Development Societies, etc)		

[10] As per the 74th Constitutional Amendment Act, ULBs may constitute a committee representing more than one municipal ward, or may constitute such committee for each municipal ward.

b. Please indicate whether there is any formal process for community participation in municipal budgeting — Yes ☐ No ■
If the answer to question 1 (b) is Yes, please describe the process below (use annexure wherever applicable):

Report Card system has been introduced by the State Government in all ULBs with a population greater than 1 lakh. In the report card, the citizens rate the services being provided by the ULB and the relative importance of each service. The ULB is then required to use the data generated by ULB in the budgeting process.

c. Please indicate if there is any formal process for community participation in city planning activities — Yes ■ No ☐
If the answer to 1 (c) is Yes, please describe the process below (use annexures wherever applicable)
:

The master plan of a city is prepared by town and country planning department after consultation with all stakeholders. The proposed master plan is put up before the Board of Development Authority or Regulated Area for inviting objections and suggestion from citizens.from citizens and groups. It is finalized only after disposing off the objection and considering all suggestion.

d. Please indicate levels of Community Participation that took place in CDP/DPR documents submitted to JNNURM so far

i. Please indicate whether the City Development Plan (CDP) been prepared with community participation — Yes ■ No ☐

If yes, please indicate the alignment of this community participation process to the proposed Community Participation Law[11]

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

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to establish a new Community Participation Law – Please indicate timeline
(Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.)
Agreed.

b. Please indicate the changes you propose to make in your JNNURM city/cities and the timeline for these changes:

[11] Please tick mark in third column as appropriate

i. Number of tiers intended to be established in the municipality. Please explain the rationale. 3

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ii. For each tier, please state the prevailing / intended composition of the tier:

No	*Name*	*Description*	*Composition*
1	Municipality	Board/Corporation	Mayor/Chairman and Councillors
2	(Intermediary regional platform, e.g. Wards/Borough/Zonal Committee)	10 wards	Councillors of the ward & nominated member
3	Ward Committee	One ward	Councillors and members of the public
4	Area Sabha	At election booth level in wards	Members of the public. It will be a registered society.

c. Proposed Activity-mapping of functions in Community Participation Law (for each of the functions of the Municipality)

No	Municipal Function	Specific activities to be taken at each level below:			
		Municipality	Intermediary Level (specify)	Ward Committee	Area Sabha
1	Urban planning including town planning	Planning	Suggestive Role	Suggestive Role	Suggestive Role
2	Regulation of land-use and construction of buildings.	Policy guidance	Involvement	Involvement	Watch dog
3	Planning for economic and social development.	This function is yet to be transferred to ULBs			
4	Roads and bridges.	Construction	Maintenance	Maintenance	Involvement
5	Water supply for domestic, industrial and commercial purposes.	Supply	Maintenance	Maintenance	Watch dog
6	Public health, sanitation conservancy and SWM	Service	Monitoring	Monitoring	Watch dog
7	Fire services	This function is yet to be transferred to ULBs			
8	Urban forestry, protection of the environment and promotion of ecological aspects	Planning	Monitoring	Monitoring	Involvement
9	Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded	Budgeting	Monitoring	Monitoring	Suggestive Role
10	Slum improvement and upgradation.	Service	Suggestive Role	Suggestive Role	Suggestive Role
11	Urban poverty alleviation	Budgeting	Involvement	Involvement	Suggestive Role
12	Provision of urban amenities and facilities such as parks, gardens playgrounds	Budgeting	Suggestive Role	Suggestive Role	Maintenance
13	Promotion of cultural, educational and aesthetic aspects	Policy	Suggestive Role	Suggestive Role	Suggestive Role
14	Burials and burial grounds; cremations, cremation grounds and electrical crematoriums	Service	Suggestive Role	Suggestive Role	Suggestive Role
15	Cattle pounds; prevention of cruelty to animals.	Service	Monitoring	Monitoring	Involvement
16	Vital statistics including registration of births and deaths.	Policy	Monitoring	Monitoring	Involvement
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	Service	Monitoring	Monitoring	Maintenance
18	Regulation of slaughter houses and tanneries	Service	Monitoring	Monitoring	Monitoring

Note: the above functions are taken from Schedule XII of the 74th CAA. If the municipality performs additional functions, these should also be included in the list above. Describe proposed role in the boxes in brief, especially in columns for Ward Committee and Area Sabha

d. Time schedule for enactment of Community Participation Law or Amendment of existing Municipality Laws:

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

e. Time schedule for notification of the rules pertaining to the Community Participation Law, or amendment in legislation:

Year1	Year2	Year3	Year4	Year5	Year6	Year7
			■			

Note: States will be required to submit documents related to the above to JNNURM Mission Directorate at appropriate milestones in this process, for evaluation of actual compliance for successive disbursal of funds

f. Interim process for Community Participation in Municipal functions while Community Participation Law is being enacted and notified
Please indicate if there are any steps being taken by the Municipality to create opportunities for community participation while the Community Participation Law is being enacted. [12]

Extent of Participation	***Mechanisms***	***Response of JNNURM City / State***
Complete Community Participation Structure being established	Community participation being encouraged through structures like the Area Sabha and Ward Committee, as envisaged in Community Participation Law	✓
Partial community participation structures being established	Community participation process done through ward-level processes	
Minimal Community Participation Structures being established	Community participation process being undertaken marginally, or not in any organised manner	

[12] Edit the text in the table as appropriate

S7. PUBLIC DISCLOSURE LAW

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in area of disclosure of information to public, with the purpose that municipalities and parastatal agencies have to publish various information about the municipality / agency and it's 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.

CURRENT STATUS

a. Please provide a list of the parastatal agencies and the month in which their budget was formally passed for each financial year

Agency:	***2003-04***	***2004-05***	***2005-06***
Municipal Council[13]	26 March, 2003	21 June, 2004	19 April, 2005
Other parastatal agencies (list each below):			
1. Development Authority	22 March, 2003	27 March, 2004	26 February,2005
2. SUDA	April, 2003	May, 2004	June, 2005
3. Jal Sansthan	March 2003	March 2004	June 2005

b. Please provide the latest year for which the statutory audit of accounts has been completed.

Agency	*Accounts complete upto year*	*Accounts audit complete upto year*
Municipal Corporation[14]	2005-06	2005-06 A.G.U.P.
Other parastatal agencies (list each below):		
1. Development Authority	2005-06	AG & Local Fund Audit
2. DUDA Varanasi	2005-06	A.G.U.P.
3. Jal Sansthan	2000-01	A.G.U.P.

c. Please indicate whether there is any formal provision for public disclosure of accounts and audit statements of municipality/ other parastatal agencies. If Yes, please highlight the appropriate clauses below:

Yes ☐ No ■

[13] And - For cities with multiple ULBs within the urban agglomeration, please provide details of all ULBs.

The Right to Information Act adequately ensures disclosure of information to the public. If GoI provides any other guidelines, the State Government would take steps to ensure enactment of the law.Municipal Act. provides the publication of budget.

d. Please indicate prevailing mechanisms in the ULB / parastatal agency, if any, for dissemination of information as per table below:

No.	***Information pertaining to***	***Prevailing disclosure / dissemination mechanism*** *(Please specify communication channel and frequency)*
1.	Key municipal / parastatal agency officials and contacts	Through public display boards website
2.	City Development Plans and other plans	Through website
3.	Municipal finance and accounts	None
4.	Procedures for various approvals / permits	None
5.	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	Through community development society, news paper, electronic media.
6.	Procedures to access various services provided by the ULB / parastatal agency	Through display board
7.	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	None
8.	Service levels of various services	None
9.	Receipt, processing and status of redressal of complaints by citizens	Through citizen charter
10.	Ongoing major projects	Through Display Board

TIMELINE FOR ACTION ON REFORMS

a. The State/ULB must pass a Resolution to formulate and adopt a policy on public disclosure which would include the financial statements that are to be released, the audits of certain financial statements that are to be carried out, and a timeline for reforms. (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) Please indicate a time line for this commitment.

Agreed.

b. Establishment of the Public Disclosure Law which outlines the information to be disclosed and widely disseminated, for e.g. disclosure of financial statements including key financial indicators for public review, frequency of statutory audit of financial statements and disclosure of its findings, information of levels of services provided, key indicators of service 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 ☐

Start from Year - *Done.* Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐

ii. Conduct of Annual Statutory Audit Yes ■ No ☐

iii. Disclosure of Audited Financial Statements and Audit Report Yes ■ No ☐

Start from Year - *Done.* Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐

iv. Time period for publication of annual audited financial statements, (pl. indicate in months after end of financial year) 6 Months

v. Disclosure of Quarterly Audited Financial Statements Yes ■ No ☐

vi. Time period for publication of Quarterly Audited Financial Statements (in months after end of each quarter) 45 days

vii. Publication of CDP on municipal website Yes ■ No ☐

viii. MOAs entered into with GoI and State Governments to be placed before Municipal Council within ____ days *Immediately.* Yes ■ No ☐

ix. Disclosure of MoA in public domain vide a published document, easily accessible to citizens / other stakeholders Yes ■ No ☐
Please indicate target date _____ *Immediately.*

c. List information proposed to be disclosed on a regular and mandatory basis by ULBs / parastatal agencies

No.	*Information pertaining to*	*Mechanism for disclosure*
1	Key municipal / parastatal agency officials and contacts	Display boards and Website
2	Procedures for various approvals / permits	Booklets and Website
3	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	Booklets and Website
4	Procedures to access various services provided by the ULB / parastatal agency	Display boards and Website
5	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	Booklets and website
6	Service levels of various services	Website and citizen charter
7	Receipt, processing and status of redressal of complaints by citizens	Website and citizen charter
8	Ongoing major projects	Website

d. List below the services for which Service Levels information is proposed to be disclosed

No.	*Service*	*Type of Service Level information to be disclosed (only examples provided below)*	*Frequency of disclosure / communication to citizens*
1	Water supply services - In slum areas - In non-slum areas (residential & commercial)	*New connections, timings, tariff, helpline.*	***Every year***
2	Sewerage / Sanitation / Underground drainage	*New connections, tariff, helpline.*	***Every year***
3	Solid Waste Management	*Frequency of street sweeping*	***Every year***
4	Storm water drainage systems	*Helpline*	***Every year***
5	Building Plan approvals	*# of days required for sanction*	***Every year***
6	Road networks within the city	*Length of roads and their maintenance*	***Every year***
7	Street Lighting	*New lights, repair of existing lights*	***Every year***
8	Birth & Death Registration	*# of hours for providing certificates*	***Every year***
9	Public parks and playgrounds	*Facilities available*	***Every year***

e. Year from when Service Levels information will regularly disclosed

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

f. Time schedule for enactment of Public Disclosure Law as described above:

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐

g. Time schedule for notification of the rules pertaining to the Public Disclosure Law:

Year1	Year2	Year3	Year4
		■	

h. Any other reform steps being undertaken and proposed timeline for the same (please use additional space as necessary)

MANDATORY REFORMS AT THE LEVEL OF THE URBAN LOCAL BODY[15]

[15] IN CASE OF URBAN AGGLOMERATIONS WITH MULTIPLE ULBS, THIS SECTION SHOULD BE PROVIDED FOR EACH ULB IN THE JNNURM CITY SEPARATELY

L1- E-GOVERNANCE

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in governance systems through implementation of e-Governance. The objective of deployment of such information technology tools and applications should remain focussed on having a transparent administration, quick service delivery, effective MIS, and general improvement in the service delivery link

CURRENT STATUS

a. Please indicate the status of E-Governance applications for each of the following services. Provide details on the services using e-applications. Also indicate other services for which E-governance is being used.

Module	***Use of IT***		***Name agency responsible***	***Details of deployment of IT*** *(explain functional features of IT application deployed)*			
	Yes	***No***		***Database of records, MIS & reporting***	***Online work flow***	***Citizen interface***	***Any other functional feature***
Property tax		✓					
Accounting		✓					
Water Supply and Other Utilities		✓					
Birth & Death Registration		✓					
Citizens' Grievance Monitoring		✓					
Personnel Management System		✓					
Procurement and Monitoring of Projects		✓					
o E-procurement		✓					
o Project/ward works		✓					
Building Plan Approval		✓					
Public Health Management		✓					
o Licenses		✓					
o Solid Waste Management		✓					

b. Have there been attempts towards training the staff towards e-governance practices? Yes ☐ No ■
If yes, give details.

Staff at clerical and officer level have been given working training on computers. The personnel have knowledge of standard word processing and accounting packages.

c. What have been the achievements in the following areas as a result of ongoing e-governance initiatives .Explain with initiatives undertaken-

Area of Improvement[16]	***Initiatives taken***	***Achievement***
Citizen information	Development of website	Information about Nagar Nigam and Important provision of right to information act regarding Nagar Nigam.
Service delivery	Computerisation of records	It is in process.
Citizen participation	-	-
Municipal Resource planning (financial controls, operational management and reporting etc)		

INFORMATION TECHNOLOGY

d. Does the municipality have a website of its own? Yes ■ No ☐

Give the following details about the website.
The website contains some information of Nagar Nigam and Information of provision of right to information Act..

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

The detailed website is being developed..

SYSTEM INTEGRATION

f. Are the departments electronically interconnected through LAN (Local Area Network)? Yes ☐ No ■

g. Are the Zonal offices (if any) electronically connected through WAN (Wide Area Network)? Yes ☐ No ☐ Not Applicable

[16] List should correspond with areas identified in a. above

h. Are other parastatals/government agencies electronically connected through WAN (Wide Area Network)? Yes ☐ No ■

MAPPING

i. Does the city have a GIS base map in place? Yes ☐ No ■
Please specify agency that is repository of the map, scale of the map and the date (month ,year) it was last updated.

To prepare GIS base maps The consultant has been appointed.

What all information is mapped on to GIS? Indicate, with details, in the table below

Information layer available	***Available at***				***Not available***	***Agencies involved for updation***	***Other relevant details***
	City level	***Ward level***	***Property / Household***	***Any other level***			
ULB and ward boundaries					✓		
Road and street layer					✓		
Property layer					✓		
Household & demographic					✓		
Water supply network					✓		
Sewerage network					✓		
Street lighting					✓		
SWM					✓		
Storm water drains					✓		

k. Does the Municipality have decentralised network of E-kiosks or Electronic citizen service centres ? Yes ☐ No ■
If yes, state ' how many' and the criteria for spatial deployment (geographical, administrative etc)

Specify functions / services delivered at these centres / citizen interface points….
E-Kiosks will be opened at the ward level.

TIMELINE FOR ACTION ON REFORMS

The Government of India has formulated the National e-Governance Action Plan (NEGAP), part of which includes a National Mission Mode Programme (NMMP) for e-Governance in municipalities. This NMMP intends to roll-out e-Governance in municipalities on a nation-wide basis. This programme will be launched in the coming months. The following steps have been identified based on the NMMP for a comprehensive e-governance at the municipal level. Following are the critical steps that need to be undertaken in the implementation of the NMMP for ULBs, for which ULBS need to indicate a timeline for the key milestones:

a. Appointment of State-level Technology Consultant as State Technology Advisor

Year1	Year2	Year3	Year4	Year5	Year6	Year7
	■					

Price Waterhouse Coopers has been appointed as State Technology Advisor by the Department of Information and Technology. The agency has completed the "as-is" survey. A road map for deployment of IT is being prepared by the agency.

b. Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

Based on the National Mission Mode Project of Government of India, the design document will be prepared.

c. Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

d. Finalisation of Municipal E-Governance implementation action plan for the city

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

e. Undertaking Business Process Reengineering (BPR) Prior to migration to e-governance systems

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

g. Exploring PPP option for different E-Governance services

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

h. Implementation of E-governance initiatives in the JNNURM city, against the identified modules

Module	***Steps to be undertaken***	***Targeted Year in the Mission Period for completion[17] (Year 1 to Year 7)***
Property tax	Development of software	Year 3
Accounting	Accounting Manual and software being developed	Year 3
Water Supply and Other Utilities	Digitisation of data	Year 4
Birth & Death Registration	Development of software	Year 3
Citizens' Grievance Monitoring	Development of software	Year 3
Personnel Management System	Digitisation of data	Year 4
Procurement and Monitoring of Projects	To be decided	
o E-procurement		
o Project/ward works		
Building Plan Approval	Digitisation of data	Year 7
Health Programs	To be decided	
o Licenses		
o Solid Waste Management		
Any other module..		

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7

If a plan has been drawn up and / or is under implementation, please provide details ……
Please indicate methods of dissemination (to the citizens) of the reforms undertaken and the timeline for the same

[17] Completion of the module implies – completion of database of records / digitisation of related data, generation of reports for management and public dissemination, work-flows are managed on-line or on a real-time basis, citizen interface and dissemination of information is handled through the system (*viz. elimination of manual processes to extent possible*)

L2- MUNICIPAL ACCOUNTING

DESIRED OBJECTIVES:
JNNURM requires certain reforms to be undertaken by states/ 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.

CURRENT STATUS

a. Please provide a short note on the present method of accounting being followed in your city

Single entry cash based accounting system is being followed. The accounts, manuals and registers are maintained as per the Municipal Accounting Manual.

b. Please provide the status of completion and adoption of accounts, and if they have been audited and published in the last 3 years (specify month / year)

Year	*Adopted*	*Audited*	*Published*
2002-2003	23 March, 2002	Test Audit by A.G.U.P. in November, 2003	NA
2003-2004	26 March, 2003	Test Audit by A.G.U.P. in December, 2004	NA
2004-2005	21 June, 2004	Test Audit by A.G.U.P. in April-May, 2006	NA
2005-2006	19 April, 2005	-do-	NA

c. Please state whether State/city has drawn up its own accounting manual

Yes ☐ No ☐

d. Please state whether State/city has adopted NMAM[18]

[18] The National Municipal Accounts Manual (NMAM) has been prepared by MOUD with support from CAG to promote the implementation of improved financial management through electronic means leading to improvement in internal government operations to support and stimulate good governance.

i. without modifications ☐

ii. with modifications. ☐

e. If NMAM has been adopted with modifications, please state these:

Regional Center for Urban and Environmental Studies, Lucknow has been engaged to prepare Municipal account manual.

f. Please state whether State has modified its current appropriate laws and regulations to be in compliance with the double-entry accrual principles. If yes, please provide date of such modification.

Yes	No	Date
☐	■	

g. If applicable, please provide current status of implementation of double-entry accrual system.

Regional Center for Urban and Environmental Studies, Lucknow, Ministry of Urban development, Government of India, has been engaged to suggest a road map for implementation of double entry accrual based accounting system. It would also develop a software for implementation and suggest modifications in the existing laws. The manual should be ready by June 2007.

TIMELINE FOR ACTION ON REFORMS

TRANSITION TO DOUBLE ENTRY ACCOUNTING ON ACCRUAL PRINCIPLES

a. Resolution by Government expressing commitment to establish modern municipal accounting system. (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.)

Regional Center for Urban and Environmental Studies, Lucknow, Ministry of Urban development, Government of India, has been engaged to suggest a road map for implementation of double entry accrual based accounting system. It would also develop a software for implementation and suggest modifications in the existing laws. The manual should be ready by June 2007.

b. Appointment of consultants for development of State wide Municipal Financial Accounting Manual ***Done.***

Year1	Year2	Year3	Year4	Year5	Year6	Year7

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
c.	Completion and adoption of Municipal Financial Accounting Manual, in line with NMAM or otherwise			■				
d.	GO/Legislation/Modification of Municipal Finance Rules for migrating to double-entry accounting system			■				
e.	Training of personnel			■				
f.	Appointment of field-level consultant for implementation at the city-level			■				
g.	Notification of cut-off date for migrating to the double-entry accounting system			■				
h.	Re-engineering of business processes to align with accrual based accounting system *(aligning all commercial and financial processes such as procurement, revenue collection, Payroll, works contracts, etc.)*			■				
i.	Completion of registers and Valuation of assets and liabilities			■				
j.	Drawing up of opening balance sheet (OBS): i. Provisional OBS			■				
	ii. Adoption of provisional OBS			■				
	iii. Finalisation of OBS			■				
k.	Full migration to double-entry accounting system				■			
l.	Production of financial statements (income-expenditure accounts and balance sheet) as per the new system				■			

IMPROVED FINANCIAL MANAGEMENT

m. State year from which external audit of financial statements will commence
CAG Audit is being done.

Year1	Year2	Year3	Year4	Year5	Year6	Year7

n. Frequency of such external audit cycle

A.G. Audit is done after every 2 years

o. State year from which ULB will commence preparation of outcome budgets

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

p. State year from which ULB will institute internal audit / control mechanisms
Internal audit is being performed.

Year1	Year2	Year3	Year4	Year5	Year6	Year7

q. State year in which ULB will undertake Credit rating

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

r. Please specify year in which related financial management systems will be developed and integrated with the financial accounting system.

Related Financial Management Systems	***Target year for completion and integration with Financial Accounting System***[19]
Procurement systems	Year 5
Works contracts management	Year 5
Payroll and wage payments	Already being done
Stores and inventory management	Year 5
User charges billing systems	Year 5
Tax collection systems	Year 5
Any other	

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

[19] Should link with milestones committed in the reform agenda for e-governance.

L3-PROPERTY TAX[20]

DESIRED OBJECTIVES:
JNNURM requires certain reforms to be undertaken by states/ cities in the methods 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. States/cities need to ensure that their desirable objectives for reforms include these reforms, but need not restrict themselves to these items

CURRENT STATUS

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

i. Residential ■
ii. Commercial
iii. Industrial } Non Residential ■
iv. Any other category

b. Please provide the Method of Property Tax Assessment being followed

i. Self-assessment ■
ii. Demand-based ■

Non-discretionary self assessment method is being follows in residential buildings.. Guidance values are decided every two years by the Municipal Commissioner. The system eliminates discretion and hence reduces corruption. For non residential buildings capital cast is the basis of assessment.

c. Please provide the Basis of determination of property tax

i. Capital value (For Non Residential) ■
ii. Rateable value □

[20] Note: This section should only deal with Property Tax or its variants (viz. House Tax, Tax on vacant land, etc.). Revenues collected for specific services provided by ULBs such as water, sewerage, street lighting , etc., levied in the form of taxes / surcharge on the base of property tax (for e.g. as a % of ARV) and /or collected together with Property Tax, should be reported separately in the following section on User Charges.

iii. Unit Area (For Residential) ☒
iv. Other (please specify) ☐

d. Please provide the Use of technology in property tax management, by giving appropriate details in the box

i. GIS database of record of properties liable to property tax	*GIS database is being developed.*
ii. Electronic database of property records	*Survey for preparation of database is being carried out.*
iii. Computerised generation of Property Tax demand notices	Computerised generation of Property Tax demand notices will be done after data feeding of the properties.
iv. Computerised recording of receipts of tax collection	*As above.*
v. Any other functionality of Property Tax system	……

e. i) Please indicate Property Tax **(House Tax)** as % of Own Sources of Revenue Income and Total Revenue Income of **Nagar Nigam**

Year	***2003-04***	***2004-05***	***2005-06***
PT as % of Own Sources of Revenue Income	63%	50%	34%
PT as % of Total Revenue Income	13%	14%	11%

f. Please provide the below information on Current coverage

Connections coverage and collection figures for property tax and water charges will be confirmed by January 31, 2007

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)
	(1)	(2)	(3)	(4)	(5)
1	Residential	1,70,000	1,52,000	1,00,000	0.58
2	Commercial/ Industrial & others	20,000	2,000	2,000	0.10
	Total	**1,90,000**	**1,54,000**	**1,02,000**	**0.52**

g. i) Please indicate the Amount of property tax **(House Tax)** being collected for following years- **Nagar Nigam Varanasi**.

Financial Year	Category	Current Demand Raised in Rs.	Arrear Demand in Rs.	Total demand	Current demand Collection in Rs. (collection efficiency in % in brackets)	Arrear Demand collection in Rs. (collection efficiency in % in brackets)	Total collection in Rs. (collection efficiency in % in brackets)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
FY – 05-06	Residential	5,17,91,078	66,74,923	5,84,66,001	4,17,87,340	30,76,846	4,48,64,186
	Commercial	1,72,63,693	22,37,978	1,95,01,671	1,39,28,348	10,33,051	1,49,61,399
	Industrial & others						
	Total	6,90,54,771	89,12,901	7,79,67,672	5,57,15,688 (80.68%)	41,09,897 (46.16%)	5,98,25,585 (76.74%)
FY 04-05	Residential	4,74,94,165	1,25,64,00	4,87,50,565	4,09,44,982	11,30,660	4,20,75,642
	Commercial	1,58,31,389	5,28,619	1,63,60,008	1,36,47,568	4,74,462	1,41,22,030
	Indl. & others						
	Total	6,33,25,554	17,85,019	6,51,10,573	5,45,92,550 (86.22%)	16,05,122 (90%)	5,61,97,672 (86.32%)
FY 03-04	Residential	4,04,614,31	70,21,416	4,74,82,847	3,98,82,833	63,43,614	4,62,26,447
	Commercial	1,05,000,00	39,00,000	1,44,00,000	1,03,51,381	35,20,000	1,38,71,381
	Indl. & others						
	Total	5,09,61,431	1,09,21,416	6,18,82,847	5,02,34,214 (98.57%)	98,63,614 (90%)	6,00,97,828 (97.11%)

g-ii) Please indicate the Amount of property tax **(Water Tax and Sewer Tax)** being collected for following years- **Jal Sansthan Varanasi.**

Financial Year	*Category*	*Current Demand Raised in Rs.*	*Arrear Demand in Rs.*	*Total demand*	*Current demand Collection in Rs. (collection efficiency in % in brackets)*	*ArrearDemand collection in Rs. (collection efficiency in % in brackets)*	*Total collection in Rs. (collection efficiency in % in brackets)*
(1)	*(2)*	*(3)*	*(4)*		*(5)*	*(6)*	*(7)*
FY – 05-06	Residential	10,92,70,000	4,38,20,000	15,30,90,000	7,17,50,000	1,91,80,000	9,09,30,000
	Commercial	3,12,20,000	1,25,20,000	4,37,40,000	2,05,00,000	54,80,000	2,59,80,000
	Industrial & others	1,56,10,000	62,60,000	2,18,70,000	1,02,50,000	27,40,000	1,29,90,000
	Total	**15,61,00,000**	**6,26,00,000**	**21,87,00,000**	**10,25,00,000 (67%)**	**2,74,00,000 (44%)**	**12,99,00,000 (59%)**
FY 04-05	Residential	10,01,00,000	2,80,00,000	12,81,00,000	7,08,40,000	1,34,40,000	8,42,80,000
	Commercial	2,86,00,000	80,00,000	3,66,00,000	2,02,40,000	38,40,000	2,40,80,000
	Industrial & others	1,43,00,000	40,00,000	1,83,00,000	1,01,20,000	19,20,000	1,20,40,000
	Total	**14,30,00,000**	**4,00,00,000**	**18,30,00,000**	**10,12,00,000 (71%)**	**1,92,00,000 (48%)**	**12,04,00,000 (66%)**
FY 03-04	Residential	9,15,60,000	1,37,20,000	10,52,80,000	7,04,20,000	68,60,000	7,72,80,000
	Commercial	2,61,60,000	39,20,000	3,00,80,000	2,01,20,000	19,60,000	2,20,80,000
	Industrial & others	1,30,80,000	19,60,000	1,50,41,000	1,00,60,000	9,80,000	1,10,40,000
	Total	**13,08,00,000**	**1,96,00,000**	**15,04,00,000**	**10,06,00,000 (67%)**	**98,00,000 (50%)**	**11,04,00,000 (76%)**

g. Please list the Exemptions given to property owners

No.	*Type of Exemption*	*Qualifying institution/ individual*	*Revenue implication of exemption for a year (Rs.)*
1	Buildings & Lands used for disposal of dead bodies		5,00,000
2	Buildings & Lands used for public worship or for charitable purpose		25,00,000
3	Building used for schools and colleges		2,00,00,000
4	Ancient monuments defined in Ancient monuments preservation Act.		10,00,000
	Annual value of which is Rs. 360/- or less.		5,00,000
	Building and lands vesting in the Union of India		1,00,00,000
	Building on part of land measuring 30 sq. metre or having carpet area up to 15 sq. metre		10,00,000
	Buildings & Lands used for Sports Activities/Stadium		5,00,000
	Total		**3,60,00,000 (Approx.)**

(please use additional rows if necessary)

h. Please specify the Assessing Authority and describe the level of discretionary power available with assessing authority

Self Assessment method is followed for determination of property tax. The system is transparent. The guidance values are fixed by the Municipal Commissioner once every two years. The citizen can himself calculate the incidence of property tax. There is no discretionary power. However, assessment of property tax for commercial and industrial properties is done on a rateable value method that has an element of discretion.

i. Please provide the following details about update of property records and guidance values

i. Date when last update of property records through general revision was done: *01/04/1976*

ii. Date when last revision of guidance values[21] was done: *01/04/2004* *

iii. Frequency of revision of guidance values: 2 years

iv. Please indicate whether information from appropriate authorities on new building construction, or additions to existing buildings is being captured; if yes, how and at what frequency?(e.g. development authority etc) Yes ☐ No ■

[21] Here, guidance value implies the basis for computation of Property Tax liability

* Rates shall be revised by March, 2007

By random survey undertaken by the ULB.

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

Yes ■ No □

Change in ownership is captured through mutation proceedings done by the ULB/Development Authority. Changes in land valuation are captured through the biannual revision of guidance values done by the Municipal Commissioner and biannual revision of circle rate done by the District Collector.

TIMELINE FOR ACTION ON REFORMS

Please provide timeline and indicate the steps intended (wherever not mentioned) for achieving the following action items

Reform	***Steps proposed in order to achieve the reform***	***Target year for completion***						
		Year 1	***Year 2***	***Year 3***	***Year 4***	***Year 5***	***Year 6***	***Year 7***
a) Enhancing coverage of property tax regime to all properties liable to tax	Done							
b) Elimination of exemptions	Amendment in legislation			✓				
c) Migration to Self-Assessment System of Property Taxation (Only Non Residential buildings)	a. Setting up a Committee/Team to draft/amend legislation		✓					
	b. Stakeholder consultations			✓				
	c. Preparation of Draft legislation			✓				
	d. Approval of the Cabinet/ Government			✓				
	e. Final enactment of the legislation by Legislature			✓				
	f. Notification			✓				
	g. Preparation and notification of appropriate subordinate legislation			✓				
	h. Implementation by municipality				✓			
d) Setting up a non-discretionary method for determination of property tax (e.g. unit	Done on residential buildings.							

Reform	***Steps proposed in order to achieve the reform***	***Target year for completion***						
		Year 1	***Year 2***	***Year 3***	***Year 4***	***Year 5***	***Year 6***	***Year 7***
area, etc) *(Sub-Steps (i) to (viii) given in (c) above may be repeated for this step as relevant)*								
e) Use of GIS-based property tax system	a. Selection of appropriate consultant		✓					
	b. Preparation of digital property maps for municipality			✓				
	c. Verification of digital maps and preparation of complete data-base of properties				✓			
	d. Administration of Property Tax using GIS database and related application					✓		
	e. Mechanism for periodic updation of GIS database						✓	
f) Next scheduled / anticipated revision of guidance values	Done every two years							
g) Periodicity for revision of guidance values	a. Periodicity to be adopted **Done**							
	b. Deadline for adoption **Done**							
h) Establish Taxpayer education programme	a. Preparation of Ready Reckoner (guidance booklet) for tax assesses	Done. A ready reckoner for tax assesses has been prepared.						
	b. Local camps for clarification of doubts and assistance in filling out forms	Done. This is an on-going process. We organise periodic camps for tax assesses.						
	c. Setting up a website for property tax issues/ FAQs etc			✓				
i) Establish Dispute resolution mechanism		Done. Appeals against assessment can be made in the Judges Small Causes Court.						
j) Rewarding and acknowledging honest and prompt taxpayers		10% rebate is given to those tax payer who deposit their tax within time						
k) Achievement of 85% Coverage Ratio (see item e in Current Status) *(Specify target Coverage for each year of mission)*	-		52%	60%	75%	85%	85%	85%
l) Achievement of 90% Collection Ratio for current demand (see item f in Current Status above)	-		82%	84%	85%	88%	90%	

Reform	***Steps proposed in order to achieve the reform***	***Target year for completion***						
		Year 1	***Year 2***	***Year 3***	***Year 4***	***Year 5***	***Year 6***	***Year 7***
(Specify target Collection ratio for each year of mission)								
m) Improvement in collection of arrears, to reach Total Outstanding Arrears less than or equal to 10 % of Current demand for previous year *(exclude tax assessments under litigation, but include Property Tax / service charge levied on Government properties)*	*Specify targeted Total Arrears for each year as % of Total Current Demand for previous year, taking into account current position*		54%	40%	30%	20%	10%	
n) Any other reform steps being undertaken (please specify)	*Please indicate methods of dissemination (to the citizens) of the reforms undertaken and the timeline for the same…….* a b …..							

L4-USER CHARGES[22]

DESIRED OBJECTIVES:
JNNURM requires certain reforms to be undertaken by states/ cities in the levy of user charges on different municipal services, with an objective of securing effective linkages between asset creation and asset maintenance and ultimately leading to self-sustaining delivery of urban services.

CURRENT STATUS
a. Please provide a list of services being delivered by municipalities/ parastatals and the status of user charges being levied for each. [23]

Type of Service[24]	*User charge levied (Yes/No)*	*Service Provider*	*Tariff Structure*	*Last Revision of Tariff*
Water Supply	Yes	Jal Sansthan	Based on Annual Value of the property.	1998-99
Sewerage	No	ULB & Jal Sansthan	As above	-
Solid Waste Management	No	ULB		
Public Transport	NA	State Government		
Street lighting	No	ULB		
Primary health	No	State Government	Re 1/patient	2004
Hiring of municipal assets Auditorium, Town Hall, Shops, Some Residences, Places of Parking etc.	Yes	ULB/PPP		2005-06

b. Please furnish the costs and revenue collection in providing the following services (total, per unit and per capita/ household cost and revenues) in **2004-05.** Also indicate the details of Revenue losses.

[22] Note: This section deals with user charges, collected either in the form of a tax or surcharge or fee. All revenues collected against specific services should be reported in this section w.r.t. current status and commitment on reforms made hereunder. Under no circumstances should there be any overlap between status reported in this section with than on Property Taxes.
[23] Please attach details in separate annex where necessary.
[24] List should include all services rendered by the ULB.

Service	*O&M Cost*[25] *(Please specify the unit)*			*User charges collected (exclude arrears) (Please specify the unit)*			*Revenue Loss in Rs. due to*	
	Total Cost (in Rs.)	*Per Unit Cost as delivered***	*Per capita / Household cost*	*Total Recovery (in Rs.)*	*Per Unit Recovery as delivered***	*Per Capita/ Household Recovery*	*leakage/ theft / no enforcement/ poor collection*	*free supply / no levy of user charges*
	(a)	*(b)*	*(c)*	*(d)*	*(e)*	*(f)*	*(g)*	*(h)*
Water Supply	23,50,00,000	Rs. 2.68 per KL	168/1469	Rs. 12,99,00,000	1.48 per KL	93/812	7,78,00,000	3,63,00,000
Sewerage	10,00,00,000	1245 per KM	180/1600	0.00	0.00	-	-	-
Solid Waste Management	23,00,00,000	Rs. 164/-	Rs. 1314/-	0.00	0.00	0.00	-	-
Public Transport Services								
Others (please specify)								

** can be expressed as Per MLD in case of water supply and sewerage; Per Tonne in case of SWM; Per Km in case of public transport, etc.

c.. Please indicate the percentage cost recovery for each of these services over the past five years ((d) divided by (a), expressed in % terms)

Service	*2001-2002*	*2002-2003*	*2003-2004*	*2004-2005*	*2005-2006*
Water Supply	60%	60%	56%	57%	55%
Sewerage	12.36	6.28	6.32	5.87	4.72
Solid Waste Management	-	-	-	-	-
Public Transport Services					
Others (please specify)					

d. Please provide performance parameters and current service levels[26]

Service	*Indicator*	*Status in 2004-2005*
	Water Supply	
1	Total water supplied per day (MLD)	240 MLD
2	Hours of water supply per day	6 to 7 hours
3	Percentage (%) of population covered by Piped water supply	85%
5	Per capita supply (in litres) (per day)	118

[25] To include all related direct costs, including salaries and wages of personnel directly deployed in the service
[26] Please add additional indicators as appropriate

Service	*Indicator*	*Status in 2004-2005*
6	Total no. of household connections (Cumulative figure)	1,09,691
7	No. of connections metered (Cumulative figure)	82,413
8.	Total Non-Revenue Water in MLD (% in brackets)	24 MLD (10%)
9.	Un-accounted for Water in MLD (% in brackets), including system losses	72 MLD (30%)
	Sewerage and Sanitation	
1	Quantum of Sewage generated per day (MLD)	290 MLD
2	Quantum of Sewage treated per day (MLD)	102 MLD
3	Land utilization for sewage farming Ha) (Cumulative figure)	50 Ha
4	Quantity of sewage disposed on land (MLD)	102 MLD
5	Quantity of sewage disposed into water bodies (MLD)	188 MLD
6	Percentage (%) of population covered by underground sewage network	35%
7	No. of households with individual toilets / low cost sanitation unit (Cumulative figure)	1,00,000
8	No. of public toilets (Cumulative figure in terms of seats)	1,000
	Solid Waste Management	
1	Quantum of solid waste generated per day (TPD)	650 MT
2	Quantum of solid waste collected per day (TPD)	600 MT
3	Collection efficiency	90%
4	Per capita waste generation	0.000464 MT
5	Quantum of waste treated in scientific manner (composting, etc.)	Nil
6	Staff per 1,000 persons	02
7	Total capacity of all collection vehicles per day	40
8	Does a sanitary landfill exist (Y/N)	No
9	If sanitary landfill exists, is it used (Y/N)	No
10	Is source segregation done? (Y/N) – If Yes, what % of total waste?	No
	Public Transport services	
1	Total capacity of public transport (number of vehicles)	
2	Number of trips made in a day	
3	Population using public transport	

TIMELINE FOR ACTION ON REFORMS

a. The State/ULB must formulate and adopt a policy on user charges which should include proper targeting of subsidies, if any, for all services; ensuring the full realization of O&M cost by the end of the Mission period. (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.)

Agreed.

b. The State should set up a body for recommending a user charge structure.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

c. Establishment of proper accounting system for each service so as to determine the O&M cost separately. Please specify the timeline for each service separately

i. Water Supply and Sewerage

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

ii. Solid Waste Management

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

iii. Public Transport Services
Not Applicable

Year1	Year2	Year3	Year4	Year5	Year6	Year7

iv. Other (please specify)

Year1	Year2	Year3	Year4	Year5	Year6	Year7

d. Please indicate the targeted service standards and timelines for achieving the same with regard to each of the above mentioned services[27]

Service	***Service Standard identified (in units)***	***Service Standard targeted (in quantity)***	***Targeted year for achieving the standard****
Water Supply	150 LPCD	125	6th year
Drainage	Covered Drainage	65%	6th year
Solid Waste Management	Daily collection	400 Gm per capita per day	5th year

** with reference to year if JNNURM period (Year 1, Year 2....)*

d. Please define the user charge structure and timelines for achieving with regard to each of the above mentioned services
To be decided.

[27] To the extent possible, specify service delivery standard as experienced at citizen's end, for e.g. hours of water supply; lpcd received in household; frequency of street sweeping, etc.

Service	***Proposed User charge Structure (give details of rates, category and units)***	***Targeted year for achieving the standard****
Water supply	Differe4ntial rates will be charged for domestic and commercial connections. Rates charged for domestic connection will be approx 80% of O&M charges	2008-09
Sewerage	It is not possible to levy this charge on a unit basis. Sewerage charges will be levied on ARV basis which will be a maximum of 4% of ARV according to the Act.	2008-09
Solid Waste Management	Rs. 20-25 per household is proposed to be levied	2007-08

** with reference to year if JNNURM period (Year 1, Year 2....)*

c. Please indicate plan for achieving volumetric based tariff through 100 % metering with individual meters.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		25%	50%	76%	100%	

Please indicate annual targets for achieving full metering .- As per present policy only non domestic connections are metered for non domestic connections 100% metering shall be achieved in year 2007-08

The first State Finance Commission has recommended to levy charge on the basis of HH connections. This was accepted by Govt.

d. Please indicate plan for reduction in Non-Revenue Water (NRW) and Un-accounted for Water (UfW) through measures that include water audits and leakage detection studies. Please indicate annual targets for both.

Non-Revenue Water (NRW)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
	14%	13%	12%	9%	7%	5%

Un-accounted for Water (UfW)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
	30%	28%	26%	23%	20%	15%

e. Conduct of a study to quantify and examine impact of subsidies for each service (Indicate 'when' against the timeline)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

f. Results of such analysis to be tabled in the Municipal Council and approved (Indicate 'when' against the timeline)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
			■			

g. Indicate periodicity in which such analysis shall be done regularly, and placed Before the Municipal Council

Annual / Bi-annual or otherwise….

h. Time table to achieve full recovery of O&M costs from user charges *(recovery of all direct costs, including related salaries and wages) (Please indicate proposed recovery level for each year for each of the services in %)*

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
i.	Water Supply			60%	80%	100%	100%	100%
ii.	Sewerage			85%	90%	95%	100%	100%
iii.	Solid Waste Management (Not possible to recover 100% O & M through user charges.							
iv.	Public Transport Services							
v.	Others, such as hiring of municipal assets, Auditorium, Town Hall, Shops, Some Residences Places of Parking, etc.			50%	100%			

i. Any other reform steps being undertaken (please use additional space as necessary, please specify timeframes for steps envisaged)

Charges are levied for water supply and sewerage. It is propose to levy Rupees 20-25 per house hold for waste collection. The information on changes in user charges structure is made available through news papers.

L5- INTERNAL EARMARKING OF FUNDS FOR SERVICES TO URBAN POOR

DESIRED OBJECTIVE/S

JNNURM requires reforms to be undertaken by local bodies with respect to earmarking funds in their budgets specifically for services delivery to the urban poor. Commitment is sought from ULBs in undertaking reforms in the budgeting and accounting systems to enable the same, as also targets for expenditure incurred in delivery of services to the poor.

CURRENT STATUS

PROCESS FOR EARMARKING BUDGETS

a. Please indicate prevailing processes for decision making on allocation of budgets for delivery of services to the poor.

There was no provision of separate budget for urban poor but recently Govt. has directed to make separate provision in budget for urban poor. Next year onwards there will be make provision of separate budget for urban poor in proportion to their population.

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

Yes ☐ No ■ Partly ☐

According to new directives of the state government separate provision in the budget will be made for delivery of services to urban poor and separate accounts will be maintained as per separates budget provision for urban poor.

EXPENDITURE INCURRED ON DELIVERY OF SERVICES TO THE POOR

~~c.~~d. Please indicate if there is any internal earmarking[28] within the municipal budget towards provision of services to urban poor. Please provide the total amount earmarked and the percentage of the total budget in the last 3 years. Though funds have been spent in urban poor areas, however, no separate earmarking of funds has been done and so data specifically spent for urban poor is not available.

Year		2002-2003	2003-2004	2004-2005
Amount Budgeted (both Revenue and Capital Accounts)	Own sources	-	-	-
	Other Sources	-	-	-
	Total	-	-	-
Actual Amount Spent (both Revenue and Capital Accounts)	Own sources	-	-	-
	Other Sources	-	-	-
	Total	-	-	-
% of the total budget (both Revenue and Capital Accounts)	Own sources	-	-	-
	Other Sources	-	-	-
	Total	-	-	-

TIMELINE FOR ACTION ON REFORMS

BUDGETING AND ACCOUNTING PROCESSES

a. Reforms in the accounting and budgeting codes to enable identification of all income and expenditure (in both Revenue and Capital accounts) to be identified as related to poor / non-poor. (in the short run the same heads may be categorised on basis of income / expenditure from slum / non-slum).

Yes ■ No □

If Yes, please state year from when this will be made effective.

Year1 □ Year2 □ Year3 ■ Year4 □ Year5 □ Year6 □ Year7 □

b. Creation of separate Municipal Fund in the accounting system for 'Services to the Poor'

Yes ■ No □

[28] Earmarking refers to percentage allocation of the total estimated income that would be utilised for provision of housing and basic services to urban poor

If Yes, please state year from when this will be made effective.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

c. Amendments to the Municipal Accounting Rules for governing the Fund, Operating the Fund, including rules for transfer of resources into the Fund for 'Services to Poor'.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		■				

ALLOCATION AND EXPENDITURE[29] ON DELIVERY OF SERVICES FOR POOR

d. Targeted revenue expenditure on delivery of services to poor per annum, expressed as % of Total Revenue Income

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %			5%	7%	9%	12%	15%

e. Targeted revenue expenditure on delivery of services to poor per annum, expressed as % of Total Own Source of Revenue Income

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %			10%	12%	14%	16%	20%

f. Targeted capital expenditure on delivery of services to poor per annum, expressed as % of Total Capital Expenditure

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %			20%	25%	30%	25%	20%

[29] Allocation and spend pertains to all directly attributable expenses specifically incurred for delivery of entire mandate of municipal services to the poor, that should include basic environmental services, roads, tenure, primary education and health, and social security amongst others.
Establishment expenses (including salaries and wages) not directly and specifically incurred for service delivery to the poor should be excluded.

L6 – PROVISION OF BASIC SERVICES TO URBAN POOR

DESIRED OBJECTIVES

JNNURM requires cities to ensure provision of basic services to the urban poor such as water supply and sanitation, including provision of security of tenure and improved housing at affordable prices. JNNURM also requires that delivery to the urban poor is ensured for existing universal services of the Government in the areas of health, education and social security.

CURRENT STATUS

a. Please provide information on existence of any database pertaining to household level information of urban poor.

HH survey was carried out in 1997-98 by SUDA through CDS. The data has not been updated since then. GIS based survey will be carried out for household level data under the UNDP supported program by Government of India.

b. Has any prioritisation of slums / localities been carried out as part of the CDP process? If Yes, please provide details on the process.

Chhoti Maldahiya, Nakkhi Ghat, Murgiya Tola, Bazardiha, Shailputry, Baripatiya, Lakharaon, Jakkha, Maheshpur, Amarpur, Batlohiya, Sariya, Pulkohana, Ruppanpur, Sudhipur, Khazuri, Sivpurkot, Bharlai, Bhagatpur, Ganj Sarnath, Ghurahupur, Baraipur, Mawaia, Jalalipur. Further, relocation will be carried out in accordance with the enforceable and use plan for Varanasi.

c. Please provide baseline information with respect to quality and level of access of services by poor households in the table below. *(in case of wide variation in quality of service within the city across slum clusters, provide average level of service. Please state extremely low levels where appropriate)*

No.	Area of service delivery	Performance Parameter	Current levels	Prevailing level of access of urban poor households *(in terms of % HHs that access services at the current performance levels)*
1.	**Water Supply**			
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	6 to 7 hours (160 lpcd)	30%
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	6 to 7 hours (160 lpcd)	20%
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres	150 mtr.	50%
1.4	Water Tanker supply	Response time on request in hrs.	2 hrs.	As and when required
2.	**Sanitation**			
2.1	Household level individual toilets	Type of toilet	Flush Latrines	35%
		Type of conveyance / disposal system	Sewer & Septic Tank	
2.2	Community toilets	Seats per population using them		25%
		Type of conveyance / disposal system	Sewer & Septic Tank	
3.	**Housing**			
3.1	Housing	Pucca housing for each household	Pucca	25%
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m	2500m	15%

d. Please provide details on extent of access to following services by urban poor in the ULB.

No.	Area of service delivery	Prevailing level of access of urban poor households *(in terms of % HHs that are able to access these services)*
4.	**Solid Waste Management**	
4.1	Street sweeping	15%

No.	Area of service delivery	Prevailing level of access of urban poor households *(in terms of % HHs that are able to access these services)*
4.2	Waste Collection	15%
5.	**Roads and Drains**	
5.1	Provision of pucca (all weather) roads	35%
5.2	Provision of storm water drains	20%
6.	**Street Lighting**	
6.1	Provision of street lights	50%
7	**Community Facilities**	
7.1	Aanganwadi / crèche	30%
7.2	Community halls	15%
8.	**Primary healthcare**	
8.1	Preventive health care – inputs and advise	40%
8.2	Curative healthcare	40%
9.	**Primary Education**	
9.1	Primary education	100%
10.	**Support for livelihoods**	
10.1	Skill development training	40%
10.2	Micro-credit	35%

e. Please provide details on prevailing levels of secure tenure amongst urban poor.

No.	Area	Total estimated no. in the ULB	Total number of with secure tenure	% of households / micro-enterprise establishments with secure tenure
1	Secure tenure for place of dwelling, in terms of legal status	Data is not avialable	Data is not avialable	Data is not avialable
2.	Secure tenure for place of work for micro-enterprises, in terms of authorisation of the locations of the enterprise	Data is not avialable	Data is not avialable	Data is not avialable

TIMELINE FOR REFORMS

a. The State Government and ULB must formulate and adopt vide a resolution a comprehensive policy on providing basic services to all urban poor which should include security of tenure and improved housing at affordable prices. The policy document should also cover other existing universal service mandates of the Government in the areas of education, health and social security. This policy document should lay down commitments to attain certain benchmark levels of access and standards of service delivery.

The policy document should be prepared with stakeholder involvement, be adopted and disseminated within 6 months of signing of the MoA under JNNURM, and a copy submitted to MoUD/MoHUPA.

BENEFICIARY IDENTIFICATION AND TARGETTING

b. Conduct of House Hold (HH) level survey, covering all poor settlements (recognised slums, unrecognised slums, and informal clusters)

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

c. HH level survey to cover infrastructure deficiency indicators and socio-economic deficiency indicators

Yes ■ No ☐ Partly ☐

d. Creation of database, including identification of HHs for priority targeting of Schemes for household level benefit
(such as livelihood, housing, social security, etc.)

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

e. Ranking and prioritisation of clusters of urban poor settlements in a participatory manner

Year1 ☐ Year2 ☐ Year3 ■ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

f. Frequency of updation of database created — 2 years

QUALITY OF SERVICES AND EXTENT OF ACCESS TO SERVICES

Specify the benchmark quality of services targeted for delivery to urban poor for each of the areas mentioned below. It is presumed that this quality of service is targeted for all urban poor. Cities should set progressive benchmarks so as to improve the quality of services rendered over the Mission period.

g. HOUSEHOLD LEVEL BASIC SERVICES

No.	Area of service delivery[30]	Quality Parameter	Target Quality Benchmark[31]	Level of access targeted in each year *(in terms of % HHs of urban poor that access services at the targeted quality benchmark)*						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1.	**Water Supply**									
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	7 to 8 hrs.			**30%**	**50%**	**65%**	**85%**	**100%**
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	7 to 8 hrs.			**20%**	**20%**	**20%**	**15%**	**0%**

[30] As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.
[31] To be defined by the ULB at the time of signing the MoA

No.	Area of service delivery[30]	Quality Parameter	Target Quality Benchmark[31]	Level of access targeted in each year *(in terms of % HHs of urban poor that access services at the targeted quality benchmark)*						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
		Avg. distance from HH in metres	150 mtr.							
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres	150 mtr..			50%	30%	15%	0%	0%
1.4	Water Tanker supply	Response time on request in hrs.	2 hrs.							
2.	**Sanitation**									
2.1	Household level individual toilets	Type of toilet	Flush Latrines		35%	60%	100%			
		Type of conveyance / disposal system	Sewer							
2.2	Community toilets	Seats per population using them	15	These will be used by Floating population.						
		Avg. distance from HHs in m	100 mtr.							
		Type of conveyance / disposal system	Sewer							
		Facilities for aged, women, children, disabled	Separate Toilet should be in each Slum							
3.	**Housing**									
3.1	Housing	Pucca housing for each household	Pucca		25%	35%	55%	75%	90%	100%

No.	Area of service delivery[30]	Quality Parameter	Target Quality Benchmark[31]	Level of access targeted in each year *(in terms of % HHs of urban poor that access services at the targeted quality benchmark)*						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m	200 mtr.							

Please provide qualitative comments on above as appropriate.....

h. **OTHER INFRASTRUCTURE SERVICES**

No.	Area of service delivery[32]	Quality Parameter	Target Quality Benchmark[33]	Target year in which all poor households shall have access to services at the target quality benchmark *(State year of the Mission Period)*
4.	**Solid Waste Management**			
4.1	Street sweeping	Frequency of street sweeping	Daily	4th year
4.2	Waste Collection	Avg. distance of HHs from bin in m	100 mtr.	6th year
		Frequency of lifting of waste from community bin	Daily	4th year
5.	**Roads and Drains**			
5.1	Provision of pucca (all weather) roads	HH level access (roads in front of houses)	100%	7th year
		Access of slum cluster to main roads	100%	6th year
5.2	Provision of storm water drains	HH level access to covered drains	100%	7th year
6.	**Street Lighting**			
6.1	Provision of street lights	Street illumination through out the year	100%	4th year
7	**Community Facilities**			
7.1	Aanganwadi / creche	Avg. distance of HHs from the facility in m	1500m	7th year

[32] As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.
[33] To be defined by the ULB at the time of signing the MoA

No.	Area of service delivery[32]	Quality Parameter	Target Quality Benchmark[33]	Target year in which all poor households shall have access to services at the target quality benchmark *(State year of the Mission Period)*
7.2	Community halls	Avg. distance of HHs from the facility in m	2000m	7th year
8.	**Primary healthcare**			
8.1	Preventive health care – inputs and advise	Frequency of visits by health worker / other modes of communication reaching the urban poor	Once a week	7th year
8.2	Curative healthcare	Reliability of the service		7th year
		Avg. distance of HHs from facility in m	2000m	7th year
9.	**Primary Education**			
9.1	Primary education	Enrollment rate	100%	year 3
		Drop out rate	5%	year 5
		Avg. distance of HHs from facility in m	1.5km	year 5
10.	**Support for livelihoods**			
10.1	Skill development training	Persons trained who pursue related occupation		35% (At current level) 75%upto 7th year
10.2	Micro-credit	Access to participate in micro-credit group in the community		45% (At current level) 85% upto 7th year

Please provide qualitative comments on above as appropriate.....

METHODS AND PARTICIPATION BY COMMUNITIES

i. State the areas, intended mechanisms and timelines for participation by communities of urban poor in the entire range of urban services and poverty alleviation programmes. (few examples are illustrated in the table)

No.	Sector	Nature of Involvement	Community Mechanism	Target Mission year to start initiative	Targeted scale of activities by end of the Mission period
1.	*Basic services – water supply, sanitation*	*Participatory planning at micro level*	*Through community Development Society*	*Year 2*	*100% of all developments in these sectors shall be through such mechanism*
2.	*Roads within slum clusters*	*Community contracting*	*Entire material + Labour contract awarded to Community development society*	*Year 3*	*Atleast 15% of all such contract through community contracting*

SECURITY OF TENURE

j. Please state targeted percentage of urban poor households that would have Secure tenure of their place of dwelling.
(state target % for each year of Mission Period)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		25	50	70	80	90

k. Please state targeted percentage of urban poor micro-entrepreneurs that would have secure tenure of their place of work
(state target % for each year of Mission Period)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
		25	50	70	80	90

OPTIONAL REFORMS[34]

[34] IN CASE OF URBAN AGGLOMERATIONS WITH MULTIPLE ULBS, THE ULB RELATED REFORMS IN THIS SECTION SHOULD BE PROVIDED FOR EACH ULB IN THE JNNURM CITY SEPARATELY

O1-INTRODUCTION OF PROPERTY TITLE CERTIFICATION SYSTEM

DESIRED OBJECTIVES:
JNNURM requires certain reforms to be undertaken by states/ cities towards putting in place an effective Property Title Certification System. The cities need to ensure proper management and record of all property holdings within the city. The new system should reflect authentic ownership at all points and information on holdings should be easily accessible.

BACKGROUND

1. CURRENT STATUS

a. What is the current system for-?
   i. Property Registration[35]
   ii. Transfer of Property[35]

The current system for property registration is provided in Registration Act. 1908 (Act No. 16 of 1908). A deed of transfer of property is typed or hand written alongwith photographs of executants and presented before the Sub-Registrars. He registers it, keeps a photocopy as record and returns the original on the same day to the registrants.

b. Please indicate whether information on change of ownership (owing to transaction of property) or encumbrances is being captured? If so how? (For eg. is there information received from the Dept. of Stamp and Registration?)

Information is not captured automatically. The registrant presents his case before the concerned officer in the ULB for mutation of records.

c. Does the property registration system record the following-?

Status	*Yes*	*No*	*Remarks*
i. Lien		✓	
ii. Court orders	✓		If a copy is provided to the office

[35] Explain in detail the role of various institutions and the processes involved

iii. Easements		✓	
iv. Restrictions		✓	
v. Encumbrances		✓	
vi. Lease		✓	
vii. Third party claims		✓	

d. Which Legislation is followed for registration and record of properties?

e. What is the status of E-management of property records?

Activity	*Already in place*	*Under implementation*	*Not done so far*	*Remarks*
Assessment of properties using GIS			✓	
Electronic database of property records			✓	
Software application for regular upgradation of records			✓	
System for online registration			✓	
ILIS (Integrated Land Information System)			✓	

f. Provide Information on current status of Properties registration

Estimated number of properties in the city[36] (a)	*No. of properties on records in the Municipality[2] (b)*	*No. of disputed properties*	*Coverage Ratio(b/a*100)*
190000	152000		80%

g. What is the basis for determination of ownership of a property (eg. a title deed)?

Title deed.

h. Is it an absolute ownership or does the state guarantee the validity of transaction in any manner? Yes ☐ No ■

[36] Please mention the method used for identifying these property figures

i. Comment on the guarantee status of ownership in the current system

NAGAR NIGAM registers of properties only of taxation purpose.

j. Is there a list of documents identified to serve as evidence of change of ownership (Registration deed, partition deed, settlement deed etc)? If yes please give the details.

List of evidence documents	*Comments*
a Registered Sale Deed	
b Registered Lease Deed for more than 30 years	
c Partition deed	
Settlement deed	
Hibba Nama (only for Muslims)	

k. What is the frequency of update of property records? When was it done last?

TIMELINE FOR ACTION ON REFORMS

Please indicate the mission year by which the following targets would be met-

	Year1	Year2	Year3	Year4	Year5	Year6	Year7
a. Listing of all the properties in the city				■			
b. Finalisation of decisions on the new registration system, state guarantee and legislative amendments							
c. Amendment of legislation and notification							
d. Detailed design of system							

e. Inventory of all recorded properties (after enquiry of titles and existing evidences)

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

f. Update of all the records to reflect current owner and preparation of a 'Register of Titles'

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ■ Year6 ☐ Year7 ☐

g. Computerisation of all the property records against ownership

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ■ Year7 ☐

h. Initiation of issue of Property Tax Certificate (on request) to the existing owners, accompanied by cancellation of all previous certificates

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

i. Setting up a system for regular upgradation of records (eg. MIS with links to all offices having bearing on land encumbrances)

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ■ Year7 ☐

j. Setting up a system for online provision of information receipt (relating to transactions) , dissemination and requests for certificates

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ■

k. Timeline for achieving 100% registration of properties

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
% properties registered							

l. Any other reforms being undertaken (give details in the space provided)

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

O2- REVISION OF BUILDING BYELAWS TO STREAMLINE THE APPROVAL PROCESS

(For construction of buildings, development of sites etc.)

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities towards streamlining of the building approval process, with the broad objective of establishing a simple, transparent and lesser time-consuming process that encourages development.

CURRENT STATUS

a. Which agency is responsible for preparing Building Byelaws?

Varanasi Development Authority

b. Which legislation governs the formulation of Building Byelaws and implementation of the regulation?

U.P. Urban Planning and development at 1973)

c. Explain the role of various agencies involved with building permission and sanction.

Agency	*Role*
a Development Authority	In Development area submission and approval is done by concerned Development Authority and not objection certificate is taken from ULB
b Housing Board	The area developed by Housing Board submission and approval is done by Housing Board
c Regulated Area	In Regulated Area's submission and approval is done by Prescribed Authority and NOC is taken from ULB
d ULB	Except above areas submission and approval is done by ULB

d. Explain in detail the existing process of building approval.

After submission of Building plan to concerned authorities no objection certificate is taken from concerned Local Bodies, Fire department, Air port (if required). PWD, Revenue Department, Town Planning Department (if required). Time Limit for Approval is 30 days for Housing Plan and 90 days for Commercial plan. Appeal against disapproval can be made to competent authorities.

e. Are the Building Byelaws uniform throughout the city? (If not, give details) Yes ■ No □

e. How many regulation parameters does a building permission consider? List those.

List of Parameters	*Comments*
a Land Use	
b Ground Coverage	
c Set Back	
D Parking	

f. When was the Building Byelaws last revised? Year 2000

Indicate the level of modification by ticking agaisnt the following-

Level of Modification	*Revision date*	*Detail of modification*
i. Radical changes (FSI, ground coverage etc)	Year 2000	
ii. Minor Modifications	Year 2000	
iii. Changes in approval process (If yes, specify)	Year 2000	

Under revised Building Bye-Laws in 2000, Government has made changes in the parameters i.e.; coverage. set back. building height, parking.

g. Detail out the extent of use of technology and computers in the process of building approvals as well as upkeep of records.

Integrated application software package has been developed for all the development authorities by Awas Bandhu.

h. Indicate the status of Building Approvals in the financial year2004-2005-

1	*Number of Applications received (before 30th Feb'2005)*	*7272*
2	*Number of Sanctions made within 1 month from date of receipt of the application*	*267*
3	*Number of Sanctions made within 2 months from date of receipt of the application.*	*571*
4	*Number of Applications that took more than 2 months for approval*	*Nil*
5	*Average time taken for approval of a building*	*12 days*

i. Please indicate the possible reasons for delay in the approval process

TIMELINE FOR REFORMS

Please indicate the mission year by which the following targets would be met-

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
a.	Consultation with stakeholders on modifications required to Building Byelaws							
b.	Identification and finalisation of modifications in the existing Building Byelaws in order to streamline the process of approval. (eg. outsourcing of certain activities etc)		■					
c.	Defining mitigation measures for risks from natural disasters as part of Building Byelaws, (including structural safety issues on basis of seismic zones)		■					
d.	Amendment of the existing legislation to introduce the new Building Byelaws and notification			■				
e.	Dissemination of the new set of Building Byelaws through a website							
f.	City level Workshops to address to the queries of general public			■				

g. Setting up of an MIS system with links to all offices having bearing on building permission

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

h. Start of Approval as per the new building byelaws

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ■ Year5 ☐ Year6 ☐ Year7 ☐

i. Establishment of interactive citizen enquiry system on status of application for building plan approvals, through methods such as –
Interactive Voice Recording System (IVRS), Website, telephone, etc.

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ■ Year5 ☐ Year6 ☐ Year7 ☐

j. Timeline for reduction of average time taken for building sanction

Category of buildings	*Year 1*	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
	Time taken in days						
Residential	30 days	20	10	7	7	7	7
Commercial	60 days	20	15	10	10	10	10
…..							

j. Any other reforms being undertaken (give details in the space provided)

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

O3 - REVISION OF BUILDING BYELAWS TO MAKE RAINWATER HARVESTING MANDATORY IN ALL BUILDINGS TO COME UP IN FUTURE AND FOR ADOPTION OF WATER CONSERVATION MEASURES

DESIRED OBJECTIVE/S

JNNURM requires the states/ cities to take sufficient steps towards promoting the use of rain water harvesting systems in cities by making it mandatory for building permission, with a long term objective of promoting conservation of water and ensuring sustainability of water resources.

CURRENT STATUS

a. Is there any legislation for making Rainwater Harvesting mandatory in buildings? Yes ■ No □

b. If yes, please provide following details of the regulation-

i. Since when has it been adopted? Year 2003

ii. Is it a part of the building byelaws and mandatory for building sanctions? Yes ■ No □

iii. Is it for all buildings? Yes □ No ■

iv. If no, what are the criteria adopted for selected plots or buildings?

Rain water harvesting is mandatory for plot sizes that are greater than 300 square meter for residential buildings and all non-residential building.

TIMELINE FOR ACTION ON REFORMS

Please indicate the mission year by which the following targets would be met-

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
a.	Final design of Rainwater Harvesting System and decision on end use	□	□	□	■	□	□	□
b.	Preparation of draft building byelaws to reflect the mandatory clauses of Rainwater Harvesting. (Done)	□	□	□	□	□	□	□

c.	Amendment of the existing legislation to introduce the new Building byelaws and notification	Year1	Year2	Year3	Year4	Year5	Year6	Year7
d.	Dissemination of the new set of Building Byelaws through a website	Year1	Year2	Year3	Year4	Year5	Year6	Year7
e.	City level Workshops to address to the queries of general public	Year1	Year2	Year3	Year4	Year5	Year6	Year7
f.	Start of Approval as per the new building byelaws	Year1	Year2	Year3	Year4	Year5	Year6	Year7
g.	Any other reforms being undertaken (give details in the space provided)	Year1	Year2	Year3	Year4	Year5	Year6	Year7

O4 - EARMARKING AT LEAST 20-25 PER CENT OF DEVELOPED LAND IN ALL HOUSING PROJECTS (BOTH PUBLIC AND PRIVATE AGENCIES) FOR EWS/LIG CATEGORY WITH A SYSTEM OF CROSS SUBSIDISATION

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities towards earmarking atleast 20-25 % of developed land in all housing projects (both public and private) for low income families in order to meet the housing needs of both EWS and LIG categories of population.

CURRENT STATUS

a. List the government / quasi-government institutions responsible for provision of housing in the city (eg. Development Authority, Housing Board, Housing Corporation etc).

S.No	*Institution*	*Approx. no. of dwelling units created in previous financial year*
1	Varanasi Development Authority	200
2	UP Housing and Development Board	100

b. Please provide details on extent to which the private sector plays a role in housing development in the city

Information parameters	*Estimates*
Number of private developers in the city	150
Approximate number of housing projects by private developers for whom plans were sanctioned in last year	28
Approximate number of dwelling units created by private developers in above projects	1225

c. Is there any legislation regarding mandatory reservation of certain percentage of land for EWS/LIG in housing projects? Yes ☐ No ■

d. 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 ☐

TIMELINE FOR ACTION ON REFORMS

Please indicate the mission year by which the following targets would be met-

a. Decision on the extent of reservation (20-25%)

Year1 Year2 Year3 Year4 Year5 Year6 Year7

b. Amendment of the existing legislation and notification

Year1 Year2 Year3 Year4 Year5 Year6 Year7

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

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
Percentage of reservation (%)			15%	20%	25%		

d. Any other reforms being undertaken (give details in the space provided)

Year1 Year2 Year3 Year4 Year5 Year6 Year7

In Housing Policy Statement for integrated townships and high tech townships, 10% plots are reserved for EWS and 10% for LIG.

O5 - SIMPLIFICATION OF LEGAL AND PROCEDURAL FRAMEWORKS FOR CONVERSION OF AGRICULTURAL LAND FOR NON-AGRICULTURAL PURPOSES.

DESIRED OBJECTIVE/S

JNNURM requires the states/ cities to take sufficient steps towards streamlining the process of conversion of agricultural land to non-agricultural purposes with the broad objective of establishing a simple, transparent and lesser time-consuming process that encourages development.

CURRENT STATUS

a. Explain in detail the current system for conversion of agricultural land for non-agricultural purposes (for areas coming under Development Authority as well as outside)

Osners of land gives an application for land use change to concerned development authority or regulated are Development authority invites objection from public after due consideration of objections then board recommends to housing secretary for change of land use. Government decides the change of land use.

b. List out the number of agencies involved and their roles.

Agency	*Role*
A Development Authority	Recommendation
B CTCP	Technical advice
C Government	Approval

c. Which Legislation/s is/are being followed for conversion of agricultural land for non-agricultural purposes?

U.P. Urban Planning and Development Act. 1973

d. Has there been any attempt at simplification of the procedure of such conversions in the past? State 'yes' or 'no' and give details.

e.

~~e.~~ What is the average time taken for conversion of land from agricultural to

i. Residential use- Time is not specified in Act.

ii. Other use (Industrial, commercial etc)- Time is not specified in Act.

f. Please indicate the possible reasons for delay in the process for conversion of agricultural land for non-agricultural purposes

Since there is not time frame at every stage, therefore delay occurs.

TIMELINE FOR ACTION ON REFORMS

Not Applicable

		Year1	Year2	Year3	Year4	Year5	Year6	Year7
a.	Finalise on modifications in the existing procedure in order to streamline and standardise the process of conversion.							
b.	Amendment of the existing legislation and notification							
c.	Dissemination of the new process through a website							
d.	City level Workshops to address to the queries of general public							
e.	Setting up an MIS system with links to all offices having bearing on conversion of land-use							
f.	Establishment of interactive citizen enquiry system on status of application for conversion of land use through methods such as – Interactive Voice Recording System (IVRS), Website, telephone, etc.							

g. Start of conversions as per the new legislation

Year1	Year2	Year3	Year4	Year5	Year6	Year7

h. Average average time taken for conversion of land-use, to reduce over the Mission Period

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
Time taken in months							

i. Any other reforms being undertaken (give details in the space provided)

	Year1	Year2	Year3	Year4	Year5	Year6	Year7
NA							

O6 - INTRODUCTION OF COMPUTERIZED PROCESS OF REGISTRATION OF LAND AND PROPERTY[37]

DESIRED OBJECTIVE/S

JNNURM requires the states/ cities undertake steps to computerise the process of registration of land and property, so as to deliver efficient, reliable, speedy and transparent services to citizens.

CURRENT STATUS

a. Explain in detail the prevailing process of getting a property or land registered?

Registration of property is done ion 347 Sub-Registrar's office. In 241 offices, it is performed manually. However, in 106 district level Sub-Registrar's offices record of registration documents is being created on PRERNA software developed by NIC from 01.08.2006. Necessary amendments have been made in Indian Stamp Act, 1899 and Registration Act,1908 and rules

b. To what extent is the present system computerized-

i. Is there a computerized record of registered properties? Yes ☐ No ■
ii. Can the property holder register through internet? Yes ☐ No ■

TIMELINE FOR REFORM

a. Indicate the target year for conversion to an electronic process of registration

Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
				√		

A project for conversion of photocopy process of registration of documents to electronic process of registration of documents has been submitted to Ministry of Rural Development Government of India. The process of conversion shall be started in a phased manner.

[37] Related process improvements and reforms measures are expected to be covered under the Reforms for Property Title Certification.

O7- BYELAWS ON REUSE OF RECYCLED WATER

DESIRED OBJECTIVE/S

JNNURM requires the cities frame byelaws related to reuse and recycling of waster water, so as to conserve water resources.

CURRENT STATUS

a. Is there any byelaw pertaining to reuse of recycled water? Yes ☐ No ■

b. If yes, please provide following details –

i. Since when has it been adopted? ☐

ii. Is it a part of the building byelaws? Yes ☐ No ■

iii. Which legislation stipulates it? ☐

c. Mention its coverage and specifications in brief

☐

TIMELINE FOR ACTION ON REFORMS

		Year1	Year2	Year3	Year4	Year5	Year6	Year 7
a.	Final design and decision on end use of a Waste Water Recycling System	☐	☐	■	☐	☐	☐	☐
b.	Preparation of draft building byelaws to reflect the mandatory clauses of such a system	☐	☐	☐	■	☐	☐	☐
c.	Amendment of the existing legislation to introduce the new Building Byelaws and procedures	☐	☐	☐	☐	■	☐	☐

d.	Dissemination of the new Building Byelaws through a website	Year1	Year2	Year3	Year4	Year5	Year6	Year 7
e.	City level Workshops to address to the queries of general public	Year1	Year2	Year3	Year4	Year5	Year6	Year 7
f.	Start of Approval as per the new Byelaws	Year1	Year2	Year3	Year4	Year5	Year6	Year7
g.	Any other reforms being undertaken (give details in the space provided)	Year1	Year2	Year3	Year4	Year5	Year6	Year7

O8-ADMINISTRATIVE REFORMS

DESIRED OBJECTIVE/S

JNNURM requires the administrative reforms are undertaken in ULBs and other institutions engaged in urban sector management. Such administrative reforms should include – instituting better human resource management sytems, reduction in establishment expenditure by introducing voluntary retirement schemes, non-filling up of posts falling vacant due to retirement, extensive use of outsourcing, performance review and management mechanisms, etc., and achieving specified milestones in this regard.

CURRENT STATUS

STAFF DETAILS AND HUMAN RESOURCE MANAGEMENT

- Please give the following details-

Item	***Class 1 staff***	***Class II Staff***	***Class III staff***	***Class IV staff***	***Remarks, if any***
Total staff in the Corporation/ ULB	11	30	470	3419	
Permanent/Regular posts	11	30	470	3419	
Occupied posts	8	12	345	2823	
Temporary staff	-	-	48	582	
Technical staff	3	11	29	12	
Non technical staff	5	1	441	3407	
Vacant posts	3	17`	125	596	
Number of new posts created in the past five years	-	-	-	-	
Number of recruitments done against the above posts	-	-	-	-	
Number of posts fallen vacant due to retirement during the past five years	-	-	82	596	
Number of recruitments done against the above posts	-	-	-	-	
Number of retirements expected in the next five years.	-	-	66	81	

- Detail out the Initiatives taken for HR management and performance management under taken in the past two financial years Nil

Initiative	*Date*	*Details*	*Achievements*

Initiative	*Date*	*Details*	*Achievements*

STAFF- TRAINING

b. List down the Initiatives taken for staff training in the past No training initiative was taken by corporation.

Initiative	*Date*	*Details*	*Achievements*
Training on computers	Done	Computer training	Capacity building

ESTABLISHMENT EXPENDITURE

c. Total Establishment expenditure over the past five years

Particulars	**FY 2001-02 (Rs.)**	**FY 2002-03 (Rs.)**	**FY 2003-04 (Rs.)**	**FY 2004-05 (Rs.)**	**FY 2005-06 (Rs.)**	**CAGR**
Salaries, Wages and Bonus	221952843	186098986	233372657	223084673	228762098	
Benefits and Allowances	23748000	2205600055	22556150	22434300	21859200	
Pension	30073000	29900014	47045992	34100027	44955467	
Other Terminal & Retirement Benefits	3700157	2510000	3335201	3599920	3625235	
Total establishment expenses	27,94,74000	24,05,65000	30,63,10000	28,32,19000	29,92,02000	
Total Establishment expenses as % of Total Revenue Income	69.53%	58.60%	68.79%	67.30%	74.43%	

d. List down the initiatives taken for reduction in Establishment Expenditure (if any) in the past

Initiative	*Date*	*Details*	*Achievements*
Ban on appointment	Done	Ban on recruitment	Establishment expenses gradually reducing

TIMELINE FOR ACTION ON REFORMS

a. Please identify the steps you wish to take in order to bring about the following. A few steps are being suggested here.

Area of Reform	*Proposed steps*	*Targeted Year in the mission period*
a. Rationalisation in staff & Human Resource Management *Suggested steps:* ▪ *Identification of loopholes in the existing staffing* ▪ *Draft Proposal for changes in staffing policy* ▪ *Draft Proposal for reforms in performance evaluation system* ▪ *Employee Consultation* ▪ *Discussion with various ULB Departments* ▪ *Cabinet Approval* ▪ *Preparation of Enabling Legislation*	To assess the loopholes in the existing staff Change in staffing policy Efficiency development programmes	Year 4
b. Staff Training *Suggested steps:* ▪ *Assessment of training needs* ▪ *Finalisation of training curriculum* ▪ *Selection of Agencies to provide training* ▪ *Conduct of training* ▪ *Training programs identified*	Training to technical and non-technical staff Identification of training Instts. Providing Training	Year 4
c. Reduction in Establishment Expenditure *Suggested steps:* ▪ *Outsourcing certain functions* ▪ *Higher capacity utilisation* ▪ *Energy saving* ▪ *Cost control targets*	Privatisation of Solid Waste Management, street light, parking areas	Year 3
d. Continuity of tenure of key decision makers *Suggested steps:* ▪ *Minimum average tenure of Municipal Commissioner*		
e. Management review systems *Suggested steps:* ▪ *Periodic review by Mayor & Municipal Commissioner*	Formulation of the review programme by Chairman & Executive Officers	Year 3

Area of Reform	***Proposed steps***	***Targeted Year in the mission period***
▪ *Generation of Daily / Weekly / Monthly and Quarterly Performance reports on – Financial, Service delivery and Capital Projects*		

b. Please give the identified milestones with respect to rationalisation / redeployment in number of staff against the mission year

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
Number of staff							

c. Please state by when the ULB shall evolve a detailed Training Plan for its staff. At what frequency such plan shall be reviewed.

A detailed training plan will be ready by year 3. It will be reviewed after every five years.

d. Please give the identified milestones for reduction in establishment expenditure against the mission year

	Year 1	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*
Targeted reduction in Establishment Expenditure (as % of Total Revenue Income)		74%	65%	60%	55%	53%	50%

e. Ensuring stability of tenure(minimum 2 years) for Municipal Commissioner/executive Officer and other municipal functionaries/staff(commitment to be given by state)

Not Possible

Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

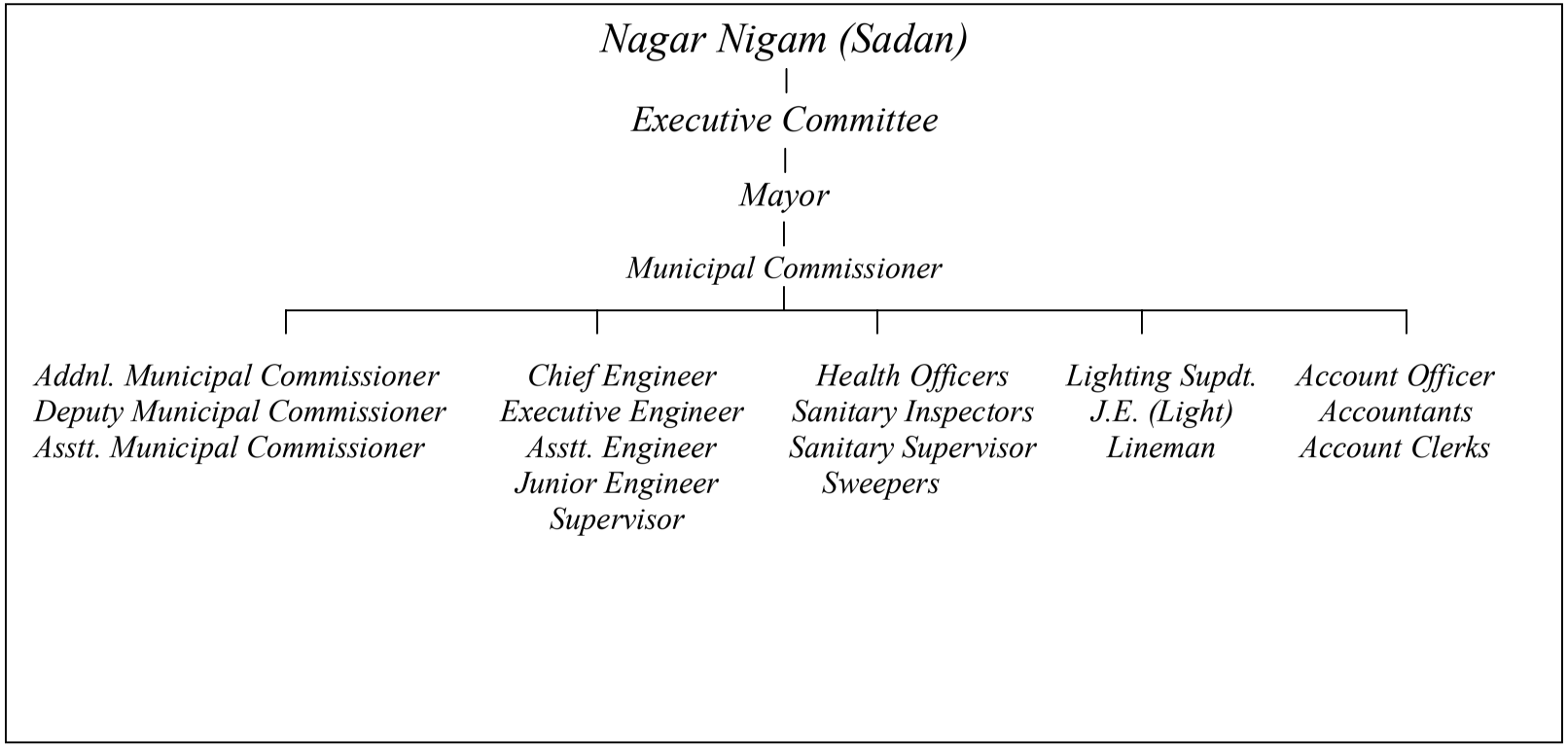
O9- STRUCTURAL REFORMS

DESIRED OBJECTIVE/S

JNNURM requires the structural reforms are undertaken in ULBs and other institutions engaged in urban sector management. Such structural reforms should include – reviewing and revamping the organisation structure of the ULBs to align it to current requirements, decentralisation within the ULB where necessary, creation of trained cadres of municipal staff in specific technical disciplines, improved coordination mechanisms amongst city level agencies, etc. and achieving specified milestones in this regard.

CURRENT STATUS

a. Has the organisation structure of the ULB been reviewed in the last one year? Please key issues with the prevailing organisation structure of the ULB.



b. Does the ULB operate through Zonal Offices? If yes, give the following details-

05 Zonal Offices

i. How many such offices exist in the city?

ii. What functions do they perform and what powers do they yield ?

Assessement, Mutation, Recovery, Sanitation, Redressal of public grievances etc.

c. Please state the specific cadres of staff that are employed in the ULB.

Cadre of staff	Functional area they are employed in the ULB	Method of selection	Average tenure in one ULB
Provincial Civil Services- Municipal Commissioner	Executive head of the Municipal Corporation/Head of the office	Through Public Service Commission	06 Month
U.P. Palika centralised administrative Services- Addnl/Deputy/Asstt. Municipal Commissioner	Delegated works and responsibilities by Municipal Commissioner and working as Zonal officer	Through Public Service Commission/ Adhoc appointment by state govt.	3 - 5 Years
U.P. Palika centralised Revenue Services- Tax Superintendent, Asstt. Superintendent, Tax/Revenue Inspector	Assessment of property tax, Mutation in assessment list, Recovery of Taxes and Rent fees/licenses.	Through Public Service Commission/ Adhoc appointment by state govt.	5-7 year
U.P. Palika centralised Engineering Services- Chief /Executive/ Asstt./Junior Engineer	To look after civil works carried out by Municipal corporation	Through Public Service Commission/ Adhoc appointment by state govt.	3 - 5 year
U.P. Palika centralised Medical Services- Medical officer (Homeo/Allopathic/Maternity)	To treat the patients who come to Nagar Nigam Clinics for treatment	Through Public Service Commission/ Adhoc appointment by state govt.	Usually not transferable
U.P. Palika centralised Vet nary Services- Vet nary surgeon	To treat the Animals and to look after quality of animals who slaughters in slaughter house	Through Public Service Commission/ Adhoc appointment by state govt.	7-10 years
U.P. Palika centralised Account Services- Account Officer/Accountant gr-1	To prepare budget, maintain cash book, income and expenditure to	Through Public Service Commission/ Adhoc appointment	7-10 years

	make payment etc.	by state govt.	
U.P. Palika centralised Audit Services- Chief Audit Officer/Auditor gr-1	Internal Audit of accounts (pre-audit)	Through Public Service Commission/ Adhoc appointment by state govt.	7-10 years
U.P. Palika centralised Clerical Services- Office Superintendent	Sectional Head of establishment section	Through Public Service Commission/ Adhoc appointment by state govt.	7-10 years

d. List role of ULB in other city level parastatal agencies. (for e.g. representation on board, membership in coordination committees, etc.)

Jal Sansthan – Mayor is the chairman and Municipal commissioner is the member of Jal Sansthan Board
Development Authority- Municipal commissioner and 4 councillors are the member of Development Authority Board
DUDA- Municipal commissioner is the member of DUDA governing body.

TIMELINE FOR REFORMS

a. List sets of initiatives planned within the ULB organisation (for e.g. reallocation of functions within the ULB departments, alignment of sub-ULB level geographic jurisdictions of various departments with ward boundaries, decentralisation of functions, etc.)

Initiative for Organisational structural improvements	*Target Date*

b. List sets of initiatives planned for inter-agency coordination and accountability amongst city level agencies

Initiatives for inter-institutional structural reforms	*Target Date*
Coordination Committee	Year 3

c. List State level structural reforms to be undertaken for creation of cadre of municipal staff for different technical disciplines.

Initiatives for creation of cadres of municipal staff within the State	*Target Date*
Cadre restructuring	June, 2007

O10 - ENCOURAGING PUBLIC PRIVATE PARTNERSHIP

DESIRED OBJECTIVE/S

JNNURM requires the cities widely deploy public-private partnership models for more efficient delivery of civic services. Cities should explore wide array of options available for such partnerships and deploy those that optimal in meeting the needs and priorities of its citizens.

CURRENT STATUS

a. List down the key initiatives in PPP, including outsourcing of services undertaken in the ULB during the past five years.

Initiative	*Date*	*Details*	*Achievements*
Sanitation (Sweeping & Garbage lifting) in one zone	August, 2006		

TIMELINE FOR REFORMS

b. List down the State level regulatory and policy initiatives planned for encouraging and deepening PPP in urban services

Regulatory / Policy changes	*Target Date*	*Intended impact*
Solid waste Management through PPP		Improved service delivery.
Maintenance of Parking Places through PPP		Improved service delivery
Maintenance of Parks through PPP		Improved service delivery

c. List down the city level project initiatives planned through PPP in the next three years.

Project	*Target Date*	*Mode of PPP*
Solid Waste Management for pelletization	December, 2008	Project cost and land will be borne by J.P. Associates & Solid Waste/Garbage will be provided by Municipal corporation at free of cost.