

Agreement under UIDSSMT between GoI & SLNA of State Govt of Manipur

THIS AGREEMENT is made on this 22nd day of June, 2007 between the Government of India, through the Ministry of Urban Development of **Part-I**

AND

The State Government of Manipur through its Governor, of **Part II**

AND

Town Planning Department, Manipur, the State Level Nodal Agency identified for implementation of UIDSSMT, of **Part III**.

WHEREAS, Part-II seeks financial assistance from Part-I under the Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) for Urban Local Bodies in its jurisdiction;

WHEREAS, Part-II and Part III have agreed to abide by the guidelines under UIDSSMT for the purpose of said assistance;

AND WHEREAS Part-III has entered into Memorandum of Agreements with Urban Local Bodies (ULBs) seeking assistance under UIDSSMT to implement the reforms as per UIDSSMT guidelines and as per the timelines indicated in details in **Annexure-A** (State Level Mandatory Reforms), **B** (ULB Level Mandatory Reforms) and **C** (State/ULB Level Optional Reforms) respectively which shall constitute subsidiary Agreements under this main Agreement;

AND WHEREAS, Part-I has considered the documents mentioned in **Annexure-A, B** and **C** and found them consistent with the goals and objectives of UIDSSMT;

AND WHEREAS, Part-I agrees to release the first installment of admissible grants approved by State Level Sanctioning Committee (SLSC) constituted under UIDSSMT, during the financial year 2007-08 to ULBs through State Level Nodal Agency (SLNA), under Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) in accordance with the terms and conditions specified here-in-after in this agreement;

NOW THE PARTIES WITNESSED as follows :

1. That, the Part-I shall release the first installment of grant to ULBs through **State Level Nodal Agency** (SLNA) under UIDSSMT, being 50% of the total central assistance admissible for the projects sanctioned under UIDSSMT by State Level Sanctioning Committee (SLSC) during the financial year 2007-08 upon signing of this Memorandum of Agreement (MoA) and submission of the above mentioned documents which are annexed with the agreement as Annexure A, B and C.

2. Any further central assistance under Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) shall be considered only if the timelines indicated in detail in Annexure A, B and C to this MoA to implement the reform agenda as per the guidelines of UIDSSMT are adhered to and utilization certificates (UCs) for previous releases of grant under UIDSSMT are furnished by SLNA to Part-I.
3. That, the Part-I or any agency nominated by it, may undertake site visits to ascertain the progress of the ongoing projects and also the reforms agenda through designated representatives periodically.
4. The ULBs shall submit a Quarterly Report through SLNA of the spending of the grant, corresponding matching state and ULB/Parastatal share to the Part-I. In case ULBs fail to submit such a report, further installment of grant may be withheld until such submission;
5. The ULBs shall submit audited accounts in respect of each project funded under UIDSSMT within six months of close of financial year;
6. In the event of requirement of additional funds due to unforeseen circumstances or cost over-run, Part-II will ensure that these projects are completed within stipulated period without raising any additional demand for funding to Part-I;

7. Part-II and Part III shall institute mechanisms to ensure timely completion of Projects undertaken under UIDSSMT;
8. Part-II through Part III shall submit a half yearly report of the progress in respect of the implementation of the reform agenda as per the guidelines of UIDSSMT and as per the timeline indicated in detail in Annexure A, B and C respectively.
9. That, Part-II and ULBs shall submit a complete report regarding the outcome of the UIDSSMT on the completion of the project;
10. That, the Parties to the agreement further covenant that in case of a dispute between the parties the matter will be resolved through mutual discussion.
11. That, in case there is any delay in the implementation of the reforms agenda or submission of any periodic reports, etc., by Part-II and/or by the ULBs, due to the circumstances beyond the control of Part-II and /or ULBs, i.e. Force Majeure or any other reason, the decision on the matter of extension of time for the implementation of the goals and objectives of the Urban Infrastructure Development Scheme for Small & Medium Towns (UIDSSMT) shall be at the discretion of Part-I.
12. That, in case of any breach regarding the terms and conditions of the UIDSSMT, Part-I shall be entitled to withhold subsequent installments of the grant.

13. **IN WITNESS HEREOF** all the Parties have put their hands on these presents of Memorandum of Agreement in the presence of witnesses.

SIGNATORIES :

1. For Government of India through the Ministry of Urban Development (Part-I).



एम. राजामणि / M RAJAMANI
संयुक्त सचिव, भारत सरकार
- Joint Secy Govt of India
शहरी विकास मंत्रालय
M/o Urban Development
नई दिल्ली New Delhi

2. Shri P.K. Singh, I.A.S. Secretary to Government of Manipur, Department of Municipal Administration, Housing and Urban Development. (Part II).




Secretary (MAHUD)
Government of Manipur

3. Shri N. Gitkumar Singh, Chief Town Planner, Town Planning Department, Manipur, on behalf of the State Level Nodal Agency, Government of Manipur (Part-III).



Chief Town Planner
Government of Manipur

WITNESS :

1. _____


2. _____


(R.K. Chaturvedi)
dir (UD).

Agreement under UIDSSMT between SLNA & ULB

THIS SUBSIDIARY AGREEMENT is made between Town Planning Department, Manipur, the **State Level Nodal Agency** of Government of Manipur as **Part I**.

AND

BISHNUPUR MUNICIPAL COUNCIL, through its authorized person as **Part II**.

WHEREAS, the **Part – I** has been appointed as **State Level Nodal Agency (SLNA)** by the Government of Manipur vide its order **No. 2/38/2005-MAHUD** dated **10th Oct. 2005** as per the Guidelines for Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT).

AND WHEREAS, **Part II** seeks financial assistance under the UIDSSMT;

AND WHEREAS, **Part II** have undertaken to implement the reform agenda as per the guidelines of UIDSSMT and as per the timelines indicated in detail in **Annexure –B** and **C**;

AND WHEREAS, Part I has entered into a Memorandum of Agreement with Ministry of Urban Development on dated **22nd June, 2007** as per the guidelines of UIDSSMT.

AND WHEREAS, and as per the said Memorandum of Agreement, Part I shall enter into Subsidiary Agreement with Urban Local Bodies (ULBs) for providing assistance as per the guidelines of UIDSSMT;

AND WHEREAS, Part I has considered the documents mentioned in Annexure-**A**, Annexure-**B** and Annexure-**C** found them consistent with the goals and objectives of UIDSSMT;

AND WHEREAS, Part I agrees to provide financial assistance to Part II under the guidelines of UIDSSMT and in accordance with the terms and conditions specified here-in-after in this agreement.

NOW THE PARTIES WITNESSED as follows :

1. That the **Part I** shall release the financial assistance to **Part II** as per the provisions indicated in the guidelines of UIDSSMT;

2. Any assistance under UIDSSMT shall be considered by Part I only if the timelines indicated in detail in Annexure A, B and C to this Subsidiary Agreement to implement the reform agenda as per the guidelines of UIDSSMT and adhered to and utilization certificates (UCs) for previous releases of financial assistance under UIDSSMT are furnished to **Part I** by **Part II**;
3. That the **Part II** shall follow all rules, guidelines and notifications made by **Part I** and State Level Sanctioning Committee in regard to grant of financial assistance in accordance with the guidelines of UIDSSMT from time to time;
4. That, the **Part II** shall open a separate bank account for each project in a commercial bank for receipt and expenditure of all money to be received by **Part II** including its matching share for the project;
5. That, the **Part I** or an agency nominated by it, may undertake site visits to ascertain the progress of the ongoing projects and also the reforms agenda through designated representatives periodically;

6. That, the **Part II** shall submit a Quarterly Progress Report to **Part I** of the spending of the financial assistance comprising of Central and State grants and corresponding matching share by **Part II** along with the physical progress of the Project. In case, **Part II** fails to submit such a report further installment of financial assistance may be withheld until such submission.
7. That, the **Part II** shall submit a half-yearly report of the progress in respect of the implementation of the reform agenda as per the guidelines of UIDSSMT and as per the timeline indicated in detail in Annexure-**A, B** and **C**.
8. That, the Part II shall submit audited accounts in respect of each project funded under UIDSSMT within six months of close of financial year to Part-I;
9. In the event of requirement of additional funds due to unforeseen circumstances or cost overrun, **Part II** shall ensure that the projects are completed within the stipulated period without raising any additional demand for funding to **Part I**;
10. That, **Part II** shall submit a complete report regarding the outcome of the UIDSSMT on the completion of the project;

11. That, the parties to the agreement further covenant that, in case of a dispute between the parties the matter will be resolved through mutual discussion.
12. That, in case there is any delay in the implementation of the reforms agenda or submission of any periodic reports, etc. by the **Part II**, due to circumstances beyond the control of **Part II** i.e., Force Majeure or any other reason, the decision on the matter of extension of time for the implementation of the goals and objectives of the UIDSSMT shall be at the discretion of **Part I**.
13. That, in case of any breach regarding the terms and conditions indicated in this Subsidiary Agreement, rules, guidelines and notifications made by **Part I** and State Level Sanctioning Committee in regard to grant of financial assistance under UIDSSMT and the terms and condition of UIDSSMT, the Part I shall be entitled to withhold subsequent installments of the financial assistance.

IN WITNESS HEREOF all the parties have put their hands on these presents of Memorandum Agreement in the presence of witnesses.

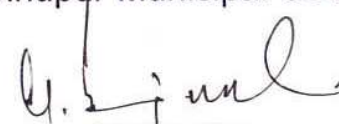
SIGNATORIES:

1. **Shri N. Gitkumar Singh**, Chief Town Planner, Town Planning Department, Manipur on behalf of the State Level Nodal Agency, Government of Manipur -- **(Part-I)**.


 Chief Town Planner
 Government of Manipur

2. **Shri N. Sanajaoba Singh**, Executive Officer on behalf of the Bishnupur Municipal Council **(Part II)**




 Executive Officer
 Bishnupur Municipal Council
 Manipur

WITNESS:

1. 

2. 

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S1. IMPLEMENTATION OF THE 74TH CONSTITUTIONAL AMENDMENT ACT

DESIRED OBJECTIVE/S

UIDSSMT 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 Scheme 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>9 (nine) municipal councils & 18 (eighteen) nagar panchayats constituted in the year 2006.</i>
ii. Composition of municipal councils, and last when	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>9 (nine) municipal councils & 18 (eighteen) nagar panchayats constituted in February,2006</i>
iii. Reservation of seats for women, SCs and STs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>The existing Bishnupur Municipal Council has 12 elected councillors including 6 (Six) women councillors of which 1 is S.T. women Councillor</i>
iv. Constitution of District Planning Committees (DPCs)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Provision in the Act. Notification yet to be issued.</i>
v. Constitution of Metropolitan Planning Committee (MPCs)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>No metropolitan areas in the State</i>
vi. Incorporation of Schedule 12 into the State Municipal Act	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Manipur Municipalities Act, 1994.</i>

- 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'

<i>No.</i>	<i>Functions listed in 12th Schedule</i>	<i>Incorporated in the Act¹</i>	<i>Transferred to ULBs²</i>
a	B	c	d
1	Urban Planning including town planning	Yes	No
2	Regulation of land-use and construction of buildings	Yes	Completely
3	Planning for economic and social development	Yes	No
4	Roads and bridges	Yes	No
5	Water supply- domestic, industrial and commercial	Yes	No
6	Public health, sanitation, conservancy and SWM	Yes	Completely
7	Fire services	Yes	No
8	Urban forestry, protection of environment and ecology	Yes	No
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded	Yes	No
10	Slum improvement and upgradation	Yes	No
11	Urban poverty alleviation	Yes	Completely
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	Yes	No
13	Promotion of cultural, educational, and aesthetic aspects	Yes	No
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	Yes	No
15	Cattle pounds, prevention of cruelty to animals	Yes	Completely
16	Vital statistics including registration of births and deaths	Yes	Completely
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	Yes	Partly
18	Regulation of slaughter houses and tanneries	Yes	Completely

- 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.
1. **Urban Planning including town planning:** Done by State Town Planning Department, and local bodies consulted prior to notification of Plans.
 2. **Planning for economic and social development:** Look after by Social Welfare Department and Minorities & Other Backward Classes (MOBC).
 3. **Roads and bridges:** Look after by State Works Department.

¹ Indicate as either : Completely, No, or Partly

² Indicate as either : Completely, No, or Partly

4. **Water supply- domestic, industrial and commercial:** Public Health Engineering Department (PHED) is involved in these activities.
5. **Fire services:** Manipur Fire Services is responsible.
6. **Urban forestry, protection of environment and ecology:** Look after by Forest Department and Environment & Ecology Wing, Government of Manipur.
7. **Safeguarding the interests of weaker sections society including the handicapped and mentally retarded:** State Social Welfare Department is responsible.
8. **Slum improvement and upgradation:** No identified slums in Bishnupur Municipal area.
9. **Provision of urban amenities and facilities- parks, gardens and playgrounds:** There are parks, gardens and playgrounds maintained by Government, Semi-Government and private agencies.
10. **Promotion of cultural, educational, and aesthetic aspects:** Department of Art & Culture and Education Department are responsible.
11. **Burials and burial grounds, cremations, cremation grounds and electric crematoriums:** No electric crematorium in the State. All burials and cremation grounds are traditionally managed by local community.
12. **Public amenities including street lighting, parking lots, bus stops and public conveniences:** MAHUD and Transport Department.

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.

U/s 36 (2) of Manipur Municipalities Act, 1994, the Government shall allot to the municipality such fund and personnel as may be necessary to enable the municipality to discharge the transferred function.

e. **If the DPC/MPC has been constituted, please attach a copy of the Act.:- NO**

f. **If the DPC/MPC has not been constituted, has the legislative process for their constitution been initiated?**
Please specify status, if the process has been initiated.

Yes No

g. **Please indicate the status of SFC - have they been constituted? When was the last SFC constituted? YES: - on 3/1/2003 vide Order No. 6/2/2000-FC(i), dated 3/1/2003.**

h. **Please indicate whether SFCs submitted their recommendations. If yes, what is the status of implementation?**

Yes No

Please specify number of recommendations made, number accepted, number implemented. Please highlight the key recommendations and its status

Under Process

TIMELINE FOR REFORMS

MUNICIPAL ELECTIONS

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Provision for constitution of DPC is already incorporated in Manipur Municipalities Act, 1994 (Section 227)

Please specify the reasons for delay, if any. **Under active consideration.**

STATE FINANCE COMMISSION

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

- 1) 2nd SFC constituted on 3/1/2003, started implementation from 13/12/2005.
- 2) 3rd SFC to be constituted in 2008 and implementation from 2010.

CONVERGENCE OF URBAN MANAGEMENT FUNCTIONS

- d. Resolution³ by Government expressing commitment to implement the 74th Amendment Act⁴ with respect to convergence of urban management functions with ULBs (Note: This resolution should be passed within 6 months of signing of MOA under UIDSSMT and a copy submitted to MOUD.) : Agreed
- e. Please provide timeline in years of when the State plans to complete the transfer of the following functions⁵

<i>No.</i>	<i>Functions listed in 12th Schedule</i>	<i>Gov. Resolution</i>	<i>Cabinet Approval</i>	<i>Amendment of State/Municipal Acts</i>	<i>Implementation</i>
1	Urban Planning including town planning	Separate road map to be prepared for implementation during the scheme period			
2	Regulation of land-use and construction of buildings	Already transferred			
3	Planning for economic and social development				2009-10
4	Roads and bridges	ODR, MDR, SH & NH to be retained by State Govt. For the rest, transfer by 2008-09			2008-09
5	Water supply- domestic, industrial and commercial				2008-09
6	Public health, sanitation, conservancy and SWM	Already transferred			
7	Fire services	Separate road map to be prepared for implementation during the scheme period			
8	Urban forestry, protection of environment and ecology				2009-10
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded				2009-10
10	Slum improvement and upgradation				2009-10
11	Urban poverty alleviation	Already transferred			
12	Provision of urban amenities and facilities- parks, gardens and playgrounds				2007-08

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

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.

<i>No.</i>	<i>Functions listed in 12th Schedule</i>	<i>Gov. Resolution</i>	<i>Cabinet Approval</i>	<i>Amendment of State/Municipal Acts</i>	<i>Implementation</i>
13	Promotion of cultural, educational, and aesthetic aspects	Separate road map to be prepared for implementation during the scheme period			
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	No transfer required as traditionally all burials and cremation grounds are managed by local community.			
15	Cattle pounds, prevention of cruelty to animals	Already transferred			
16	Vital statistics including registration of births and deaths	Already transferred			
17	Public amenities including street lighting, parking lots, bus stops and public conveniences				2008-09
18	Regulation of slaughter houses and tanneries	Already transferred			

- 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.

Considering the above factors and the spirit of the 74th Amendment, State Government would prepare a 'Road Map' for the above functions by 31st March 2007 for implementation during the 'Scheme' period to MoUD.

S2. INTEGRATION OF TOWN PLANNING AND DELIVERY FUNCTIONS

DESIRED OBJECTIVE/S

UIDSSMT requires certain reforms to be undertaken by states/ cities in the area of institutional convergence at the town level, with an objective to assign or associate elected ULBs with “town planning and delivery functions”. During the Scheme period, UIDSSMT 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.

<i>Sector</i>	<i>Agency undertaking planning</i>	<i>Agency/ agencies undertaking delivery of services</i>	<i>Prevailing role of ULB/s in planning vis-à-vis respective sectors</i>
<i>For e.g. Land-use management</i>	Town Planning Dept and Planning & Development Authority, Manipur	Various agencies of the State Govt.	Development Control
<i>Town planning</i>	Town Planning Dept and Planning & Development Authority, Manipur	Various agencies of the State Govt.	Development Control
<i>Traffic and Transport services</i>	Directorate of Transport and Traffic Police	Traffic Police & Bishnupur Municipal Council	Management of parking areas & bus terminals
<i>Water supply and sewerage</i>	Public Health Engineering Department	Public Health Engineering Department	---
<i>Solid Waste Management</i>	Bishnupur Municipal Council	Bishnupur Municipal Council	Collection of Solid Waste and disposal.

- b. Please specify the agency that coordinated the preparation of DPRs under the UIDSSMT. – Town Planning Department, Government of Manipur.

- c. Please indicate whether the DPRs has been approved by the ULB/s vide a specific resolution.

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

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 town plans have been placed before the Metropolitan Planning Committee (MPC)/ District Planning Committee (DPC).

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

e. Please indicate agency, if any, responsible for planning and coordination of Heritage conservation.- Department of Art & Culture, Govt. of Manipur

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to assign or associate ULBs with the town planning function. Please indicate timeline. To be retained by State Government

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<i>Areas of planning⁷</i>	<i>Steps to integrate ULB/s with the planning function</i>	<i>Targeted year of the Scheme period</i>
Land-use and spatial planning	Separate road map to be prepared for implementation during the scheme period	
Development of new areas	Planning & Development Authority, Manipur, a parastatal agency established by an Act of the State Government viz., Manipur State Town & Country Planning Act, 1975 for the special purpose of development of new areas.	
Basic infrastructure services, such as <ul style="list-style-type: none"> • water supply, • sewerage • sanitation 	Water supply and sewerage to be retained by the State Government. However, their maintenance will be handed over to the ULB as soon as the projects are completed under the Scheme. Sanitation works already handed over to ULBs.	
Traffic and transport services	Planning for traffic and transportation is done by State Government. However, management of parkings and bus terminals are already handed over to the ULB.	
Renewal of inner town areas	Planning & Development Authority, Manipur, a parastatal agency established by	

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

	an Act of the State Government viz., Manipur State Town & Country Planning Act, 1975 for the special purpose of development of existing areas.
Heritage conservation	Bishnupur, being a town with good heritage and cultural background, a specialised approach is needed to preserve its unique culture and heritage.
Building regulation	Already with Municipality
Socio-Economic planning	Manipur is a State inhabited by more than 29 tribes with different cultural background and economic level. There is diversity in terms of religion too. Hence, a separate road map to be prepared for implementation during scheme period.

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

<i>Areas of service delivery⁸</i>	<i>Steps to integrate ULB/s with the service delivery function</i>	<i>Targeted year of the Scheme period</i>
Urban Planning including town planning	Separate road map to be prepared for implementation during the Scheme period	
Regulation of land-use and construction of buildings	Already transferred	
Planning for economic and social development	Urban Local Body will be consulted during the framing of socio-economic policies and programmes.	2009-10
Roads and bridges	ODR, MDR, SH & NH to be retained by State Govt. For the rest, transfer by 2008-09	2008-09
Water supply- domestic, industrial and commercial	Maintenance aspect of the water supply will be handled by the ULB	2008-09
Public health, sanitation, conservancy and SWM	Already transferred	
Fire services	Separate road map to be prepared for implementation during the scheme period	
Urban forestry, protection of environment and ecology	ULB to be consulted in identification of areas and selection of spaces	2009-10
Safeguarding the interests of weaker sections	ULB to be consulted in formulating policies and programmes for	2009-10

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 welfare of weaker sections of the society.	
Slum improvement and up gradation	No identified slum in Bishnupur, but slum-like conditions prevail.	2009-10
Urban poverty alleviation	Already transferred	
Provision of urban amenities and facilities-parks, gardens and playgrounds	For those parks, playgrounds & gardens maintained by State Government	2007-08
Promotion of cultural, educational, and aesthetic aspects	Separate road map to be prepared for implementation during the scheme period	
Burials and burial grounds, cremations, cremation grounds and electric crematoriums	No transfer required as traditionally all burials and cremation grounds are managed by local community.	
Cattle pounds, prevention of cruelty to animals	Already transferred	
Vital statistics including registration of births and deaths	Already transferred	
Public amenities including street lighting, parking lots, bus stops and public conveniences	Street lighting, parking & bus stops already with ULB. Public conveniences may be transferred to ULB	2008-09
Regulation of slaughter houses and tanneries	Already transferred	

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

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S3. RENT CONTROL REFORMS: Not enacted in Manipur State (Market mechanism takes care of the system)

DESIRED OBJECTIVE/S

UIDSSMT 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
- 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
- v. fixing of Standard Rents, periodicity of review, and dispute resolution mechanisms

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

- iii. Please specify year of adoption

c. Please indicate the number of properties under Rent Control Act

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 UIDSSMT town

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

2002-03 2003-04 2004-05 2005-06

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.

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 UIDSSMT and a copy submitted to MOUD.) Please indicate timeline.

b. Defining the Rights and Obligations of landlords and tenants

Year7

Year1 Year2 Year3 Year4 Year5 Year6

--	--	--	--	--	--	--

- 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
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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- ii. Stakeholder consultations
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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- iii. Preparation of Draft legislation
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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- iv. Approval of the Cabinet/ Government
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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- v. Final enactment of the legislation by Legislature
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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- vi. Notification
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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vii. Preparation and notification of appropriate subordinate legislation
Year7

Year1 Year2 Year3 Year4 Year5 Year6

viii. Implementation by municipality (ies)
Year7

Year1 Year2 Year3 Year4 Year5 Year6

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

Periodicity:

Next due:

e. Setting up mechanism for periodic review of rents/ rental value guidance
Year7

Year1 Year2 Year3 Year4 Year5 Year6

f. Institute Dispute resolution mechanisms (e.g. Special Tribunals/ Courts etc)
Year7

Year1 Year2 Year3 Year4 Year5 Year6

Indicate what mechanism is being envisaged...

g. Any other reform steps being undertaken (please use additional space to specify)
Year7

Year1 Year2 Year3 Year4 Year5 Year6

Please indicate how such rent control reforms shall be communicated to the citizens,

S4. RATIONALISATION OF STAMP DUTY

DESIRED OBJECTIVE/S

UIDSSMT 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

1	a. Whole State (excluding Municipal area)	Stamp Duty 7%	Transfer Duty NIL	Registration fee 1%	Total 8%
2	b. Municipal Area	7%	1%	1%	9%

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

1989	Stamp Duty 3-7%	Transfer Duty No change	Total increase 4%
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c. Please indicate whether any concessions to particular classes of individuals or institutions are being provided

<i>Type of Concession</i>	<i>Qualifying Institution/Individual</i>
Exemption of Stamp Duty	a. Govt. related Documents
	b. Co-operative related documents

(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)

<i>Rs. In lakhs</i>					
<i>2000-2001</i>	<i>2001-2002</i>	<i>2002-2003</i>	<i>2003-2004</i>	<i>2004-2005</i>	<i>2005-06</i>
	62.42	66.24	107.00	66.10	90.10

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

i. ULB's share in %

ii. Quantum shared with UIDSSMT cities in last three years (in Rs. lakhs)

<i>Name of Town</i>	<i>2003-2004</i>	<i>2004-2005</i>	<i>2005-2006</i>
Bishnupur			

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

- ii. Maintenance of guidance values

TIMELINE FOR REFORMS

- a. **Resolution by Government expressing commitment to reduce Stamp Duty⁹ to 5% (or less than 5% if the State so desires) within Scheme 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 UIDSSMT and a copy submitted to MOUD.) Please indicate timeline.: Agreed**

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

Every _____ months / years

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

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>
Stamp duty (%)				5%			

(Inclusive of Transfer duty & Registration fee)

- 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): *Not enacted in Manipur State*

DESIRED OBJECTIVES:

UIDSSMT 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 UIDSSMT and a copy submitted to MOUD. Please indicate timeline.

b. The State legislature to pass a resolution in compliance with the Year7	repeal of ULCRA Act passed by the Parliament in 1999	Year1	Year2	Year3	Year4	Year5	Year6
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Notification of the above by the State government Year7	Year1	Year2	Year3	Year4	Year5	Year6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Any other reform steps being undertaken (please use additional space to specify) Year7	Year1	Year2	Year3	Year4	Year5	Year6
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S6.

DESIRED OBJECTIVE/S

UIDSSMT 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:

<i>Municipality-level</i>	Municipal Council		Yes
	Municipal Committees		Nil
	Other (specify)		Nil
<i>Ward-level</i>	Ward(s) Committee ¹⁰	Number of Wards	Nil
		Number of Ward(s) Committees	Nil
		Average population/ Wards Committee	Nil
		Number of Ward(s) Committee members/ Ward(s) Committee	Nil
		Method of selection of Ward(s) Committee members	Nil
	Any other provision for Ward Committee (specify)		Nil
<i>Below the Ward Level</i>	Any other Committee below the Ward Level (specify)		Nil

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.

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)	Nil
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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 annexures wherever applicable):

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

Through publications in newspapers and Seminars

d. Please indicate levels of Community Participation that took place in DPR documents submitted to UIDSSMT so far
 i. Please indicate whether the Detail Project Report (DPR) been prepared with community participation Yes No

If yes, please indicate the alignment of this community participation process to the proposed Community Participation Law¹¹

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

¹¹ Please tick mark in third column as appropriate

<i>Minimal alignment</i>	Community participation process done through town-wide process	✓
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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 UIDSSMT and a copy submitted to MOUD.)

b. **Please indicate the changes you propose to make in your UIDSSMT town/cities and the timeline for these changes:**

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

3-tier

3-tier system will be more suitable for the Bishnupur Municipal Council as the average number of voters in the 12 municipal wards is 600 to 700 only.

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

<i>No</i>	<i>Name</i>	<i>Description</i>	<i>Composition</i>
1	Municipality	A body constituted for administration of Bishnupur Municipality area under the Manipur Municipalities Act, 1994.	1) Councillors chosen by direct election from territorial constituencies 2) One nominated Councillor
2	(Intermediary regional platform, e.g. Wards/Borough/Zonal Committee)		
3	Ward Committee	A Committee to be constituted after the introduction of Community Participation Law by 2007-08	As prescribed in the Community Participation Law.
4	Area Sabha	A Committee to be constituted after the	As prescribed in the Community

		introduction of Community Participation Law by 2007-08	Participation Law.
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- b. Proposed Activity-mapping of functions in Community Participation Law (for each of the functions of the Municipality): Law to be introduced shortly in 2007-08.

No	Municipal Function	Specific activities to be taken at each level below:			
		Municipality	Intermediary Level	Ward Committee	Area Sabha
1	Urban planning including town planning	Separate road map to be prepared for implementation during the scheme period			
2	Regulation of land-use and construction of buildings.	✓		No role	No role
3	Planning for economic and social development.	✓		Consultation & involvement	Consultation
4	Roads and bridges.	ODR, MDR, SH & NH to be retained by State Govt. For the rest, by BMC		Consultation & involvement	Consultation
5	Water supply for domestic, industrial and commercial purposes.	✓		Maintenance	Identify deficiencies
6	Public health, sanitation conservancy and SWM	✓		Assistance & supervision	Consultation
7	Fire services	Separate road map to be prepared for implementation during the scheme period			
8	Urban forestry, protection of the environment and promotion of ecological aspects	✓		Consultation & involvement	Consultation
9	Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded	✓		Identification of beneficiaries under various schemes	Consultation
10	Slum improvement and upgradation.	✓		Consultation & involvement	Consultation
11	Urban poverty alleviation	✓		Consultation & involvement	Identify eligible

					persons
12	Provision of urban amenities and facilities such as parks, gardens playgrounds	✓		Maintenance	Consultation
13	Promotion of cultural, educational and aesthetic aspects		Separate road map to be prepared for implementation during the scheme period		
14	Burials and burial grounds; cremations, cremation grounds and electrical crematoriums		No role as traditionally all burials and cremation grounds are managed by local community.		
15	Cattle pounds; prevention of cruelty to animals.	✓		Consultation & involvement	Consultation & involvement
16	Vital statistics including registration of births and deaths.	✓		No role	No role
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	✓		Consultation & involvement	Suggestions
18	Regulation of slaughter houses and tanneries	✓		No role	No role

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 UIDSSMT Scheme Directorate at appropriate milestones in this process, for evaluation of actual compliance for successive disbursement 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

Partial community	Community participation process done through	
Extent of Participation being established	Mechanisms processes	Response of UIDSSMT Town / State
Complete Community	Community participation being encouraged through	
Partial Community	structures like the Area Sabha and Ward	
Participatory Structures being established	Community participation process being undertaken marginally, or not in any organised manner	✓
Participatory Structures being established	Participation Law	

¹² Edit the text in the table as appropriate

S7. PUBLIC DISCLOSURE LAW

DESIRED OBJECTIVE/S

UIDSSMT 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

<i>Agency:</i>	<i>2003-04</i>	<i>2004-05</i>	<i>2005-06</i>
Bishnupur Municipal Council	✓	✓	✓

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

<i>Agency</i>	<i>Accounts complete upto year</i>	<i>Accounts audit complete upto year</i>
Bishnupur Municipal Council	2006-07	2005-06

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

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

<i>No.</i>	<i>Information pertaining to</i>	<i>Prevailing disclosure / dissemination mechanism (Please specify communication channel and frequency)</i>
1.	Key municipal / parastatal agency officials and contacts	Nil
2.	Town Development Plans and other plans	Through newspapers & other media
3.	Municipal finance and accounts	Nil
4.	Procedures for various approvals / permits	Designated counters of Bishnupur Municipal Council
5.	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	Through newspapers & other media
6.	Procedures to access various services provided by the ULB / parastatal agency	Notice board of BMC, designated officials of BMC and through newspapers & electronic media
7.	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	Designated counters of Bishnupur Municipal Council
8.	Service levels of various services	Designated counters of Bishnupur Municipal Council
9.	Receipt, processing and status of redressal of complaints by citizens	Designated counters of Bishnupur Municipal Council
10.	Ongoing major projects	Through newspapers & other media

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 UIDSSMT 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 -	Year1	Year2	Year3	Year4
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii.	Conduct of Annual Statutory Audit	Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
iii.	Disclosure of Audited Financial Statements and Audit Report	Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Start from Year -	Year1	Year2	Year3	Year4
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv.	Time period for publication of annual audited financial statements, (pl. indicate in months after end of financial year)	<input type="text" value="Three months"/>			
v.	Disclosure of Quarterly Audited Financial Statements	Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
vi.	Time period for publication of Quarterly Audited Financial Statements (in months after end of each quarter)	<input type="text" value="1.5 months (45 days)"/>			
vii.	Publication of CDP on municipal website	Yes	No		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
viii.	MOAs entered into with GoI and State Governments to be placed before Municipal Council within 15 days	Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ix.	Disclosure of MoA in public domain vide a published document, easily accessible to citizens / other stakeholders Please indicate target date :- <u>Within 30 days of signing of MOA</u>	Yes	No		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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

<i>No.</i>	<i>Information pertaining to</i>	<i>Mechanism for disclosure</i>
1	Key municipal / parastatal agency officials and contacts	On Bishnupur Municipal Council Website
2	Procedures for various approvals / permits	On Bishnupur Municipal Council Website
3	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	On Bishnupur Municipal Council Website
4	Procedures to access various services provided by the ULB / parastatal agency	On Bishnupur Municipal Council Website
5	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	Designated counters of Bishnupur Municipal Council & Website.
6	Service levels of various services	On Bishnupur Municipal Council Website
7	Receipt, processing and status of redressal of complaints by citizens	Grievance Cell
8	Ongoing major projects	On Bishnupur Municipal Council Website

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

<i>No.</i>	<i>Service</i>	<i>Type of Service Level information to be disclosed</i>	<i>Frequency of disclosure / communication to citizens</i>
1	Water supply services - In slum areas - In non-slum areas (residential & commercial)	<i>Quantum & hour of water supplied</i> <i>Quantum & hour of water supplied</i>	Every 6 months Every 6 months
2	Sewerage / Sanitation / Underground drainage	<i>Percentage of HHs covered with house level connections</i>	Every 3 months
3	Solid Waste Management	<i>Frequency of street sweeping & collection from identified collection points</i>	Every 1 month
4	Storm water drainage systems	<i>Cleaning of storm water drains</i>	Every 6 months
5	Building Plan approvals	<i>Number of days required for sanction & status</i>	Every 3 months
6	Road networks within the town	<i>Status of road maintenance</i>	Every 1 year
7	Street Lighting	<i>Road-wise number of working street lights</i>	Every 6 months
8	Birth & Death Registration	<i>Time taken in providing certificates & numbers issued</i>	Every 1 month
9	Public parks and playgrounds	<i>Locations, area & timings</i>	Every 3 months

e. Year from when Service Levels information will regularly disclosed

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Year1	Year2	Year3	Year4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Year1	Year2	Year3	Year4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Annexure-B

M_{ANDATORY} R_{EFORMS AT THE LEVEL OF THE} U_{RBAN} L_{OCAL}

B_{ODY}

L1. E-GOVERNANCE

DESIRED OBJECTIVES:

Note : UIDSSMT requires certain reforms to be undertaken by states/cities in E-Governance, with the objective of having transparent administration, quick service delivery, effective MIS, and general improvement in the service delivery link.

1. CURRENT STATUS :

a. Please provide a list of services covered by E-Governance applications:

E-Governance not yet taken up by Bishnupur Municipal Council.

Types of Service	ULBs/Parastatals Involved	Remarks
Registration of Births and Deaths	Municipality	
Public Grievance Redressal	Municipality	
Property Tax Management, including records mgmt	Municipality	
Municipal Accounting System	Municipality	
Works Management System	Municipality	
E-Procurement	Municipality	
Personnel Management, i.e. personal information system	Municipality	
Payment of Property Tax, Utility Bills and Management of Utilities that come under the ULBs.	Municipality	
Building plan approval	Municipality	
Others	Municipality	

**Bishnupur Municipal
Council**

2. TIMELINE FOR ACTION ON REFORMS

Sl. No.	REFORM DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1.	Appointment of State-level Technology Consultant as State Technology Advisor.				√			
2.	Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP			√				
3.	Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)			√				
4.	Agreement on Municipal E-Governance Action Agenda.				√			
5.	BPR for migration to e-governance			√				
6.	Appointment of Software consultant(s)			√				
7.	Exploring PPP option for different E-Governance services					√		
8.	Defining monitor able time-table for implementation of each E-governance Initiative that is being taken up.				√			
9.	Ongoing implementation of E-governance initiatives, against monitor able time-table				√			
10.	Any other reform steps being undertaken (please specify)				√			

L2. MUNICIPAL ACCOUNTING

DESIRED OBJECTIVE

Note : UIDSSMT 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.

1. CURRENT STATUS

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

Cash based accounting system is followed. Only cash book and daily revenue collection register maintained.

**Bishnupur Municipal
Council**

- b. Please provide the status of completion and adoption of accounts, and if they have been audited and published in the last 3 years.**

Year	Adopted	Audit	Published
2002-2003	Cash based accounting system	Audited	No
2003-2004	-do-	Audited	No
2004-2005	-do-	Audited	No
2005-2006	-do-	Audited	No

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

Yes No

d. Please state where city has adopted NMAM (National Municipal Accounting Manual)

- i. without modifications
- ii. with modifications

If NMAM has been adopted with modifications please state this :

We will adopt NMAM with modifications by 2007-08.

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

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

NOT APPLICABLE

2. TIMELINE FOR ACTION ON REFORMS.

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 UIDSSMT and a copy submitted to MOUD.) Agreed.

b. GO/Legislation/Modification of rules for rules for migrating to double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Appointment of consultants for development of State manual (either based on NMAM or independently)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Completion and adoption of manual	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e. Commence training of personnel	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f. Appointment of field-level consultant for Implementation at the city-level	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g. Notification of cut-off date for migrating to the double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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h. Business Process Re-engineering
(if required)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i. Valuation of assets and liabilities

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j. Drawing up of opening balance sheet (OBS):

i. Provisional OBS

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii. Adoption of provisional OBS

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

iii. Finalization of OBS

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

k. Full migration to double-entry accounting system

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

l. Production of financial statements
(income-expenditure accounts
and balance sheet)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

m. Audit of financial statements

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

n. Adoption of accounts

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

o. Preparation of outcome budget

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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p. Complete re-vamp of the Public Financial Management (PEM) cycle, Which include internal controls.

q. Credit rating of ULB/parastatal (if required)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

r. Any other reform steps being under taken :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L3. PROPERTY TAX

DESIRED OBJECTIVES:

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

1. CURRENT STATUS:

a. Please indicate if Property tax is currently levied on the following types of properties: Property tax yet to be imposed in the Municipality.

- i. Residential
- ii. Commercial
- iii. Industrial

b. Please indicate the Amount of property tax being collected for year-ending 2004-05.

- Rs. in Lakhs
- i. Residential
 - ii. Commercial
 -

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iii. Industrial

Note : Extend property tax regime to all properties by 2009-10, eliminate all exemption by 2007-08, prepare draft legislation and obtain approval of government by 2007=08, enact legislation by 2008-09 and notification to be issued by 2008-09.

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

i. Self-assessment

ii. Demand-based

d. Please provide the below information on Current coverage

No.	Type of Property	Estimated no. of properties	No. of properties in the records of the municipality	No. of properties paying property tax	Coverage ration (4)/(2)	Demand raised	Demand collected	Collection Ratio
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Residential							
2	Commercial							
3	Industrial							

e. Please list the Exemptions given to property owners :

No.	Type of Exemption	Qualifying institution/individual	Revenue implication of exemption
1.			
2.			
3.			

f. provide the Basis of determination of property tax :

- i. Capital value
- ii. Rateable value
- iii. Unit Area
- iv. Other (please specify)

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

- i. GIS of property records
- ii. Electronic database of property records
- iii. Any software for compliance

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

i. Please provide the last updation of property records and guidance values

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i. Last updation of property records

ii. Last revision of guidance values

iii. Frequency of revision of guidance values

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

Yes No

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

Yes No

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2. TIMELINE FOR ACTION ON REFORMS

Please provide timelines for the following action items :

a. Extension of property tax regime to all properties

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>

b. Elimination of exemptions :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Migration to Self-Assessment System of Property Taxation –

i. Setting up a Committee/team to draft/amend legislation:

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii. Stakeholder consultations :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

iii. Preparation of draft legislation :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

iv. Approval by the Cabinet/Govt :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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v. Final Enactment of the legislation by
Legislature :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

vi. Notification :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

vii. Preparation and notification of appropriate subordinate legislation :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

viii. Implementation by Municipality :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Setting up a non-discretionary method for determination of property tax
(e.g. unit area ect.,)
(Sub-steps(i) to (viii) given in para (c)
Above may be repeated for this step also)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e. Use of GIS-based property tax system

i. Selection of appropriate consultant

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii. Preparation of digital property maps
for municipality

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

iv. Full migration to GIS system

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

f. Next revision of guidance values

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g. Fix periodicity for revision of guidance values:

i. Periodicity to be adopted:

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii. Deadline for adoption :

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

h. Establish Tax payer education programme

i. Local camps for clarification of doubts and assistance in filling out forms

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii. Setting up a website for property tax issues/FAQs etc.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i. Established Dispute resolution mechanism

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j. Rewarding and acknowledging honest and prompt tax payers

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="35%"/>	<input type="checkbox" value="60%"/>	<input type="checkbox" value="85%"/>

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k. Achievement of 85% Coverage Ratio
(see item 1d above)
(Specify target for each year of mission)

l. Achievement of 90% Collection Ratio
(see item 1d above)
(Specify target for each year of mission)

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50%	70%	90%
Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

L4. USER CHARGES

DESIRED OBJECTIVES:

Note : UIDSSMT 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.

1. **CURRENT STATUS**

- a. **Please provide a list of services being delivered by municipalities/parastatals and the status of user charges being levied for each.**

Type of Service	Service Provider	Tariff Structure	Last Revision of Tariff
Water Supply & Sewerage	PHED	Rs. 75/- per connection per month for domestic, Rs. 2.43/- per 1000 litres for hospitals, Rs. 300/- per month for school, colleges offices, Rs. 200/- per tanker (4500 litre), Rs. 350/- tanker (9,000 litres).	On 22/12/1999 vide Order No. PHE/RWS/92-93/7 dt. 22/12/1999
Solid Waste Management	BMC	Nil	N.A.
Public Transport Agencies			
Others (Please specify)			

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Hiring of municipal assets			
i. Hiring of JCB (Tractor)		Rs. 700/- per hour (without fuel)	
ii. Municipal Hall		Rs. 800/- per day.	

b. Please furnish the costs for providing the following services (total cost as well as per unit cost) and the total and per unit user charges collected in 2004-05.

Service	Total O & M cost (Please specify the unit)		Total user charges collected (Please specify the unit)		Revenue Loss due to	
	Per Unit Cost	Total Cost (Rs. in Crores)	Per Unit Recovery	Total Recovery (Rs. in Crores)	Leakage/ theft	Free supply (Rs in Crores)
Water Supply & Sewerage	0.0012566	0.1508	0.00009	0.0076088	0.00324	0.0003
Solid Waste Management						
Public Transport Services						
Others (please specify)						

(Please provide figure for 04 – 05)

c. Please provide metrics and current service levels

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2. 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 UIDSSMT and a copy submitted to MOUD.) Agreed.

b. 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 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
ii. Solid Waste Management	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input type="checkbox"/>	Year4 <input checked="" type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
iii. Public Transport Services –	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
iv. Other (please specify)	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>

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- c. The State/ULB should define service standards and timelines for achieving these
- Year1 Year2 Year3 Year4 Year5 Year6 Year7

Service	Service Standard identified (in units)	Service Standard targeted (in quantity)	Targeted year for achieving the standard
Water Supply	Once in a day	135 LPCD	By 2010 – 2011
Solid Waste Management	Once in a day	100% coverage	By 2010 - 2011

- d. The State/ULB should define user charge structure and timelines for achieving these
- Year1 Year2 Year3 Year4 Year5 Year6 Year7

Service	Proposed User charge Structure (give details of rates, category and units)	Targeted year for achieving the standard
Water Supply	Rs. 100/- per connection permonth	By 2010 – 2011
Solid Waste Management		

- e. The State should set up a body for recommending a user charge structure
- Year1 Year2 Year3 Year4 Year5 Year6 Year7

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f. The State should quantify/study the impact of subsidies for each service on a periodic basis.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g. Time table to achieve full recovery of O & M costs from user charges (Please indicate proposed recovery level for each year.)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i. Water Supply and Sewerage

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="20%"/>	<input type="checkbox" value="30%"/>	<input type="checkbox" value="40%"/>	<input type="checkbox" value="50%"/>

ii. Solid Waste Management

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox" value="20%"/>	<input type="checkbox" value="30%"/>	<input type="checkbox" value="40%"/>	<input type="checkbox" value="50%"/>

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L5. INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR

DESIRED OBJECTIVES :

Note : UIDSSMT requires certain reforms to be undertaken by states/cities in the provision of basic services to the Urban Poor, with an objective of providing security of tenure at affordable prices, improved housing, water supply and sanitation. In addition, delivery of other existing universal services of the government for education, health and social security is to be ensured.

1. CURRENT STATUS

YES

NO

a. Please indicate whether the State has identified all Urban Below-Poverty-Line (BPL) families/beneficiaries

b. If the answer to 1(a) is yes, then please indicate what criteria have been adopted in this identification.
(For example Kerala model)

Income criteria – Below Rs. 271.71 per capita per month

c. Please indicate the number of individuals/families that have been identified as BPL

556

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d. Please indicate how many BPL lists of the Urban Poor are being maintained by ULB/different departments of the State ? What is the overlap of BPL families among these lists ?

Nil. BPL lists being maintained by ULB only.

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

NOT APPLICABLE

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

- | | | |
|------|----------------------------|----------------------|
| i. | Municipal water supply | <input type="text"/> |
| ii. | Sanitation | <input type="text"/> |
| | i. Sewer | |
| | ii. Drainage | |
| | iii. Community toilets | |
| | iv. Solid Waste Management | |
| iii. | Primary education | <input type="text"/> |
| iv. | Primary Health | <input type="text"/> |

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- e. Please indicate if there is any internal earmarking within the municipal budget. Please provide the total amount earmarked and the percentage of the total budget in the last 3 years. *No internal earmarking.*

Year	Amount Budgeted	Actual Amount Spent	% of the total budget
2002-2003	14,94,314*		
2003-2004	27,64,560*		
2004-2005	27,56,271*		
2005-2006	34,99,402*		

* Total annual municipal budget.

2. TIMELINE FOR ACTION ON REFORMS

- a. The State/ULB must formulate and adopt an overarching, comprehensive policy on providing basic services for the Urban Poor which should include security of tenure at affordable prices, improved housing, water supply and sanitation. Delivery of other existing universal services of the government for education, health and social security should be ensured. This policy document must include the minimum budgetary earmarking in municipal budgets for the provisions of these budgets (Note : This policy document should involve stakeholder participation and be released within 6 – 9 months of signing of MOA under UIDSSMT and copy submitted to MOUD/UEPA.) **Agreed.**

- | | | | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| b. Defining criteria for identification of the Urban Poor | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| c. Fresh enumeration based on the above | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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d. Define threshold service levels for the Urban Poor across various services

Year1 Year2 Year3 Year4 Year5 Year6 Year7

No.	Area of service delivery	Quality Parameter	Target Quality Benchmark	Level of access targeted in each year (in terms of % HHs of urban poor that access services at the targeted quality benchmark)						
				Year1	Year2	Year3	Year4	Year5	Year6	Year7
1.	Water Supply									
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	135 lpcd (4-6 hours per day)			30%	60%	100%		
1.2	Public taps/ standposts	No. of hours of supply at reasonable pressure								
		Avg. distance from HH in metres								
1.3	Handpumps/ Tubewells (untreated ground water source)	Avg. distance from HH in metres	Every 500 metres			30%	60%	100%		
1.4	Water Tanker supply	Response time on request in hrs.	6 hours on payment			100%				

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No.	Area of service delivery	Quality Parameter	Target Quality Benchmark	Level of access targeted in each year (<i>in terms of % HHs of urban poor that access services at the targeted quality benchmark</i>)						
				Year1	Year2	Year3	Year4	Year5	Year6	Year7
2.	Sanitation									
2.1	Household level individual toilets	Type of toilet	Leach Pit			20%	40%	70%	100%	
		Type of conveyance/ disposal system								
2.2	Community toilets	Seats per population using them	1 for 20 users			20%	60%	100%		
		Avg. distance from HHs in m.	100 metres			20%	60%	100%		
		Type of conveyance/ disposal system	Leach Pit			20%	60%	100%		
		Facilities for aged, women, children, disabled	Barrier free community toilets			20%	60%	100%		
3.	Housing									
3.1	Housing	Pucca housing for each household	Semi-Pucca houses			20%	40%	70%	100%	
3.2	Night shelters/ community shelters	Avg. distance to be traversed by homeless in m								

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No.	Area of service delivery	Quality Parameter	Target Quality Benchmark	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	2009-10
4.2	Waste Collection	Avg. distance of HHs from bin in m	100 metres	2008-09
		Frequency of lifting of waste from community bin	Twice in a week	2008-09
5.	Roads and Drains			
5.1	Provision of pucca (all weather) roads	HH level access (roads in front of houses)	At least 70-80% of HH to have access to pucca roads in front of houses.	2008-09
		Access of slum cluster to main roads		2008-09
5.2	Provision of storm water drains	HH level access to covered drains	All roadside drains to be made pucca open drains	2009-10
6.	Street Lighting			
6.1	Provision of street lights	Street illumination through out the year	In all the identified areas	2009-10

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No.	Area of service delivery	Quality Parameter	Target Quality Benchmark	Target year in which all poor households shall have access to services at the target quality benchmark (State year of the Mission Period)
7	Community Facilities			
7.1	Aanganwadi/ crèche	Avg. distance of HHs from the facility in m	1 for every 500 population	2009-10
7.2	Community halls	Avg. distance of HHs from the facility in m	1 Km	2009-10
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 in 3 months	2009-10
8.2	Curative healthcare	Reliability of the service		
		Avg. distance of HHs from facility in m	500 m. (1 for every 500 population).	2009-10
9.	Primary Education			
9.1	Primary education	Enrollment rate	100%	
		Drop out rate	Nil	
		Avg. distance of HHs from facility in m.	Within 500 metres	
10.	Support for livelihoods			
10.1	Skill development training	Persons trained who pursue related occupation	Skill development trainings	2011-12
10.2	Micro-credit	Access to participate in micro-credit group in the community		2011-12

**Bishnupur Municipal
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e. Strategic document which outlines the requirements both physical and financial, timeframes, sources of funding and implementation strategies including community participation, monitorable output indicators for each of the services, including outlining convergences, if any

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f. Periodic impact evaluation by independent agencies appointed by the state government.

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Annexure-C

OPTIONAL REFORM AGENDA UNDER UIDSSMT

OPTIONAL REFORM AGENDA UNDER UIDSSMT

- Revision of bye-laws to streamline the approval process for construction of buildings, development of sites etc.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Simplification of legal and procedural frameworks for conversion of agricultural land for non-agricultural purposes.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Introduction of Property Title Certification System in ULBs.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- 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.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Introduction of computerised process of registration of land and property.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Revision of bye-laws to make rain- water harvesting mandatory in all buildings to come up in future and for adoption of water conservation measures.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Bye-laws on reuse of reclaimed water.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Administrative reforms i.e. reduction in establishment by introducing voluntary retirement schemes, non-filling up of posts falling vacant due to retirement etc., and achieving specified milestones in this regard.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Structural reforms

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12

- Encouraging Public-Private Partnership

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12