

In **NURM**

Memorandum of Agreement (MoA) & Urban Reforms Agenda



Municipal Corporation Shimla and
The Govt of Himachal Pradesh

Annexure A

JNURM

Memorandum of Agreement (MoA)

THIS AGREEMENT is made on this _____ day of _____, 200____ between the Government of India, through the Ministry of Urban Development or the Ministry of Urban Employment and Poverty Alleviation, of the Part I

AND

The State Government of [*mention the name of the State*], through its Governor, of the Part II

AND

The Municipal Corporation of [*mention the name of municipal corporation or the parastatal agency*] through its authorized person, of the Part III.

JNNURM

WHEREAS the Part III seeks financial assistance from the Part I under the Jawaharlal Nehru National Urban Renewal Mission (JNNURM):

WHEREAS the Part III, in pursuance of the requirements for assistance has developed a City Development Plan (CDP), fully detailed in Annexure I:

AND WHEREAS the Part III has formulated a detailed project report in respect of _____, with details on its feasibility, fully detailed in _____,

Annexure II:

AND WHEREAS the Part II and Part III have undertaken to implement the reform agenda, as per the timeline indicated therein, fully detailed in Annexure III and IV;

AND WHEREAS the Part I has considered the documents mentioned in Annexure I, II, III, and IV and found them consistent with the goals and objectives of JNNURM;

AND WHEREAS the Part I agrees to release a grant of Rs. _____/- over a period of _____ years, in accordance with the terms and conditions specified in this agreement.

JINURM

NOW THE PARTIES WITNESSED as follows:

1. That the Part I shall release the first installment of Rs. / - upon signing of the Memorandum of Agreement (MOA) and submission of the above mentioned documents i.e., Annexure I, II, III and IV;

2. That the Part I may release the second installment of Rs. / - upon submission of a satisfactory Progress Report indicating -

(a) _____

(b) _____

(c) _____

3. That the Part I may release the third installment of Rs. / - upon submission of a satisfactory Progress Report indicating -

(a) _____

(b) _____

(c) _____

JN NURM

4. That the Part I may release the final installment of Rs. _____/- upon submission of a satisfactory Progress Report indicating -
 - (a) _____
 - (b) _____
 - (c) _____
5. That the Part I or an Institution nominated by it, may undertake a site visit to ascertain the progress of the ongoing projects and also the reforms agenda through designated representatives periodically;
6. That apart from the Progress Report, the Part III shall submit a Quarterly Report of the spendings of the grant to the Part I. In case Part III fails to submit such a report further installment of grant may be withheld until such submission;
7. Similarly, the Part II shall submit a Half-yearly Report of the progress in respect of the implementation of the reform agenda as detailed out in Annexure III.

JNNURM

8. That Part II and Part III shall submit a complete report regarding the outcome of the JNNURM on the completion of the project;

9. That the Parties to the agreement further covenant that in case of a dispute between the parties the matter will be resolved to arbitration within the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder and amended from time to time. The matter in dispute shall be referred to _____ [Insert a name of an arbitrator] as arbitrator, however, in case such person refuses to act as arbitrator, or is rendered, unable because of sickness or otherwise, or dies, _____ [name of the second person for arbitrator] shall act as arbitrator between the parties and the dispute shall be referred to such person and still in case this second person is not available for any reason to act as arbitrator between the parties, both parties shall name one person of their choice as arbitrator and decision of such arbitration shall be final and binding on the parties.

10. That in case there is any delay in the implementation of the reforms agenda or submission of any periodic reports, etc. at the State level by the Part II or Urban Local Body or Parastatal level by the Part III, due to the circumstances beyond the control of Part II or Part III 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 JNNURM shall be at the discretion of Part I.

JNURM

11. That in case of any breach regarding the terms and conditions of the JNURM, the Part I shall be entitled to withhold subsequent installments of the grant on giving 30 days notice to the Part II or the Part III. However, in this regard decision taken by the Part I shall be final and binding on the Part II or the Part III, though, before making such orders, opportunity of hearing shall be given to the Part II or the Part III.

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

WITNESSES:

1. _____

Ministry of Urban Development

2. _____

or

Ministry of Urban Employment on Poverty
Alleviation (Govt of India)
(Part I)

The Govt of Himachal Pradesh (Part II)

The Municipal Corporation Shimla (Part III)

In **NURM**

Urban Reforms Agenda
of
Municipal Corporation Shimla
And
The Govt. of Himachal Pradesh

Urban Reforms Agenda

CONTENTS

STAKEHOLDER CONSULTATIONS FOR REFORMS	4
MANDATORY REFORMS AT THE LEVEL OF THE STATE GOVERNMENT	5
S1. IMPLEMENTATION OF THE 74TH CONSTITUTIONAL AMENDMENT ACT	6
S2. INTEGRATION OF CITY PLANNING AND DELIVERY FUNCTIONS	15
S3. RENT CONTROL REFORMS	20
S4. RATIONALISATION OF STAMP DUTY	26
S5. REPEAL OF URBAN LAND CEILING AND REGULATION ACT (ULCRA)	30
S6. COMMUNITY PARTICIPATION LAW	31
S7. PUBLIC DISCLOSURE LAW	37
MANDATORY REFORMS AT THE LEVEL OF THE URBAN LOCAL BODY	42
L1. E-GOVERNANCE	48
L2. MUNICIPAL ACCOUNTING	43
L3. PROPERTY TAX	54
L4. USER CHARGES	62
L5. INTERNAL EARNING OF FUNDS FOR SERVICES TO URBAN POOR	69
L6. PROVISION OF BASIC SERVICES TO URBAN POOR	58
OPTIONAL REFORMS	83
O1. INTRODUCTION OF PROPERTY TITLE CERTIFICATION SYSTEM IN ULBS	84
O2. REVISION OF BUILDING BYELAWS TO STREAMLINE THE APPROVAL PROCESS	89
O3. REVISION OF BUILDING BYELAWS TO MAKE RAINWATER HARVESTING MANDATORY IN ALL BUILDINGS TO COME UP IN FUTURE AND FOR ADOPTION OF WATER CONSERVATION MEASURES	94

State Level Reforms

04. 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	95
05. SIMPLIFICATION OF LEGAL AND PROCEDURAL FRAMEWORKS FOR CONVERSION OF AGRICULTURAL LAND FOR NON-AGRICULTURAL PURPOSES.....	97
06. INTRODUCTION OF COMPUTERIZED PROCESS OF REGISTRATION OF LAND AND PROPERTY	101
07. BYELAWS ON REUSE OF RECYCLED WATER.....	102
08. ADMINISTRATIVE REFORMS.....	103
09. STRUCTURAL REFORMS.....	110
010. ENCOURAGING PUBLIC PRIVATE PARTNERSHIP	112

State Level Reforms

STAKEHOLDER CONSULTATIONS FOR REFORMS

DESIRED OBJECTIVES

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

DETAILS OF CONSULTATIONS

Please provide the list of agencies / stakeholders consulted

S.No	Stakeholders Consulted (Name position and agency / institution)
1.	Citizens/residents of the town.
2.	NGOs of Shimla Town.
3.	Elected Representatives.
4.	Head of all Govt Departments.
5.	Councillors of the Corporation.
6.	Poor of the town.

Detailed discussion with the citizens, elected representatives and the heads of all the Govt departments were 1st held on 6.9.2006 and 2nd on 4.11.2006 in the Hotel Holiday Home Shimla. The consultation with NGOs were held on 7.9.2006 in Palika Bhawan Shimla. The discussion with the Councillors of the MC Shimla was held on 13.11.2006 and with the urban poor on 2.12.2006 in the Town Hall of MC Shimla.

State Level Reforms

MANDATORY **R**EFORMS AT THE LEVEL OF THE **S**TATE **G**OVERNMENT

State Level Reforms

S1. IMPLEMENTATION OF THE 74TH CONSTITUTIONAL AMENDMENT ACT

DESIRED OBJECTIVES

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

CURRENT STATUS

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

i. Constitution of municipalities, and last when

Yes ☒ No ☐

The elections for 48 Municipalities were last held during Dec, 2005 and for Municipal Corporation Shimla during April, 2002.

ii. Composition of municipal councils, and last when

Yes ☒ No ☐

In HP there is one Municipal Corporation, 20 Municipal Councils and 28 Nagar Panchayats.

iii. Reservation of seats for women, SCs and STs

Yes ☒ No ☐

Out of 430 seats in all municipalities of HP 181 No. of seats are reserved including 89 for women; 76 for SCs; and 5 STs.

iv. Constitution of District Planning Committees (DPCs)

Yes ☒ No ☐Vide Notification No. PCH-HA(3)3/96 dated 22nd May, 2006

v. Constitution of Metropolitan Planning Committee (MPCs)

N.A.

vi. Incorporation of Schedule 12 into the State Municipal Act

Yes ☒ No ☐30th August 1994 vide notification no. L56 - A(2)3/94, dated, Shimla-2, the 30th August, 1994

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

No.	a	b	c	d
1	Urban Planning including town planning		Yes	Yes
2	Regulation of land-use and construction of buildings		Yes	Yes
3	Planning for economic and social development		Yes	Yes
4	Roads and bridges		Yes	Yes
5	Water supply- domestic, industrial and commercial		Yes	Yes
6	Public health, sanitation, conservancy and SWM		Yes	Yes
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		Yes	Yes

Indicate as either : Completely, No, or Partly
Indicate as either : Completely, No, or Partly

	mentally retarded			
10	Slum improvement and up-gradation	Yes	Yes	
11	Urban poverty alleviation	Yes	Yes	
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	Yes	Yes	
13	Promotion of cultural, educational, and aesthetic aspects	Yes	Yes	
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	Yes	Yes	
15	Cattle pounds, prevention of cruelty to animals	Yes	Yes	
16	Vital statistics including registration of births and deaths	Yes	Yes	
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	Yes	Yes	
18	Regulation of slaughter houses and tanneries	Yes	Yes	

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. Fire Services are provided by a separate department named as State Fire Services which has well equipped technical staff. However, the water supply for fire tenders is provided by the concerned Municipalities.
2. Municipal Corporation Shimla has been managing forests since pre-independence era. However, for want of technical staff for its scientific conservation and preservation these were transferred to the State Forest Department during May, 2006

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.

Not applicable.

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

It was constituted and per the Provisions of sec of HP Municipal Corporation Act 1994 and vide notification no. PCH-HA(3)3/96 dated 22.5.2006

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.

Not applicable

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

Till now three State Finance Commissions have been constituted. 3rd Finance Commission was constituted vide notification no. Fin-IF(C)-A(3)4/2004 dated 26th May, 2005 which is working these days. 2nd Finance Commission was constituted on 5th Sept, 1998 vide notification no. Fin-c-a(3)-4/94 for a period of 2002-2007 and 1st SFC was constituted on April, 1994 for a period of 1996-2001. 2nd and 1st SFC have already submitted their recommendations which have been implemented so far.

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

Yes ☐ No ☒

2nd SFC made following seven recommendations:

1. The SFC recommended that there should be decentralized tax collection base and system with in built checks and balances. The taxes on Property Registration fee for land and properties; Excise on liquor and electricity cess should be collected by local bodies with limited financial autonomy by prescribing maxima and minima. Taxes like house tax, tehbazari, dog tax, servant tax, registration of death and birth and show tax should be collected by the local bodies with full financial autonomy both in terms of imposition and collection. 3rd category of taxes like tolls on vehicles and Royalties, tax on forest produce should only be collected by the State Govt and should be shared with the local Govts through a scheme of tax sharing or lump sum grant.
2. Release of grants should be correlated with the property tax imposed by the municipalities. ULBs imposing 7.5% of rental value as house tax should be provided 75 % of the grant. Twenty five percent of grant be leased if ULBS reach the tax limit to 12.5% of rental value.
3. Property tax should be imposed on the basis of unit area methods.

State Level Reforms

4. Employees cadre should be decentralized. Only one category of the functionaries i.e. Secretary/Executive officers should have central cadre.
5. Smaller ULBs should not have permanent staff except Secretary/ Executive officers. Staff should be on contractual basis or on part time basis.
6. For the Municipalities having arrears due to be paid against electricity and water purchases the grants should be released as under:
 - a. The arrears for energy bills for street lighting shall be adjusted against the future grants in 4 equal instalments in case the local bodies fail to raise the local tax on consumption of electricity in a manner in which arrears accrue in future.
 - b. For water supply, the local bodies, as the 1st step, will raise the water rates to cover full cost of bulk supply at existing rates of supply and subsequently raise the rates towards ensuring full cost recovery of O&M charges over a five year period. In case a failure to comply, the grants due to the local bodies will be adjusted at the rate of 25% of the arrears paid during the 1st year.
7. The commission also recommended to reward the local bodies which pay their dues to the Govt or other agencies well in time.

TIMELINE FOR REFORMS

MUNICIPAL ELECTIONS

Elections of the Municipalities in the state are being held regularly. During Dec. 2005 elections for 48 Municipalities were held. The elections of Municipal Corporation Shimla are due during April, 2007.

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

Not applicable.

DISTRICT PLANNING COMMITTEE / METROPOLITAN PLANNING COMMITTEE

DPC has been constituted vide notification no. PCH-HA(3)-3/96 dated 22.5.2006

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

Not Applicable

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

Please specify the reasons for delay, if any:

STATE FINANCE COMMISSION

SFCs are being constituted regularly.

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

Not Applicable.

CONVERGENCE OF URBAN MANAGEMENT FUNCTIONS

- c. 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 JNNURM and a copy submitted to MOUD.)

Vide Notification no. LSG-A(2)3/94, dated Shimla-2 the 30th August, 1994 the Govt has delegated and converged Urban Management function to the Municipal Corporation Shimla and have been incorporated in sec42 of The HP Municipal Corporation Act, 1994.

- c. Please provide timeline in years of when the State plans to complete the transfer of the following functions⁵

No.	Functions listed in 12 th Schedule	Gov. Resolution	Cabinet Approval	Amendment of State/Municipal Acts	Implementation
1	Urban Planning including town planning	Already Transferred			
2	Regulation of land-use and construction of buildings				
3	Planning for economic and social development				
4	Roads and bridges				
5	Water supply- domestic, industrial and commercial				
6	Public health, sanitation, conservancy and SWM				
7	Fire services				
8	Urban forestry, protection of environment and ecology				
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded	Already Transferred			
10	Slum improvement and upgradation				
11	Urban poverty alleviation				
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	Already transferred.			

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.

No.	Functions listed in 12 th Schedule	Gov. Resolution	Cabinet Approval	Amendment of State/Municipal Acts	Implementation
13	Promotion of cultural, educational, and aesthetic aspects				
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums				
15	Cattle pounds, prevention of cruelty to animals				
16	Vital statistics including registration of births and deaths				
17	Public amenities including street lighting, parking lots, bus stops and public conveniences				
18	Regulation of slaughter houses and tanneries				

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.

S2. INTEGRATION OF CITY PLANNING AND DELIVERY FUNCTIONS

DESIRED OBJECTIVES

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

CURRENT STATUS

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

Sector	Agency undertaking planning	Agency/ agencies undertaking delivery of services	Prevailing role of ULBs in planning vis-à-vis respective sectors
<i>For e.g. Land-use management</i>	Town and Country Planning Deptt and respective municipalities.	Town and Country Planning Deptt and respective municipalities	The laws are being implemented by the respective municipalities.
<i>Town planning</i>	TCP and respective municipality	TCP and respective municipality.	Only consultation with the ULBs are held.
<i>Traffic and Transport services</i>	State Transport Authority and HRTC	STA and HRTC	Not involved.
<i>Water supply and sewerage</i>	IPH and respective municipality	Concerned Municipality	Preparation of plans.
<i>Solid Waste Management</i>	Concerned Municipality	Concerned Municipality	Planning and execution.
.....			

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)

- b. Please specify the agency that coordinated the preparation of CDPs under the JNNURM in the Mission cities.

Urban Development Deptt.
Govt of HP and Shimla
Municipal Corporation got it
preaprted from IL&FS.

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

Yes, vide resolution no.
1 dated 13th Nov,
2006

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

Yes ☒ No ☒

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

Heritage Committee of Govt
of HP.

TIMELINE FOR REFORMS

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

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

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

- c. Please indicate sequence of steps to integrate ULBs with the city planning function.

Areas of planning ⁷	Steps to integrate ULBs with the planning function	Targeted year of the Mission period ⁸
Land-use and spatial planning	SMC will be associated with TCP department in all type of planings.	2007-08
Development of new areas	-----do-----	--do--
Basic infrastructure services, such as <ul style="list-style-type: none"> • water supply; • sewerage • sanitation 	Already with the SMC	NA
Traffic and transport services	With State Transport Authority and HRTC	Because these services are run by a separate and technical department, it not in the interest of public to transfer it to the MC Shimla
Renewal of inner city areas	Already with SMC	NA
Heritage conservation	Already with SMC	NA
Building regulation	Already with SMC	NA
Socio-Economic planning	Already with SMC	NA

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

Any other		

d. Please indicate sequence of steps to integrate ULBs with the delivery of services.

Already with SMC

Areas of service delivery ⁸	Steps to integrate ULBs with the service delivery function	Targeted year of the Mission period
Urban Planning including town planning	Already with the SMC	
Regulation of land-use and construction of buildings		
Planning for economic and social development		
Roads and bridges		
Water supply- domestic, industrial and commercial		
Public health, sanitation, conservancy and SWM	Because the municipalities provide the water supply to the fire services during disaster, a committee comprising of officers of both the departments will be constituted which will look after this activity in the town.	This committee will be constituted during the year 2008-09.
Fire services		
Urban forestry, protection of environment and ecology	A task force including the officers of MC Shimla and the State Forest Department will be constituted.	
Safeguarding the interests of weaker sections		

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	Already with the SMC
Slum improvement and upgradation	
Urban poverty alleviation	
Provision of urban amenities and facilities- parks, gardens and playgrounds	
Promotion of cultural, educational, and aesthetic aspects	
Burials and burial grounds, cremations, cremation grounds and electric crematoriums	
Cattle pounds, prevention of cruelty to animals	
Vital statistics including registration of births and deaths	
Public amenities including street lighting, parking lots, bus stops and public conveniences	
Regulation of slaughter houses and tanneries	

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

S3. RENT CONTROL REFORMS

DESIRED OBJECTIVES

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

CURRENT STATUS

- a. Please provide a short note on the present Rent Control Legislation, which provides the following details:
 - i. rights of landlord to get possession back
 - 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
1. Rights of Land Lords to get Possession : A land lord who seeks to get the possession back has to apply to the Rent Controller for a direction in that behalf under section 14 of HP Urban Rent Control Act, 1987.
The rent controller can order eviction if
 - a. The tenant has not paid the rent
 - b. Has violated the conditions of the agreement
 - c. Has transferred the rights under the lease or subletting
 - d. Has changed the use of the building or land for a purpose other than that for which it was rented
 - e. The tenant has committed such acts as are likely to impair materially the value or utility of the property,
 - f. The tenant has been guilty of such acts and conduct as are nuisance to the occupiers of the building in the neighbourhood
 - g. Tenant cease to occupy for a continuous period of twelve months

State Level Reforms

2. The rights of the Tenants to Continue Tenancy:
 - a. If the tenant does not violate the conditions of the agreement he is authorised to continue the tenancy.
 - b. In case of the death of the tenant his legal heirs are entitled to carry over the tenancy.
3. Obligations of the Tenant with regards to the regular rental payments/maintenance of tenanted property/adherence to lease agreements.
 - a. Tenant is supposed to pay the rents regularly as agreed upon in the agreement. If he fails to pay the rent within the 15 days from the expiry of the due date he is liable to be evicted in the due course of law.
 - b. If the landlord fails to maintain/repair the building on the request of tenant, he can maintain/repair it after taking orders from the Rent Controller.
 - c. Tenant is supposed to adhere to the conditions of the lease.
4. Provisions of the revisions of the rent in accordance with the market rates:
 - a. In the prevailing act there is no provision for increase in the rent as per the prevailing market rent. However, there is provision of 10% increase in the rent after every five year.

5. Fixing of standard rents, periodicity of review and dispute redressal mechanism

- There is no provision of fixing of standard rents.
- There is provision of 10 % increase in rent after every five years.
- The rent can be created if the services are reduced by the land lord (sec5 of the ibid act)
- The rent can be increased if the services and facilities are increased.
- Disputes are settled by the Rent Controller in accordance with the Provisions of the HP Urban Rent Control Act, 1987. Civil Courts do not have any jurisdiction.

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 ☒

Not Applicable.

iii. Please specify year of adoption

2008-09

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 JNNURM cities

820

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

2002-03	2003-04	2004-05	2005-06
<input type="checkbox"/>	264	289	301

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.

The disputes of the rents pertaining to the properties are settled by the Rent Controllers under the provisions of HP Urban Rent Control Act, 1987.

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to establish new Rent Control system (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) Please indicate timeline. **Will be passed before May, 2007.**

b. Defining the Rights and Obligations of landlords and tenants

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

c. Establishing a new Rent Control legislation

i. Setting up a Committee/Team to draft/amend legislation

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

iv. Approval of the Cabinet/ Government

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"/>

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

State Level Reforms

vii. Preparation and notification of appropriate subordinate legislation

Year1	Year2	Year3	Year4	Year5	Year6	Year7
					✓	

viii. Implementation by municipality (ies)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
					✓	

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

Periodicity: Three Year

Next due: After three year

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
			✓		✓	

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
					✓	

Attempts will be made to establish special Rent Control Courts or to Designate more Rent Controllers for the purpose of trvina cases under rent Control Act...

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7

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

S4. RATIONALISATION OF STAMP DUTY

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

Stamp Duty @ 8% of total consideration is charged at present. In addition to this 2% of total consideration up to maximum of Rs 25,000 is charged as registrations fee by the concerned revenue authorities. MC collects 2% of the stamp duty as transfer fee.

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

Stamp duty was reduced from 12% to 8% on 28.4.2005

c. Please indicate whether any concessions to particular classes of individuals or institutions are being provided **NO Concessions**

Type of Concession	Qualifying Institution/Individual

(Please add additional rows if necessary)

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

2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-06
				25.4.2005-30.12.2005, it was 2,33,17,766	2.1.2006-17.11.2006, it was 2,97,15,845

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

i. ULB's share in % **2% of stamp duty**

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

Name of City	2003-2004	2004-2005	2005-2006
MC Shimla			

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)

The basis for determination of stamp duty is One Year Average value of the land sale deeds. Before 1997 it was five years' average value for the purpose of determination of Stamp Duty.

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

i. Maintenance of records

The registration of deeds has been computerized. The record is maintained on the computers and also by the revenue authorities manually in revenue papers.

ii. Maintenance of guidance values

The guidance value is maintained manually by the respective revenue authorities.

TIMELINE FOR REFORMS

2. Resolution by Government expressing commitment to reduce Stamp Duty⁹ to 5% (or less than 5% if the State so desires) within Mission period. The resolution should provide the timetable for reducing the Stamp Duty in a phased manner, i.e. year-wise (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) Will be passed before May, 2007
Please indicate timeline.

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

Annually

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

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

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

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

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

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

DESIRED OBJECTIVES:

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

CURRENT STATUS

Such Law does not exist in HP

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

- The State must pass a resolution for the repeal of ULCRA within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD. Please indicate timeline.

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"/>
- The State legislature to pass a resolution in compliance with the repeal of ULCRA Act passed by the Parliament in 1999

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"/>
- Notification of the above by the State government

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"/>
- Any other reform steps being undertaken (please use additional space to specify)

56. COMMUNITY PARTICIPATION LAW

DESIRED OBJECTIVES

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

CURRENT STATUS

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

Municipality-level	Municipal Corporation	Municipal Corporation has General Functions Committee, Finance Contract and Planning Committee, Social Justice Committee and Inspection Committee to assist the Municipal corporation. These committees are constituted under the provisions of sec40 of the HP MC Act, 1994		
		Municipal Committees		
		Other (specify)		
		Ward(s) Committee ¹⁰	Number of Wards	Number of Ward(s) Committees
Ward-level			Average population/ Wards Committee	Nil
				10,000

	Number of Ward(s) Committee members/ Ward(s) Committee Method of selection of Ward(s) Committee members	Nil
	Any other provision for Ward Committee (specify)	Not Applicable
	Any other Committee below the Ward Level (specify)	No
Below the Ward Level		No
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)	MC has General Functions Committee, Finance, Contract and Planning Committee, Social Justice and Inspection Committee.

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

- b. Please indicate whether there is any formal process for community participation in municipal budgeting
If the answer to question 1 (b) is Yes, please describe the process below (use annexures wherever applicable):

Yes ☐ No ☒

- c. Please indicate if there is any formal process for community participation in city planning activities
If the answer to 1 (c) is Yes, please describe the process below (use annexures wherever applicable)

Yes ☐ No ☒

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

- i. Please indicate whether the City Development Plan (CDP) been prepared with community participation

Yes ☒ No ☐

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

Complete Alignment	Community participation process done through Area Sabha and Ward Committee structures envisaged in Community Participation Law	No
Partial alignment	Community participation process done through ward-level processes	No
Minimal alignment	Community participation process done through city-wide process	At City Level

TIMELINE FOR REFORMS

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

Will be passed before May, 2007.

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

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

Two tiers.

It is proposed to have two tier set up in MC Shimla. One at City level which is already existing. 2nd tier is proposed at ward level where there will be a WARD SABHA comprising of all the electorates of that ward under the Chairmanship of respective councillor. The WARD SABHA will be responsible for planning, budgeting and developmental activities of that ward.

¹¹ Please tick mark in third column as appropriate

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

i. Please indicate whether the City Development Plan (CDP) been prepared with community participation

Yes ☒ No ☐

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

Complete Alignment	Community participation process done through Area Sabha and Ward Committee structures envisaged in Community Participation Law	No
Partial alignment	Community participation process done through ward-level processes	No
Minimal alignment	Community participation process done through city-wide process	At City Level

TIMELINE FOR REFORMS

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

Will be passed before May, 2007.

- b. Please indicate the changes you propose to make in your JNNURM city/cities and the timeline for these changes:
- i. Number of tiers intended to be established in the municipality. Please explain the rationale.

Two tiers.

It is proposed to have two tier set up in MC Shimla. One at City level which is already existing. 2nd tier is proposed at ward level where there will be a WARD SABHA comprising of all the electorates of that ward under the Chairmanship of respective councillor. The WARD SABHA will be responsible for planning, budgeting and developmental activities of that ward.

¹¹ Please tick mark in third column as appropriate

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

No	Name	Description	Composition
1	Municipal Corporation Shimla		It comprises of 25 elected and 3 nominated councillors having one Mayor and One Deputy Mayor
2	(Intermediary regional platform, e.g. Wards/Borough/Zonal Committee)	Not Applicable	Not Applicable
3	Ward Committee	Not Applicable	Not Applicable
4	Area Sabha	Not applicable	Not applicable

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

No	Public health, sanitation, fire services and SWM	MC level	Specific activities to be taken at each level	Ward level
7	Fire services	Municipality		Ward level
8	Urban forestry, protection of the environment and promotion of ecological aspects	MC level	Intermediary Level (specify)	Ward level
9	Safeguarding and enhancing the physical and mental health of society, including the handicapped and mentally retarded	MC level		Ward level
10	Planning, improvement and upgradation of land-use and construction.	MC level		Ward level
31	Planning for economic and social development.	MC level		Ward level
42	Roads, drains, bridges, amenities and facilities such as parks, recreation, sports, industrial and commercial facilities, educational and aesthetic	MC level		Ward level
13	Environmental protection, educational and aesthetic	MC level		Ward level

	aspects	MC level				Ward level
14	Burials and burial grounds; cremations, cremation grounds and electrical crematoriums					Ward level
15	Cattle pounds; prevention of cruelty to animals.	MC level				
16	Vital statistics including registration of births and deaths.	MC level				
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	MC level				Ward level
18	Regulation of slaughter houses and tanneries	MC level				

Note: the above functions are taken from Schedule XII of the 74th C.A. 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
 2007-8

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
 2007-8

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

Extent of Participation	Mechanisms	Response of JNNURM City / State
Complete Community Participation Structure being established	Community participation will be encouraged through NGOs, Ward Sabhas, and other City Forums.	Will be adopted and ensured.
Partial community participation structures being established	Community participation process done through ward-level processes	Will be adopted and ensured.
Minimal Community Participation Structures being established	Community participation process being undertaken marginally, or not in any organised manner	Will be adopted and ensured.

¹² Edit the text in the table as appropriate

S7. PUBLIC DISCLOSURE LAW

DESIRED OBJECTIVE/S

JNNURM requires certain reforms to be undertaken by states/ cities in area of disclosure of information to public, with the purpose that municipalities and parastatal agencies have to publish various information about the municipality / agency and it's functioning on a periodic basis. Such information includes but is not limited to statutorily audited annual statements of performance covering operating and financial parameters, and service levels for various services being rendered by the municipality.

CURRENT STATUS

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

Agency:	2003-04	2004-05	2005-06
Municipal Corporation Shimla ¹³	February	February	February
Other parastatal agencies (list each below):			
1.			
2.			
3.			

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

Agency	Accounts complete upto year	Accounts audit complete upto year
Municipal Corporation Shimla	2005-06	2005-06
Other parastatal agencies (list each below):		
1.		
2.		
3.		

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

- 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:

No.	Information pertaining to	Prevailing disclosure / dissemination mechanism (Please specify communication channel and frequency)
1.	Key municipal / parastatal agency officials and contacts	On Web site, On all helplines.
2.	City Development Plans and other plans	On web Site
3.	Municipal finance and accounts	On web site
4.	Procedures for various approvals / permits	On web site
5.	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	On web site
6.	Procedures to access various services provided by the ULB / parastatal agency	On web site
7.	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	On web site
8.	Service levels of various services	On web site
9.	Receipt, processing and status of redressal of complaints by citizens	Manually.
10.	Ongoing major projects	On web site
11.	Any other	
12.		

TIMELINE FOR ACTION ON REFORMS

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

Will be passed before May, 2007

- 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>
	Start from Year -					2007-8	
ii.	Conduct of Annual Statutory Audit	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
iii.	Disclosure of Audited Financial Statements and Audit Report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>
	Start from Year -					2007-8	
iv.	Time period for publication of annual audited financial statements, (pl. indicate in months after end of financial year)						Three
v.	Disclosure of Quarterly Audited Financial Statements	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				

- vi. Time period for publication of Quarterly Audited Financial Statements (in months after end of each quarter) Three
- vii. Publication of CDP on municipal website Yes ☒ No ☐
- viii. MOAs entered into with Gol and State Governments to be placed before Municipal Council within 30 days Yes ☒ No ☐
- ix. Disclosure of MoA in public domain vide a published document, easily accessible to citizens / other stakeholders Yes ☒ No ☐
- Please indicate target date 31st December, 2006

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

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

(please use additional rows as necessary)

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

No.	Service	Type of Service Level information to be disclosed (only examples provided below)	Frequency of disclosure / communication to citizens
1	Water supply services - In slum areas - In non-slum areas (residential & commercial)	LPD at consumer's end # of hours of supply	Weekly
2	Sewerage / Sanitation / Underground drainage	% of HHs covered with house level connections	Quarterly
3	Solid Waste Management	Frequency of street sweeping	Quarterly
4	Storm water drainage systems	# of days of flooding during monsoons	Six Monthly
5	Building Plan approvals	# of days required for sanction	Bi-Monthly
6	Road networks within the city	Average # of hours of transit time from point A to B	Bi-Monthly
7	Street Lighting	# of working street lights per km length	Bi-Monthly
8	Birth & Death Registration	# of hours for providing certificates	Monthly
9	Public parks and playgrounds	In Sq. m per Sq. Km	Quarterly

(please use additional rows as necessary)

e. Year from when Service Levels information will regularly disclosed

Year1 Year2 Year3 Year4 Year5 Year6 Year7
2007-8

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

Year1 Year2 Year3 Year4
2006-7

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

Year1 Year2 Year3 Year4
2007-8

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

MANDATORY REFORMS AT THE LEVEL OF THE URBAN LOCAL BODY¹⁴****

¹⁴ IN CASE OF URBAN AGGLOMERATIONS WITH MULTIPLE ULBS, THIS SECTION SHOULD BE PROVIDED FOR EACH ULB IN THE JNNURM CITY SEPARATELY

Urban Local Body level Reforms

L1- MUNICIPAL ACCOUNTING**DESIRED OBJECTIVES:**

JNNURM requires certain reforms to be undertaken by states/ cities in Municipal Accounting, with the objective of having a modern accounting system based on double-entry and accrual principles, leading to better financial management, transparency and self-reliance.

CURRENT STATUS

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

At present the accounts of MC Shimla are maintained in Cash Based single entry system of accounting. In this method the statements of actual expenditure and income are maintained. No account of assets and liabilities is kept neither taken into consideration. The method of preparation of budget is Incremental Method. Accounts are managed and regulated as per the provisions of the HP Municipal Account Code, 1975

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

Year	Adopted	Audited	Published
2002-2003	Cash based single entry system	Yes	No
2003-2004	Cash based single entry system	Yes	NO
2004-2005	Cash based single entry system	Yes	No
2005-2006	Cash based single entry system	Yes	No

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

Yes ☒ No ☐

d. Please state whether State/city has adopted NMA¹⁵

i. without modifications

ii. with modifications.

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

Not Applicable

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

Yes No Date

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

SMC has already hired a Chartered Accountant as a consultant to switch over to Accrual Based Double Entry System of Accounting w.e.f 1-4-2007. The process is on. The parallel system of accounting will be employed 1st January, 2007 to 31st March 2007 so that double entry system of accounting will be employed successfully w.e.f 1.4.2007. The balance sheet as on 31-3-2006 is being prepared. The evaluation of all movable and immovable assets is also being done.

TIMELINE FOR ACTION ON REFORMS

TRANSITION TO DOUBLE ENTRY ACCOUNTING ON ACCRUAL PRINCIPLES

- Resolution by Government expressing commitment to establish modern municipal accounting system. (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) **Will be passed before May, 2007**

¹⁵ The National Municipal Accounts Manual (NMA) has been prepared by MOUD with support from CAG to promote the implementation of improved financial management through electronic means leading to improvement in internal government operations to support and stimulate good governance

d. Please state whether State/city has adopted NMAM¹⁵

i. without modifications

☐ No

ii. with modifications.

☐ No

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

Not Applicable

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

Yes ☐ No ☒ Date

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

SMC has already hired a Chartered Accountant as a consultant to switch over to Accrual Based Double Entry System of Accounting w.e.f 1-4-2007. The process is on. The parallel system of accounting will be employed 1st January, 2007 to 31st, March 2007 so that double entry system of accounting will be employed successfully w.e.f.1.4.2007. The balance sheet as on 31-3-2006 is being prepared. The evaluation of all movable and immovable assets is also being done.

TIMELINE FOR ACTION ON REFORMS

TRANSITION TO DOUBLE ENTRY ACCOUNTING ON ACCRUAL PRINCIPLES

- Resolution by Government expressing commitment to establish modern municipal accounting system. (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) **Will be passed before May, 2007**

¹⁵ The National Municipal Accounts Manual (NMAM) has been prepared by MOUD with support from CAG to promote the implementation of improved financial management through electronic means leading to improvement in internal government operations to support and stimulate good governance

Please indicate the date (month, year) by which the resolution would be passed

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

Urban Local Body level Reforms

- k. Full migration to double-entry accounting system
- l. Production of financial statements (income-expenditure accounts and balance sheet) as per the new system

IMPROVED FINANCIAL MANAGEMENT

- m. State year from which external audit of financial statements will commence
- n. Frequency of such external audit cycle
- o. State year from which ULB will commence preparation of outcome budgets
- p. State year from which ULB will institute internal audit / control mechanisms
- q. State year in which ULB will undertake Credit rating
- r. Please specify year in which related financial management systems will be developed and integrated with the financial accounting system.

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
Annually.						

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

Related Financial Management Systems	Target year for completion and integration with Financial Accounting System ¹⁶
Procurement systems	2007-08
Works contracts management	2008-09
Payroll and wage payments	2007-08
Stores and inventory management	2008-09
User charges billing systems	2008-09
Tax collection systems	2008-09
Any other	

¹⁶ Should link with milestones committed in the reform agenda for e-governance.

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

Please specify progress, planned initiatives and targeted time period,
Please indicate methods of dissemination (to the citizens) of the reforms undertaken and the timeline for the same.....

Urban Local Body level Reforms

12- E-GOVERNANCE**DESIRED OBJECTIVE/S**

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

CURRENT STATUS

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

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

Urban Local Body level Reforms

Public Health Management		NO	SMC	No	No	No	
o Licenses		No	SMC	No	No	No	
o Solid Waste Management		NO	SMC	No	No	No	
Others (specify)							

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

Yes. The IT-cell of Municipal Corporation has trained and equipped technical staff. The IT-cell is headed by an IT-Manager Mrs. Mamta Goel with the support of other technical staff. The staff of Municipal Corporation is being trained by this cell in-house and by other training agencies. At present all the departments of the MC are working on computers and about 50 employees are expert in operating the computers. The MC staff is sent to various institutions and workshops to tender the training.

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

Area of Improvement ¹⁷	Initiatives taken	Achievement
Citizen information	Launched on web site www.shimlamc.org in house by IT-cell of MC Shimla.	Web site is being accessed by the citizens successfully.
Service delivery	Softwares are being customized	
Citizen participation	No. not yet but will be employed.	
Municipal Resource planning (financial controls, operational management and reporting etc)	Softwares are being customized.	

¹⁷ List should correspond with areas identified in a. above

INFORMATION TECHNOLOGY

d. Does the municipality have a website of its own?

Yes, named as www.shimlamc.org. This Web site was developed and designed by the IT-manager Mrs Mamta Goel in house and is being updated in our own it-cell regularly.

Give the following details about the website.

Module	Information available	Interactive facilities (eg. Payment, certificates, registration, download of forms etc)
MC information	All the information of MC Shimla is available on web-site.	All the service forms which can be down loaded are available on web site.
About Shimla	All the information of the town is available on website.	
About Citizen Services	The procedures of all the citizen services are available on web-site.	

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

It is updated regularly by the IT-Cell of MC Shimla as and when required.

SYSTEM INTEGRATION

f. Are the departments electronically interconnected through LAN (Local Area Network)?

Yes ☒ No ☐

- e. Are the Zonal offices (if any) electronically connected through WAN (Wide Area Network)? Yes ☐ No ☒ Not Applicable ☐
- h. Are other parastatals/government agencies electronically connected through WAN (Wide Area Network)? Yes ☐ No ☒

MAPPING

- i. Does the city have a GIS base map in place?

Please specify agency that is repository of the map, scale of the map and the date (month, year) it was last updated.

Yes ☐ No ☒

SMC has plan go for GIS of the town. We are proposing to have consultancy from All India Institute of Local Self Govts, Mumbai. The process for hiring the consultant has already been set in .

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

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

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

Specify functions / services delivered at these centres / citizen interface points

TIMELINE FOR ACTION ON REFORMS

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

- Appointment of State-level Technology Consultant as State Technology Advisor
- Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP
- Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)
- Finalisation of Municipal E-Governance implementation action plan for the city
- Undertaking Business Process Reengineering (BPR) Prior to migration to e-governance systems
- Appointment of Software consultant(s) / agency for development, deployment And training
- Exploring PPP option for different E-Governance services

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

Module	Steps to be undertaken	Targeted Year in the Mission Period for completion ¹⁸ (Year 1 to Year 7)
Property tax	Modules are being customized	Before 31 st March 2007
Accounting	Modules are being customized	Before 31 st March, 2007
Water Supply and Other Utilities	Modules are being customized	Before 31 st March, 2007
Birth & Death Registration	Modules are being customized	In implementation stage.
Citizens' Grievance Monitoring	Modules are being customized	Before 31 st March, 2008
Personnel Management System	Modules are being customized	Before 31 st March, 2008
Procurement and Monitoring of Projects	Modules are being customized	Before 31 st March, 2008
o E-procurement	Modules are being customized	Before 31 st March, 2008
o Project/ward works	Modules are being customized	Before 31 st March, 2008
Building Plan Approval	Modules are being customized	Before 31 st March, 2008
Health Programs	Modules are being customized	Before 31 st March, 2008
o Licenses	Modules are being customized	Before 31 st March, 2008
o Solid Waste Management	Modules are being customized	Before 31 st March, 2008
Any other module	Modules are being customized	Before 31 st March, 2008

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

i.
ii.

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

The Municipal Corporation Shimla has recently set up a separate well equipped IT-cell. This cell is headed by Mrs Mamta Goel who has been working for last ten years and has been managing the Hardware and the Soft ware of all the departments. Her post will be upgraded to the post of IT-Manager in the pay scale of Seven Thousand Two Hundred and twenty to eleven thousand six hundred sixty without appointing new staff. The computer knowing staff of the MC will be brought to this cell for undertaking e-governance activities without incurring financial burden on MC and by rationalization of the technical staff.

¹⁸ Completion of the module implies – completion of database of records / digitisation of related data, generation of reports for management and public dissemination, work-flows are managed on-line or on a real-time basis, citizen interface and dissemination of information is handled through the system (viz. elimination of manual processes to extent possible.)

13-PROPERTY TAX¹⁹**DESIRED OBJECTIVES:**

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

CURRENT STATUS

- a. Please indicate if Property tax is currently levied on the following types of properties:
- i. Residential ☐ yes
 - ii. Commercial ☐ yes
 - iii. Industrial ☐ yes
 - iv. Any other category
- b. Please provide the Method of Property Tax Assessment being followed
- i. Self-assessment ☐
 - ii. Demand-based ☒

¹⁹ Note: This section should only deal with Property Tax or its variants (viz. House Tax, Tax on vacant land, etc.). Revenues collected for specific services provided by ULBs such as water, sewerage, street lighting, etc., levied in the form of taxes / surcharge on the base of property tax (for e.g. as a % of ARV) and /or collected together with Property Tax, should be reported separately in the following section on User Charges.

In the present method of property tax demand for each property is raised to the owner. The rent inspector visits each property of the town every year and calculates the annual rateable value of the property. Of the total ARV 15% is levied as the property tax.

c. Please provide the Basis of determination of property tax

i. Capital value

ii. Rateable value

ARV

iii. Unit Area

iv. Other (please specify)

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

i. GIS database of record of properties liable to property tax

MC is planning to go for this technique.

ii. Electronic database of property records

MC has plan to prepare a data base of all the properties.

iii. Computerised generation of Property Tax demand notices

It will also be done.

iv. Computerised recording of receipts of tax collection

MC has plan to go for it also .

v. Any other functionality of Property Tax system

.....

e. Please indicate Property Tax as % of Own Sources of Revenue Income and Total Revenue Income

Year	2003-04	2004-05	2005-06
PT as % of Own Sources of Revenue Income	About 40%	About 40 %	About 40 %
PT as % of Total Revenue Income	About 20%	About 20%	About 20%

f. Please provide the below information on Current coverage

No.	Type of Property	Estimated no. of properties (2)	No. of properties in the records of the municipality (3)	No. of properties paying property tax (4)	Coverage ratio (4)/(2) (5)
1	Residential	20,000	9820	7569	45.65 %
2	Commercial	1000	701	701	76.31%
3	Industrial & others				
4	Total				

e. Please indicate the Amount of property tax being collected for following years

Financial Year	Category	Current Demand Raised in Rs.	Arrear Demand in Rs.	Total demand	Current demand Collection in Rs. (collection efficiency in % in brackets)	Arrear Demand collection in Rs. (collection efficiency in % in brackets)	Total collection in Rs. (collection efficiency in % in brackets)
(1)	(2)	(3)	(4)		(5)	(6)	(7)
FY - 05-06	Residential	3,00,82,890	3,08,69,179	6,09,52,069	19,29,7780	51,79,645	2,44,77,425
	Commercial	2,62,08,770	2,89,72,779	5,51,81,549	2,07,63,527	98,25,135	3,05,88,662
	Industrial & others						
	Total	5,62,91,660	5,98,41,958	11,61,33,618	4,00,61,307 (71.16%)	15,00,4780 (25.07%)	5,50,66087 (47.41%)
FY 04-05	Residential	2,78,66,547	2,43,84,210	5,22,50,787	1,75,00,873	79,24,016	2,54,24,889
	Commercial	2,51,61,267	4,05,25,724	6,56,86,991	1,77,26,027	1,37,52,860	3,14,78,887
	Industrial & others						
	Total	5,30,27,814	6,49,09,934	11,79,37,748	3,52,26,900 (66.34%)	2,16,76,876 (33.34%)	5,69,03,776 (48.24%)
FY 03-04	Residential	2,66,92,589	2,93,45,021	5,60,37,610	1,70,72,749	39,37,180	2,10,09,929
	Commercial	2,38,12,933	2,59,01,707	4,87,14,640	1,62,44,293	6,65,907	1,69,10,200
	Industrial & others						
	Total	4,95,05,522	5,52,46,728	10,47,52,250	3,33,17,042 (67.30%)	4,60,30,87 (8.33%)	3,79,20,129 (36.19%)

Urban Local Body level Reforms

g. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/ individual	Revenue implication of exemption for a year (Rs.)
1	Self Occupied upto 100sqm	Owners of self occupied buildings	42,81,617
2	Govt of India Properties	GOI buildings	--
3	Religious institutions.		8,32,311
4			

(please use additional rows if necessary)

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

The rent inspector inspects the properties and issues the demand notice. The assesses feeling aggrieved by the assessment can approach the MC Tax Committee which comprises of Assistant Commissioner MC along with two councilors. This committee then settles the disputes. There is no other discretion to any body else.

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

31/03/2006

i. Date when last update of property records through general revision was done

1996

ii. Date when last revision of guidance values²⁰ was done

²⁰ Here, guidance value implies the basis for computation of Property Tax liability

iii. Frequency of revision of guidance values

Not fixed

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

Yes ☒ No ☐

The details of the new buildings constructed, the modifications done in old buildings as well as other modifications is forwarded by the Architect/Building Plan branch to the Tax Department regularly.

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

Yes ☐ No ☒

TIMELINE FOR ACTION ON REFORMS

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

Reform	Steps proposed in order to achieve the reform	Target year for completion						
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
a) Enhancing coverage of property tax regime to all properties liable to tax	a. GIS Mapping of the town b. MIS			2007-8 2007-8				
b) Elimination of exemptions	a. Self occupied Properties b.				2008-9			

Reform	Steps proposed in order to achieve the reform	Target year for completion						
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
c) Migration to Self-Assessment System of Property Taxation	c.							
	a. Setting up a Committee/Team to draft/amend legislation			2007-8				
	b. Stakeholder consultations			2007-8				
	c. Preparation of Draft legislation			2007-8				
	d. Approval of the Cabinet/ Government				2008-9			
	e. Final enactment of the legislation by Legislature				2008-9			
	f. Notification				2008-9			
	g. Preparation and notification of appropriate subordinate legislation				2008-9			
d) Setting up a non-discretionary method for determination of property tax (e.g. unit area, etc) (Sub-Steps (i) to (viii) given in (c) above may be repeated for this step as relevant)	h. Implementation by municipality				2008-9			
	a. Unit area method			2007-8				
	b.							
e) Use of GIS-based property tax system	a. Selection of appropriate consultant		2006-7					
	b. Preparation of digital property maps for municipality			2007-8				
	c. Verification of digital maps and preparation of complete data-base of properties			2007-8				
	d. Administration of Property Tax using GIS database and related application			2007-8				
	e. Mechanism for periodic updation of GIS database			2007-8				
f) Next scheduled / anticipated revision of guidance values							2010-11	
g) Periodicity for revision of guidance values	a. Periodicity to be adopted (specify frequency)	After every three years.						
	b. Deadline for adoption			2007-8				

Urban Local Body level Reforms

Reform	Steps proposed in order to achieve the reform	Target year for completion						
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
h) Establish Taxpayer education programme	a. Preparation of Ready Reckoner (guidance booklet) for tax assesses b. Local camps for clarification of doubts and assistance in filling out forms c. Setting up a website for property tax issues/ FAQs etc			2007-8 2007-8 2007-8				
i) Establish Dispute resolution mechanism	a Committee already established. b c							
j) Rewarding and acknowledging honest and prompt taxpayers	A Provision in the act will be made b			2007-8				
k) Achievement of 85% Coverage Ratio (see item e in Current Status) (Specify target Coverage for each year of mission)	-				85% in 2008-9			
l) Achievement of 90% Collection Ratio for current demand (see item f in Current Status above) (Specify target Collection ratio for each year of mission)	-			70 % in 2007-8	75 % in 2008-9	80% in 2009-10	85% in 2010-11	90% in 2011-12
m) Improvement in collection of arrears, to reach Total Outstanding Arrears less than or equal to 10 % of Current demand for previous year (exclude tax assessments under litigation, but include Property Tax / service charge levied on Government properties)	Specify targeted Total Arrears for each year as % of Total Current Demand for previous year, taking into account current position							
n) Any other reform steps being undertaken (please specify)	Please indicate methods of dissemination (to the citizens) of the reforms undertaken and the timeline for the same a b							

Urban Local Body level Reforms

14. USER CHARGES²¹**DESIRED OBJECTIVES:**

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

CURRENT STATUS

a. Please provide a list of services being delivered by municipalities/ parastatals and the status of user charges being levied for each.²²

Type of Service ²³	User charge levied (Yes/No)	Service Provider	Tariff Structure	Last Revision of Tariff
Water Supply	Yes	SMC	Annexure	October, 2003
Sewerage	Yes	SMC	Annexure (one time Rs 1000, and 50% of water bills)	Nov. 2003
Solid Waste Management	No	SMC	Annexure	December, 2003
Public Transport	Yes	HRTC & STA	Annexure	
Street Lighting	No	SMC	Annexure	
b. Please provide the costs and revenue collection in providing the following services (Moral, per unit and per capita/ household cost and revenues) in 2003-05. Also indicate the details:				
Hiring of municipal assets (please specify)	Yes. Renting out grounds for exhibitions and functions.	SMC Department	Annexure	
Others (please specify)				

²¹ Note: This section deals with user charges, collected either in the form of a tax or surcharge or fee. All revenues collected against specific services should be reported in this section w.r.t. current status and commitment on reforms made hereunder. Under no circumstances should there be any overlap between status reported in this section with that on Property Taxes.

²² Please provide details in separate annex where necessary.

²³ List should include all services rendered by the ULB.

Service	O&M Cost ² (Please specify the unit)			User charges collected (exclude arrears) (Please specify the unit)			Revenue Loss in Rs. due to	
	Total Cost (in Rs.)	Per Unit Cost as delivered**	Per capita / Household cost	Total Recovery (in Rs.)	Per Unit Recovery as delivered**	Per Capita/ Household Recovery	leakage/ theft / no enforcement/ poor collection	free supply / no levy of user charges
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Water Supply & Sewerage		Rs41.50/l						
Solid Waste Management		Rs19.57/c/d						
Public Transport Services								
Others (please specify)								

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

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

Service	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
Water Supply & Sewerage			65%	70%	75%
Solid Waste Management					
Public Transport Services					
Others (please specify)					

² To include all related direct costs, including salaries and wages of personnel directly deployed in the service

d. Please provide performance parameters and current service levels²⁵

Service	Indicator	Status in 2004-2005
Water Supply		
1	Total water supplied per day (MLD)	28-30 mld
2	Hours of water supply per day	Half an hour to one hour.
3	Percentage (%) of population covered by Piped water supply	95 %
5	Per capita supply (in litres) (per day)	About 100 lpcd
6	Total no. of household connections (Cumulative figure)	About 21,000
7	No. of connections metered (Cumulative figure)	About 21,000
8.	Total Non-Revenue Water in MLD (% in brackets)	0.25mld in total 161 public stand posts
9.	Un-accounted for Water in MLD (% in brackets), including system losses	30%
Sewerage and Sanitation		
1	Quantum of Sewage generated per day (MLD)	20 mld
2	Quantum of Sewage treated per day (MLD)	1.94 mld
3	Land utilization for sewage farming Ha) (Cumulative figure)	
4	Quantity of sewage disposed on land (MLD)	Nil
5	Quantity of sewage disposed into water bodies (MLD)	
6	Percentage (%) of population covered by underground sewage network	About 75%
7	No. of households with individual toilets / low cost sanitation unit (Cumulative figure)	
8	No. of public toilets (Cumulative figure in terms of seats)	118 with 472 seats
Solid Waste Management		
1	Quantum of solid waste generated per day (TPD)	About 60 MT

²⁵ Please add additional indicators as appropriate

Urban Local Body level Reforms

Service	Indicator	Status in 2004-2005
2	Quantum of solid waste collected per day (TPD)	About 40 MT
3	Collection efficiency	About 75%
4	Per capita waste generation	About 300g
5	Quantum of waste treated in scientific manner (composting, etc.)	About 40 MT
6	Staff per 1,000 persons	2 employees/1000 persons
7	Total capacity of all collection vehicles per day	15 vehicles
8	Does a sanitary landfill exist (Y/N)	Yes
9	If sanitary landfill exists, is it used (Y/N)	Yes
10	Is source segregation done? (Y/N) – If Yes, what % of total waste?	No, on plant segregation
Public Transport services		
1	Total capacity of public transport (number of vehicles)	
2	Number of trips made in a day	
3	Population using public transport	

TIMELINE FOR ACTION ON REFORMS

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

The resolution will be passed before May, 2007

- b. The State should set up a body for recommending a user charge structure. ☐ Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7
- c. Establishment of proper accounting system for each service so as to determine the O&M cost separately. Please specify the timeline for each service separately

- i. Water Supply and Sewerage ☐ Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7

- ii. Solid Waste Management
- Year1 Year2 Year3 Year4 Year5 Year6 Year7
- iii. Public Transport Services
- Year1 Year2 Year3 Year4 Year5 Year6 Year7
- iv. Other (please specify)
- Year1 Year2 Year3 Year4 Year5 Year6 Year7

d. Please indicate the targeted service standards and timelines for achieving the same with regard to each of the above mentioned services²⁶

Service	Service Standard identified (in units)	Service Standard targeted (in quantity)	Targeted year for achieving the standard*
Water	150lpcd to be supplied	2 hour water supply	2010
Sewerage	To provide connections to all the house holds		2010
Solid waste management	Door-to-door collection , dustbin free town.	100% solid waste treatment	2010

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

e. Please define the user charge structure and timelines for achieving with regard to each of the above mentioned services

Service	Proposed User charge Structure (give details of rates, category and units)	Targeted year for achieving the standard*
Water & Sewerage	Will be levied as per the cost of that time	2010
Solid Waste Mangement	Will be determined as per the cost of that time	2010
e-governance facilities	Will be determined as per the cost of that time.	2009

²⁶ To the extent possible, specify service delivery standard as experienced at citizen's end, for e.g. hours of water supply; lpcd received in household; frequency of street sweeping, etc.

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

- c. Please indicate plan for achieving volumetric based tariff through 100 % metering with individual meters.
Please indicate annual targets for achieving full metering.
- | Year | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|------|--------|--------|--------|--------|---------|--------|
| | | | | | 2010-11 | |

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

Non-Revenue Water (NRW)

Un-accounted for Water (UfW)

Year1	Year2	Year3	Year4	Year5	Year6	Year7
			2008-9			
Year1	Year2	Year3	Year4	Year5	Year6	Year7

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

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

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

After every two years

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

i. Water Supply

Year1	Year2	Year3	Year4	Year5	Year6	Year7
			50	60	70	80

- ii. Sewerage
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|-------|-------|-------|-------|-------|-------|-------|
| | | | 50 | 60 | 70 | 80 |
- iii. Solid Waste Management
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|-------|-------|-------|-------|-------|-------|-------|
| | | | 50 | 60 | 70 | 80 |
- iv. Public Transport Services
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | |
- v. Others, such as hiring of municipal assets, e.g., community halls, public parks etc. (please specify)
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | |
- i. Any other reform steps being undertaken (please use additional space as necessary, please specify timeframes for steps envisaged)

Please indicate steps being undertaken for levy of user charges and recovery of O & M costs of municipal services ... (including basic services provided by parastatals)

Please indicate methods of dissemination (to the citizens) of the reforms undertaken and the timeline for the same

L5- INTERNAL EARMARKING OF FUNDS FOR SERVICES TO URBAN POOR

DESIRED OBJECTIVES

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

CURRENT STATUS

PROCESS FOR EARMARKING BUDGETS

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

As of now all such schemes are prepared by the respective councilors and after the approval of the MC house these are implanted. There is no mechanism for the separate ear-marking of the budget for the urban poor as of now.

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

Yes ☐ No ☐ Partly ☐

The schemes are prepared by the concerned councilor of the ward and after approval by the house these are implemented.

EXPENDITURE INCURRED ON DELIVERY OF SERVICES TO THE POOR

- e. Please indicate if there is any internal earmarking²⁷ within the municipal budget towards provision of services to urban poor. Please provide the total amount earmarked and the percentage of the total budget in the last 3 years. **No such provision was made in the past.**

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

TIMELINE FOR ACTION ON REFORMS

BUDGETING AND ACCOUNTING PROCESSES

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

Yes ☒ No ☐

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

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

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

Yes ☒ No ☐

²⁷ Earmarking refers to percentage allocation of the total estimated income that would be utilised for provision of housing and basic services to urban poor

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

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

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ALLOCATION AND EXPENDITURE²⁸ ON DELIVERY OF SERVICES FOR POOR

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

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %				5%	6%	8%	10%

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

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %				5%	6%	8%	10%

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

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted %				5%	6%	8%	10%

²⁸ Allocation and spend pertains to all directly attributable expenses specifically incurred for delivery of entire mandate of municipal services to the poor, that should include basic environmental services, roads, tenure, primary education and health, and social security amongst others. Establishment expenses (including salaries and wages) not directly and specifically incurred for service delivery to the poor should be excluded.

L6 - PROVISION OF BASIC SERVICES TO URBAN POOR

DESIRED OBJECTIVES

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

CURRENT STATUS

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

A detailed survey was done for identification of urban poor in the east-while MC Shimla during the year 2005-06. Total number of 654 families were identified in the MC Shimla as per the guidelines of Swarn Jayanti Shahari Rojgar Yojna of the Govt of India (vide notification number.... The detailed information about these 654 families is available.

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


Yes. Before the preparation of CDP slums in the town were identified. There are 53 habitations in the town were slum exist. These have been notified vide notification number.

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

No.	Area of service delivery	Performance Parameter	Current levels	Prevailing level of access of urban poor households (in terms of % HHs that access services at the current performance levels)
1.	Water Supply			
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	45 minutes to one hour	100%
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	--do--	100%
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres (38 handpumps in the town)	About 100 metres	
1.4	Water Tanker supply	Response time on request in hrs.	Delivery after one hour	
2.	Sanitation			
2.1	Household level individual toilets	Type of toilet Type of conveyance / disposal system		
2.2	Community/toilets (Total 118 community toilets in the town)	Seats per population using them Type of conveyance / disposal system		36 community toilets having 141 seats (74 for gents and 67 for ladies)
3.	Housing			
3.1	Housing	Pucca housing for each household	About 50%	
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m		

Urban Local Body level Reforms

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

No.	Area of service delivery	Prevailing level of access of urban poor households (in terms of % HHs that are able to access these services)
4.	Solid Waste Management	
4.1	Street sweeping	Daily
4.2	Waste Collection	Daily
5.	Roads and Drains	
5.1	Provision of pucca (all weather) roads	Available
5.2	Provision of storm water drains	Not available
6.	Street Lighting	
6.1	Provision of street lights	Available
7	Community Facilities	
7.1	Aanganwadi / crèche	Anganwadi available
	Community halls	Not available
8.	Primary healthcare	
8.1	Preventive health care – inputs and advise	Available
8.2	Curative healthcare	available
9.	Primary Education	
9.1	Primary education	Available

Urban Local Body level Reforms

No.	Area of service delivery	Prevailing level of access of urban poor households (in terms of % HHs that are able to access these services)
10.	Support for livelihoods	
10.1	Skill development training	Available
10.2	Micro-credit	Available under SJSRY

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

No.	Area	Total estimated no. in the ULB	Total number of with secure tenure	% of households / micro-enterprise establishments with secure tenure
1	Secure tenure for place of dwelling, in terms of legal status	About 500		
2.	Secure tenure for place of work for micro-enterprises, in terms of authorisation of the locations of the enterprise			

TIMELINE FOR REFORMS

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

The policy document should be prepared with stakeholder involvement, be adopted and disseminated within 6 months of signing of the MoA under JNNURM, and a copy submitted to MoUD/MoHUPA. Will be passed **Before May, 2007**

BENEFICIARY IDENTIFICATION AND TARGETTING

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

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7
- c. HH level survey to cover infrastructure deficiency indicators and socio-economic deficiency indicators

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7
- d. Creation of database, including identification of HHs for priority targeting of Schemes for household level benefit (such as livelihood, housing, social security, etc.)

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7
- e. Ranking and prioritisation of clusters of urban poor settlements in a participatory manner

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7
- f. Frequency of updation of database created

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

Year1

Year2

Year3

Year4

Year5

Year6

Year7

After every Two Years

QUALITY OF SERVICES AND EXTENT OF ACCESS TO SERVICES

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

g. HOUSEHOLD LEVEL BASIC SERVICES

No.	Area of service delivery ²⁹	Quality Parameter	Target Quality Benchmark ³⁰	Level of access targeted in each year (in terms of % HHs of urban poor that access services at the targeted quality benchmark)						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1.	Water Supply									
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	Two hours							
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	Two hours							
		Avg. distance from HH in metres								
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres	Will be Phased out							

²⁹ As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.

³⁰ To be defined by the ULB at the time of signing the MoA

No.	Area of service delivery ²⁹	Quality Parameter	Target Quality Benchmark ³⁰	Level of access targeted in each year (in terms of % HHs of urban poor that access services at the targeted quality benchmark)						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1.4	Water Tanker supply	Response time on request in hrs.	No need							
2. Sanitation										
2.1	Household level individual toilets	Type of toilet								
		Type of conveyance / disposal system								
2.2	Community toilets	Seats per population using them								
		Avg. distance from HHs in m								
		Type of conveyance / disposal system								
		Facilities for aged, women, children, disabled								
3. Housing										
3.1	Housing	Pucca housing for each household								
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m								

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

Urban Local Body level Reforms

h. OTHER INFRASTRUCTURE SERVICES

No.	Area of service delivery ³¹	Quality Parameter	Target Quality Benchmark ³²	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			2007-8
4.1	Street sweeping	Frequency of street sweeping	Daily	2007-8
4.2	Waste Collection	Avg. distance of HHs from bin in m Frequency of lifting of waste from community bin	Daily Daily	2007-8
5.	Roads and Drains			
5.1	Provision of pucca (all weather) roads	HH level access (roads in front of houses) Access of slum cluster to main roads	Not possible due to topography constraints. Will be provided.	2009-10 2009-10
5.2	Provision of storm water drains	HH level access to covered drains	Will be provided	
6.	Street Lighting			
6.1	Provision of street lights	Street illumination through out the year	Will be provided	2008-09

³¹ As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.

³² To be defined by the UI B at the time of signing the MoA

Urban Local Body level Reforms

No.	Area of service delivery ³¹	Quality Parameter	Target Quality Benchmark ³²	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 / creche	Avg. distance of HHs from the facility in m	Available	2009-10
7.2	Community halls	Avg. distance of HHs from the facility in m	Will be provided	
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	Available	
8.2	Curative healthcare	Reliability of the service Avg. distance of HHs from facility in m	Available	
9.	Primary Education			
9.1	Primary education	Enrollment rate Drop out rate Avg. distance of HHs from facility in m	Available	
10.	Support for livelihoods			
10.1	Skill	Persons trained who pursue related	Available	

Urban Local Body level Reforms

No.	Area of service delivery ³¹	Quality Parameter	Target Quality Benchmark ³²	Target year in which all poor households shall have access to services at the target quality benchmark (State year of the Mission Period)
	development training	occupation		
10.2	Micro-credit	Access to participate in micro-credit group in the community	Available	

Please provide qualitative comments on above as appropriate

METHODS AND PARTICIPATION BY COMMUNITIES

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

No.	Sector	Nature of Involvement	Community Mechanism	Target Mission year to start initiative	Targeted scale of activities by end of the Mission period
1.	Basic services – water supply, sanitation	Participatory planning at micro level	Slum associations	Year 2	100% of all developments in these sectors shall be through such mechanism

2.	Roads within slum clusters	Community contracting	Entire material + Labour contract awarded to Slum association	Year 3	Atleast 50% of all such contract through community contracting
3.					
4.					

SECURITY OF TENURE

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	30	40	50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	30	40	50

OPTIONAL REFORMS³³

³³ IN CASE OF URBAN AGGLOMERATIONS WITH MULTIPLE ULBS, THE ULB RELATED REFORMS IN THIS SECTION SHOULD BE PROVIDED FOR EACH ULB IN THE JNNURM CITY SEPARATELY

Optional Reforms

01-INTRODUCTION OF PROPERTY TITLE CERTIFICATION SYSTEM

DESIRED OBJECTIVES:

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

BACKGROUND

1. CURRENT STATUS

- a. What is the current system for-?
 - i. Property Registration³⁴
 - ii. Transfer of Property³⁵

1. Property registration. The title of the properties is maintained by the revenue staff in the revenue papers. The transfer deeds are entered in the revenue papers regularly.
2. Transfer of Properties: The deeds for transfer of properties are registered by the Tehsildars who are sub-registrars for the registration of the properties. In Shimla town registration has been computerized and the whole record is maintained on computers.

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

This information is maintained by the revenue department in the revenue papers regularly. However, this information is not supplied to the Shimla Municipal Corporation.

³⁴ Explain in detail the role of various institutions and the processes involved

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

Status	Yes	No	Remarks
i. Lien		Yes	
ii. Court orders		NO	
iii. Easements		Yes	
iv. Restrictions		Yes	
v. Encumbrances		Yes	
vi. Lease		Yes	
vii. Third party claims		No	

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

The HP Registration of Properties Act, --

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

Activity	Already in place	Under implementation	Not done so far	Remarks
Assessment of properties using GIS	No			Will be done
Electronic database of property records	Yes			
Software application for regular updgradation of records	Yes			
System for online registration	No			
ILIS (Integrated Land Information System)	No			

f. Provide information on current status of Properties registration

Estimated number of properties in the city ⁵ (a)	No. of properties on records in the Municipality ⁶ (b)	No. of disputed properties	Coverage Ratio (b/a*100)
About 35,000	About 10,000	Not known	

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

Owner ship is determined on the basis of title deed or on the basis of entries in the revenue record.

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

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

The ownership of the owner remains unless until it is transferred by the owner or it is devolved to the legal heirs of the owner as per the provisions of the Hindu Succession Act.

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

List of evidence documents	Comments
1. Registered transfer deed	
2. Revenue papers	

3. Please mention the method used for identifying these property figures

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

It is updated every month.

TIMELINE FOR ACTION ON REFORMS

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

- Listing of all the properties in the city
- Finalisation of decisions on the new registration system, state guarantee and legislative amendments
- Amendment of legislation and notification
- Detailed design of system
- Inventory of all recorded properties (after enquiry of titles and existing evidences)
- Update of all the records to reflect current owner and preparation of a 'Register of Titles'
- Computerisation of all the property records against ownership
- Initiation of issue of Property Tax Certificate (on request) to the existing owners, accompanied by cancellation of all previous certificates

Year1	Year2	Year3	2008-9	Year5	Year6	Year7
Year1	Year2	Year3	Year4	2009-10	Year6	Year7

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
-------	-------	-------	-------	---------	-------	-------

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
-------	-------	-------	-------	---------	-------	-------

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
-------	-------	-------	-------	---------	-------	-------

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
-------	-------	-------	-------	---------	-------	-------

2005-06	Year2	Year3	Year4	Year5	Year6	Year7
---------	-------	-------	-------	-------	-------	-------

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
-------	-------	-------	-------	---------	-------	-------

Optional Reforms

- i. Setting up a system for regular upgradation of records (e.g. MIS with links to all offices having bearing on land encumbrances)
- j. Setting up a system for online provision of information receipt (relating to transactions) - dissemination and requests for certificates

Year1	Year2	Year3	Year4	2009-10	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year1	Year2	Year3	Year4	Year5	Year6	2011-12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- k. Timeline for achieving 100% registration of properties

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
% properties registered	Already achieved						

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

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

Optional Reforms

O2- REVISION OF BUILDING BYELAWS TO STREAMLINE THE APPROVAL PROCESS

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

DESIRED OBJECTIVE/S

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

CURRENT STATUS

- a. Which agency is responsible for preparing Building Byelaws?

Town and country planning department of State Govt and the Municipal Corporation Shimla

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

The HP Town and Country Planning Act 1979 and Municipal Corporation Act 1994

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

Agency	Role
A MC Shimla	The building maps of open areas are passed by the MC
B TCP Depatt	The building maps of restricted areas are passed by the TCP Depatt
C Cabinet Sub Committee	The building maps of core and heritage areas are passed by the cabinet committee of Govt of HP.
d	

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

The building maps duly prepared by the registered Architect are submitted to the Architect Branch of MC Shimla. Along with the maps the applicant is supposed to submit NOCs of forest, tax deptt of MC, Water and Sewerage Deptt of MC along with the revenue papers. After thorough scrutiny by the AP branch and after the spot inspection these maps are sent to General Functions Committee of MC Shimla. The maps of open areas are passed by this committee and the plans of other areas are recommended to

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

The town is divided into various zones viz. heritage zone, core areas, restricted areas and open areas. There are different regulations in these areas.

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

List of Parameters	Comments
A FAR	1, 1.50+1.75 for core, R & open area
B No. of storey	2 story, 3+1 + 4 +1 storey
C Set backs	2, 1.50 & 1.50
d. Land use	Not change in not allowed in core area

f. When was the Building Byelaws last revised?

In the year 1998, 2002 and during 2004

Indicate the level of modification by ticking against the following-

Level of Modification	Revision date	Detail of modification
i. Radical changes (FSL, ground coverage etc)	22.08.02	Notification by T&CP Deptt.
ii. Minor Modifications	---	---
iii. Changes in approval process (If yes, specify)	22.08.02	---

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

Not yet applied. However, the software is in the process of customization and during 2007-08 it will be completed.

h. Indicate the status of Building Approvals in the financial year 2004-2005-

1	Number of Applications received (before 30th Feb 2005)	378
2	Number of Sanctions made within 1 month from date of	39

	receipt of the application	
3	Number of Sanctions made within 2 months from date of receipt of the application	82
4	Number of Applications that took more than 2 months for approval	25
5	Average time taken for approval of a building	1.40 days for one approval

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

1. Inadequate staff
2. Manual work
3. Involvement of many agencies in the process

TIMELINE FOR REFORMS

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

- Consultation with stakeholders on modifications required to Building Byelaws

Year1

Year2

Year3

2008-09

Year5

Year6

Year7
- Identification and finalisation of modifications in the existing Building Byelaws in order to streamline the process of approval. (eg. outsourcing of certain activities etc)

Year1

Year2

Year3

2008-09

Year5

Year6

Year7
- Defining mitigation measures for risks from natural disasters as part of Building Byelaws. (including structural safety issues on basis of seismic zones)

Year1

Year2

Year3

2008-9

Year5

Year6

Year7

Optional Reforms

- d. Amendment of the existing legislation to introduce the new Building Byelaws and notification
- e. Dissemination of the new set of Building Byelaws through a website
- f. City level Workshops to address to the queries of general public
- g. Setting up of an MIS system with links to all offices having bearing on building permission
- h. Start of Approval as per the new building byelaws
- i. Establishment of interactive citizen enquiry system on status of application for building plan approvals, through methods such as –
Interactive Voice Recording System (IVRS), Website, telephone, etc.

Year 1	Year 2	Year 3	2008-9	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1	2006-7	Year 3	Year 4	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1	Year 2	Year 3	2008-9	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1	Year 2	Year 3	2008-9	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1	Year 2	Year 3	2008-9	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Category of buildings	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Residential	<input checked="" type="checkbox"/>						
Commercial	<input checked="" type="checkbox"/>						
.....							

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

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commissioner MC Shimla is considering that instead of seeking NOC from Forest, Electricity, Municipal Engineer & Health officer, the affidavit be taken from the applicant that he had submitted the plan as per requirement of the guidelines of above departments

Optional Reforms

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

DESIRED OBJECTIVES

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

CURRENT STATUS

- Is there any legislation for making Rainwater Harvesting mandatory in buildings?
- If yes, please provide following details of the regulation-

Yes ☒ No ☐

As per the provisions of the HP Municipal Corporation Act, 1994

- Since when has it been adopted?
- Is it a part of the building byelaws and mandatory for building sanctions?
- Is it for all buildings?
- If no, what are the criteria adopted for selected plots or buildings?

Yes ☒ No ☐
Yes ☒ No ☐

Not applicable.

TIMELINE FOR ACTION ON REFORMS

Please indicate the mission year by which the following targets would be met- Already made and being implemented.

- Final design of Rainwater Harvesting System and decision on end use
- Preparation of draft building byelaws to reflect the mandatory clauses of Rainwater Harvesting.

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

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

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

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

Optional Reforms

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

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

S.No	Institution	Approx. no. of dwelling units created in previous financial year
1	HP Urban Development Agency	
2		
3		
4		
5		

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

Information parameters	Estimates
Number of private developers in the city	About 20
Approximate number of housing projects by private developers for whom plans were sanctioned in last year	About 10
Approximate number of dwelling units created by private developers in above projects	About 2000

- c. Is there any legislation regarding mandatory reservation of certain percentage of land for EWS/LIG in housing projects? Yes ☒ No ☐
- d. If yes, please provide the following details -

- i. Percentage of developed land required to be reserved for EWS/LIG
- ii. Is it applicable to both government as well as private developments? Yes ☐ No ☐

TIMELINE FOR ACTION ON REFORMS

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

- a. Decision on the extent of reservation (20-25%)
- Year1 ☐ Year2 ☐ Year3 ☐ Year4 2009-10 ☐ Year6 ☐ Year7 ☐
- b. Amendment of the existing legislation and notification
- Year1 ☐ Year2 ☐ Year3 ☐ Year4 2009-10 ☐ Year6 ☐ Year7 ☐

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

Percentage of reservation (%)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
					10%	10%	10%

- d. Any other reforms being undertaken (give details in the space provided)
- Year1 ☐ Year2 ☐ Year3 ☐ Year4 ☐ Year5 ☐ Year6 ☐ Year7 ☐

Optional Reforms

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

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

CURRENT STATUS

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

The HP Govt does it by notification in the official gazettee.

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

Agency	Role
A The Sate Revenue Department	To provide the land details
B The Town and Country Planning Department	Finally approves the plans and proposals.
c	
d	

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

The HP Town and Country Planning Act, 1979.

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

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

About three month.

i. Residential use-

ii. Other use (Industrial, commercial etc)-

About three month

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

Completion of codal formalities by the applicants.

TIMELINE FOR ACTION ON REFORMS

a. Finalise on modifications in the existing procedure in order to streamline and standardise the process of conversion.

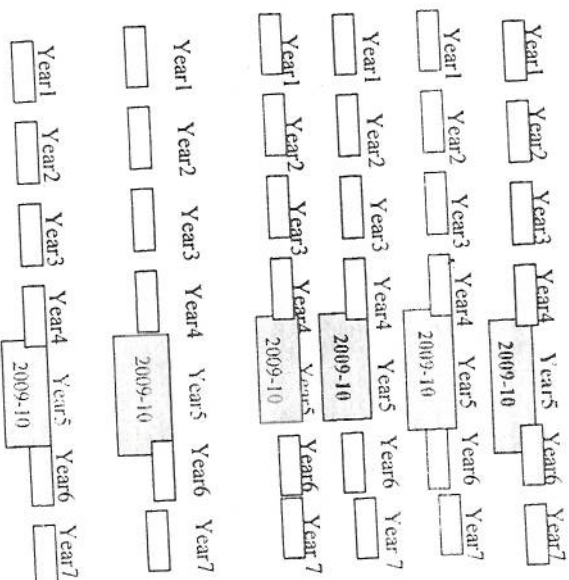
b. Amendment of the existing legislation and notification

c. Dissemination of the new process through a website

d. City level Workshops to address to the queries of general public

e. Setting up an MIS system with links to all offices having bearing on conversion of land-use

f. Establishment of interactive citizen enquiry system on status of application for conversion of land use through methods such as -
Interactive Voice Recording System (IVRS), Website, telephone, etc.



Optional Reforms

g. Start of conversions as per the new legislation

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"/>

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

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

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

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"/>

O6 - INTRODUCTION OF COMPUTERIZED PROCESS OF REGISTRATION OF LAND AND PROPERTY³⁶

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

CURRENT STATUS

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

The land and properties are register via computers by the revenue department.

- To what extent is the present system computerized-

- Is there a computerized record of registered properties? Yes ☒ No ☐
- Can the property holder register through internet? Yes ☐ No ☒

TIMELINE FOR REFORM

- Indicate the target year for conversion to an electronic process of registration Not Applicable

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

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

O7- BYELAWS ON REUSE OF RECYCLED WATER

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

CURRENT STATUS

- a. Is there any byelaw pertaining to reuse of recycled water? Yes ☐ No ☒
- b. If yes, please provide following details –
- Not applicable**

i. Since when has it been adopted?

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

iii. Which legislation stipulates it?

c. Mention its coverage and specifications in brief

TIMELINE FOR ACTION ON REFORMS

- a. Final design and decision on end use of a Waste Water Recycling System
- b. Preparation of draft building byelaws to reflect the mandatory clauses of such a system

<input type="checkbox"/> Year1	<input type="checkbox"/> Year2	<input type="checkbox"/> Year3	<input type="checkbox"/> Year4	<input type="checkbox"/> Year5	<input type="checkbox"/> 2010-11	<input type="checkbox"/> Year 7
<input type="checkbox"/> Year1	<input type="checkbox"/> Year2	<input type="checkbox"/> Year3	<input type="checkbox"/> Year4	<input type="checkbox"/> Year5	<input type="checkbox"/> 2010-11	<input type="checkbox"/> Year 7

- c. Amendment of the existing legislation to introduce the new Building Byelaws and procedures
- d. Dissemination of the new Building Byelaws through a website
- e. City level Workshops to address to the queries of general public
- f. Start of Approval as per the new Byelaws
- g. Any other reforms being undertaken (give details in the space provided)

Year1	Year2	Year3	Year4	Year5	2010-11	Year7
Year1	2006-07	Year3	Year4	Year5	Year6	Year7
Year1	Year2	Year3	Year4	Year5	2010-11	Year7
Year1	Year2	Year3	Year4	Year5	Year6	2011-12
Year1	Year2	Year3	Year4	Year5	Year6	Year7

08-ADMINISTRATIVE REFORMS

DESIRED OBJECTIVES

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

CURRENT STATUS

STAFF DETAILS AND HUMAN RESOURCE MANAGEMENT

Please give the following details-

Item	Class I staff	Class II Staff	Class III staff	Class IV staff	Remarks, if any
Total staff in the Corporation/ ULB	8	16	277	715	
Permanent/Regular posts	8	16	202	454	
Occupied posts	nil	nil	75	1	
Temporary staff/ DPLs and contractual	4	7	124	1168	
Technical staff	4	9	153	5	
Non technical staff	3	5	34	-	
Vacant posts	1	-	-	-	
Number of new posts created in the past five years	1	-	-	2	
Number of recruitments done against the above posts	-	3	17	-	
Number of posts fallen vacant due to retirement during the past five years	-	-	-	-	
Number of recruitments done against the above posts	-	5	79	54	
Number of retirements expected in the next five years.	-	-	-	-	

Optional Reforms

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

Initiative	Date	Details	Achievements
Employing e-governance in the HR Management			

STAFF-TRAINING

- List down the Initiatives taken for staff training in the past

Initiative	Date	Details	Achievements
The Municipal staff is being sent to various institutes for imparting training from time to time			1. Sterilization of dogs has been started.
The staff employed in e-governance cell was sent to various institutes and to national and international workshops			2. e-governance process has been started
The staff of accounts and tax department was given training on double entry system and property tax reforms.			Double entry system of accounting and tax reforms are being implemented

ESTABLISHMENT EXPENDITURE

c. Total Establishment expenditure over the past five years

Particulars	2001-2 (Rs. lac)	2002-3 (Rs. lac)	2003-4 (Rs. lac)	2004-5 (Rs. lac)	2005-6 (Rs.)	CAGR
Salaries, Wages and Bonus	889.23	929.49	991.53	1030.96	1158.6	
Benefits and Allowances	-	-	-	-	7	
Pension	59.66	87.88	90.23	83.11	86.89	
Other Terminal & Retirement Benefits	7.70	36.21	16.80	18.69	27.39	
Total establishment expenses	956.59	1053.58	1098.56	1132.76	1271.9	
Total Establishment expenses as % of Total Revenue Income	73.82	97.15	81.51	54.19	58.42	%

d. List down the initiatives taken for reduction in Establishment Expenditure (if any) in the past No such steps were taken.

Initiative	Date	Details	Achievements
NO			
NO			
NO			

TIMELINE FOR ACTION ON REFORMS

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

<i>Area of Reform</i>	<i>Proposed steps</i>	<i>Targeted Year in the mission period</i>
a. Rationalisation in staff & Human Resource Management <i>Suggested steps:</i> <ul style="list-style-type: none"> ▪ Identification of loopholes in the existing staffing ▪ Draft Proposal for changes in staffing policy ▪ Draft Proposal for reforms in performance evaluation system ▪ Employee Consultation ▪ Discussion with various ULB Departments ▪ Cabinet Approval ▪ Preparation of Enabling Legislation 	<ul style="list-style-type: none"> ▪ Identification of loopholes in the existing staffing ▪ Draft Proposal for changes in staffing policy ▪ Draft Proposal for reforms in performance evaluation system ▪ Employee Consultation ▪ Discussion with various ULB Departments ▪ Cabinet Approval ▪ Preparation of Enabling Legislation 	2007-08
b. Staff Training <i>Suggested steps:</i> <ul style="list-style-type: none"> ▪ Assessment of training needs ▪ Finalisation of training curriculum ▪ Selection of Agencies to provide training ▪ Conduct of training ▪ Training programs identified 	<ul style="list-style-type: none"> ▪ Assessment of training needs ▪ Finalisation of training curriculum ▪ Selection of Agencies to provide training ▪ Conduct of training ▪ Training programs identified 	2007-08
c. Reduction in Establishment Expenditure <i>Suggested steps:</i> <ul style="list-style-type: none"> ▪ Outsourcing certain functions ▪ Higher capacity utilisation ▪ Energy saving ▪ Cost control targets 	<ul style="list-style-type: none"> ▪ Outsourcing certain functions ▪ Higher capacity utilisation ▪ Energy saving ▪ Cost control targets 	2007-08
d. Continuity of tenure of key decision makers <i>Suggested steps:</i> <ul style="list-style-type: none"> ▪ Minimum average tenure of Municipal Commissioner 	Minimum average tenure of Municipal Commissioner and joint/assistant commissioner will be two years	2006-07

Optional Reforms

Area of Reform	Proposed steps	Targeted Year in the mission period
c. Management review systems Suggested steps: ■ Periodic review by Mayor & Municipal Commissioner ■ Generation of Daily / Weekly / Monthly and Quarterly Performance reports on – Financial, Service delivery and Capital Projects	■ Periodic review by Mayor & Municipal Commissioner & joint/Assistant commissioner. ■ Generation of Daily / Weekly / Monthly and Quarterly Performance reports on – Financial, Service delivery and Capital Projects	2006-07

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Number of staff					Will be done during 2009-10		

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

The detailed training programme will be prepared in the year 2006-07. One group of five employees will regularly be sent on the trainings

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Targeted reduction in Establishment Expenditure (as % of Total Revenue Income)		70%	65%	60%	55%	55%	55%

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

Year 1 2006-07 Year 3 Year 4 Year 5 Year 6 Year 7

The tenure of the Commissioner and joint/Assistant commissioner will be ensured atleast for two years. It will be implemented immediately after signing the MoA.

O9- STRUCTURAL REFORMS

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

No.

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

- i. How many such offices exist in the city?
Three zonal offices viz Dhalli, Tota and Kusumpti
- ii. What functions do they perform and what powers do they yield ?

All the Municipal dues are collected, the grievances of the public are heard and taken care of, all the applications are received in these offices. These offices function as parallel offices of MC.

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

Cadre of staff	Functional area they are employed in the ULB	Method of selection	Average tenure in one ULB
ULB level	Shimla town	Personal Interviews.	Permanently employed in Shimla town

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

TIMELINE FOR REFORMS

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

<i>Initiative for Organisational structural improvements</i>	<i>Target Date</i>
Reallocation of functions within the ULB departments.	During 2007-08
Rearrangement and reconstitution of different departments of MC e.g. creation of e-governance department, creation of separate Establishment cell, Establishment of grievances redressal cell,	During 2006-07

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

<i>Initiatives for inter-institutional structural reforms</i>	<i>Target Date</i>
Establishment of a co-ordination committee of all the service provider departments of the town	During the year 2008-09

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

TIMELINE FOR REFORMS

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

<i>Initiative for Organisational structural improvements</i>	<i>Target Date</i>
Reallocation of functions within the ULB departments.	During 2007-08
Rearrangement and reconstitution of different departments of MC e.g. creation of e-governance department, creation of separate Establishment cell, Establishment of grievances redressal cell,	During 2006-07

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

<i>Initiatives for inter-institutional structural reforms</i>	<i>Target Date</i>
Establishment of a co-ordination committee of all the service provider departments of the town	During the year 2008-09

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

<i>Initiatives for creation of cadres of municipal staff within the State</i>	<i>Target Date</i>
Creation of state level Municipal Staff cadre for all the categories and their recruitment by own recruiting agency.	2009-10

010 - ENCOURAGING PUBLIC PRIVATE PARTNERSHIP

DESIRED OBJECTIVES

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

CURRENT STATUS

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

<i>Initiative</i>	<i>Date</i>	<i>Details</i>	<i>Achievements</i>
Parking Lots are being developed in PPP mode			
Door to door garbage collection is being carried out under PPP mode.			

TIMELINE FOR REFORMS

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

<i>Regulatory / Policy changes</i>	<i>Target Date</i>	<i>Intended impact</i>
State Level Policy will be framed.	31 st March, 2009	It will fasten the process of devolvement of public utility services

--	--	--

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

Project	Target Date	Mode of PPP
Construction of Parking lots	During the year 2006-07	
Construction of Modern Shopping Complex.	During the year 2006-07	
Landscaping and beautification of the town	2006 onwards.	