



**Nashik Municipal Corporation, Nashik
Maharashtra**

**Checklist for the 'Urban Reforms
Agenda' under JNNURM**

29th November 2006

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STAKEHOLDER CONSULTATIONS FOR REFORMS

DESIRED OBJECTIVE/S

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

DETAILS OF CONSULTATIONS

Please provide the list of agencies / stakeholders consulted

S.No	Stakeholders Consulted (Name position and agency / institution)
1.	Meeting With NMC Officials on 24-2-06
2.	Meeting With Mayor on 25-2-06
3.	Workshop With Stakeholders on 16-3-06
4.	Meeting With Promoters & Builder's association on 16-3-06
5.	Meeting With Parastatal Agencies on 22-3-06
6.	Meeting With Architects & Engineers Association on 23-3-06
7.	Meeting with Parastatal Agencies on 10-4-06
8.	Meeting with Guardian Minister, MPs / MLAs & Officers of Various Departments on 15-4-2006

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

S1. IMPLEMENTATION OF THE 74TH CONSTITUTIONAL AMENDMENT ACT

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

i. Constitution of municipalities, and last when	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Indicate number of municipalities constituted, last elections held, etc.....
ii. Composition of municipal councils, and last when	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Indicate number of municipal councils constituted, last elections held, etc.....
iii. Reservation of seats for women, SCs and STs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Indicate number of reserved seats against total etc.
iv. Constitution of District Planning Committees (DPCs)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment on constitution and membership, etc....
v. Constitution of Metropolitan Planning Committee (MPCs)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment on constitution and membership, etc....
vi. Incorporation of Schedule 12 into the State Municipal Act	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Indicate when incorporated, etc...

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- 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.	<i>Functions listed in 12th Schedule</i>	<i>Incorporated in the Act¹</i>	<i>Transferred to ULBs²</i>
a	b	c	d
1	Urban Planning including town planning	Completely	Completely
2	Regulation of land-use and construction of buildings	Completely	Completely
3	Planning for economic and social development	Completely	Completely
4	Roads and bridges	Completely	Completely
5	Water supply- domestic, industrial and commercial	Completely	Completely
6	Public health, sanitation, conservancy and SWM	Completely	Completely
7	Fire services	Completely	Completely
8	Urban forestry, protection of environment and ecology	Completely	Completely
9	Safeguarding the interests of weaker sections society including the handicapped and mentally retarded	Completely	Completely
10	Slum improvement and upgradation	Completely	Completely
11	Urban poverty alleviation	Completely	Completely
12	Provision of urban amenities and facilities- parks, gardens and playgrounds	Completely	Completely
13	Promotion of cultural, educational, and aesthetic aspects	Completely	Completely
14	Burials and burial grounds, cremations, cremation grounds and electric crematoriums	Completely	Completely
15	Cattle pounds, prevention of cruelty to animals	Completely	Completely
16	Vital statistics including registration of births and deaths	Completely	Completely
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	Completely	Completely
18	Regulation of slaughter houses and tanneries	Completely	Completely

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

¹ Indicate as either : Completely, No, or Partly

² Indicate as either : Completely, No, or Partly

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- 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.

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

- f. If the DPC/MPC has not been constituted, has the legislative process for their constitution been initiated?
Please specify status, if the process has been initiated. Yes No

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

- h. Please indicate whether SFCs submitted their recommendations.
If yes, what is the status of implementation? Yes No

The recommendations of 2nd SFC have been tabled before the legislature. 2nd SFC was constituted on 22nd June 1999 and the report has been received on 30th March 2002. However, 3rd SFC has been constituted. The report is submitted.

TIMELINE FOR REFORMS

MUNICIPAL ELECTIONS

Resolution by Government expressing commitment to implement the 74th Amendment Act (Note: This resolution should be passed within 6 months of signing of MOA under UIDSSMT and a copy submitted to MOUD.) IN 1994, ALL THE MUNICIPAL ACTS WERE AMENDED IN THE LIGHT OF

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74th AMENDMENT, RESERVATIONS HAVE BEEN INCORPORATED IN THE ACTS. ELECTIONS ARE HELD REGULARLY BY STATE ELECTION COMMISSION. ALL THE SUBJECTS OF 12TH SCHEDULE ARE WITH MUNICIPAL LOCAL BODIES.

- a. If elections to the municipalities have not been held, Please indicate when this will be held.
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

DISTRICT PLANNING COMMITTEE / METROPOLITAN PLANNING COMMITTEE

- b. If the answer to 1(e) (i) is no, then please provide a time schedule for constituting the DPC/MPC. (Indicate year for enactment of Act in box)
- | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |

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

Please specify the reasons for delay, if any.

NOT APPLICABLE

STATE FINANCE COMMISSION

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

Third SFC is constituted on 15th January 2005. Third SFC has recently submitted its report to the state government.

CONVERGENCE OF URBAN MANAGEMENT FUNCTIONS

- d. Resolution³ by Government expressing commitment to implement the 74th Amendment Act⁴ with respect to convergence of urban management functions with ULBs (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.)

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)

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

Already done – Not applicable

No.	Functions listed in 12 th Schedule	Gov. Resolution	Cabinet Approval	Amendment of State/Municipal Acts	Implementation
1	Urban Planning including town planning				
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				
10	Slum improvement and upgradation				
11	Urban poverty alleviation				
12	Provision of urban amenities and facilities- parks, gardens and playgrounds				
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.

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.

S2. INTEGRATION OF CITY PLANNING AND DELIVERY FUNCTIONS

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

Sector	Agency undertaking planning	Agency/ agencies undertaking delivery of services	Prevailing role of ULB/s in planning vis-à-vis respective sectors
<i>For e.g. Land-use management</i>	NMC	NMC	ACTIVE ROLE
<i>Town planning</i>	NMC	NMC	ACTIVE ROLE
<i>Traffic and Transport services</i>	MSRTC	MSRTC	ACTIVE ROLE
<i>Water supply and sewerage</i>	NMC	NMC	ACTIVE ROLE
<i>Solid Waste Management</i>	NMC	NMC	ACTIVE ROLE
.....			

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

c. Please indicate whether the Master Plan and / or CDP has been approved by the ULB/s vide a specific resolution. Yes No

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.- **ULB itself**

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)

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 ULB/s with the city planning function.

<i>Areas of planning⁷</i>	<i>Steps to integrate ULB/s with the planning function</i>	<i>Targeted year of the Mission period</i>
Land-use and spatial planning		Already exist
Development of new areas		Already exist
Basic infrastructure services, such as <ul style="list-style-type: none"> • water supply, • sewerage • sanitation 		Already exist
Traffic and transport services	It is with State Government under taking MSRTC.	
Renewal of inner city areas		Already exist
Heritage conservation		Already exist
Building regulation		Already exist
Socio-Economic planning		Already exist
Any other		

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

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

Areas of service delivery⁸	Steps to integrate ULB/s with the service delivery function	Targeted year of the Mission period
Urban Planning including town planning		Already with ULB
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		
Fire services		
Urban forestry, protection of environment and ecology		
Safeguarding the interests of weaker sections society including the handicapped and mentally retarded		
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		

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

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- e. 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 OBJECTIVE/S

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

CURRENT STATUS

- a. Please provide a short note on the present Rent Control Legislation, which provides the following details:
- i. rights of landlord to get possession back
 - 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

In the State of Maharashtra 3 different laws were prevailing regarding the tenancy matters. These are i) Bombay Rents, Hotel and Lodging House Rates Control Act, 1947. ii) The Central provinces and Berar Letting of Houses and Rent Control Order, 1949. iii) Hyderabad Houses (Rent, Eviction and Lease) Control Act, 1954. In order to encourage construction of new houses by assuring a fair return and to unify, consolidate and amend the laws prevailing in the different parts of the State relating to the control of rents, repairs of certain premises and of eviction, the Maharashtra Rent Control Act, 1999 is enacted. (Details are enclosed.) This Act has provision for leave and Licence Agreement (S/24 of the Act)

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

- | | | |
|---|-------------------------------------|-------------------------------------|
| i. Adopted as is | Yes | No |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ii. Adopted with modifications. If so, please specify | Yes | No |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iii. Please specify year of adoption | <input type="text"/> | |

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- 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
- g. Please indicate the annual trend in new cases being filed related to rent control 2002-03 2003-04 2004-05 2005-06
- h. Is there any mechanism for providing guidelines to fix rents on the basis of market rates for existing tenancies Yes No
(if yes, please provide a brief description below)

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

TIMELINE FOR REFORMS

- a. Resolution by Government expressing commitment to establish new Rent Control system (Note: This resolution should be passed within 6 months of signing of MOA under JNNURM and a copy submitted to MOUD.) Please indicate timeline.
- b. Defining the Rights and Obligations of landlords and tenants Year1 Year2 Year3 Year4 Year5 Year6 Year7
- i. rights of landlord to get possession back
- ii. rights of tenants to continue their tenancy

- iii. obligations of tenants with regard to regular rental payments/ maintenance of tenanted property/ adherence to lease agreements, if present
- iv. provision for periodic review of rentals, in accordance with market conditions

c. Establishing a new Rent Control legislation

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- ii. Stakeholder consultations

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- iii. Preparation of Draft legislation

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- iv. Approval of the Cabinet/ Government

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- v. Final enactment of the legislation by Legislature

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- vi. Notification

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- vii. Preparation and notification of appropriate subordinate legislation

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>						
- viii. Implementation by municipality (ies)

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

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

Periodicity:	Next due:
--------------	-----------

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

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

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f. Institute Dispute resolution mechanisms (e.g. Special Tribunals/ Courts etc) Year1 Year2 Year3 Year4 Year5 Year6 Year7

Indicate what mechanism is being envisaged...

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

The maximum stamp duty chargeable inclusive of surcharge is 6% for 'A' class and 'B' class municipalities and it is less than 5% for all other cities.

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

Stamp duty rates for housing in corporation were brought under a ceiling of 5% in 1995-96. The ceiling rates was fixed at 5% for all housing and non-residential/commercial units in March 2004.

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

Type of Concession	Qualifying Institution/Individual
Stamp duty on mortgages, sales, leases, etc.	1. Small farmers, marginal farmers, etc. 2. Educated unemployed. 3. Integrated rural development programme beneficiaries. 4. Khadi Gramodyog programme. 5. Small Scale Industries 6. Its and IT enabled service industries. These are few main, there are number of other concessions also.

(Please add additional rows if necessary)

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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
1,987.31	2,161.68	2,533.54	3001.38	3612.63	

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

i. ULB's share in %

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

Name of City	2003-2004	2004-2005	2005-2006
City 1			
City 2			

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

i. Declared Value

ii. Higher of the Standard Guidance Value/ Declared Value

iii. Any other method (please specify)

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

i. Maintenance of records

Through Computer and Scanning the data is processed in hard disk as well as in CDs.

ii. Maintenance of guidance values

Nil

TIMELINE FOR REFORMS

a. Resolution by Government expressing commitment to reduce Stamp Duty⁹ to 5% (or less than 5% if the State so desires) within 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.) Please indicate timeline.

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

Every _____ months / years

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

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

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input style="width: 30px; height: 15px;" type="text"/>						

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

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

DESIRED OBJECTIVES:

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

CURRENT STATUS

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

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

The Government has already taken a decision to repeal ULCA for all cities except Greater Mumbai, Pune and Thane. For these cities also the state will take decision in six months. However, the State Government has decided to repeal ULCA within one and half year.

TIMELINE FOR ACTION ON REFORMS

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

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

c. Notification of the above by the State government

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

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

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

S6. COMMUNITY PARTICIPATION LAW

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

Municipality-level	Municipal Council		General Body
	Municipal Committees		
	Other (specify)		Standing Committee & other statutory Committees
Ward-level	Ward(s) Committee ¹⁰	Number of Wards	Number varies from ULB to ULB. The information being submitted Separately.
		Number of Ward(s) Committees	
		Average population/ Wards Committee	
		Number of Ward(s) Committee members/ Ward(s) Committee	
	Method of selection of Ward(s) Committee members	Elected councillors and 3 nominated NGOs/CBOs	
Any other provision for Ward Committee (specify)			

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.

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Below the Ward Level	Any other Committee below the Ward Level (specify)	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)	

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

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

d. Please indicate levels of Community Participation that took place in CDP/DPR documents submitted to JNNURM so far
 i. Please indicate whether the City Development Plan (CDP) been prepared with community participation Yes No

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

¹¹ Please tick mark in third column as appropriate

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

TIMELINE FOR REFORMS

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

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.

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

No	Name	Description	Composition
1	Municipality		
2	(Intermediary regional platform, e.g. Wards/Borough/Zonal Committee)		
3	Ward Committee		
4	Area Sabha		

Checklist for the 'Urban Reforms Agenda' under JNNURM

of existing Municipality Laws:

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

Year1 Year2 Year3 Year4 Year5 Year6 Year7

Note: States will be required to submit documents related to the above to JNNURM Mission Directorate at appropriate milestones in this process, for evaluation of actual compliance for successive 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 being encouraged through structures like the Area Sabha and Ward Committee, as envisaged in Community Participation Law	
Partial community participation structures being established	Community participation process done through ward-level processes	
Minimal Community Participation Structures being established	Community participation process being undertaken marginally, or not in any organised manner	yes

¹² Edit the text in the table as appropriate

S7. PUBLIC DISCLOSURE LAW

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

Agency:	2003-04	2004-05	2005-06
Municipal Council ¹³	March 03	march 04	march 05
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 Council ¹⁴	2004-05	2003-04
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.

Checklist for the 'Urban Reforms Agenda' under JNNURM

- 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

YES, IN THE FORM OF RIGHT TO INFORMATION ACT

- 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	
2.	City Development Plans and other plans	
3.	Municipal finance and accounts	
4.	Procedures for various approvals / permits	QUARTERLY
5.	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	
6.	Procedures to access various services provided by the ULB / parastatal agency	
7.	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	
8.	Service levels of various services	
9.	Receipt, processing and status of redressal of complaints by citizens	
10.	Ongoing major projects	
11.	Any other	

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.
- 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"/> | |
| | Start from Year - | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> Year4
<input type="checkbox"/> |
| 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"/> | |
| | Start from Year - | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> Year4
<input type="checkbox"/> |
| iv. | Time period for publication of annual audited financial statements, (pl. indicate in months after end of financial year) | 1 MONTH | | |
| 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) | 6 MONTH | | |

Checklist for the 'Urban Reforms Agenda' under JNNURM

- vii. Publication of CDP on municipal website Yes No
- viii. MOAs entered into with GoI and State Governments to be placed before Municipal Council within ___ days Yes No
- ix. Disclosure of MoA in public domain vide a published document, easily accessible to citizens / other stakeholders
Please indicate target date _____ Yes No

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	
2	Procedures for various approvals / permits	
3	Schemes managed by the municipal body, especially those related to poverty alleviation, women, children and weaker sections of society	
4	Procedures to access various services provided by the ULB / parastatal agency	
5	Liability for tax / user charges / fees - Basis for liability - Quantum for consumer / tax assessee	
6	Service levels of various services	
7	Receipt, processing and status of redressal of complaints by citizens	
8	Ongoing major projects	
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
1	Grievance redressal	Specific officers have been nominated and timelines has been

Checklist for the 'Urban Reforms Agenda' under JNNURM

		fixed for disposal of grievances
2	Budget provision	Budget document is available for public inspection
3	Licences	Applications formats and timelines for issue has been fixed
4	Registration of births and deaths	Registration and issue of certificates
5	Different services provided	Application formats and process description
6	Mapping of services	Services and officers responsible are mapped
7	Information disclosures	Public information officers are nominated for respective branches

(please use additional rows as necessary)

e. Year from when Service Levels information will regularly disclosed

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

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

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

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

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

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

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

MANDATORY REFORMS AT THE LEVEL OF THE URBAN LOCAL BODY¹⁵

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

L1- E-GOVERNANCE

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

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

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

Specify training provided ...

A comprehensive training for the modules of 1) Octroi 2) Property Tax 3) Complaint Monitoring System 4) Birth & Death Registration 5) GIS application was part of concerns staff for time to time. It is a mandatory provision made by the State Government to pass the exam MS-CIT for achieving computer literacy in all Semi Government / Government Departments.

Specify no. of staff with IT usage skills by designation,

Sr.N	Modules	Staff Trained		
		Class-I	Class-II	Class-III
1	Octroi	1	2	100
2	Property Tax	1	6	230
3	Complaint Monitoring System	-	6	15
4	Birth & Death Registration	-	-	12
5	GIS	9	32	65

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

Area of Improvement ¹⁶	Initiatives taken	Achievement
Citizen information	Information KIOSK Web Site	Complaint & feedback
Service delivery		
Citizen participation		
Municipal Resource planning (financial controls, operational management and reporting etc)		

6 No. of Citizen' Facility Centers in 1st phase will be established in year 3

INFORMATION TECHNOLOGY

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

¹⁶ List should correspond with areas identified in a. above

Checklist for the 'Urban Reforms Agenda' under JNNURM

Give the following details about the website.

Module	Information available	Interactive facilities (eg. Payment, certificates, registration, download of forms etc)
History	Regarding the History of Nashik	<ul style="list-style-type: none"> • various forms available ready for citizens viz. water supply connection form birth and death registration form etc. • Feed back and complaint registered form site
At a glance	General Information of Nashik Municipal Corporation	
Projects	General Information of various projects of Nashik Municipal Corporation	
Facilities	Details of various facilities provided by Nashik Municipal Corporation	
Utilities	Details of various utilities provided by Nashik Municipal Corporation	
Sports Activities	under constructions	
Slums	Regulations regarding slums	
Important Telephone Numbers	All telephone numbers of Municipal Officers, Corporators and all other relevant governments.	
Administration	Information of various administrative departments like Commissioner, Dy.Commissioner, etc.	
Corporators	Name, Telephones and address of Corporators	
Citizen Charter	Mandate of Mun.Corporation regarding execution of various activities and works, granting various permissions and time frame, checklist etc.	
History Of Nashik	Brief History of Nashik	
Personalities	Information regarding personalities of Nashik	
FAQ's	Frequently Ask Questions regarding property tax and other municipal activities.	
Complaints	Interative complaint registration	
Contact Us	Contact information of NMC	
Feedback	facilities for giving feedback from the citizens	
Tenders	The tender notices of NMC works.	
Maps	Development plan of Nashik Municipal Corporation and buildings bylaws	
Whats New	The new development and new activities published on web site.	
JNNURM	Details about CDP published on web site	

Checklist for the 'Urban Reforms Agenda' under JNNURM

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

As per requirement. the web site is updated regularly

SYSTEM INTEGRATION

- f. Are the departments electronically interconnected through LAN (Local Area Network)? Yes No
- g. Are the Zonal offices (if any) electronically connected through WAN (Wide Area Network)? Yes No Not Applicable
- h. Are other parastatals/government agencies electronically connected through WAN (Wide Area Network)? Yes No

MAPPING

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

1st Phase GIS was completed by Tata Infotech, Mumbai in Year 2002-03. the 2nd Phase of GIS creation with the help of IKONOS data is in progress and the maps are regularly updated.

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

Information layer available	Available at				Not available	Agencies involved for updation	Other relevant details
	City level	Ward level	Property / Household	Any other level			
ULB and ward boundaries	✓	✓				M/s. Rolta India Ltd., Mumbai for next 4 years.	Various activities related to Engineering Departments of NMC are interlinked and integrated on GIS platform. A comprehensive workflow management module is being developed so that the GIS shall updated regularly.
Road and street layer	✓	✓					
Property layer	✓	✓	✓				
Household & demographic					✓		
Water supply network	✓	✓	✓				
Sewerage network	✓	✓	✓				
Street lighting	✓	✓	✓				
SWM	✓						
Storm water drains					✓		
Any other Reservation as per Development Plan	✓						

- 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:

a.	Appointment of State-level Technology Consultant as State Technology Advisor	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Finalisation of Municipal E-Governance implementation action plan for the city	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Undertaking Business Process Reengineering (BPR) Prior to migration to e-governance systems	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Appointment of Software consultant(s) / agency for development, deployment And training	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Exploring PPP option for different E-Governance services	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Module	Steps to be undertaken	Targeted Year in the Mission Period for completion ¹⁷ (Year 1 to Year 7)
Property tax	Re-platforming of the existing software is being done	3
Accounting	Accounting module under ERP Solution is being deployed	3
Water Supply and Other Utilities	Billing software is being re-platformed	3
Birth & Death Registration	Existing software is being re-visited under ERP Solutions	1
Citizens' Grievance Monitoring	Existing software is being re-visited under ERP Solutions	1
Personnel Management System	Being implemented under ERP Solutions	3
Procurement and Monitoring of Projects	Selection and implementation of suitable Project Monitoring Software	
o E-procurement	Being implemented under ERP Solutions	3
o Project/ward works	Being implemented under ERP Solutions	3
Building Plan Approval	Selection and implementation of appropriate software	2
Health Programs		3
o Licenses	Being implemented under CITIZENS' PORTAL	3
o Solid Waste Management	GPS based vehicle tracking and management system being implemented	3
Any other module..		

i. Any other reform steps being undertaken (please use additional space to specify)
Simplified property tax rules, octroi rules

Year1 Year2 Year3 Year4 Year5 Year6 Year7

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

L2- MUNICIPAL ACCOUNTING

DESIRED OBJECTIVES:

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

CURRENT STATUS

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

Single Entry System adopted by the Nashik Municipal Corporation. As per BPMC Act the Budget "A" & "C" are prepared.

- 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	✓	✓	✓
2003-2004	✓	✓	✓
2004-2005	✓		✓
2005-2006			

External audit will be done by Chartered Account from year 3

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

Yes No

- d. Please state whether State/city has adopted NMAM¹⁸

- i. without modifications
- ii. with modifications.

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

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

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

The Tenders for Double Entry system is under Process, however the matter is subjudice

TIMELINE FOR ACTION ON REFORMS

TRANSITION TO DOUBLE ENTRY ACCOUNTING ON ACCRUAL PRINCIPLES

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

GR No.Lekhasu/102004/71/P.K.-5/04/UD-31 dt.6.7.2005 has already been issued by the Govt. in this regard.

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

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

c. Completion and adoption of Municipal Financial Accounting Manual, in line with NMAM or otherwise

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

d. GO/Legislation/Modification of Municipal Finance Rules for migrating to double-entry accounting system

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

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e.	Training of personnel	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Appointment of field-level consultant for implementation at the city-level	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Notification of cut-off date for migrating to the double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Re-engineering of business processes to align with accrual based accounting system <i>(aligning all commercial and financial processes such as procurement, revenue collection, Payroll, works contracts, etc.)</i>	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Completion of registers and Valuation of assets and liabilities	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Drawing up of opening balance sheet (OBS):	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	i. Provisional OBS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Adoption of provisional OBS	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Finalisation of OBS	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Full migration to double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l.	Production of financial statements (income-expenditure accounts and balance sheet) as per the new system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>IMPROVED FINANCIAL MANAGEMENT</u>								
m.	State year from which external audit of financial statements will commence	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"/>

Checklist for the 'Urban Reforms Agenda' under JNNURM

- n. Frequency of such external audit cycle Annually
- o. State year from which ULB will commence preparation of outcome budgets
- | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|-------|----------------------|----------------------|
| 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"/> |
- p. State year from which ULB will institute internal audit / control mechanisms
- | | | | | | | |
|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="text"/> |

As per the provision of the BPMC Act, appointment of Municipal Chief Auditor is made by the Corporation. The Municipal Chief Auditor is a statutory auditor and works directly under control of the Standing Committee. There is a continuous audit by the Municipal Chief Auditor and he submits his audit report on the Annual Accounts of the NMC to the Standing Committee for approval every year.

- q. State year in which ULB will undertake Credit rating
(Credit rating every year by CRISIL. Now rating is AASO for Yr.2006)
- | | | | | | | |
|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| | <input type="text"/> |
- r. Please specify year in which related financial management systems will be developed and integrated with the financial accounting system.

<i>Related Financial Management Systems</i>	<i>Target year for completion and integration with Financial Accounting System¹⁹</i>
Procurement systems	Year 4
Works contracts management	Year 4
Payroll and wage payments	Year 4
Stores and inventory management	Year 4
User charges billing systems	Year 4
Tax collection systems	Year 4
Any other	

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

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

- 1) *Electronic cheque clearing system is adopted in 2005*
- 2) *Staff salary in Bank Account since last 5 years*

L3-PROPERTY TAX²⁰

DESIRED OBJECTIVES:

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

CURRENT STATUS

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

- i. Residential
- ii. Commercial
- iii. Industrial
- iv. Any other category

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

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

Dis-advantages – 1) Discretionary powers to zonal officer for fixing the rent in case rented premises
2) No. of litigations due to disagreement of rent between the owner and the NMC.
3) Reluctance of the owner should be clear that the property is rented to evade the tax burden

Advantages - 1) Assessment is easy

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

c. Please provide the Basis of determination of property tax

- i. Capital value
- ii. Rateable value
- 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 *under implementation*
- ii. Electronic database of property records ✓
- iii. Computerised generation of Property Tax demand notices ✓
- iv. Computerised recording of receipts of tax collection ✓
- v. Any other functionality of Property Tax system *MIS is generated by 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	10.96	11.22	9.92
PT as % of Total Revenue Income	10.76	11.08	9.69

Checklist for the 'Urban Reforms Agenda' under JNNURM

f. Please provide the below information on Current coverage

No.	Type of Property	Estimated no. of properties	No. of properties in the records of the municipality	No. of properties paying property tax	Coverage ratio
	(1)	(2)	(3)	(4)	(4) / (3) (5)
1	Residential	No data available	159401	111235	0.69
2	Commercial		93459	60748	0.64
3	Industrial & others		8452	6762	0.80
4	Total		261312	178745	0.68

g. 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	1513.13	1236.89	2750.02	1334.85(88.21%)	575.08(46.49%)	1909.93(69.45%)
	Commercial	1171.23	1034.22	2205.45	1016.94(86.82%)	434.95(42.05%)	1451.89(65.83%)
	Industrial & others	404.32	244.64	648.96	330.01(81.65%)	64.88(26.52%)	394.89(60.84%)
	Total	3088.68	2515.75	5604.43	2681.80(86.82%)	1074.91(42.72%)	3756.70(67.03%)
FY 04-05	Residential	1651.40	1096.80	2748.20	1414.89(85.67%)	627.22(57.58%)	2042.11(74.30%)
	Commercial	1014.25	910.78	1925.03	869.05(85.68%)	476.89(52.36%)	1345.94(69.91%)
	Industrial & others	355.02	207.88	562.90	304.12(85.66%)	55.93(26.90%)	360.05(63.96%)
	Total	3020.67	2215.46	5236.13	2588.06(85.67%)	1160.04(52.36%)	3748.10(71.58%)
FY 03-04	Residential	1413.90	1027.61	2441.51	1264.78(89.45%)	605.72(58.94%)	1870.50(76.61%)
	Commercial	1064.43	868.54	1932.97	967.35(90.87%)	453.58(52.22%)	1420.93(73.51%)
	Industrial & others	328.72	171.80	500.52	278.37(84.68%)	47.00(27.35%)	325.37(65.00%)
	Total	2807.05	2067.95	4875.00	2510.50(89.42%)	1106.30(53.49%)	3616.80(74.19%)

h. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/ individual	Revenue implication of exemption for a year (Rs.)
1	50% rebate in General Tax	Educational Institute	No specific data is available
2	50% rebate in General Tax	Charitable Institute	
3			
4			

(please use additional rows if necessary)

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

There are no discretionary powers to any assessing authority in Nashik Municipal Corporation

- 1) Divisional Officer – Power to fix the ARV of property at their division level.
- 2) Asst. Municipal Commissioner – To supervise the monitor the working of Divisional Officer.
- 3) Deputy Commissioner (Taxes) – To control over the property tax department, giving hearing to resolve the disputes

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

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

31-3--2006

ii. Date when last revision of guidance values²¹ was done

1999-2000

iii. Frequency of revision of guidance values

Not specific – revised in 2006-07

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 copy of commencement certificate and approved plan by the Town Planning Department of NMC is made available to Divisional Officer. The copy of occupancy certificate (Completion Certificate) is also made available to Property Tax Department by the Town Planning Department along with area calculations. The information regarding un-authorised occupancy is collected by the field staff and intimated to the property tax department. The information is updated 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

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

The land ownership documents are collected from Revenue Department of State Govt. The registered sales deeds / transfer deeds are collected from sub registered office. The Court orders are collected from the appropriate Court.

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. Areawise rent fixed b. Self assessment scheme c. Computerisation of property tax d. Survey work - house to house			✓				
b) Elimination of Exemption for private educational institute to be removed	a. No exemptions other than permitted by the BPMC Act are in place.			✓				
c) Migration to Self-Assessment System of Property Taxation	a. Setting up a Committee/Team to draft/amend legislation		✓					
	b. Stakeholder consultations		✓					
	c. Preparation of Draft legislation		✓					
	d. Approval of the Cabinet/ Government			✓				
	e. Final enactment of the legislation by Legislature			✓				
	f. Notification			✓				
	g. Preparation and notification of appropriate subordinate legislation			✓				
	h. Implementation by municipality				✓			
d) Setting up a non-discretionary method for determination of property tax (e.g. unit area, etc) <i>(Sub-Steps (i) to (viii) given in (c) above may be repeated for this step as relevant)</i>	a b c		✓					
e) Use of GIS-based property tax system	a. Selection of appropriate consultant		✓					
	b. Preparation of digital property maps for municipality			✓				
	c. Verification of digital maps and preparation of complete data-base of properties			✓				

Checklist for the 'Urban Reforms Agenda' under JNNURM

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
	d. Administration of Property Tax using GIS database and related application			✓				
	e. Mechanism for periodic updation of GIS database				✓			
f) Next scheduled / anticipated revision of guidance values	No schedule is fixed. Guidance values are revised in year 2006-07							
g) Periodicity for revision of guidance values	a. Periodicity to be adopted (<i>specify frequency</i>)	Policy to be decided						
	b. Deadline for adoption					✓		
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			✓				
i) Establish Dispute resolution mechanism	A special tribunal for this purpose is being established			✓				
j) Rewarding and acknowledging honest and prompt taxpayers	a. 1% rebate for punctual tax payers b. personal accident insurance scheme for Honest tax payers	✓						
k) Achievement of 85% Coverage Ratio (see item e in Current Status) (<i>Specify target Coverage for each year of mission</i>)	-		60%	70%	75%	85%	85%	85%
l) Achievement of 90% Collection Ratio for current demand (see item f in Current Status above) (<i>Specify target Collection ratio for each year of mission</i>)	-						90%	90%
m) Improvement in collection of arrears, to reach Total Outstanding Arrears less than or equal to 10 % of Current demand for previous year (<i>exclude tax assessments under litigation, but include Property Tax / service charge levied on Government properties</i>)	<i>Specify targeted Total Arrears for each year as % of Total Current Demand for previous year, taking into account current position</i>	-80%	70%	50%	40%	10%	10%	10%

Checklist for the 'Urban Reforms Agenda' under JNNURM

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
n) Any other reform steps being undertaken (please specify)	<p><i>Government Properties</i></p> <p>a. Personal accident scheme for regular property tax payer.</p> <p>b. 5% Rebate on property tax those who are using solar water heater for residential purpose</p> <p>c. House to House survey and measurement of property and its computerization will be undertaken</p> <p>d. Self assessment scheme for property tax payer.</p> <p>e. GIS Property Tax System</p> <p>f. Property tax on vacant plots</p> <p>g. Modification in tax pattern of rented premises</p> <p>h. Residential rates for IT and related premises</p>		✓					
			✓					
				✓				
					✓			
			✓					
			✓					
			✓					

L4-USER CHARGES²²

DESIRED OBJECTIVES:

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

CURRENT STATUS

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

Type of Service ²⁴	User charge levied (Yes/No)	Service Provider	Tariff Structure	Last Revision of Tariff
Water Supply	Yes	NMC	Domestic – Rs.3.5 per kilo liter Non Domestic – Rs.13.50 per kilo liter Commercial – Rs.18 per kilo liter Rs 810 pa for non-metered supply	Since 1-4-2000
Sewerage	Yes	NMC	1) @ 5% of Annual Letting value in Property Tax. 2) One Time connection charges – a) For Bungalow – Rs.1000 b) For Apartment – Rs.2000 c) For Commercial Establishment – Rs.3000	The charges are under revision likely to be almost double from April-2007

²² Note: This section deals with user charges, collected either in the form of a tax or surcharge or fee. All revenues collected against specific services should be reported in this section w.r.t. current status and commitment on reforms made hereunder. Under no circumstances should there be any overlap between status reported in this section with than on Property Taxes.

²³ Please attach details in separate annex where necessary.

²⁴ List should include all services rendered by the ULB.

Checklist for the 'Urban Reforms Agenda' under JNNURM

Solid Waste Management	Yes	NMC	Recovered through property tax	Since yr. 2000-01
Public Transport	Yes	MSRTC		NMC Does not provide public transport services
Street lighting	no	NMC	No user charges levied	
Primary health	Yes	NMC	Rs.5 - OPD case paper Rs.10 -Indoor patient/day Rs.200 – major operation Rs.100 – minor operation Rs.80 – normal delivery Rs.150 – Blood bottle Rs.60 – X-Ray Rs.100 - Sonography	
Hiring of municipal assets (please specify) <ul style="list-style-type: none"> • Swimming Tank • Drama Theater • Community halls • Shopping centers 	Yes	NMC	Swimming Tank – Rs. 10000/- life membership Rs 1200/- annual fee. Rs. 10 per day Drama – av. 3000/ show. For other amenities book of schedule of fees for different items is voluminous	
Others (please specify)				

Checklist for the 'Urban Reforms Agenda' under JNNURM

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

Service	O&M Cost ²⁵ (Please specify the unit)			User charges collected (exclude arrears) (Please specify the unit)			Revenue Loss in Rs. due to	
	Total Cost (in Rs.)	Per Unit Cost as delivered**	Per capita / Household cost	Total Recovery (in Rs.)	Per Unit Recovery as delivered**	Per Capita/ Household Recovery	leakage/ theft / no enforcement/ poor collection	free supply / no levy of user charges
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Water Supply Sewerage	Rs.22.43 Cr	Rs. 2048 per MLD per annum Rs. 4 per KL	Rs 172.50 per capita per annum	Rs.21.10cr.	Rs.1926 per MLD per annum	Rs. 162.30 per capita per annum	30%	10%
Solid Waste Management	Rs.23.00 cr.	Rs. 3151 per MT per annum	Rs.177 per Capita per annum	User charges are recovered as a part of property tax @ 3 % of the general tax. RS. 2 cr. Per annum.				
Sewerage	Rs.4.25 Cr.	Rs. 925 per mld per annum	Rs. 65 per capita per annum	User charges are recovered as a part of property tax @ 5 % of the general tax. RS. 3.3 cr. Per annum.				
Public Transport Services	NMC does not provide public transport service							
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	89%	91%	92.50%	91%	90%
Solid Waste Management	-				
Public Transport Services	-				
Others (please specify)					

²⁵ To include all related direct costs, including salaries and wages of personnel directly deployed in the service

Checklist for the 'Urban Reforms Agenda' under JNNURM

d. Please provide performance parameters and current service levels²⁶

Service	Indicator	Status in 2004-2005
Water Supply		
1	Total water supplied per day (MLD)	180 mld
2	Hours of water supply per day	Avg. 4 hours
3	Percentage (%) of population covered by Piped water supply	92%
5	Per capita supply (in litres) (per day)	150
6	Total no. of household connections (Cumulative figure)	125000
7	No. of connections metered (Cumulative figure)	95000 metered
8.	Total Non-Revenue Water in MLD (% in brackets)	27 mld (15%)
9.	Un-accounted for Water in MLD (% in brackets), including system losses	68 mld (38%)
Sewerage and Sanitation		
1	Quantum of Sewage generated per day (MLD)	144 mld
2	Quantum of Sewage treated per day (MLD)	126 mld
3	Land utilization for sewage farming Ha) (Cumulative figure)	-
4	Quantity of sewage disposed on land (MLD)	18 mld
5	Quantity of sewage disposed into water bodies (MLD)	nil
6	Percentage (%) of population covered by underground sewage network	55%
7	No. of households with individual toilets / low cost sanitation unit (Cumulative figure)	60%
8	No. of public toilets (Cumulative figure in terms of seats)	
Solid Waste Management		
1	Quantum of solid waste generated per day (TPD)	210 MT
2	Quantum of solid waste collected per day (TPD)	180 MT
3	Collection efficiency	86%
4	Per capita waste generation	175 gm
5	Quantum of waste treated in scientific manner (composting, etc.)	180 TPD
6	Staff per 1,000 persons	1.53
7	Total capacity of all collection vehicles per day	250 MT
8	Does a sanitary landfill exist (Y/N)	Yes

²⁶ Please add additional indicators as appropriate

Checklist for the 'Urban Reforms Agenda' under JNNURM

Service	Indicator	Status in 2004-2005
9	If sanitary landfill exists, is it used (Y/N)	No
10	Is source segregation done? (Y/N) – If Yes, what % of total waste?	No
Public Transport services		
1	Total capacity of public transport (number of vehicles)	Not With ULB
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 NMC is already recovering sufficient user charges for water supply and sewage disposal services so as to fully cover the O&M costs. Solid Waste Management and Health services are essential services and the municipal revenue from the Property Tax and Octroi is sufficient to meet the expenses on these services.

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

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

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

- ii. Solid Waste Management

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

- iii. Public Transport Services

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

- iv. Other (please specify)

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

d. Please indicate the targeted service standards and timelines for achieving the same with regard to each of the above mentioned services²⁷

Service	Service Standard identified (in units)	Service Standard targeted (in quantity)	Targeted year for achieving the standard*
Water			
a) Water Supply	150 Lpcd	150 Lpcd	Year 3
b) Quantum of Supply Hours	2 to 4 hours	24 x 7	Year 7
c) Non-revenue water	40%	15%	Year 4
Sewerage			
a) % of population covered	50%	90%	Year 4
b) % of sewage as per standard	BOD 100 mg per litre Suspended Solid - 100 mg per litre Quality in river water - 1 km. from seashore Dissolved oxygen - more than 4 mg. per litre BOD - less than 3 mg per litre 35% quantity of sewage should achieves these standards	BOD 100 mg per litre Suspended Solid - 100 mg per litre Quality in river water - 1 km. from seashore Dissolved oxygen - more than 4 mg. per litre BOD - less than 3 mg per litre 100% quantity of sewage will achieve these standards	Year 4
Solid Waste Management **	Sweeping - Once a day (O.D.) Collection & Transportation - Once a Day (O.D.) 90% door to door collection has been achieved.	Sweeping - Once a Day (O.D.) [achieved] Collection & Transportation - Door to door collection - 100%	Year 3
Public Transport	Not Applicable		

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

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

**** Solid Waste Management is an obligatory duty of the NMC. It is an essential service provided by NMC to the citizens of Nashik. NMC recovers Property Tax from citizens so as to tackle and provide essential services of SWM for whole of Nashik. The cost towards SWM services is met from the Property Tax.**

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 Supply		Already the necessary user charges are being recovered
Sewage Disposal		
Solid Waste Management		<i>Solid Waste Management is an obligatory duty of the NMC as per the BPMC Act 1949. It is an essential service provided by NMC to the citizens of Nashik. NMC recovers Property Tax from citizens so as to tackle and provide essential services of SWM for whole of Nashik. The cost towards SWM services is met from the taxes collected by NMC.</i>

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

f. Please indicate plan for achieving volumetric based tariff through 100 % metering with individual meters. Please indicate annual targets for achieving full metering.

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

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

Non-Revenue Water (NRW)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	30%	30%	25%	25%	20%	15%	15%

Un-accounted for Water (UfW)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
				10%	8%	6%	5%

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

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

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

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

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

Annual

k. 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
		<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ii.	Sewerage	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iii.	Solid Waste Management	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="text"/>						

iv.	Public Transport Services	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="text"/>						

v.	Others, such as hiring of municipal assets, e.g..community halls, public parks etc. (please specify)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

1. Water Audit & Energy Audit exercise has been done and the report is obtained. The Implementation of the major suggested to curb the leakage's and un-accounted water is undertaken.
2. For efficient energy utilization the suggestion of energy audit are being implemented
3. A unique state-of-art garbage collection system called Ghanta Gadi is already in place.
4. A successful compost plant to convert garbage into compost is in place.
5. A Bio-medical waste incineration is in place.

L5- INTERNAL EARMARKING OF FUNDS FOR SERVICES TO URBAN POOR

DESIRED OBJECTIVE/S

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

CURRENT STATUS

PROCESS FOR EARMARKING BUDGETS

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

In the municipal budget, A provision of 8% fund allocation is made for the works of urban poor.

- 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 Only for capital works

- The budgetary provision as well as expenditure for the urban poor under various Budget heads is monitored budget-head wise for both the revenue and capital budgets so that at any point of time information is available regarding utilization of budgetary provision for the urban poor.

EXPENDITURE INCURRED ON DELIVERY OF SERVICES TO THE POOR

- c. Please indicate if there is any internal earmarking²⁸ 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.

Year		2002-2003	2003-2004	2004-2005
Amount Budgeted (both Revenue and Capital Accounts)	Own sources	Rs. 9.10 Cr	Rs. 13.00 Cr	Rs. 9.00 Cr.
	Other Sources			
	Total	Rs. 9.10 Cr	Rs. 13.00 Cr	Rs. 9.00 Cr.
Actual Amount Spent (both Revenue and Capital Accounts)	Own sources	Rs. 5.81 Cr.	Rs. 3.82 Cr.	Rs. 2.13 Cr.
	Other Sources			
	Total	Rs. 5.81 Cr.	Rs. 3.82 Cr.	Rs. 2.13 Cr.
% of the total budget (both Revenue and Capital Accounts)	Own sources			
	Other Sources			
	Total	1.91%	1.35%	0.70%

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

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

Checklist for the 'Urban Reforms Agenda' under JNNURM

- b. Creation of separate Municipal Fund in the accounting system for 'Services to the Poor' Yes No
- If Yes, please state year from when this will be made effective. Year1 Year2 Year3 Year4 Year5 Year6 Year7
- c. Amendments to the Municipal Accounting Rules for governing the Fund, Operating the Fund, including rules for transfer of resources into the Fund for 'Services to Poor'. Year1 Year2 Year3 Year4 Year5 Year6 Year7

ALLOCATION AND EXPENDITURE²⁹ 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 %	10%	10%	10%	10%	10%	10%	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 %	10%	10%	10%	10%	10%	10%	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 %	8%	8%	10%	15%	15%	15%	15%

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

L6 - PROVISION OF BASIC SERVICES TO URBAN POOR

DESIRED OBJECTIVES

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

CURRENT STATUS

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

Provides details on how old the information is, whether any computerization and analysis of data has been carried out, methods used for survey, extent of coverage of data, etc.

1.	At the beginning of the Mission period, has the city development plan made a total inventory of housing stock available for urban poor?	No
2.	Is there any formal housing available for urban poor such as EWS/LIG/Resettlement housing NOT classified as a 'slum'?	Yes
3.	If yes, what percentage of the total housing stock does it comprise ?	5% approx
4.	What percentage of the total housing stock is classified as 'slum' by the urban local body ?	15% approx
5.	What percentage of the total housing stock is classified as squatters, i.e. not recognizable as slums or legal tenements/settlements ?	Data not available
6.	What has been the growth rate of housing stock classified as slum and squatters (in percentage) in the overall growth of total housing stock (a) annually over the last decade, and (b) decennially	Data not available
7.	Of this, has the city development plan identified all unacceptable housing stock, i.e. that which requires replacement?	Yes
a)	Does the unacceptable stock include all structures in squatters ? If yes, indicate percentage in total unacceptable stock	Yes Data not available
b)	Does the unacceptable stock include dilapidated / unsafe structures inside slums ? If yes, indicate percentage in total unacceptable stock	Yes Data not available
c)	Does the unacceptable stock include temporary (kutchcha) structures inside slums? If yes, indicate percentage in total unacceptable stock	Yes Data not

Checklist for the 'Urban Reforms Agenda' under JNNURM

		available
8.	At beginning of the Mission period, has the city development plan made a total estimate of required housing stock for the urban poor within the CDP perspective period, including new stock as well as replacement stock?	Yes
9.	What is the required housing stock production capacity required to meet the housing need for urban poor? Indicate in units / annum	5000 units per annum
10.	Assuming that a multitude of agencies are capable of providing housing stock for urban poor, list the required.	ULB itself and also PPP module
	Capacity of each :	
a)	Own capacity (if ULB is engaged in creation / replacement of housing stock)	
b)	Development Authority	
c)	Housing board	
d)	Slum clearance board	
e)	Other public agency (including institutional / industrial housing)	
f)	Co-operative model (Plotted / flatted)	
g)	Private sector (plotted / flatted)	
h)	Other JV Sector model	

- 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 – The priority is as under

- Slums in dangerous zones – Flood plains and water bodies
- Slums on NMC land
- Slums on State /Central Government land
- Slums on private land - non confirming zones
- Slums on private land - confirming zones

Checklist for the 'Urban Reforms Agenda' under JNNURM

- 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	100 lpcd	92%
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	100 lpcd	92%
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres	250 m	95%
1.4	Water Tanker supply	Response time on request in hrs.	N.A.	N.A.
2.	Sanitation			
2.1	Household level individual toilets	Type of toilet	Indian Seats	29%
		Type of conveyance / disposal system		
2.2	Community toilets	Seats per population using them	50 persons per seat	65%
		Type of conveyance / disposal system	Connected to Sewerage System	2%
3.	Housing			
3.1	Housing	Pucca housing for each household		Survey is in progress and data will be available by end of yr. 2
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m		There are no night shelters provided by the NMC or the State Govt.

- 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	60% Daily sweeping
4.2	Waste Collection	99% Daily waste collection

Checklist for the 'Urban Reforms Agenda' under JNNURM

No.	Area of service delivery	Prevailing level of access of urban poor households (in terms of % HHs that are able to access these services)
5.	Roads and Drains	
5.1	Provision of pucca (all weather) roads	85% Approach roads are pucca
5.2	Provision of storm water drains	50% (covered + uncovered)
6.	Street Lighting	
6.1	Provision of street lights	90% approach roads to slums have street lights
7	Community Facilities	
7.1	Aanganwadi / crèche	90%
7.2	Community halls	30%
8.	Primary healthcare	
8.1	Preventive health care – inputs and advise	100%
8.2	Curative healthcare	100%
9.	Primary Education	
9.1	Primary education	100%
10.	Support for livelihoods	
10.1	Skill development training	25%
10.2	Micro-credit	40%

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	Survey is in progress and data will be available by end of yr. 2		
2.	Secure tenure for place of work for micro-enterprises, in terms of authorisation of the locations of the enterprise			

TIMELINE FOR REFORMS

Checklist for the 'Urban Reforms Agenda' under JNNURM

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

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

BENEFICIARY IDENTIFICATION AND TARGETTING

- | | | | | | | | |
|---|--|--|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| b. Conduct of House Hold (HH) level survey, covering all poor settlements (recognised slums, unrecognised slums, and informal clusters) | Year1
<input type="checkbox"/> | Year2
<input checked="" type="checkbox"/> | Year3
<input type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |
| c. HH level survey to cover infrastructure deficiency indicators and socio-economic deficiency indicators | Yes
<input checked="" type="checkbox"/> | No
<input type="checkbox"/> | Partly
<input type="checkbox"/> | | | | |
| d. Creation of database, including identification of HHs for priority targeting of Schemes for household level benefit
<i>(such as livelihood, housing, social security, etc.)</i> | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |
| e. Ranking and prioritisation of clusters of urban poor settlements in a participatory manner | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |
| f. Frequency of updation of database created | Annually | | | | | | |

QUALITY OF SERVICES AND EXTENT OF ACCESS TO SERVICES

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

g. HOUSEHOLD LEVEL BASIC SERVICES

No.	Area of service delivery ³⁰	Quality Parameter	Target Quality Benchmark ³¹	Level of access targeted in each year (in terms of % HHs of urban poor that access services at the targeted quality benchmark)						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
1.	Water Supply									
1.1	Household level piped water supply	No. of hours of supply at reasonable pressure	150 lpcd			125	130	135	150	150
1.2	Public taps / standposts	No. of hours of supply at reasonable pressure	150 lpcd			125	130	135	150	150
		Avg. distance from HH in metres	Not more than 100 mts.	✓						
1.3	Handpumps / Tubewells (untreated ground water source)	Avg. distance from HH in metres	Not Applicable	Not Applicable because use of ground water is not encouraged for drinking as treated water is adequately supplied						
1.4	Water Tanker supply	Response time on request in hrs.	2 hrs.	✓						
2.	Sanitation									
2.1	Household level individual toilets	Type of toilet	house-holds with Indian Toilets	29%	35%	50%	75%	85%	100%	100%
		Type of conveyance / disposal system	Individual Toilets connected with sewers in slum areas				10%	85%	100%	100%
2.2	Community toilets	Seats per population using them	50 persons per Toilet						✓	
		Avg. distance from HHs in m	100 mtrs.						✓	
		Type of conveyance / disposal system	Sewerage system - 40%					✓		
			Soak Pit - 60%					✓		

³⁰ As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.

³¹ To be defined by the ULB at the time of signing the MoA

Checklist for the 'Urban Reforms Agenda' under JNNURM

No.	Area of service delivery ³⁰	Quality Parameter	Target Quality Benchmark ³¹	Level of access targeted in each year (in terms of % HHs of urban poor that access services at the targeted quality benchmark)						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
		Facilities for aged, women, children, disabled	New toilets would have these facilities					✓		
3.	Housing									
3.1	Housing	Pucca housing for each household	100%					✓		
3.2	Night shelters / community shelters	Avg. distance to be traversed by homeless in m	night shelters are planned as per requirements					✓		

h. OTHER INFRASTRUCTURE SERVICES

No.	Area of service delivery ³²	Quality Parameter	Target Quality Benchmark ³³	Target year in which all poor households shall have access to services at the target quality benchmark (State year of the Mission Period)
4.	Solid Waste Management			
4.1	Street sweeping	Frequency of street sweeping	Daily 100%	(Year 3)
4.2	Waste Collection	Avg. distance of HHs from bin in mt.	The goal is to phase out all community bins and achieve 100% door to door collection	(Year 1)
		Frequency of lifting of waste from community bin	Daily House to House collection	(Year 1)
5.	Roads and Drains			
5.1	Provision of pucca (all weather) roads	HH level access (roads in front of houses)	100% Public roads will be pucca	(Year 4)
		Access of slum cluster to main roads	100%	(Year 2)
5.2	Provision of storm water drains	HH level access to covered drains	25% Owing to narrowness of	(Year 4)

³² As access to services is improved through better methods, levels of access through more basic methods will decrease. For e.g. as HHs with access to piped water will increase, HHs with access to tubewells / public taps / tankers will decrease.

³³ To be defined by the ULB at the time of signing the MoA

Checklist for the 'Urban Reforms Agenda' under JNNURM

No.	Area of service delivery ³²	Quality Parameter	Target Quality Benchmark ³³	Target year in which all poor households shall have access to services at the target quality benchmark (State year of the Mission Period)
			passages in slums, it is not possible to have covered SWD. Access to covered SWD will be possible only after relocation of slum dwellers/slum development.	
6.	Street Lighting			
6.1	Provision of street lights	Street illumination through out the year	100% Approach Roads	(Year 3)
7.	Community Facilities			
7.1	Aanganwadi / creche	Avg. distance of HHs from the facility in mtr.	0 to1 km	(Year 3)
7.2	Community halls	Avg. distance of HHs from the facility in mtr.	0.5 km	(Year 4)
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	Visit to each Household once in two months	(Year 3)
8.2	Curative healthcare	Reliability of the service	100% reliability	(Year 2)
		Avg. distance of HHs from facility in mtr.	0.5 Km.	(Year 3)
9.	Primary Education			
9.1	Primary education	Enrollment rate	100%	(Year 4)
		Drop out rate	15%	(Year 6)
		Avg. distance of HHs from facility in mtr.	1 Km.	(Year4)
10.	Support for livelihoods			
10.1	Skill develop-ment training	Persons trained who pursue related occupation	40%	(Year 6)
10.2	Micro-credit	Access to participate in micro-credit group in the community	50%	(Year 6)

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)

Checklist for the 'Urban Reforms Agenda' under JNNURM

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

SECURITY OF TENURE

- j. Please state targeted percentage of urban poor households that would have Secure tenure of their place of dwelling.
- | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| 0% | 0% | 15% | 20% | 30% | 50% | 100% |
- (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
- | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| 0% | 0% | 15% | 20% | 30% | 50% | 100% |
- (state target % for each year of Mission Period)*

OPTIONAL REFORMS³⁴

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

Calendar for Optional Reforms

Sr. No.	Optional Reform	The year in which the reform would be initiated
1.	Introduction of Property Title Certification System	Year 6
2.	Revision of Building bye-laws to streamline the approval process	Year 2
3.	Revision of Building bye-laws to make Rain Water Harvesting mandatory in all buildings to come up in future and for adoption of Water Conservation measures.	Year 2
4.	Earmarking at least 20-25% of developed land in all housing projects for EWS/LIG category with a system of cross-subsidisation.	After finalisation & approval of the State Housing Policy & appropriate amendments in D C rules.
5.	Simplification of legal and procedural frameworks for conversion of agricultural land for non-agricultural purposes.	After finalization of State policy
6.	Introduction of computerised process of registration of Land & Property.	Year 3
7.	Bye-laws on reuse of recycled water.	Year 5
8.	Administrative Reforms	Year 3
9.	Structural Reforms	Year 4
10.	Encouraging Public Private Partnership	Year 4

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 Registration³⁵
 - ii. Transfer of Property³⁵

Transfer of property is brought on record by the Property Tax Department of the NMC on application made by the owner as per BPMC Act 1949, along with relevant documents such as Sale / Transferred deed, Property Registration Card issued by the City Survey Office, Village Form 7/12 Extract issued by Tehsildars, etc.

- 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?)

No. Information is captured only through the application made by the owner who intends to get the property mutated.

³⁵ 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		No	
ii. Court orders	Yes		
iii. Easements		No	
iv. Restrictions		No	
v. Encumbrances		No	
vi. Lease	yes		
vii. Third party claims	yes		If insisted by the financial institute

Not Applicable to the records being kept by the Property Tax Department.

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

In the Corporation, the provisions of the Bombay Provincial Municipal Corporation Act, 1949 are followed.

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		Yes		
Electronic database of property records	Yes			
Software application for regular upgradation of records	Yes			
System for online registration		Yes		
ILIS (Integrated Land Information System)			Yes	

f. Provide Information on current status of Properties registration

Estimated number of properties in the city ³⁶ (a)	No. of properties on records in the Municipality ² (b)	No. of disputed properties	Coverage Ratio(b/a*100)
No data available	2,61,312	83,312	No data available

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

Property Registration Card issued by the City Survey Office and Village Form No.7/12 Extract issued by Tehsildar.

³⁶ Please mention the method used for identifying these property figures

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

Current system is based on the Property Registration Card issued by the City Survey Office and Village Form No.7/12 Extract issued by Tehsildar .

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

List of evidence documents	Comments
a] Property Registration Card	City Survey record
b] 7/12 Extract	As per Revenue record
c] Sale Deed	As per Sub Registrars records
d] Other transaction deeds	Various transaction deeds as Registered with the competent authority
e] Court Order	As per the order of Competent Court

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

It is a continuous process. The updation is done as requested by concern land owner.

TIMELINE FOR ACTION ON REFORMS

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

a. Listing of all the properties in the city	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Finalisation of decisions on the new registration system, state guarantee and legislative amendments	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"/>
c. Amendment of legislation and 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"/>

- d. Detailed design of system

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

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

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

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

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

- g. Computerisation of all the property records against ownership

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

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

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

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

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

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

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	95%	95%	98%	100%			

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

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

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?

Nashik Municipal Corporation and Urban Development Department of Govt. of Maharashtra.

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

Maharashtra Regional & Town Planning Act, 1966 and BMC Act 1949

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

Agency	Role
A Town Planning department of NMC	Approval to plans and issue of building permissions.
B Heritage committee	Heritage Conservation & Guidance to Commissioner, NMC.
C MOEF(Govt.of India) environmental clearance	To ensure Environmental Impact assessment in large projects and ensuring mitigation mechanism.
D. Civil Aviation NOC	To restrict height of the building in the vicinity of aerodrome as per their requirements.
E. Police Commissioner's NOC	Only for assembly buildings to ensure Law and Order
F. Chief Fire Officer NOC	To ensure proper Fire Fighting arrangements.
G. Various Infrastructural Departments of NMC such as PWD, Storm water drain,, Sewerage Department Etc.	For ensuring development of proper infrastructure on site.

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

Process of Building approval.

- Submission of Building proposal by the owner through a Architect, or Licensed Engineer in the prescribed format, alongwith requisite documents and the ownership documents of the land.
- Scrutiny by various other agencies as may be applicable viz. Competent authority-ULC, Heritage Conservation Committee, Civil Aviation Department, Revenue Department of State Government etc.
- Scrutiny of the proposal by the Building Proposal Section of the Corporation as per the provisions of the Development Control Rules & Building Bylaws.
- Submission of report to the competent authority for concessions involved, if any, in the Building Proposal.
- Approval to the proposal by the Town Planning Department of NMC
- Payment of requisite development charges and other fees as applicable.
- Grant of Commencement Certificate on compliance of requisite conditions of the approval.
- Submission of Building Completion Certificate by the Architect, on completion of the work.
- Grant of Occupation permission / Building Completion Certificate on compliance of the requisite conditions of approval.

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

The building Bye-laws in respect of FSI Norms, Open space requirements etc vary for the Gaothan (congested) area, Town Planning Schemes, Residential Zones R1 & R2, Other Buildable Zones in Development Plan. A separate set of bye-laws is adopted by CIDCO and MIDC in their area of Jurisdiction.

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

List of Parameters	Comments
A. Requirements of sites	For ensuring adequate plot area, access and hygienic conditions.
B. User	To ensure user compatible with the zoning in the Development Plan.
C. FSI and Tenement Density	To control Development.
D. Open spaces	To provide adequate Light and Ventilation.
E. Recreation Ground	To ensure necessary amenities in large layouts.
F. Parking	Provide adequate parking in any layout so as to prevent parking on roads.
G. Requirements of Parts of Buildings	To ensure proper sizes of Tenements and rooms.
H. Special Amenities for Physically Handicapped persons	To ensure appropriate amenities for handicapped persons.
I. Services	Drainage lines, safetic tank and soak pit and under ground water tank
J. Energy conservation	Water recycling and solar assisted water heating system
K. Fire fighting system	To ensure the security against fire hazards

g. When were the Building Byelaws last revised?

DC Regulations came into force in year 1993 and have been amended, in terms of individual provisions approx. 10 times till date.

h. Indicate the level of modification by ticking against the following-

Level of Modification	Revision date	Detail of modification
i. Radical changes (FSI, ground coverage etc)	Already made	1993 - New set of DC rules is made applicable for NMC
ii. Minor Modifications	Already made	Reg.No.12.1.1 Provision of Accomodation Reservation is incorporated – 1994 Reg.No.24.3.1. Solar Assisted Water Heating System – 1994 Reg.No 13.3.1 Provision of Transfere of Development rightes is incorporated - 2000 Reg. – New minor changes related hight of building, marginal distances etc. – 2000 Reg.No.18.1. Provision for Fire fighting equipment – 2001 Reg. – New Provision for new location for reservation – 2002 Reg. – New Rain water harvesting – 2003
iii. Changes in approval process (If yes, specify)	Not Applicable	

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

At present, the use of Information Technology is limited to record keeping in MS EXCEL format and day-to-day typing work. A GIS based comprehensive workflow management system for the activities in Town Planning Department is in preparation stage and in within 6 months times it will be in case.

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

1	Number of Applications received (before 31st March 2005)	1384
2	Number of Sanctions made within 1 month from date of receipt of the application	61
3	Number of Sanctions made within 2 months from date of receipt of the application	150
4	Number of Applications that took more than 2 months for approval	320
4a	Proposals pending for more than 2 months for want of compliances	853
5	Average time taken for approval of a building	1 months

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

- Large number of NOCs are required.
- Odd shapes of plots require certain concessions in planning.
- Concessions are also required for proposals of redevelopment under Development Control of AR & TDR utilisation.

TIMELINE FOR REFORMS

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

- | | | | | | | | | |
|----|---|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| a. | Consultation with stakeholders on modifications required in the Building Byelaws | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |
| b. | Identification and finalisation of modifications in the existing Building Byelaws in order to streamline the process of approval. (eg. outsourcing of certain activities etc) | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |
| c. | Defining mitigation measures for risks from natural disasters as part of Building Byelaws, (including structural safety issues on the basis of seismic zones) | Year1
<input type="checkbox"/> | Year2
<input type="checkbox"/> | Year3
<input checked="" type="checkbox"/> | Year4
<input type="checkbox"/> | Year5
<input type="checkbox"/> | Year6
<input type="checkbox"/> | Year7
<input type="checkbox"/> |

- d. Amendment of the existing legislation to introduce the new Building Byelaws and notification
- | | | | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- e. Dissemination of the new set of Building Byelaws through a website
- | | | | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- f. City level Workshops to address to the queries of general public
- Yes Year 4
- g. Setting up of an MIS system with links to all offices having bearing on building permission
- Yes Year 4
- h. Start of Approval as per the new building byelaws
- | | | | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 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. Establishment of interactive citizen enquiry system on status of application for building plan approvals, through methods such as –
Interactive Voice Recording System (IVRS), Website, telephone, etc.
- | | | | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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
	Time taken in days						
Residential	60 days	60 days	45 days	30 days	30 days	15 days	15 days
Commercial	60 days	60 days	60 days	45 days	45 days	30 days	30 days

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

- Publication of the Building Proposal Manual, containing the necessary documents required to be submitted/working of the Town Planning Department, etc.
- Introduction of 'Fast Track System'.
- Under the Right to Information Act, 2005, the details of the Town Planning Department/its working are available to the general public.
- Computerisation of all sections of the Town Planning Departments within 2 years.
- NMC is also in the process of implementing GIS in the Development proposals Sanction.

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

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

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

i. Since when has it been adopted?

Directive under Section 154 of the M.R.T.P. Act issued on 10.03.2005 by the State Govt.

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

iii. Is it for all buildings? Yes No

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

Rain water harvesting is insisted on in respect of the plots having area more than 1000 sq. mtrs.

TIMELINE FOR ACTION ON REFORMS

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

a. Final design of Rainwater Harvesting System and decision on end use

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

b.	Preparation of draft building byelaws to reflect the mandatory clauses of Rainwater Harvesting.	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
c.	Amendment of the existing legislation to introduce the new Building byelaws and notification	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
d.	Dissemination of the new set of Building Byelaws through a website	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
e.	City level Workshops to address the queries of general public	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
f.	Start of Approval as per the new building byelaws	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input type="checkbox"/>	Year4 <input checked="" type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>
g.	Any other reforms being undertaken (give details in the space provided)	Year1 <input type="checkbox"/>	Year2 <input type="checkbox"/>	Year3 <input checked="" type="checkbox"/>	Year4 <input type="checkbox"/>	Year5 <input type="checkbox"/>	Year6 <input type="checkbox"/>	Year7 <input type="checkbox"/>

As elucidated above, Rain water harvesting is already included as a precondition while granting building permission.

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 2005-06
1	NMC	500
2	CIDCO	No data is available
3	MHADA	No data is available

- 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	
Approximate number of housing projects by private developers for whom plans were sanctioned in last year	No data is available
Approximate number of dwelling units created by private developers in above projects	

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

- But there are certain schemes that lead to creation of housing for the EWS/LIG.

d. If yes, please provide the following details –

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

No mandatory legislation exist

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%)

The State Govt. has set up a committee under the chairmanship of the Chief Secretary to prepare the Housing Policy of the State Govt. wherein the issue of creating sufficient housing stock with necessary amenities for the EWS/LIG is one of the main goals.

b. Amendment of the existing legislation and notification

The timelines for this section would be given after this policy is finalised and approved.

c. Timeline to improve the percentage of reservation for EWS/LIG in housing projects **No data is available**

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

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

Year1 Year2 Year3 Year4 Year5 Year6 Year7

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

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

The powers of converting agricultural lands to non-agricultural are with the District Collector and are governed by the provisions of the Maharashtra Land Revenue Code 1966, even in the areas coming under Development Authority.

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

<i>Agency</i>	<i>Role</i>
a] District Collector	Sanctioning authority
b] Urban Local Body	Planning Authority which offers its remarks regarding the admissibility of the proposed N.A. user.
c] Various Field Level Deptts.	Various Field Level Departments offer comments or No-objection Certificates with respect to the proposed N.A. user.

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

Maharashtra Land Revenue Code 1966.

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

Yes, the procedure is already simplified for conversion of agriculture land to non-agricultural user for industrial purposes. Also attempts are made to adopt a single window system for this.

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

i. Residential use-

90 days

ii. Other use (Industrial, commercial etc)-

90 days

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

The process of obtaining the remarks of various field level Departments for ascertaining the suitability and admissibility of the proposed non-agricultural user, in respect of the land under application, very often takes a lot of time.

TIMELINE FOR ACTION ON REFORMS

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

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

b. Amendment of the existing legislation and notification

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

c. Dissemination of the new process through a website

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

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

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

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

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

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.

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

g. Start of conversions as per the new legislation

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

h. 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	<input type="text"/>						

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

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

A separate report would be submitted in the next six months indicating the timeline for reforms in the existing procedure for conversion of agricultural land into non-agricultural land.

O6 - INTRODUCTION OF COMPUTERIZED PROCESS OF REGISTRATION OF LAND AND PROPERTY³⁷

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

The process of registration of land and property is already fully computerised in Maharashtra. A software called "SARITA" developed by C-DAC is being used in this process.

- b. To what extent is the present system computerized-

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

TIMELINE FOR REFORM

- a. Indicate the target year for conversion to an electronic process of registration - **The process of registration of land and property is already computerised.**

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

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

O7- BYELAWS ON REUSE OF RECYCLED WATER

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

b. If yes, please provide following details –

i. Since when has it been adopted?

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

iii. Which legislation stipulates it?

c. Mention its coverage and specifications in brief

Yet Not applicable

TIMELINE FOR ACTION ON REFORMS

	Year1	Year2	Year3	Year4	Year5	Year6	Year7
a. Final design and decision on end use of a Waste Water Recycling System	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Preparation of draft building byelaws to reflect the mandatory clauses of such a system	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Amendment of the existing legislation to introduce the new Building Byelaws and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Dissemination of the new Building Byelaws through a website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. City level Workshops to address to the queries of general public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Start of Approval as per the new Byelaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Any other reforms being undertaken (give details in the space provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O8-ADMINISTRATIVE REFORMS

DESIRED OBJECTIVE/S

JNNURM requires the administrative reforms are undertaken in ULBs and other institutions engaged in urban sector management. Such administrative reforms should include – instituting better human resource management 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

a. Please give the following details-

<i>Item</i>	<i>Class 1 staff</i>	<i>Class II Staff</i>	<i>Class III staff</i>	<i>Class IV staff</i>	<i>Total</i>	<i>Remarks, if any</i>
<i>Total staff in the Corporation/ ULB</i>	75	70	1840	4523	6517	
<i>Permanent/Regular posts</i>	62	47	1520	4300	5929	
<i>Occupied posts</i>	62	47	1520	4300	5929	
<i>Temporary staff</i>	-	15	102	847	964	
<i>Technical staff</i>	69	55	840	689	1653	
<i>Non technical staff</i>	6	15	1000	3843	4864	
<i>Vacant posts</i>	13	23	320	232	588	
<i>Number of new posts created in the past five years</i>	-	-	139	68	207	
<i>Number of recruitments done against the above posts</i>	-	-	139	68	207	
<i>Number of posts fallen vacant due to retirement during the past five years</i>	7	4	36	40	87	
<i>Number of recruitments done against the above posts</i>	-	-	18	33	51	
<i>Number of retirements expected in the next five years.</i>	11	7	114	89	221	

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

<i>Initiative</i>	<i>Date</i>	<i>Details</i>	<i>Achievements</i>
The Business Process Re-engineering work done	Year 2003	A detail and comprehensive study and analysis of actual working of every department is carried out and suggestions for improvements are obtained	Redundancy and omissions in working are identified and measures are being taken to overcome it.

STAFF- TRAINING

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

<i>Initiative</i>	<i>Date</i>	<i>Details</i>	<i>Achievements</i>
<ul style="list-style-type: none"> • The various training programs and workshops were arranged in house, as well as the officers and concerns staff of various departments are regularly expose to trainings in their respective fields at reputed training institute like YASHADA - Pune, MERI - Nashik, Engineering Staff college - Nashik, Research and Training Centre (MJP) - Nashik Road, All India Institute of Local Self Government, CRRI - New Delhi, Administrative College - Hyderabad, IIT - Mumbai. • The main training fields are General Administration, Right to Information Act, Civil, Electrical, Mechanical Engineering Disciplines, Fire Fighting, Security & Life Guards, Accounting Reforms, E-Governance and Computerization, Solid Waste Management, Health Sciences, Poverty alleviation, Capacity Building etc. • The above training courses found to be informative and helpful in improving working skills & efficiency by which overall work culture gets enhance. 			

ESTABLISHMENT EXPENDITURE

c. Total Establishment expenditure over the past five years

Particulars	Year (-4) (Rs.)	Year (-3) (Rs.)	Year (-2) (Rs.)	Year (-1) (Rs.)	Year 0 (Rs.)	CAGR
Salaries, Wages and Bonus	23.18	25.10	29.12	31.09	35.25	28.74
Benefits and Allowances	26.93	29.17	33.85	36.13	40.97	33.41
Pension	8.27	5.89	6.54	6.80	8.20	7.14
Other Terminal & Retirement Benefits	0.99	0.71	0.78	0.82	0.98	0.85
Total establishment expenses	59.37	60.87	70.29	74.84	85.40	70.15
Total Revenue	250.66	295.26	322.19	324.44	368.24	312.15
Total Establishment expenses as % of Total Revenue Income	23.69	20.62	21.82	23.07	23.19	22.47

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

Initiative	Date	Details	Achievements
No specific data available			

TIMELINE FOR ACTION ON REFORMS

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

Area of Reform	Proposed steps	Targeted Year in the mission period
<p>a. Rationalisation in staff & Human Resource Management <i>Suggested steps:</i></p> <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 } 	<p>Training needs assessment would be done through a reputed agency and accordingly a comprehensive training calendar would be drawn up and implemented through the reputed training institute. The study for training needs assessment would be initiated in 2007-08.</p> <p>A study for introducing reforms in the performance evaluation system for municipal employees would be initiated in the year 2007-08.</p>	<p>Year 4</p> <p>Year 3</p> <p>Year 4</p>
<p>b. Staff Training <i>Suggested steps:</i></p> <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 	<p>Training needs assessment would be done through a reputed agency and accordingly a comprehensive training calendar would be drawn up and implemented through the reputed training institute. The study for training needs assessment would be initiated in 2007-08.</p>	<p>Year 3</p>
<p>c. Reduction in Establishment Expenditure <i>Suggested steps:</i></p>		

Area of Reform	Proposed steps	Targeted Year in the mission period
<ul style="list-style-type: none"> ▪ <i>Outsourcing certain functions</i> ▪ <i>Higher capacity utilisation</i> ▪ <i>Energy saving</i> ▪ <i>Cost control targets</i> 	<p>Out sourcing of certain activities like recovery of water charges, other misc. taxes is under positive consideration</p> <p>With a view to saving energy, Energy Audit has been taken up for Water Supply & Sewage Disposal Installations.</p>	<p>Year 3</p> <p>Year 2</p>
<p>d. Continuity of tenure of key decision makers Suggested steps:</p> <ul style="list-style-type: none"> ▪ <i>Minimum average tenure of Municipal Commissioner</i> 	<p>Even now conventionally the average term of deputation for the Municipal Commissioner is 3 years.</p>	
<p>e. Management review systems Suggested steps:</p> <ul style="list-style-type: none"> ▪ <i>Periodic review by Mayor & Municipal Commissioner</i> ▪ <i>Generation of Daily / Weekly / Monthly and Quarterly Performance reports on – Financial, Service delivery and Capital Projects</i> 	<p>Periodic review is already being taken by the Mayor & Municipal Commissioner.</p> <p>The Corporation will implement an Enterprise Resource Planning Solution (SAP) along with a number of subject specific software which would be fully commissioned in 2007-08. This would facilitate generation of MIS at various frequencies.</p>	<p>Year 3</p>

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

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>
Number of staff							Specific milestones in this regard would be submitted after the study of the report

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

A detailed Training Plan for its staff would be evolved by 2008-09. This plan would be reviewed every five years.

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

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

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

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

O9- STRUCTURAL REFORMS

DESIRED OBJECTIVE/S

JNNURM requires the structural reforms are undertaken in ULBs and other institutions engaged in urban sector management. Such structural reforms should include –

reviewing and revamping the organisation structure of the ULBs to align it to current requirements, decentralisation within the ULB where necessary, creation of trained cadres of municipal staff in specific technical disciplines, improved coordination mechanisms amongst city level agencies, etc. and achieving specified milestones in this regard.

CURRENT STATUS

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

No

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

- i. How many such offices exist in the city?

6 Divisions, and 6 Divisional Offices

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

Each Division office is of the rank of an Assistant Commissioner who is supported by the field staff of various departments of the NMC to monitor after the following :

[1] Maintenance of Roads, Streets, [2] Removal of Garbage, [3] Distribution & maintenance of water supply & sewage disposal system, storm water drains, [4] Impounding stray cattle, [5] Administration of Schools, Dispensaries, Maternity Homes, [6] Maintenance of Municipal Properties, [7] Removal of unauthorised construction and hawkers. [8] collection of Property tax, Water Tax and other misc. taxes [9] Issue of Birth & Death Certificates etc.

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

Functional area they are employed in the ULB	Cadre of Staff Group					Method of selection	Average tenure in one ULB
	A	B	C	D	Total		
General (G.A.D.)	2	2	513	605	1122	Selection/Promotion	Till superannuation
City Engineer	12	39	152	1160	1363		
Assessment & Collection	1	5	477	193	676		
Public Health and Medical Education	46	-	254	2274	2574		
Chief Accountant	-	-	38	25	63		
Municipal Chief Auditor	1	1	50	3	55		
Municipal Secretary	-	-	36	40	76		
Total	62	47	1520	4300	5929		

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

The Mayor is a member of DPDC.

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>
Enterprise Resource Planning Solution is undertaken by the Corporation with SAP, whereby various departments will be inter-linked online. Various cost centres along with departmental functionaries are identified and various functions of Finance, Materials, Human Resource, Fleet and Workshop, Project Systems are being integrated. Online Complaint Management with online payment system is being implemented in the Corporation for the benefit of citizens.	Year 4

- 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>
<ul style="list-style-type: none"> • Currently the coordination between different Agencies working in Nashik is achieved through a coordination committee chaired by the Municipal Commissioner. • After District planning committee & Metropolitan Planning Committee is set up, this role would be performed by it. 	Year 6

- 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>
The subject of creation of cadres of municipal staff within the state is under the consideration of the State Govt. and final decision is expected on this, next year.	Year 6

O10 - ENCOURAGING PUBLIC PRIVATE PARTNERSHIP

DESIRED OBJECTIVE/S

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

CURRENT STATUS

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

<i>Initiative</i>	<i>Date</i>	<i>Details</i>	<i>Achievements</i>
Garbage collection	Since 5 years	Collection and transportation of garbage from door to door	90%
Pay and use toilet blocks	Since 10 years	Body like 'Sulabh International' to construct toilet blocks for use of public on "pay and use basis"	Nearly 80 toilet blocks in city
Operation & maintenance of Sewerage Pumping Stations	Since last 5 years	Bhujbal Farm STP, Tapovan STP Morwadi, Untwadi STP, Panchak STP, Chehadi STP, Old Ganeshwadi, New Ganeshwadi, Takli, Kapila Sewage Pumping station	Sizable saving in O/M cost is achieved.

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>

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

<i>Project</i>	<i>Target Date</i>	<i>Mode of PPP</i>
Policy for development of various reservations on development plan like Market and shopping centers, libraries , drama theatres, High schools etc.	2007-08	Private owner – builder developer – NMC tri party agreement
Development of Public Parking	2008-09	Private owner – builder developer – NMC tri party agreement