

Form 1**Name of the ULB** _____**LAND DETAILS as on**

Sr. no.	Specify if leasehold/ freehold	Location	Survey No. of the land	Area (acre / sq. m.)	Date of acquisition	Cost of acquiring the land (Rs.)	Was the land subject to improvement such as filling, leveling etc. after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Specify how land is being currently used	Give reference of available title documents	Current market value (Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15	16	17

Notes:

1. Details of all the land belonging to the ULB, irrespective of the fact, whether it is vacant or any structure has been constructed on that, should be included here.
2. Each plot of land should be identified separately.
3. Also specify if land is industrial / agricultural / residential in Column 2.
4. Draw a sketch / boundary for each plot of land and annex it to the form.

Form 2

Name of the ULB _____
BUILDING DETAILS as on

Sl. No.	Description of the Building	Location	Survey No. of the land where building is located	Dimension of the Building			Number of Floors	Total sq. feet (carpet area)	Area of the land on which building is located (acre / sq. m.)	In case of building acquired, specify estimated date of completion of construction along with date of acquisition	In case of building constructed by ULB, specify the date of construction	Cost of acquisition / construction (Rs.)
				Length	Breadth	Height						
1	2	3	4	5	6	7	8	9	10	11	12	13

Was the building subject to any improvement such as renovation, extension or otherwise after acquisition? (Yes / No)	If yes, specify details of improvement		Total Cost (Rs.)	Amount of depreciation provided on the building (Rs.)	Value of the building after considering provision of depreciation (Rs.)	From whom acquired	Mode of acquisition	Specify how building is being currently used	Give reference of the available title documents	Current market value (Rs.)	Remarks
	Date	Cost (Rs.)									
14	15	16	17 (13+16)	18	19 (17-18)	20	21	22	23	24	25

Note:

Buildings should be categorised into municipal offices, residential quarters, godowns, shopping centres, hospitals, auditoriums, schools, swimming pool, temples, factory shed for water works and drainage system, library, slaughterhouse, market etc.

Form 3

Name of the ULB _____

ROADS, STREETS, LANES AND FOOTPATHS DETAILS as on

S. No.	Name of the road, street or lane	Specify whether the road, street or lane is earthen, tar or concrete	Survey No. of land on which the road, street or lane has been constructed	Dimension of the road, street or lane		Area (Sq. m.)	Date of acquisition / construction	Cost of acquisition / construction (Rs.)
1	2	3	4	5	6	7 (5*6)	8	9

Sr. No.	Was the road, street or lane subject to any improvement? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Amount of depreciation provided (Rs.)	Value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
10	11	12	13 (9+12)	14	15 (13-14)	16	17	18	19	

Note:

1. Prepare ward-wise, area-wise list of roads, streets, lanes and footpaths.
2. Improvement would mean conversion of the road from one type of construction to another type of construction, for instance, conversion of a tar road into a cement concrete road or extension of the road, etc.
3. Specify the details of the footpaths annexed to the road, street or lane immediately below the details of the said road, street or lane.

Form 4

Name of the ULB _____

BRIDGES, CULVERTS, FLYOVERS, SUBWAYS AND CAUSEWAYS DETAILS as on

S. No.	Description of the bridge, culvert, flyover, causeway or subway	Location	Survey No. of the land where structure is located	Dimension of the structure		Area of the land on which structure is constructed (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)
				Length	Breadth				
1	2	3	4	5	6	7	8	9	10

S. No.	Was the structure subject to any improvement, such as extension or otherwise after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	Amount of depreciation provided on the structure (Rs.)	Value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
11	12	13	14 (10+13)	15	16 (14-15)	17	18	19	20	

Note: The commercial establishment annexed to the structures, if any should be included in the Building Schedule

Form 5

Name of the ULB _____

DRAINS INCLUDING UNDERGROUND DRAINS DETAILS as on

S. No.	Description of the drain, specifying whether it is open or underground drain	Name of the road/street where the drain is located	Survey No. of the land where drain is located	Dimension of the structure			Area of the land where the drain is constructed (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction
				Length	Breadth	Height			
1	2	3	4	5	6	7	8	9	10

S. No.	Cost of construction / acquisition (Rs.)	Was the structure subject to any improvement such as extension or otherwise after acquisition? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Amount of depreciation provided on the structure i (Rs.)	Value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
			Date	Cost (Rs.)							
11	12	13	14	15 (11+14)	16	17 (15-16)	18	19	20	21	

Notes:

1. The details of the drains should be collated ward-wise.
2. In column 2, in addition to specifying whether the drains are open or underground, also specify whether they are storm water drains or sewerage drains or for other purpose.

Form 6

Name of the ULB _____

WATER WORKS DISTRIBUTION DETAILS as on

S. No.	Description of the water distribution system assets	Name of the road/street where the distribution assets are located	Survey No. of the land where distribution assets are located	Dimension of the structure		Area of the land where the distribution system assets are located (acre / Sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of acquisition / construction (Rs.)
				Length	Diameter				
1	2	3	4	5	6	7	8	9	10

Sr. No.	Was the structure subject to any improvement after acquisition? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Amount of depreciation provided on the structure (Rs.)	Value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
	11	12	13	14 (10+13)	15	16 (14-15)	17	18	19	20

Notes:

1. In column 2, list down the water distribution asset details ward-wise.
2. Details of pipes, water storage tanks and transmission pipes etc. should be provided in this form.

Form 7

Name of the ULB _____

PUBLIC LIGHTING SYSTEM DETAILS as on

S. No.	Name of the road/ location	Survey No. of road where the system is installed	Number of lamp posts	Cost of lamp posts and erection charges (Rs.)	Length of cables used	Cost of cables and laying charges (Rs.)	Total Cost (Rs.)	Amount of depreciation provided (Rs.)	Value after considering depreciation provision (Rs.)	Year of purchase/ erection/ laying	from whom purchased/acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (5+7)	9	10 (8-9)	11	12	13	14	15

Note: Specify the details ward-wise

Form 8

Name of the ULB _____

LAKES AND PONDS DETAILS as on

S. No.	Description of the lake or pond	Location	Survey No. of the land where it is located	Area of the lake / pond (acre / sq. m.)	Date of acquisition / construction	Cost of acquisition / construction (Rs.)	Was the lake / pond improved after acquisition ? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
								Date	Cost (Rs.)					
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15

Note:

In column 2, in addition to specifying the name and other relevant details of the lakes or ponds, also specify whether the lake or pond is used for potable purpose or for commercial activity.

Form 9**Name of the ULB** _____**CAPITAL WORK IN PROGRESS DETAILS AS ON**

S. No.	Name of the project	Work Order No. and Year in which sanctioned	Location of the Project	Estimated cost of the project (Rs.)	Cost already incurred on the project (Rs.)	Specify the source of finance from which project is being funded	Estimated date of completion of the project	Remarks
1	2	3	4	5	6	7	8	9

Form 10

Name of the ULB _____

PLANT AND MACHINERY DETAILS as on

S. N o	Description of the plant and machinery specifying the 'make'	Capacity	Location	No. of shifts in use	Date of acquisition	Cost of acquisition / construction (Rs.)	Amount of depreciation provided (Rs.)	Value after considering depreciation provision (Rs.)	Date of commencement of operation	From whom acquired	Mode of acquisition	Give reference of the available title documents	Current market value (Rs.)	Remarks
1	2	3	4	5	6	7	8	9 (7-8)	10	11	12	13	14	15

Note:

1. The details of the plant and machinery should be given Section-wise and location-wise.
2. In addition to the plant and machinery of a general nature, also specify the plant and machinery of the Water Works and Drainage Section.
3. Also specify the sub-station and transformers deployed for public lighting system within the ULB
4. Details of any improvements to the plant and machinery, which has resulted into increasing the capacity of the plant and machinery, should be mentioned separately.
5. In Remarks column, indicate whether the ULB has the ownership right to the property or have only operating rights.

Form 11

Name of the ULB _____

VEHICLES DETAILS as on

S. No.	Description of the vehicle specifying whether it is LCV, HCV or car, jeep etc. and its 'make'	Date of acquisition	Cost of acquisition (Rs.)	Was the vehicle subject to any improvement such as body extension or otherwise? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Amount of depreciation provided any (Rs.)	Value of the vehicle after considering depreciation provision (Rs.)	Year of manufacture	Registration details	Engine No.	Chassis No.	From whom acquired	Mode of acquisition	Give reference of the available title documents	Current market value (Rs.)	Remarks
					Date	Cost (Rs.)												
1	2	3	4	5	6	7	8 (4+7)	9	10 (8-9)	11	12	13	14	15	16	17	18	19

Notes:

1. In column 2, in addition to the normal description of the vehicle, also specify whether any structure has been added to the same, for instance, building of body for buses, ambulances, fire brigade, hearse van, etc.
2. In column 2, also specify the vehicle number.

Name of the ULB _____

FURNITURE AND FIXTURES DETAILS as on

S. No.	Description of the asset specifying whether it is table, chair, cupboard, partition, safe vault, cabinet, etc.	Location / Section	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Amount of depreciation provided (Rs.)	Value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6-7)	9	10	11	12

Notes:

1. Prepare a separate list for each class of furniture and fixture, for instance, a separate list should be prepared for tables, chairs, cupboards, partitions, safe vaults, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset.

Name of the ULB _____

OFFICE EQUIPMENT DETAILS as on

S. No.	Description of the asset specifying whether it is photocopier machine, typewriter, air conditioner, water cooler, computer etc.	Location / Section	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Amount of depreciation provided (Rs.)	Value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6-7)	9	10	11	12

Notes:

1. Prepare a separate list for each class of office equipment, for instance, a separate list should be prepared for computers, photocopier machines, fax machines, telephone instruments, typewriters, air conditioners, water coolers, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset.

Name of the ULB _____

OTHER EQUIPMENT DETAILS as on

S. No.	Description of the equipment details, specifying the make and model of the same	Location / Section	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Amount of depreciation provided (Rs.)	Value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6-7)	9	10	11	12

Notes:

1. Specify the details of the equipments other than plant and machinery such as hospital/maternity home/dispensary related equipments, playground equipment, club house/gymnasium equipment etc.
2. Details of the equipment should be collated Section-wise and location-wise.
3. Asset reference number denotes any numbering / marking given to each piece of asset.

Form 15

Name of the ULB _____

LIVESTOCK DETAILS as on

S. No.	Specify location of the animal	Description of the animal	Specify number of animals	Amount paid for purchase/ acquisition (Rs.)	Date of purchase/ acquisition	From whom purchased/ acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8	9	10

Notes:

1. Details of the animals should be collated location wise.
2. Each class of animal such as cows, buffaloes etc. should be identified separately.