1

Ward Administrative Secretary (WAS)

S.No.	Topic
A	**a) Overview of MA&UD:**
1	74th Constitutional Amendment
2	Urban Local Bodies- Structure and Functions
3	Criteria for Constitution of ULBs
4	Municipal Legislation
5	Job Chart of Ward Administrative Secretary
	b) Municipal Finances:
1	Taxes & Non-Taxes
2	Finance Management in ULBs
3	Central Finance Commission / State Finance Commission
4	Internal Resources / External Resources
	c)General Administration:
1	Office Administration in ULBs
2	Ward Secretariat System
3	Council Management
4	Court Cases
B	**E-Governance**
1	E- Municipal ERP System
2	School ERP
3	DPMS
4	OWMS
5	Dashboards
6	E Office
7	Other Technology related governance

C	Government Schemes & Departmental Services
1	Spandana
2	Puraseva
3	Delivery of Services through Ward Secretariats
4	PGR
5	Municipal Services Birth & Death
6	Marriage Certificates
7	Navaratnalu, Navasakam and Welfare Schemes related to Education
8	Scholarships – Pre & Post Metric, Overseas Vidyonnati
9	NADU – NEDU
10	Jagananna Ammavodi
11	YSR Fee Reimbursement
12	Jagananna Gorumudda
13	Jagananna Vidya Kanuka
14	YSR Pelli Kanuka
15	YSR Bima
16	YSR Aasara
17	YSR Interest Free Loans
18	Jagananna Chedodu
19	Street Vending Policy
20	Housing for all
21	Jagananna Thodu
22	YSR Cheyutha
23	YSR Social Security Pension
24	All other welfare schemes pertaining to SC/ST/BC & Minorities

Resource person name::

P.Murali Krishna Goud

Designation::

VC., AHUDA

Topic name::

74th Constitution Amendment Act, 1992

➢ Evolution of Urban Bodies

➢ Historical perspective

The institutions of urban local government originated and developed in modern India during the period of British Rule. The major events in this context are as follows.

- In 1687-88, the first Municipal Corporation in India was set up at Madras.
- In 1726, the Municipal Corporations were set up in Mumbai and Calcutta.
- Lord Mayo's Resolution of 1870 on financial decentralisation visualised the development of local self – government institutions
- Lord Ripon's Resolution of 1882 has been hailed as the 'Magna Carta' of local Self-government. He is called as the father of local-self- government in India.
- The Royal Commissioner on decentralisation was appointed in 1907 and it submitted its report in 1909.
- Under dyarchical scheme introduced in Provinces by the Government of India Act of 1919, local self-government became as transferred subject under the charge of as responsible Indian minister.
- In1924, the Cantonments Act was passed by the Central legislature.
- Under the provincial autonomy scheme introduced by the Government of India Act of 1935, local self- Government was declared as provincial subject.

➢ Committees and Commissions

- The Committees and Commissions appointed by the Central Government to improve the functioning of urban local governments are mentioned below.

Sl.no	Year	Name of the Committee/ Commission	Chairman
1	1949-51	Local Finance Enquiry Committee	P.K.Watter
2	1953-54	Taxation Enquiry Commission	John Matthai
3	1963-65	Committee on the Training of Municipal Employees	Nur-Ud- din-Ahmed
4	1963-66	Rural- Urban Relationship Committee	AP.Jain
5	1963	Committee of Ministers on Augmentation of Financial Resources of Urban Local Bodies	Rafiq Zakaria
6	1965-68	Committee on Service Conditions of Municipal Employees	-
7	1974	Committee on Budgetary Reform in Municipal Administration	Girijapathi Mukharjee

8	1982	Study Group on Constitution of powers and laws of Urban Local Bodies and Municipal Corporations	KN Sahaya
9	1985-88	National Commission on Urbanisation.	CM.Correa

- **What is Amendment of the Constitution of India:**
  - Amendments of the Constitution of India are the process of making changes to the nation's fundamental law or supreme law. The procedure of amendment in the constitution is laid down in part XX (Article 368) of the constitution of India.

Constitutionalisation

- In Aug, 1989, the Rajiv Gandhi government introduced the 65th constitutional Amendment Bill in the Lok Sabha. The Bill aimed at strengthening and revamping the Municipal Bodies by conferring a constitutional status on them.
- It was defeated in Rajyasabha in October,1989.
- The National Front Government under VP Singh introduced the revised Nagarapalika Bill in the Lok-Sabha again in September,1990. The Bill was not passed.
- P.V. Narasimha Rao's Government also introduced the modified Municipalities Bill in the Lok Sabha in September 1991. It finally emerged as the 74th Constitutional Amendment Act of 1992 and came into force on 1st June 1993.

- **SCENARIO PRIOR TO THE 74TH CAA**
  - The term Urban Local Government in India signifies the governance of an Urban area by the people through their elected representatives. The jurisdiction of an urban local government is limited to a specific urban area which is demarcated for this purpose by the State Government.
  - The system of urban government was constitutionalised through 74th Constitutional Amendment Act of 1992. At Central level, the subject of ` Urban local government ` is dealt with by the following three ministries.
    I. Ministry of Urban Development, created as separate ministry in 1985.
    II. Ministry of Defence in the case of Cantonment boards.
    III. Ministry of Home Affairs in the case of Union Territories.

There are eight types of urban local governments in India –

1. Municipal Corporation
2. Municipality
3. Notified area committee

   Example: Gujarat, Jharkhand, Odissa, West Bengal.

4. Town area committee/Town Panchayats :

   Example: Assam, Chattisghad, Jharkhand, Karnataka,Tamilanadu

5. Cantonment board

   A Cantonment area is a delimited area where the Military forces and troops are permanently stationed. Classified as 4 types based on population.

6. Town Ship
7. Port trust

   Established in port areas like Mumbai, Kolcutta, Chennai and Vishakhapatnam.

8. Special purpose agency

   State has setup certain agencies to undertake designated activates or specific functions that legitimately belong to the domain of Municipal Corporations or Municipalities or other local urban governments. In other words these are function based and not area based. There are known as single purpose, uni-purpose or special purpose agencies or functional local bodies. Some of such bodies are .,

   I. Urban Development Authorities
   II. Town Improvement Trusts.
   III. Water Supply and Sewerage Boards
   IV. Housing Boards
   V. Pollution Control Boards
   VI. Electricity Supply Boards etc.,
   VII. City Transport Boards.

- These function Local bodies are established as Statutory bodies by an act of State Legislature or as departments by an Executive Resolution. They function as autonomous bodies and deal with the functions allotted to them independently. Thus, they are not sub-ordinate agencies to the Local Municipal Bodies.

- **What was the need for the 74th CAA?**

- Cities are important. They are at the forefront of our economy, they provide education and employment opportunities, and they act as hubs of new ideas.
- Since the early 1990s Government of India (GoI) has undertaken several initiatives aimed at decentralizing urban governance. But failed to achieve its goals and lacked safeguards and mechanism to ensure their smooth functioning like,
    1. No Constitutional recognition of Urban self Governance.
    2. Lack of focus on the Urban (as population increased in urban areas, number of town also has increased and The fast pace of urbanization has increased pressure on the level of services in the urban centre etc.,
    3. Lack of Fiscal Autonomy.
    4. The Municipal Governments were entirely dependent on the discretion of State Governments for financial aid.
    5. No regular Elections to the Municipal Local Bodies
    6. Low representation of Weaker Sections and localized concerns etc.,

    - Committees were constituted to rectify the negative effect on democracy and financial resources**:**
        1. Balwant Rai Mehta Committee (1957)
        2. Ashok Mehta Committee (1977 - 1978)
        3. G V R Rao Committee (1985)
        4. L M Singhvi Committee (1986)

- Basing on the recommendations, submitted by the committee and in order to provide time to allow changes to be made in the then existing laws which were inconsistent with the provisions of the Constitution and Despite Directive in Art.40 of the constitution, the Municipal bodies as a whole continue to cling on to the respective State Governments, both in Administrative and functional matters, and remain barren as ever, the Constitution Bill was introduced in the Parliament in 1991, which was referred to the Joint Parliamentary Committee with Members from both Lok Sabha and Rajya Sabha for consideration.
    1. Bill passed by the Lok Sabha on 22nd December, 1992
    2. Passed by the Rajya Sabha on 23rd December, 1992
    3. Received the assent of President on 20th April, 1993.

4. Published in the Government Gazette on 20th April, 1993 as the "Constitution (Seventy Forth Amendment) Act, 1992" and came into force w.e.f. 1st June, 1993. Through the 74th Constitutional Amendment Act (CAA),1992 the parliament added part IX to the constitution.

- The 74th CAA was a landmark legislation that gave constitutional recognition to municipal governments and introduced important changes
- Part IX A relates to the Municipalities, containing Articles 243P to 243 ZG. The act as also added a new XII Schedule to the constitution. This schedule contains 18 functional items of Urban local bodies. It deals with Article 243-W.
- However, one should not forget the local self-Government is an exclusive State Subject under Entry 5 of list II of the VII schedule and that the Union cannot enact any law to create any rights and liabilities relating to these subjects
- While this Actmandated the setting up of municipalgovernments in urban areas, it left thedetails of their constitution to thestate governments through theirrespective Municipal Acts.
- According to the 74th CAA, urbanareas would be governed by one ofthe three mentioned types of urban local governments namely Nagar Panchayat, Municipal Council and Municipal Corporation based on thesize of the area.
- The Amendment stipulates devolution of greater functional responsibilities and financial powers to the municipalities, adequate representation for weaker sections and women in these bodies, regular and fair conduct of municipal elections, and constitution of Wards Committees, District Planning Committees, Metropolitan Planning Committees and State Election Commissions and State Finance Commissions. These provisions aim at functional and financial empowerment of the local urban bodies and democratic decentralisation of the local governance. The 74th Amendment provides a basis for enactment of further legislation by the States to strengthen municipal governance and make it more inclusive
- Each State was expected to enact a legislation to implement the amendment. The State Government through amendments to APM Act,1965 and APMC Act,1955 and 1994. Act transferred 17 out of 18 functions to ULBs.
- The only function not covered was Fire Services.

“TWELFTH SCHEDULE”
(Article 243W)- 18 Functions

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 for domestic, industrial and commercial purposes.

6. Public health, sanitation conservancy and solid waste management.

7. Fire services. (Not entrusted to the ULBs)

8. Urban forestry, protection of the environment and promotion of ecological aspects.

9. Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded.

10. Slum improvement and up gradation.

11. Urban poverty alleviation.

12. Provision of urban amenities and facilities such as parks, gardens, 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.

Statement showing the actual status of implementation of functions

Sl.no	Functions	Activities	Actual status of implementation
1	Burials and burial grounds; cremations, cremation grounds	Construction and O&M of crematoriums and burial grounds and electric crematoriums	ULBs were wholly responsible fordischarging this function
2	Cattle pounds; prevention of cruelty to animals	Catching and keeping strays	ULBs were wholly responsible fordischarging this function
		Sterilization and anti-rabies	
		Ensuring animal safety	
3	Regulation of slaughter houses and tanneries	Ensuring quality of animalsand meat	ULBs were wholly responsible fordischarging this function
		Disposal of waste	
		O & M of slaughter houses	
4	Urban planning including town planning	Master Planning / Development Plans / ZonalPlans	Master plans prepared by UDAs/DTCP. Members of ULBs and Executive heads arenominated to the Planning authority.
		Enforcing master planningregulations	Enforcement is by UDA/ DTCP.
		Enforcing building bye- laws and licenses	ULBs role is limited to issue and renewal ofbuilding licenses for certain limit.
		Group Housing, Development of Industrialareas	Enforcement is by UDA/ DTCP.
5	Slum improvement andup gradation	Identifying beneficiaries	ULBs has main role in Slum improvement and up-gradation with the support of UDAs/ Housing.
		Affordable Housing	
		Up gradation	
6	Planning for economic and social development	Program implementation for economic activities	ULBs - Implementation of Welfare schemes in sectors such as Housing, Employment, Health, Education and Basic necessities development. The State Government issues the guidelines for implementation of these schemes. Social Welfare Department - Safeguarding welfare of SC/ST and other weaker sections of the population, implementation of various programmes and schemes for the upliftment of SC/ST for their socio-economic and educational advancement, implementation of Special Component Plan and Tribal Sub Plan schemes, various scholarships and maintenance of hostels.
7	Safeguarding the interests of	Identifying beneficiaries	ULBs were only an implementing arm for central and state government schemes.

	weaker sections of society, including the handicapped and mentally retarded		
8	Urban poverty alleviation	Identifying beneficiaries and providing Livelihood and employment and to the Street vendors	ULBs – Welfare schemes through Central and State Government schemes
9	Roads and bridges	Construction and maintenance of roads	While ULBs played a significant role in the construction and maintenance of roads, bridges, drains, flyovers and footpaths within the jurisdiction of ULBs, they are required to implement projects underthe Central and State Government Schemes.
		Construction and maintenance of bridges, drains, flyovers and footpaths	
10	Regulation of land-use and construction of buildings	Regulating land use	Regulation of land use was primarily vested with the Department of Revenue whereas construction of buildings was regulated by various bodies such as UDAs and ULBs.
		Approving building plans/high rises	
		Demolishing illegalbuildings	
11	Water supply for domestic, industrial and commercial purposes	Distribution of water	Public Health Dept., in charge of creation of assets. ULBs' role was restricted to operation and maintenance.
		Providing connections	
		Operation & Maintenance(O&M)	
		Collection of charges	
12	Public health, sanitation conservancy and solid waste management	Maintaining hospitals, dispensaries	ULBs only had limited role in case of public health allied responsibilities, as Department of Health and Family Welfare played a significant role in maintaining hospitals and dispensaries. Only Municipal Corporations and Major Municipalities had maternity homes and Urban Clinics. ULBs along with the state department undertook immunization / vaccination programs. ULBs were also responsible for cleaning and disinfection of localities affected by infectious disease, solid waste management and control and supervision of public markets.
13	Urban forestry, protection of the environment and promotion of ecological aspects	Aforestation, Greenification, Awareness drives, protection of Environment and promotion of ecological aspects	Forest Department and with the support of the Urban Greening Corporation played a significant role in the discharge of this function. Protection of the environment and promotion of ecological aspects was solely vested with the Forest Department

		etc.,	
14	Provision of urban amenities and facilities such as parks, gardens, playgrounds	Creation of parks and gardens	This function was obligatory for ULBs. ULBs - O & M of parks, gardens, playgrounds, installation of play and gymnasium equipment in parks with the support of the APUGB.
15	Promotion of cultural, Educational and aesthetic aspects	Schools and education, Fairs and festivals, Cultural buildings / Institutions, Heritage, Public space beautification	ULBs along with the State Departments undertake activities allied with public space Beautification, organizing fairs and festivals.
16	Vital statistics including birth and death registration	Coordinating with hospitals / crematoriums etc. for obtaining information	Both ULBs and the Department of Health and Family Welfare maintained database of births and deaths. ULBs register and issue certificates of birth and death.
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	Installation and maintenance of street lights, Creation and maintenance of parking lots, Creation and maintenance of public toilets	ULBs were in-charge of creation and maintenance of parking lots and public toilets and maintenance of street lighting.
18	Fire Services	Establishing and maintaining fire brigades	This function was not vested to ULBs.

Details of Articles from No.s 243Q to 243ZG incorporate in APM Act & APMC Act as per the 74th CAA:

Provision of Constitution of India	Requirement as per provision of Constitution of India	Provision of APMA Act-1965	Provision of the Municipal Corporations Act-1955
Article 243Q	**Constitution of Municipalities/ Corporations**: It provides for constitution of three type s of municipalities namely a Nagar Panchayat for transitional area, a Municipal Council for a smaller urban area and a Municipal Corporation for a Larger urban area. The Constitution of India in Article 243Q requires the Governor of the State to specify' a transitional area," " smaller urban area" or "a larger urban area" having regard to the population of the area, the density of the population, therein, the revenue generated for local administration, the percentage of employment in non-agricultural activities, the economic improvement or such other factors as he may deem fit. (Basing on demographic and other determining factors like Revenue generated etc., state legislatures decides which specific type of Municipality will be constituted/upgraded for particular area)	Section 3	Section-4
Article 243R	**Composition of Municipalities:** Which will be decided by the legislature of a State**:** • All the seats in a Municipality shall be filled by direct elections and by persons with special knowledge in municipal administration nominated by Government(without voting). • Persons so nominated shall not have the right to vote in the meetings of the Municipality (243S). • Making of law by a State Legislature with respect to elections to the Municipalities. • The manner of election of the Chairperson of a Municipality • Devolution by the State Legislature of powers and responsibilities upon the Municipalities with respect to preparation of plans for economic development and social	Section-4	Section-5

	justice, and for the implementation of development schemes as may be required to enable them to function as institutions of self-government • The Legislature of a State may by law, provide for representation to the Municipality, Members of Parliament and Legislative Assembly whose constituencies lie within the municipal area and Members of the Council of States and State Legislative Council who are registered as electors within the city etc.,		
Article 243S	**Constitution and composition of Wards Committee**: This provides for constitution of Wards Committees in all municipalities with a population of 3lakh or more. • There shall be constituted Wards Committees, consisting of one or more wards, within the territorial area of a Municipality having a population of three lakhs or more. • The Legislature of a State may, by law, make provision with respect to- (a) the composition and the territorial area of a Wards Committee; (b) the manner in which the seats in a Wards Committee shall be filled. • A member of a Municipality representing a ward within the territorial area of the Wards Committee shall be a member of that Committee. • Where a wards committee consists of – (a) one ward, the member representing that ward in the Municipality; (Or) (b) two or more wards, one of the members representing such wards in the Municipality elected by the members of the Wards Committee, shall be the Chairperson of that Committee. • Nothing in this article shall prevent the Legislature of a State from making any provision for the constitution of committees in addition to ward committees The actual spirit of the Amendment is diffused since the state governments can club several wards together to form a single wards committee so as to ensure that accountability and participatory processes reach the last mile in a systematic manner.	• Section 5-B-Constitution of Ward Committee, • Section 5 C-Constitution, Composition and functions of Area Sabha, • Section 5-D Constitution of Ward Sabha.	• Section 8-A of APMC Act,1955 • Section-10 of APMC Act,1994.

Article 243T	**Reservation of seats:** The seats to be reserved for Scheduled Caste (SC)/Scheduled Tribe (ST), Women and Backward classes for direct election. • In order to provide for adequate representation of SC/ST and of women in the municipal bodies, provisions have been made for reservation of seats. • The proportion of seats to be reserved for SC/ST to the total number of seats shall be same as the proportion of the population of SC/ST in the municipal area. • The reservation would be made in respect of seats to be filled by direct elections only. Not less than 50% of the total number of seats reserved for SC/ST women.	• Section-8 • Section-24 reservation of Offices of Chairpersons.	•Section- • as per G.O.Ms.No.46, MA&UD., Elec., dt.06.02.1995 for the offices of Mayors.

Article 243U	**Duration of Municipalities/ Corporations:** • Every Municipality, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting and no longer: • Provided that a Municipality shall be given a reasonable opportunity of being heard before its dissolution. • No amendment of any law for the time being in force shall have the effect of causing dissolution of a Municipality at any level, which is functioning immediately before such amendment, till the expiration of its duration specified in clause (1). **An election to constitute a Municipality shall be completed,—** • before the expiry of its duration specified in clause (1); • before the expiration of a period of six months from the date of its dissolution☹Provided that where the remainder of the period for which the dissolved Municipality would have continued is less than six months, it shall not be necessary to hold any election under this clause for constituting the Municipality for such period.) • A Municipality constituted upon the dissolution of a Municipality before the expiration of its duration shall continue only for the remainder of the period for which the dissolved Municipality would have continued under clause (1) had it not been so dissolved.	Section-20	Section-6

Article 243V	**Disqualifications for membership:** A Person shall be disqualified for a member of a Municipality- General Disqualification: • If he is so disqualified by or under any law for the time being in force for the purposes of elections of the Legislature of the State concerned. • Provided that No person shall be disqualified on the ground that he is less than 25 years of age, if he has attained the age of twenty one years. • Person's more than two children to be disqualified. • Disqualification for failure to lodge account of election expenses.	Section-13-A, 13-B, 14, 15, 15-A, 15-B and 16. As per Section 17 District Judge to decide questions of disqualifications of Members.	Section-21-A, 21-B, 22 and 23. As per Section 23-D Authority to decide questions of Disqualifications of Members and Mayor.
Article 243W	**Powers, Authority and responsibilities of the Municipalities/ Corporations:** • All municipalities would be empowered with such powers as may be necessary to enable them to function as effective institutions of self-government. • The State Government shall entrust with such powers and authority to enable them to carry out the responsibilities in relation to the 12thSchedule.	Chapter –III of APM Act.	Chapter –III of APMC Act
Article 243X	**Power to impose taxes by, and funds of the Municipalities:** • Legislature of a State specify by law matters relating to imposition of taxes. Such law may specify: • **The Legislature of a State may, by law,-** • Authorize a Municipality to levy and collect taxes, tolls, fee etc. • Assign to a Municipality such taxes, duties, tolls and fees levied and collected by the State Government. • Provide for making such grants-in-aid to the Municipalities from the Consolidated Fund of the State. • Provide Constitution for crediting and withdrawal of all money received, by or on behalf of the Municipalities	Part-IV-Chapter-I of APM Act.	Chapter VII & VIII of APMC Act

Article 243Y read with Article 243I	**Finance Commission:** The Finance Commission constituted under Article 243-I to review the financial position of Panchayat Raj Institutions shall also review the financial position of the municipalities and will make recommendations to the Governor. The recommendations of the Finance Commission will cover the following: • Review the financial position of the Municipalities and taking such steps that help in boosting the financial condition of the Municipal bodies • Distributing between the State and The Municipalities of the net proceeds of the taxes,fees,tolls and duties that are charged by the State Government. • Allotting the funds to the municipal bodies in the state from the consolidated fund of the State.	Section 132-A	Section 196-A

Article 243Z	**Audit of accounts of Municipalities**: This provides provision for maintenance of accounts by the Municipalities and the auditing of such accounts. (The Accounts of the Municipalities shall by audited by the Director of State Audit or by an Officer nominated by him inrespect of Municipal Corporations and	Section-128	Seciton-196
Article 243ZA Read with Article 243K	**Elections to the Municipalities:** The Superintendence, direction and control of all procedure of election of the Municipalities shall be vested in the State Election Commission(SEC)	Section-10-A and section-10-B (Powers of the State Election Commission to conduct elections to the Corporations)	Section-9 and section-10 (Powers of the State Election Commissioner to conduct elections to the Corporations)
Article 243ZD	**Committee for District Planning:** • Planning and allocation of resources at the District level for the Panchayat Raj institutions are normally to be done by the Zilla Parishad. • Provision has, therefore, been made for the constitution of a Planning Committee at the district level to consolidate the plans prepared by the Panchayats and the Municipalities and preparing a development plan. ➢ **The Legislature of a State may, by law, make provision with respect to-**	-	-

	Filling up of seats in the committee: • Not less than four-fifths of the total number of members of such Committee shall be elected by, and from amongst, the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district. • The functions relating to district planning which may be assigned to such Committees. • The manner in which the Chairpersons of such Committees shall be chosen. • Matter of common interest between the Panchayats and the Municipalities including spatial planning. • Sharing of water and other physical and natural resources. • Integrated development of infrastructure and environment conservation. • Extent and type of available resources, whether financial or otherwise. • Consult such institutions and organisations as the Governor may, by order, specify. • The Draft District Development Plan so prepared and recommended by the District Planning Committee shall be forwarded by the Chairperson of the Committee to the State Government.		
Article 243ZE	**Committee for Metropolitan Planning:** Provision for constitution of Metropolitan Planning Committee (MPC) in every Metropolitan area with a population of 10 lakhs or more to prepare a draft development plan for the metropolitan area as a whole. • Every Metropolitan area shall have a metro planning committee to prepare a draft development plan. The State legislature may make provisions with respect to the following. 1. The composition of such committees 2. The manner of election of members of such committees 3. The representation in such committees of the Central government, state Government and other organizations. 4. The functions of such committees in relation to planning and coordination for the metro planning area: and The manner of election of Chairpersons of such committees	-	-

- Even though the Constitution of India, following the 74th Amendment, has granted constitutional status to the Urban Local Bodies, the Municipal Bodies in any State derive their powers and responsibilities from the Municipal, as well as subject matter, laws framed by the respective States. For effective, efficient, responsive, transparent and accountable urban governance, the legal and institutional framework must provide for adequate and effective devolution of functions, functionaries and funds to the urban local bodies. Unfortunately, there is no uniformity in this regard across the country, as states have resorted to varying levels of devolution.

- The urban local bodies comprise the elected wing, which is expected to translate the legitimate aspirations of the citizens into public policies and programs; and an administrative wing, which is responsible to ensure implementation of such public policies in a fair and transparent manner. A system of effective checks and balances needs to be put in place to facilitate the elected wing and administrative machinery in urban local bodies to play their respective roles effectively and synergistically.

- Induction Training Programmes for the Councillors needs to be conducted by every state government for all urban local bodies immediately after elections, so as to educate and sensitise the elected members regarding the relevant and provisions of the law and their roles and responsibilities in respect of the various Government policies and programs relevant to the urban areas.

Resource Person Name:

Ch. Naga Narasimha Rao,

Additional Commissioner, Kakinada Municipal Corporation

TOPIC NAME:

STRUCTURE AND FUNCTIONS OF URBAN LOCAL BODIES

Independence brought a new kind of activity in every sphere of public life. It opened a new chapter in the history of local government in India. The present Constitution came into force in 1950 and the local self-government entered a new phase. The Constitution of India has allotted the local self-government to the state list of functions. Since Independence much important legislation for reshaping of local self-government have been passed in many states of India. The constitutions of local bodies were democratized by the introduction of adult suffrage and the abolition of communal representation. In July 1953, An act to reenact the law relating to municipal corporations in the cities of Hyderabad and Secunderabad was enacted as Hyderabad Municipal corporation Act 1955 and subsequently it was renamed as the Greater Hyderabad Municipal corporation Act 1955 in the combined state of Andhrapradesh. After the division of the combined state of Andhrapradesh the Governor of Andhra Pradesh issued notification to implement the Greater Hyderabad Municipal Corporation Act 1955 in Visakhapatnam,Vijayawada and all Municipal Corporations with the name of The Municipal Corporation Act 1955.

Municipalities in Andhra area were governed under Andhra Pradesh (Andhra Area) District Municipalities Act, 1920, the municipalities in Telangana area were governed under Andhra Pradesh (Telangana Area) District Municipalities Act, 1956. Though the basic structure of both the Acts were similar, there was no uniformity in provisions relating to elected representatives, municipal functionaries, functions, powers and responsibilities etc. It was therefore proposed to legislate a uniform municipal act for the entire State covering the Andhra area as well as Telangana area. This resulted in the passage of Andhra Pradesh Municipalities Act, 1965. Since it was an Act integrating two Acts covering two areas of the State, the assent of the President of India was also obtained and the Act came into effect on 2 April, 1965. The AP Municipalities Act 1965 is under implementation for all Nagar Panchayats and municipalities in the state of AP.

In 1985, the Central Government appointed the National Commission on Urbanization, which gave its report in 1988. This was the first commission to study and give suggestions on all aspects of urban management.The Constitution (74th Amendment) Act, 1992 is a landmark initiative of the Government of India to strengthen local self-government in cities and towns. The Act stipulates that if the state government dissolves a Municipality, election to the same must be held within a period of six months. Moreover, the conduct of municipal elections is entrusted to

the statutory State Election Commission, rather than being left to executive authorities. The mandate of the Municipalities is to undertake the tasks of planning for 'economic development and social justice' and implement city/town development plans. The main features of the 74th Constitutional Amendment are as under:

• **Nagar Panchayat:** Nagar Panchayat for a transitional area, that is to say, is an area in transition from a rural area to an urban area.

• **Municipality :** A Municipal Council is constituted for a smaller urban area; and The municipalities have been graded into five categories on the basis of annual income and population.

• **Municipal Corporation:** A Municipal Corporation is constituted for a larger urban area exceeding 3 lakhs population.

First Municipality in Andhra Pradesh: Bheemunipatnam (Bheemili) in the year 1851

There are 17 Municipal Corporations, 77 municipalities and 30 Nagar Panchayats in the state of Andhra Pradesh.

GRADE	ANNUAL INCOME	POPULATION
Corporation	Rs. 8 crores and above	Above 3 Lakhs
Selection Grade	Rs. 8 crores and above	40000 to 3 Lakhs
Special Grade	Rs. 6 crores - Rs. 8 Crores	
First Grade	Rs. 4 crores - Rs. 6 Crores	
Second Grade	Rs. 2 crores - Rs. 4 Crores	
Third Grade	Rs. 60 Lakhs provided that local area with a lesser income may also be considered.	
Nagara Panchayats	Rs. 40 Lakhs provided that local area with a lesser income may also be considered.	20,000 - 40,000

1. Criteria for Constitution of Nagar Panchayat as per the G.O.MS. No 18 Dated 07-01-2019:

An area may be notified as "Transitional Area " (Nagar Panchayat) under Clause (42-a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied.

(a) **Population (as per last census)** : 20,000 to 40,000

(b) **Density of population per Sq. Km** : 400

(c) **Revenue**: Rs. 40.00 Lakhs Provided that local area with a lesser income may also be considered if it has acquired urban characteristics

(d) **Percentage of employment in Non- agriculture activities**: 25% Provided that a local area with lesser percentage of employment in Non- agricultural activities may also be considered if it is not more than 20 Kms. away from a Municipality (District Head quarter) or Municipal Corporation

(e) **Economic importance**: Availability of market facilities and potentialities to attract industries

(f) **Other factors** : Local area acquiring Urban Characteristics

2. Criteria for Constitution of Municipality as per the G.O.MS. No 18 Dated 07-01-2019:

An area may be notified as Smaller Urban Area (Municipality) under Clause (42- a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied:

(a) **Population (as per last census)** : Above 40,000 and up to 3,00,000

(b) **Density of population per Sq. Km** : 500

(c) **Revenue** : Rs. 60.00 Lakhs Provided that local area with a lesser income may also be considered if it has acquired urban characteristics

(d) **Percentage of employment in Non- agricultural activitie**s :40% Provided that a local area with lesser percentage of employment in Non-agricultural activities may also be considered if it is not more than 20 Kms. away from a Municipality (District Head quarter) or Municipal Corporation.

(e) **Economic importance** : Availability of market facilities and potentialities to attract industries.

(f) **Other factors** : Local area acquiring Urban Characteristics

Powers and Functions of the Nagar Panchayats/Municipalities/Municipal Corporations :

According to the 74th Constitutional Amendment Act the functions of municipalities would go beyond the traditional civic functions and are expected to play an important role in the formulation of plans for local development and the implementation of development projects as the program includes those especially designed for urban poverty alleviation. The list of functions those have been laid down in the 12th schedule are as follows:

i) Urban Planning, including town planning.

ii) Regulation of land use and construction of buildings.

iii) Planning for economic and social development.

iv) Roads and Bridges.

v) Water supply for domestic, industrial, and commercial purposes.

vi) Public health.

vii) Sanitation, conservancy, and solid waste management.

viii) Fire Services

ix) Urban forestry protection of the environment and promotion of ecological aspects.

x) Safeguarding the interests of weaker sections of the society, including differently abled persons.

xi) Slum improvement and upgradation.

xii) Urban poverty alleviation.

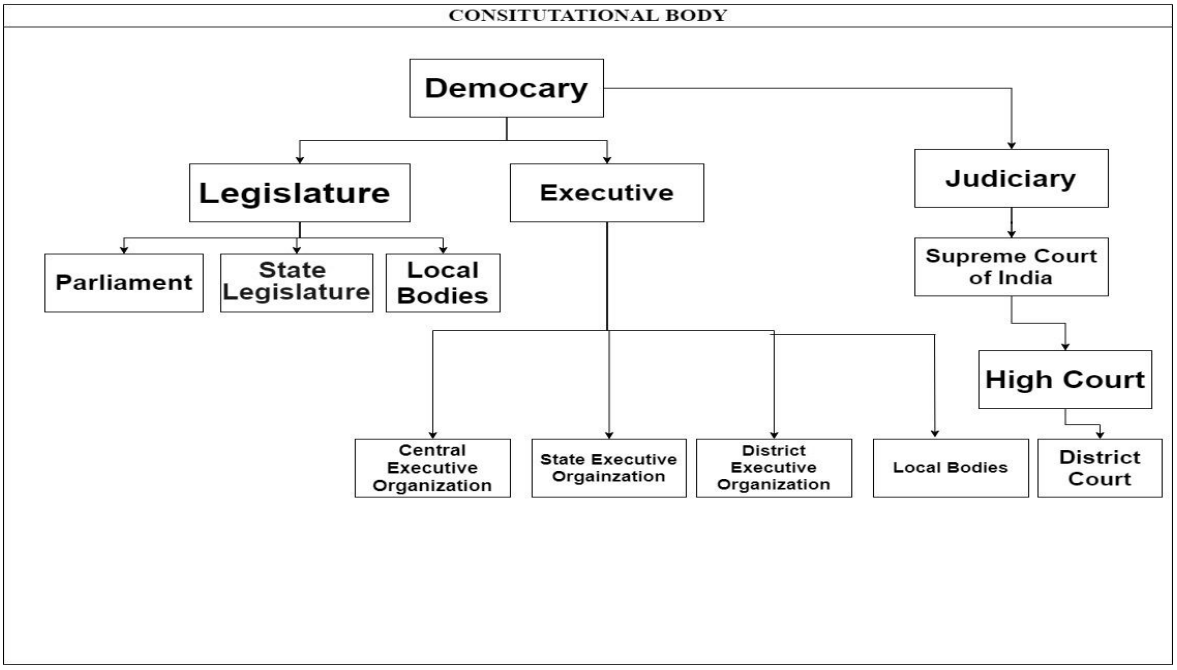
xiii) Provision of urban amenities and facilities such as parks, gardens and burial grounds, cremation grounds and electric crematorium; cattle pounds, prevention of cruelty to animals.

xiv) Vital statistics including registration of births and deaths.

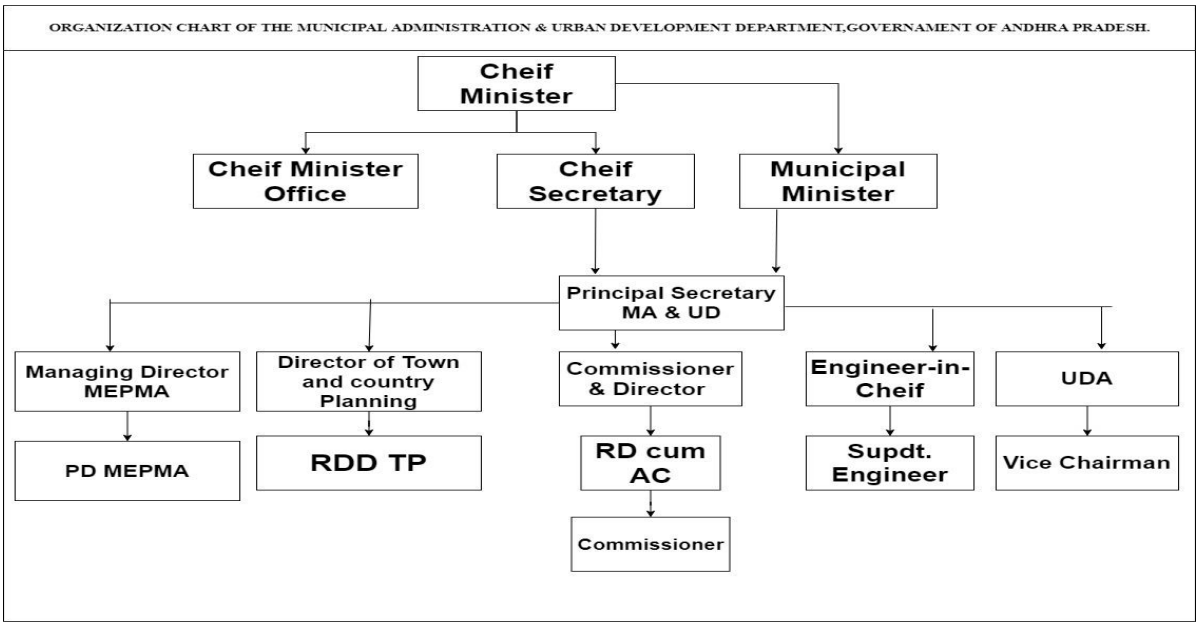
xv) Public amenities – streetlights, parks.

xvi) Registration of slaughterhouses and tanneries.

Constitutional Body:



ORGANIZATION CHART OF THE MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH.



CONTROLLING AUTHORITIES AND THEIR POWERS

Government is competent to Cancel or Suspend Council Resolution: Whenever any resolution is - (1) Not passed in accordance with law (2) In excess of the powers conferred under the Act. (3) Likely to cause financial loss to municipality, danger to human life, health or safety

Government is competent to suspend the Chairperson or Vice Chairperson or Member who in their opinion – (1) willfully misbehaves or manhandle any other member officer or employee of the Council (2) destroys property of the Council (3) uses unparliamentary language.

Government is competent to remove Chairperson or Vice-Chairperson who in their opinion – (1) Willfully omits or refuses to carry out or disobeys the provisions of the Act or any rules issued there under (2) Abuses his position or the powers vested in him

Government is competent to dissolve the Council in the following cases: (1) Council is persistently making default in performing the duties (2) Council has abused its powers.

Commissioner and Director of Municipal ADMINISTRATION (C&DMA)

- The Commissioner & Directorate of Municipal Administration (C&DMA) is the apex authority of Municipal Administration Department of Government of Andhra Pradesh (GoAP),

- It provides guidance to Municipal Corporations and Municipalities/Nagara Panchayats in performing their day to day activities in adherence to the policies, procedures and guidelines provided by Municipal Administration and Urban Development Department

- The Directorate is headed by the Commissioner and Director of Municipal Administration (C &DMA).

- CDMA administers through the Office of Directorate of Municipal Administration (DMA), Regional Offices (RDMA) and Urban Local Bodies (ULBs) spread across the State.

- CDMA interacts with several other departments such as Public Health Engineering Department, Town and Country planning department, State Audit Department, Urban Developmental Authorities, Municipal Corporations, and Water boards etc to enable seamless delivery of urban civic services to the citizens.

- C&DMA, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works execution, the implementation of the schemes of the Government etc. It also includes the supervision of the regulatory and developmental functions of the ULBs.

Engineer in Chief (EnC)

- The Public Health & Municipal Engineering Department is under administrative control of Municipal Administration and Urban Development Department at the Secretariat level.
- The Department is in charge of Formulation, Designs, and Execution of Water Supply and Sewerage Schemes in all the 124 ULBs besides the Technical Control over all the Engineering works in these Municipal Towns and Corporations.
- After completion, the Water Supply and Sewerage Schemes are being handed over to the concerned Municipal Corporations and Municipalities for operation and maintenance.
- Municipal Engineering Works.

PH&ME Department offers the following services to the ULBs

- Approval of designs of Municipal works.
- Technical sanction to estimates.
- Technical opinion to the Municipalities in finalization of tenders.
- Check measurement of works executed by the Municipal Engineers.
- Periodical inspection of water supply and sewerage schemes maintained by ULBs.
- Approval of Bye-laws for water supply in Urban Local Bodies.
- Bulk sanction of water tap connections for ULBs.

Directorate of Town and Country Planning (DT&CP)

- The department looks after the subject of planning and development in urban and rural areas.
- Approval of layouts above 25 acres, approval of type designs for above 1000 Sq Mts, change of land use and approval and modifications of master plan etc.,
- The department assists the Government in all Town and Country Planning matters as well as in coordinating with various departments involved in area development like A.P. Housing Board, A.P. State Housing and Urban Development Corporations. A.P. Industrial and infrastructure corporation, Industries Department etc.
- The Directorate of Town and Country Planning has two distinct functions, one under urban front and the other on the rural front. Inspection of urban areas particularly the Municipal towns are planned and regulated under the provisions of APTP Act,1920 under the provisions of local body acts, viz., Municipal Corporation Act, Andhra Pradesh Municipalities act and A.P Urban Areas (Development)Act and A.P. Cinematography Act. In respect of Rural Areas, the developments are regulated under the provisions of Andhra Pradesh Panchayat Raj Act,1992 in respect of approval layouts and granting permissions for industries and installations.

URBAN DEVELOPMENT AUTHORITIES (UDA)

The department looks after the subject of planning and development in urban and rural areas. The development is achieved through Master Plans prepared for the urban centers and rural areas by way of Master Plans and indicative Land Use Plans. Development Plans for Mandal Headquarters are prepared by the department. The planned development is achieved through approval of layouts and by regulating the developments through building rules and zoning regulations and approval of industrial institutions.

LIST OF ULBs COVERED IN VARIOUS U.D.A.s			
No. UDAs	**Name of the UDA**	**Name of the ULB covered**	**Grade of ULB**
1	Visakhapatnam Metropolitan Region UDA	VIZIANAGARAM	MPL.CORP
		VISAKHAPATNAM	GVMC
		YELAMANCHILI	THIRD
		NELLIMARLA	NP
2	Amaravathi Metropolitan Region Development Authority	GUDIVADA	SPL
		NANDIGAMA	NP
		NUZVID	SECOND
		VIJAYAWADA	MPL.CORP
		VUYYURU	NP
		GUNTUR	MPL.CORP
		MANGALAGIRI-TADEPALLE	MPL.CORP
		PONNUR	SECOND
		SATTENAPALLE	SECOND
		TENALI	SPL
		JAGGAIAHPETA	SECOND
		KONDAPALLI	NP
		YSR TADIGADAPA	FIRST
3	Puttaparthi UDA	PUTTAPARTHI	NP
4	Tirupathi UDA	PUTTUR	THIRD
		SRIKALAHASTI	SECOND
		TIRUPATHI	MPL.CORP
		NAGARI	THIRD
5	Nellore UDA	NELLORE	MPL.CORP
		GUDUR	SECOND
		KAVALI	FIRST
		NAIDUPETA	NP
		SULLURPETA	THIRD

		BUCHIREDDYPALEM	NP
6	Machilipatnam UDA	MACHILIPATNAM	MPL.CORP
7	Godavari UDA	RAJAMAHENDRAVARAM	MPL.CORP
		KAKINADA	MPL.CORP
		RAMACHANDRAPURAM	SECOND
		SAMALKOTA	SECOND
		PEDDAPURAM	SECOND
		PITHAPURAM	SECOND
		GOLLAPROLU	NP
		TUNI	SECOND
8	Kurnool UDA	KURNOOL	MPL.CORP
		NANDYAL	SPL
		GUDUR	NP
		DHONE	SECOND
		BETHAMCHERLA	NP
		ADHONI	SPL
		NANDIKOTHUR	SECOND
		YEMMIGANUR	FIRST
9	Anantapuram-Hindupur UDA	ANANTAPURAMU	MPL.CORP
		HINDUPUR	SPL
		DHARMAVARAM	SEL
		PENUKONDA	NP
10	Eluru UDA	ELURU	MPL.CORP
		KOVVURU	THIRD
		NIDADAVOLU	SECOND
		TADEPALLIGUDEM	SEL
		TANUKU	FIRST
		NARSAPUR	FIRST
		PALACOLE	FIRST
		BHIMAVARAM	SEL
		JANGAREDDYGUDEM	NP
		AKIVEEDU	NP
11	Ongole UDA	ONGOLE	MPL.CORP
		CHIRALA	FIRST
		MARKAPUR	SECOND
		KANDUKURU	SECOND
		ADDANKI	NP
		KANIGIRI	NP
		CHIMAKURTHY	NP

		GIDDALURU	NP
		DARSI	NP
		PODILI	NP
12	Annamayya UDA	KADAPA	MPL.CORP
		PRODDUTUR	SPL
		RAYACHOTY	THIRD
		MYDUKUR	THIRD
		JAMMALAMADUGU	NP
		BUDWEL	THIRD
		PULIVENDULA	2nd
		RAJAMPETA	NP
		YERRAGUNTLA	NP
		KAMALAPURAM	NP
13	Srikakulam UDA	SRIKAKULAM	NP
		AMADALAVALASA	THIRD
		ICHAPURAM	THIRD
		PALASA-KASIBUGGA	THIRD
		RAJAM	NP
14	Bobbili UDA	BOBBILI	2nd
		SALURU	2nd
		PARVATHIPURAM	1st
15	Palamaner,Kuppam, Madanapalli UDA	MADANAPALLI	1st
		PALAMANERU	3rd
		PUNGANUR	3rd
		KUPPAM	3rd
16	Chittor UDA	CHITTOOR	MPL.CORP

Special Development authorities (SDA's) are

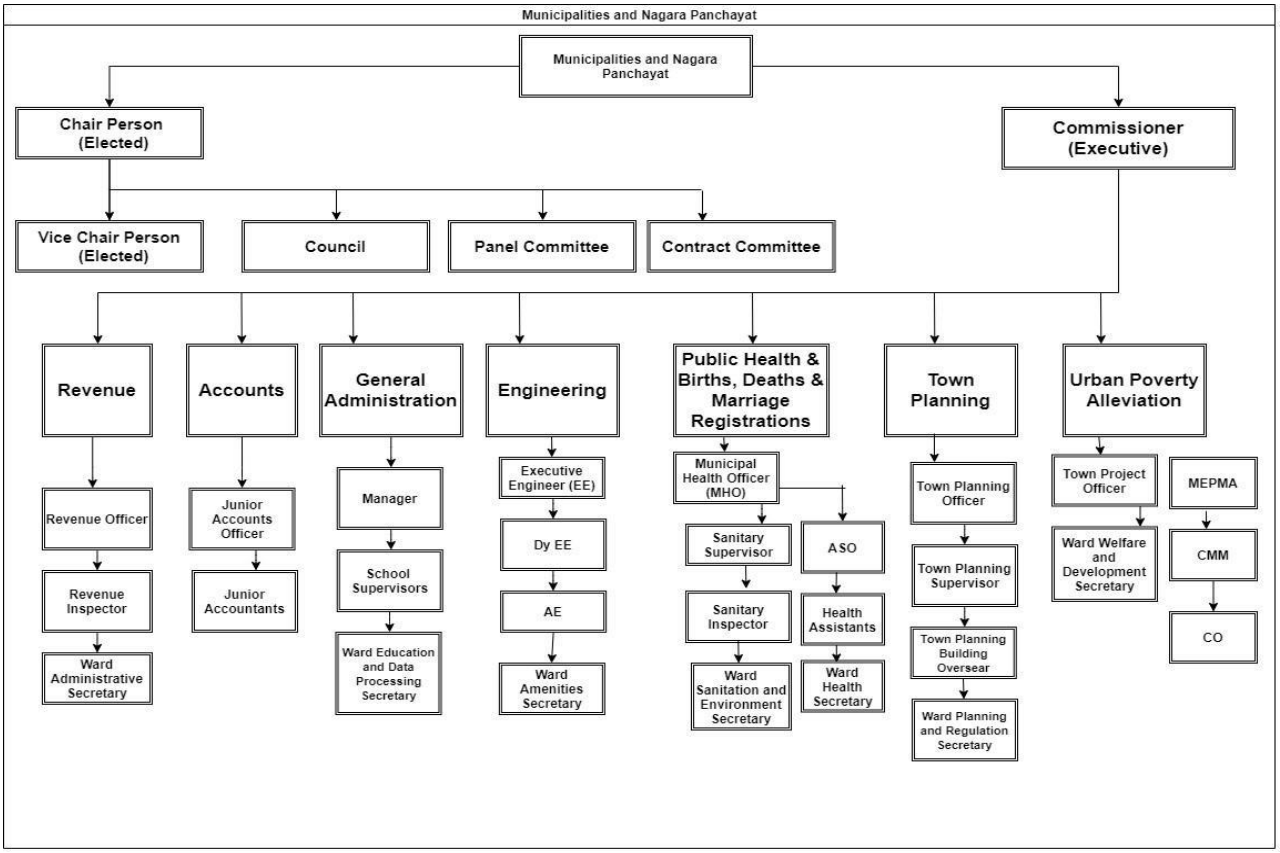
1. Visakhapatnam - Kakinada petroleum, Chemical and petrochemical investment Region (VKPCPIR).
2. Rishi valley Specail Development Authority (RVSDA)

Benefits due to formation of UDAs

- Efficient Planning of Land
- Optimum Utilization of land
- Creation of physical and Environmental Infrastructure
- Development of Transport Network
- Creation of Economic activity

- Industrial Development
- Formation of new Towns
- Creation of new jobs
- Cultural Development
- Administration near to the people

Structure of Municipalities and Nagara Panchayat:-



Powers and Functions of the Council

The powers (to be exercised), functions (to be performed) and duties (to be discharged) of the Council.

The **powers exercised by the Council** can be grouped under political, financial, administrative and service. The vital and primary power of the Council as specified under the Act is that the administration of the municipality vests in the Council (Section 30).

1. **Political powers of Council**

- Election of Chairperson and Vice Chairperson (Section 23)
- Choosing (election) of Committee under Section 43, generally called Contract Committee
- Choosing (election) of Committee under Section 74, generally called Panel Committee
- Constitute Committee to enquire into and report on any matter which may refer to it commonly called as ad-hoc committee (Section 31 A)
- Constitute committees to formulate, review and supervise various development programmes (Section 31 A)

2. **Financial powers of the Council**

- Levy and fix the rate of tax in respect of property tax, tax on carriages and carts and tax on animals; and also with the previous sanction of Government, levy and fix the rate of tax on advertisements. (Section 81)
- Competent to write off any tax, fee or other amount if in its opinion such tax, fee, amount or sum is irrecoverable. (Section 124)
- Fix rate of fee on various activities (trade license fee, market fee, building licence fee, extract fee etc. under relevant Sections)
- Approval of budget in each year, showing the probable receipts and expenditure during the coming year before 15th of November of each year
- Preparation and approval of Budget (Section 126 and Budget Rules)
- Power of making contracts.

3. Administrative powers of Council

- Accords administrative sanction for all categories of works both original and maintenance.
- Accords administrative sanction for purchase of all types of materials.
- Competent to make bye-laws not inconsistent with the Act and publish with the approval of Government (Sections 330 and 333)
- Master Plan - Competent to issue a notification reserving the localities for residential, industrial, commercial or agricultural purposes after consulting the Director of Public Health and Director of Town Planning and with the previous approval of the Government. (Section 268)
- Financial position of municipality to be placed before Council every month (Rule 47 of Regulation of Receipts and Expenditure Rules, 1968). These cover balances under various heads of account and probable closing
- List of arrears due to council which are likely to become time barred at least one year before expiry of the said period be placed before Council and request for instructions for recovery of such arrears (Section 365).

4.Service related powers of Council

All civic service related powers can also be considered as functions. They include**:**

- All public streets and drains in the municipality vest in the Council. (Section 35)
- All vacant lands belonging to the Government are deemed to be in the possession of Council and they have to be kept free from encumbrances. (Section 37)
- Competent to acquire immovable property under the provisions of the Land Acquisition Act, 1894. [Section 42(1)]
- Also competent to acquire immovable property by private negotiations with approval of the Collector and the Government. [Section 42(2)]
- Take up construction and maintenance of water works for supplying water. (Section 134)
- Arrange the disposal of waste [Section 170A]
- Lay and make new public streets, improve public streets, construct bridges and subways, and close public streets. (Section 172)
- Sanction layouts having due regard to the recommendations of the Director of Town Planning. (Section 185)
- Give names to all public streets and with the approval of the Government, alter the name of any public street. (Section 200)
- Lease any land, shop, godown, building for a period not exceeding three years at a time [Section 277(4)]
- Register births and deaths occurring in the municipality. (Section 308)

Powers and Functions of Chairperson

Under the Act, the Chairperson has certain powers to exercise, perform the functions and discharge the duties. The powers can be grouped under various categories.

Being elected as chairperson from amongst the members of the Council, his primary responsibility is political in nature. The political power also covers the Presiding Officer's power.

Political powers of the Chairperson:

- Presides over every meeting of the Council. [Section 51(1) (a)]
- Nominate a panel of not more than 4 (four) temporary Chairpersons at the first meeting of the Council every year [Section 51(1) (b)]
- Preserves order and decides all points of order in the meetings of the Council [Section 51(2)]
- Direct any member to withdraw from meeting, if conduct of the member, (in his opinion) is disorderly [Section 51(3) (a)]
- Suspend meeting for a period not exceeding three days if there is grave disorder in the meeting [Section 51 (4)]

- Place the matter before the Council to suspend a member for a period not exceeding three months, if the member disregards his authority, or persistently and willfully obstructs the meeting [Section 51 (5)]

Administrative Powers

- Official correspondence between the Council and the Government or Heads of Department has to be conducted in the name of the Chairperson. [Section 47(2)]
- Delegate any of his functions (political) to the Vice-Chairperson and any of his administrative functions to the Commissioner. [Section 50(1)]

Appointing Powers

- Appointing authority in respect of posts covered in Municipal Service (other than posts covered under section 71 and 80) from a panel prepared by the Panel Committee. (Section 74)

Functions of Chairperson

- Functions of chairpersons can also be grouped based on the nature of functions, like political functions, regulatory functions etc.

Political Functions of Chairperson

- Convene the meeting of the Council at least once in every month (Rule 1 of Schedule I)
- Convene and preside over meetings of Contract Committee and Panel Committee (relevant rules).
- Minutes of the meeting have to be drawn up in minutes book and signed by the Chairperson (Rule 9 of Schedule I)

Regulatory Functions

- Sanction water tap (house service) connections [Section 140 (1)]
- Enter any premises for purposes of inspection, survey or execution of work;and also the lands adjacent to the work.

Immunity from civil and criminal proceedings

The Chairperson is protected from civil and criminal actions, if he does anything in public interest. No suit is maintainable against the Chairperson if anything is done in good faith. (Section 373). Similarly, when the Chairperson is accused of any offence alleged to have been committed by him while acting in the discharge of his official duties, the Court is not competent to take cognizance of such offence without previous sanction of the Government. (Section 375).

Work Sanction Powers in Municipalities:

S.No	Municipality	Monetary Limits	Authority
1	Third Grade Municipality including Nagar Panchayat	(a) not exceeding Rs. 20,000/-	Commissioner
		(b) exceeding Rs. 20,000/- but not exceeding Rs 50,000/-	Committee consisting of the Chairperson, commissioner and not less than three but not more than seven members, chosen on this behalf by the Council.
		(c) Above 50, 000/-	Council
2	Second Grade Municipality	(a) not exceeding Rs. 50,000/-	Commissioner
		(b) exceeding Rs. 50,000/- but not exceeding Rs. 1,00,000/-	Committee consisting of the Chairperson, commissioner and not less than three but not more than seven members, chosen on this behalf by the Council.
		(c) Above 1,00,000/-	Council
3	First Grade Municipality	(a) not exceeding Rs. 1,00,000/-	Commissioner
		(b) exceeding Rs. 100,000/- but not exceeding Rs. 2,00,000/-	Committee consisting of the Chairperson, commissioner and not less than three but not more than seven members, chosen on this behalf by the Council.
		(c) Above 2,00,000/-	Council
4	Special Grade Municipality	(a) not exceeding Rs. 2,00,000/-	Commissioner
		(b) exceeding Rs. 2,00,000/- but not exceeding Rs. 4,00,000/-	Committee consisting of the Chairperson, commissioner and not less than three but not more than seven members, chosen on this behalf by the Council.
		(c) Above 4,00,000/-	Council
5	Selection Grade Municipality	(a) not exceeding Rs. 5,00,000/-	Commissioner
		(b) exceeding Rs. 5,00,000/- but not exceeding Rs. 10,00,000/-	Committee consisting of the Chairperson, commissioner and not less than three but not more than seven members, chosen on this behalf by the Council.
		(c) Above 10,00,000/-	Council

IMPORTANT FUNCTIONARIES WORKING IN MUNICIPALITIES AND NAGAR PANCHAYATS:

Municipal Commissioner: All the Executive powers vested with the Commissioner. To conduct a review meeting on the work of all sections and all functionaries working in the Municipality once in a month by devising suitable format for each activity / functionary. To issue minutes of the review meeting as soon as the meeting is over and ensure follow up action on the said minutes.

GENERAL ADMINISTRATION:-

Manager: Supervision over the work of ministerial employees as provided in the Manual and verification of chitta collection daily and its remittance in the bank / treasury through Shroff.

Shroff: Receipt of cash in the municipal treasury, maintenance of chitta and remittance of cash in the bank / treasury.

REVENUE:-

Revenue Officer: Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

Revenue Inspector: Initiating timely action on assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

ACCOUNTS:

Accounts Officer: Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

Junior Accounts Officer: Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

PUBLIC HEALTH:

Municipal Health Officer: To keep the city / town clean and to ensure proper implementation of public health activities including implementation of all statues relating to public health, food adulteration, registration of births and deaths and solid waste management.

Sanitary Supervisor: Supervision of the work of the staff working under his control, and to ensure that all public health materials are procured properly and supplied to the PH staff within the stipulated timeline.

Sanitary Inspector : To maintain proper sanitation in the division allotted and to take prompt action in respect of all public health activities in the division.

Health Assistant / Birth and Death Sub-Registrar: Proper maintenance of vital statistics of the public health section.

ENGINEERING:

Municipal Engineer Grade – I (Executive Engineer)

Formulation of proposals for developmental works and their proper and timely execution and proper maintenance of all urban infrastructure.

Deputy Executive Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his sub-division.

Municipal Asst. Executive Engineer / Asst. Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his section.

TOWN PLANNING:

Assistant City Planner:

Planning the integrated development of the town and implementation of all rules relating to building constructions, layouts, zoning regulations and town planning.

Town Planning Officer – Sel. / Spl. / Ord. Grade:

Planning the integrated development of the town and implementation of all rules relating to building constructions, layouts, zoning regulations and town planning.

Town Planning Supervisor

Preparation and implementation of general town planning schemes and enforcement of regulations relating to layouts, installations and advertisements.

Town Planning and Building Overseer

Enforcement of regulations relating to construction of buildings and prompt detection and taking of action against all unauthorized constructions and violations to sanctioned plans.

Town Surveyor

Proper maintenance of records relating to street survey, Government / Municipal lands.

URBAN POVERTY ALLEVIATION:

Town Project Officer (UPA)

Proper implementation of all activities relating to poverty alleviation programme.

City Mission Manager (CMM)

Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programme.

Community Organizer (UPA)

Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programme.

Data Entry Operator-Cum-Junior Assistant (UPA)

In-charge of secretarial work of UPA section and maintain database

Ward Secretariat System

To establish a strong,effective and vibrant services delivery system at ward level and to provide various government and other services at the door steps of the citizen through a single window system and delivery of 'NAVARATNALU' to all the deserving people, the ward secretariate system was adopted by government of andhra pradesh in the year 2019. These ward secretariats formed with an average population of 4000.

DUTIES ,ROLES AND RESPONSIBILITIES OF WARD SECRETARIES :

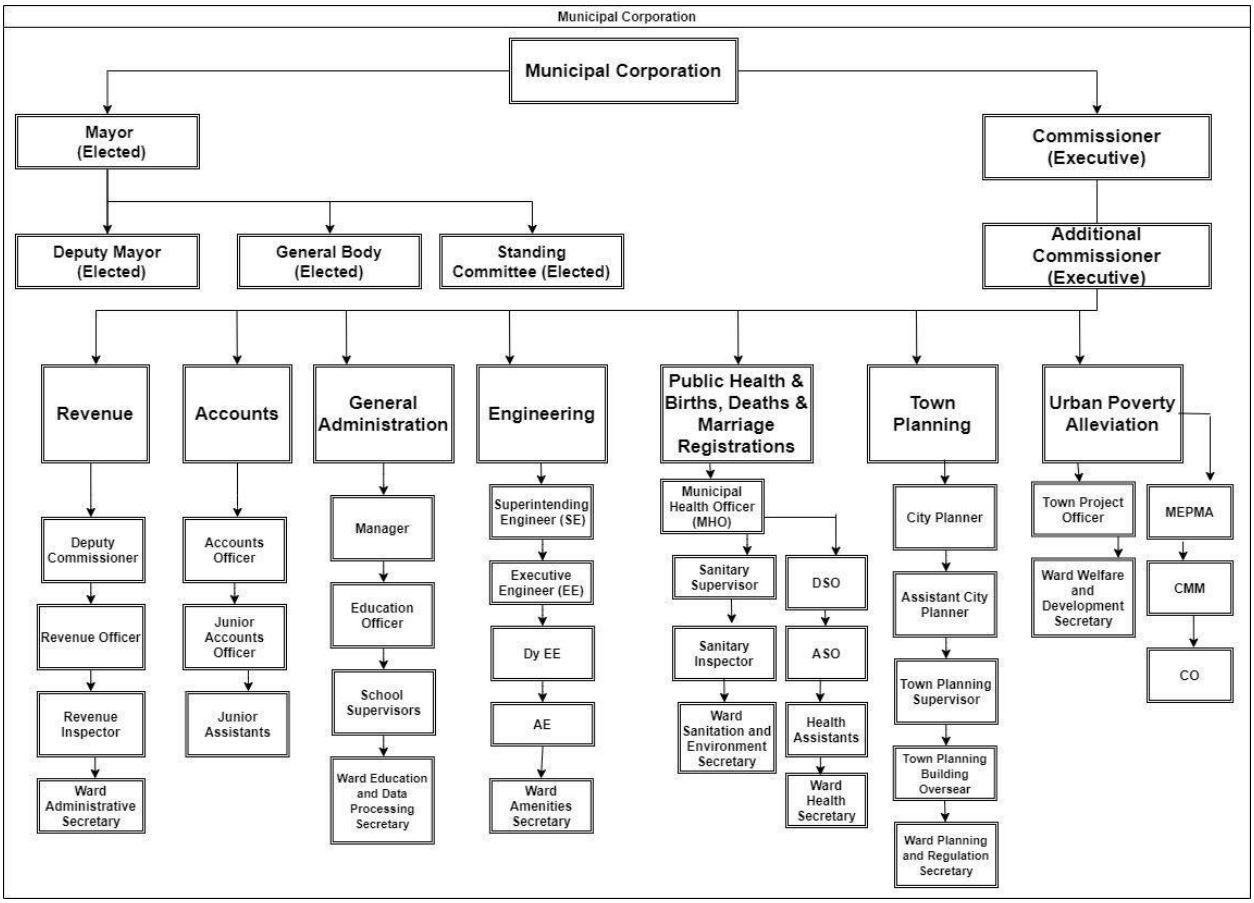
1. Monitoring and supervising the activities of ward volunteers .
2. Coordination of line departments with public
3. Bench mark of essential services
4. Ensure the benefits and government services are extended to the genuine beneficiaries .
5. Shall receive the grievances from the public and resolve the same.
6. To ensure the awareness created to the families by the volunteers in the jurisdiction on health,education and other social issues.
7. Ensure the delivery of services at the doorstep of the citizens.
8. Any other duties entrusted by the higher authorities from time to time.

10 SECRETARIES AND THEIR FUNCTIONS IN WARD SECRETARIAT:			
S.NO	**DESIGNATION OF THE FUNCTIONARY**	**DUTIES TO BE PERFORMED**	**DEPARTMENT CONCERNED**
1	WARD ADMINISTRATIVE SECRETARY AND GENERAL ADMINISTRATION	COORDINATION,GRIEVANCES REDRESSAL,PUBLIC FEEDBACK,COLLECTION OF MUNICIPAL REVENUE ETC.	MAUD
2	WARD AMENITIES SECRETARY	WATER SUPPLY,CIVIC AMENITIES,ROADS,DRAINS,CULVERTS,BURIAL GROUNDS ETC.	MAUD
3	WARD SANITATION AND ENVIRONMENTAL SECRETARY	SOLID & LIQUID WASTE MANAGEMENT REGULAR SANITATION, TRADE LICENCES, USER CHARGES, BIRTH & DEATH REGISTRATION, MARRIAGE REGISTRATION, ENVIRONMENTAL PROTECTION AND ANIMAL WELFARE ETC.	MAUD
4	WARD EDUCATION AND DATA PROCESSING SECRETARY	SERVICE DELIVERY AT WARD SECRETARIAT LEVEL MUNICIPAL EDUCATION,AMMA VADI,SCHOLARSHIPS,FEES REIMBURSEMENT, VITAL STATISTICS, CULTURE, FESTIVALS AND OTHER MUNICIPAL FUNCTIONS ETC.	MAUD
5	WARD PLANNING AND REGULATION SECRETARY	URBAN & TOWN PLANNING,LAND USE,URBAN HOUSING,FIRE,URBAN FORESTRY,WATER CONSERVATION ETC.	MAUD
6	WARD WELFARE AND DEVELOPMENT SECRETARY	SC.ST,BC,MINORITY ETC, YUVATHA UPADHI,URBAN POVERTY ALLEVIATION,YSR ASARA, YSR CHEYUTHA, YSR PENSION KANUKA ETC. IDENTIFICATION OF HOUSING BENEFICIARIES & ALL THE WELFARE SCHEMES UNDER **NAVARATNALU.**	MAUD
7	WARD ENERGY SECRETARY	STREET LIGHTING,POWER SUPPLY,POWER SUBSIDY ETC.	AP TRANSCO
8	WARD HEALTH SECRETARY	REGISTRATION OF BIRTH & DEATH CERTIFICATES,YSR AAROGYASRI,YSR BHIMA,ICDS, RCH (REPRODUCTIVE CHILD HEALTH), IMMUNIZATION, FAMILY WELFARE, COVID VACCINATION, COVID TESTS, PREVENTION OF COMMUNICABLE & NON-COMMUNICABLE DISEASES, RBSK ACTIVITIES.	MEDICAL & HEALTH
9	WARD REVENUE SECRETARY	REVENUE FUNCTIONS,CIVIL SUPPLIES, DIGITIZATION OF CERTIFICATES,ISSUE OF INCOME ,CASTE & OTHER RELATED CERTIFICATES ,DISASTER MANAGEMENT ETC.	REVENUE
10	WARD WOMEN AND WEAKER SECTIONS PROTECTION SECRETARY (MAHILA POLICE)	LAW & ORDER,ATROCITIES AGAINST WOMEN AND WEAKER SECTION,RELATED SERVICES,PROHIBITION OF LIQUOR, ICDS ACTIVITIES, OLD AGE HOMES, ORPHANAGE HOMES, DISHA APP.	POLICE

MUNICIPAL CORPORATIONS

Powers and Functions of Municipal Authorities in Municipal Corporation

Structure of Municipal Corporation:-



Powers of the Corporation

The powers of the Corporation are many-fold and they can be divided into various groups.

Powers relating to meetings, committees and other local bodies

- Make bye-laws for conduct of its meetings.
- Appoint special committees and Ad-hoc committees from amongst its members, and define the scope of business of each special committee.
- Make bye-laws for regulating the constitution and the conduct of business at meetings of such special committees.
- Direct all matters and questions included in the scope of the special committee be placed before the appropriate committee and then to the Corporation with the recommendations of such committee.

Powers relating to Standing Committee and Commissioner

- Call for extracts from any proceedings of the Standing Committee, and call for any return, statement or account concerning any matter with which the Standing Committee is empowered to deal.
- Require the Commissioner to produce any record, plan or document available in any office of the Corporation .
- Require the Commissioner to furnish a report by himself or to obtain from any subordinate officer on any subject concerning the Corporation.

Powers relating to works

- For Municipal Corporations constituted under Andhra Pradesh Municipal Corporations Act, 1994
- The Corporation is competent to sanction works contract for a value exceeding rupees fifty lakhs but not exceeding rupees two hundred lakhs [Section 12 A (iii) of the Act]
- Works contract for a value exceeding rupees two hundred lakhs, after approval of the Corporation, shall be submitted to the Government for sanction. [Section 12 A (iv) of the Act].
- Determine either generally or in particular, whether the Commissioner executes the works by contract or otherwise.
- Spend out of municipal funds outside the city for any purpose of the Act with resolution supported by not less than half of the total number of members .

Powers relating to personnel

- With Government's approval, sanction creation of posts above the cadre of Upper Division Clerk (UDC), and upto and inclusive of the cadre of Superintendent.
- Make appointment in respect of posts above the cadre of UDC, and upto and inclusive of the cadre of Superintendent.

Powers relating to immovable property

- Acquire and hold movable and immovable property or any interest therein within or outside the limits of the city.
- Approve any contract for acquisition of any immovable property or for payment of any compensation for the said property, if the compensation for such property exceeds rupees five thousands. [Section 146 (4)]
- With the approval of the Government, lease out any immovable property for a period exceeding three years and up to twenty-five years.

Powers relating to borrowing

- Borrow from Central or State Governments any sum necessary for carrying out the provisions of the Act .

- Borrow with the sanction of Government from any person any sum necessary for carrying out the provisions of the Act.
- Borrow any sum from any person other than Central or State Governments on the security of any immovable property or of all taxes or of any tax .

Powers relating to budget

- Adopt the budget estimates or any revised budget estimates submitted by the Standing Committee as they stand or subject to such alteration.
- Increase the budget grant to meet any special or unforeseen requirement based on the recommendation of the Standing Committee.
- Transfer any amount from one budget grant to another based on the recommendation of the Standing Committee.
- Make readjustment of income and expenditure during the course of a year.

Powers relating to taxes and fees

- Impose taxes on lands and buildings, vehicles, animals and boats, advertisements, transfer of immovable property and entertainments.
- Fix rates at which municipal taxes referred in Section 197 have to be levied.
- Fix rate of fee for various licenses and permissions.

Powers relating to streets, buildings and Private Markets

- Name the streets and number the buildings.
- Permit establishment of private markets.

Powers relating to bye-laws

- Make bye-laws after calling objections.

Functions of the Corporation

- Defining boundary marks of the limits or any alteration in the limits of the city
- Watering, scavenging and cleaning of all public streets and places in the city and removal of all sweepings there from
- Collection, removal, treatment and disposal of sewage, offensive matter and rubbish and preparation of compost manure from such sewage, offensive matter and rubbish
- Construction, maintenance and cleaning of drains and drainage works
- Construction, maintenance and cleaning of public latrines, water closets, urinals and similar conveniences
- Lighting of public buildings vested in the corporation, public streets and municipal markets
- Maintenance of municipal office and of all public monuments and open spaces and other properties vesting in the Corporation

- Naming or numbering of streets and of public places in the Corporation and numbering of premises
- Regulation of offensive and dangerous trades or practices
- Maintenance or acquisition and maintenance of public markets and slaughterhouses and the regulation of all markets and slaughterhouses
- Public vaccination
- Reclamation of unhealthy localities, removal of noxious vegetation and generally the abatement of all nuisances
- Registration of marriages, births and deaths
- Construction, maintenance, alteration and improvement of streets, bridges, sub-ways, culverts, causeways etc.
- Removal of obstructions and projections in or upon streets, bridges and other public places
- Management and maintenance of all municipal water works and the construction or acquisition of new works necessary for sufficient supply of water for public and private purposes
- Preventing the spread of infectious diseases
- Securing or removal of dangerous buildings and places
- Urban Forestry, protection of the environment and promotion of ecological aspects
- Safeguarding the interest of weaker sections of society including differently abled persons.
- Promotion of cultural, educational and aesthetic aspects
- Slum improvement and up-gradation
- Urban Poverty alleviation.

Standing Committee

The Standing Committee is one of the municipal authorities charged with carrying out the provisions of the Act and certain powers and functions have been conferred on the Standing Committee.

Powers and Functions of the Standing Committee

- Municipal Corporations - Competent to sanction works and works contracts for value exceeding rupees ten lakhs but not exceeding rupees fifty lakhs. [Section 12A (ii) of TMC Act]
- With the approval of Government, create posts up to and inclusive of Upper Division Clerk (UDC) or an equivalent post carrying similar scale of pay
- Make appointment in respect of posts above the category of Lower Division Clerk (LDC) and up to UDC or any equivalent post carrying similar or same scale of pay.
- Sanction disposal of any movable property whose value exceeds Rs.25,000/- but does not exceed such sum as may be specified by the government by notification from time to time in each instance.
- Sanction lease of any immovable property for any term not exceeding three years

- Consider the budget estimates and proposals of the Commissioner after the tenth day of November, and frame the budget estimates of the Corporation for the next financial year and place before the Corporation.
- Consider the report presented by the Examiner of Accounts on the whole of the municipal accounts for the previous financial year.
- Prohibit further use of a building for human habitation, if such residential building appears to the Commissioner to be unfit for such purpose, after giving the owner thereof a reasonable opportunity of showing why such order should not be made.

Mayor

Powers and Functions of Mayor

He/she has certain powers and functions under the provisions of the Act. They include:

- The Mayor will be ex-officio Chairperson of the Standing Committee.
- Every meeting of the Corporation will be presided over by the Mayor.
- The day, time and date of every meeting of the Corporation except the first meeting after general elections will be fixed by the Mayor.
- The Mayor (being the Presiding Authority) preserves order during the meetings of the Corporation.
- The Presiding Authority directs any member whose conduct is grossly disorderly (in his opinion) to withdraw immediately from the meeting of the Corporation.
- If any member is ordered to withdraw a second time in 15 days, the Presiding Authority may suspend the member from attending the meetings of the Corporation for a period not exceeding 15 days.
- The Presiding Authority may remit the period of suspension, if the member under suspension tenders an apology to his satisfaction.
- The Presiding Authority may suspend the meeting for a period not exceeding three days in case of grave disorder arising in the meeting.

Deputy Mayor to act as Mayor

When the office of Mayor is vacant, his functions devolve on the Deputy Mayor till a new Mayor is elected. If the Mayor leaves the city for more than fifteen days or is incapacitated, his/her functions devolve on the Deputy Mayor till Mayor returns to the city or recovers from his/her incapacity as the case may be.

Sections in Municipal Corporations: With reference to the functions referred to above, the following sections are provided in the municipalities and municipal corporations.

S. No.	Section	Broad functions
1	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
2	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
3	Administration	To look after general administration, including school administration and council meetings.
4	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and playgrounds, street lighting
5	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services, registration of marriages, birth and death
6	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes
8	Ward Secretariats	To establish a strong, effective and vibrant services delivery system at ward level and to provide various government and other services at the door steps for the citizens through a single window system.

Role of District Collector in Municipal Administration:-

- Competent to suspend a resolution, order, licence, permission or act of Municipal authorities.
- Competent to call for any document from the Municipal Commissioner.
- Powers of inspection of any work or immovable property.
- In cases of emergency direct the execution of any work necessary for the safety of the public.
- District Collector is the District Election Authority (appointed by SEC).
- Copy of the budget of ULB's has to be submitted to the Government through C&DMA.
- Implementation of Welfare Schemes sanctioned by the Government.

Functionaries working in Municipalities / Municipal Corporations:-

The following functionaries are working in municipalities excluding Senior Assistants, Junior Assistants and Class IV staff:

Municipal Commissioner: All the Executive powers vested with Commissioner.To exercise supervision over the activities and functions of all Municipal Officers and staff, to conduct review meetings once in a month in this regard and to issue minutes of the review meeting and ensure follow up action on the said minutes.

Work Sanction Powers of the Municipal Corporations and the Government:

Authority	GVMC Act	VMC Act	AP Municipal Corporations Act
Commissioner	not exceeding Rs 20 lakhs	not exceeding Rs 20 lakhs	not exceeding Rs 10 lakhs
Standing Committee	value exceeding rupees twenty lakhs but not exceeding rupees fifty lakhs (Rs.50.00 lakhs)	value exceeding rupees twenty lakhs but not exceeding rupees fifty lakhs (Rs.50.00 lakhs)	value exceeding rupees ten lakhs but not exceeding rupees fifty lakhs (Rs.50.00 lakhs)
Corporation	value exceeding rupees fifty lakhs but not exceeding rupees two hundred lakhs (Rs.200 lakhs)	value exceeding rupees fifty lakhs but not exceeding rupees two hundred lakhs (Rs.200 lakhs)	value exceeding rupees fifty lakhs but not exceeding rupees two hundred lakhs (Rs.200 lakhs)
Corporation and the Government	value exceeding rupees two hundred lakhs, after approval of the Corporation shall be submitted to the Government for sanction	value exceeding rupees two hundred lakhs, after approval of the Corporation shall be submitted to the Government for sanction	value exceeding rupees two hundred lakhs, after approval of the Corporation shall be submitted to the Government for sanction

GENERAL ADMINISTRATION:-

Additional Commissioner (Administration): To be in-charge of general administration in the Corporation and supervision over the sections allotted.

Secretary: Preparation of agenda and maintenance of minutes book for the meetings of the Corporation and standing committee. To make arrangements for conducting the meetings of the Corporation and standing committee.

Public Relations Officer: To conduct press briefings and to disseminate the activities of the Corporation to the general public.

Education Officer: To inspect all schools regularly and ensure that instructions of the Education Department for proper functioning of the schools are complied with.

Manager: To supervise and control the work of all ministerial employees working in his section.

Superintendent: To supervise and control the work of all ministerial employees working in his section.

Shroff: Receipt of cash in the Municipal treasury, maintenance of chitta and remittance of cash in the bank / treasury.

Ward Education and Data Processing Secretary: Service Delivery at ward Secretariats level, Municipal Education, AmmaVodi, Scholarships, Fees Reimbursement, Vital Statistics, Cultural, Festivals and other Municipal Functions etc.,

REVENUE:-

Additional Commissioner / Deputy Commissioner (Revenue): To ensure timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non- taxes as per the targets / timelines fixed from time to time.

Zonal Commissioner / Assistant Commissioner – Circle Office :Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes in the circle allotted as per the targets / timelines fixed from time to time.

Revenue Officer: Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes in the area allotted as per the targets / timelines fixed from time to time.

Tax Inspector/Revenue Inspector: Initiating timely action on assessment of all buildings and lands to property tax without any leakages and ensuring collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

Ward Administrative Secretary: Coordination, Grievances redressal, public feedback, collection of Municipal revenue etc.,

ACCOUNTS:-

Examiner of Accounts: To conduct pre-audit of all the bills claimed in the Corporation, weekly examination and audit of municipal accounts.

Deputy Examiner of Accounts; To assist the Examiner of Accounts in the pre-audit of bills and in auditing of municipal accounts.

Accounts Officer: Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

Accountant: Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

PUBLIC HEALTH:-

Chief Medical Officer of Health: To keep the city / town clean and to ensure proper implementation of public health activities including implementation of all statues relating to public health, food adulteration, registration of births and deaths and solid waste management.

Assistant Medical Officer of Health: To keep the city / town clean and proper implementation of public health activities including implementation of all statutes relating to public health, food adulteration, registration of births and deaths and solid waste management in the circle.

Urban Malaria Officer / Biologist: Proper implementation of urban malaria scheme.

Sanitary Supervisor: Supervision of the work of the staff working under his control, and to ensure that all public health materials are procured properly and supplied to the PH staff within the stipulated timeline.

Sanitary Inspector: To maintain proper sanitation in the division allotted and to take prompt action in respect of all public health activities in the division.

Health Assistant / Birth and Death Sub-Registrar: Proper maintenance of vital statistics of public health section.

Sanitation and Environmental Secretary:- Solid & Liquid Waste Management, Regular sanitation, Trade Licences, User Charges, Birth & Death, Marriage Registration, Environmental Protection and Animal Welfare Etc.,

ENGINEERING:-

Chief Engineer: Formulation of proposals for developmental works in the entire city and to ensure their proper and timely execution and proper maintenance of all urban infrastructure.

Superintending Engineer: To oversee the execution of all developmental works in the circle allotted, supervision over the work of all engineers in the circle and ensure proper maintenance of urban infrastructure.

Executive Engineer: To oversee the execution of all developmental works in the division allotted, supervision over the work of all engineers in the division and ensure proper maintenance of urban infrastructure.

Deputy Executive Engineer: To be in-charge of the execution of all developmental works and maintenance of urban infrastructure in the sub-division allotted.

Asst. Executive Engineer / Asst. Engineer: Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his section.

Work Inspector: - Assistance to Assistant Engineer in technical and non-technical matters relating to execution of developmental works.

Ward Amenities Secretary:- Water Supply, Civic Amenities, roads, Drains, Culverts, Burial Grounds etc.,

TOWN PLANNING:-

Chief City Planner / City Planner: - Planning the integrated development of the city / town and to ensure the implementation of all rules relating to building constructions, layouts, zoning regulations and town planning.

Deputy City Planner / Asst. City Planner Town Planning Officer – Sel. Grade:- Integrated and planned development of the area allotted. Implementation of Building Rules, Zoning Regulations, Layout Rules and other rules of Town Planning.

Town Planning Supervisor: - Enforcement of regulations relating to layouts, installations and advertisements. All items of work relating to preparation of general town planning schemes.

Town Planning and Building Overseer: - Enforcement of regulations relating to construction of buildings and prompt detection and taking of action against all unauthorized constructions and violations to sanctioned plans.

Town Surveyor:- Proper maintenance of records relating to street survey, Government / Municipal lands.

Ward Planning and Regulation Secretary:- Urban and Town Planning, Land views, Urban Housing, Fire, Urban Forestry, Water Conservation etc.,

URBAN POVERTY ALLEVIATION:

Project Director (UPA) :- Planning and ensuring implementation of all urban poverty alleviation programmes.

Town Project Officer / Project Officer (UPA) :- Proper implementation of all activities relating to poverty alleviation programme.

Ward Welfare and Development Secretary:- SC, ST, BC, Minority etc., Yuvatha Uppadhi Urban Poverty Alleviation, YSR Asara, YSR Cheyutha, YSR Pension Kanuka etc., identification of housing beneficiaries and all the welfare schemes under Navarathanalu

Community Organizer (UPA):- Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programmes.

Data Entry Operator-Cum-Junior Assistant (UPA):- To be in-charge of secretarial work of UPA section and to maintain the database.

Other Ward Secretaries :-

Ward Health Secretary:- Registration of Birth and Death Certificates, YSR Arogyashree, YSR Bhima, ICDS, RCH (Reproductive Child Health), Immunization, Family Welfare, Covid Vaccination, Covid Tests, Prevention of Communicable Diseases, RBSK Activities.

Ward Revenue Secretary:- Revenue Functions, Civil Supplies, Digitization of Certificates, Disaster management etc.,

Ward Women and Weaker Sections Protection Secretary (Mahila Police):- Law and Order, Atrocities against women and weaker sections related services, prohibition of liquor, ICDS activates, Oldage Homes, Orphanages, Monitoring of DISHA Activities.

Ward Energy Secretary:- Street lighting, Power Supply, Power Subsidy etc.,

Thank You

CRITERIA FOR CONSTITUTION OF ULBs

Andhra Pradesh has experienced rapid growth of urbanization during the last four decades. As per 2001 census, urban population in 205 lakhs out of the state total population of 762 lakhs and the percentage of population living in urban areas in the state, stood at 27.08 compared to 27.78 for country. The urban population has increased from 62 lakhs in 1961 to 205 lakhs in 2001 registering a growth rate of 230 percent. Andhra Pradesh is the sixth most major urbanized state in the country. After State bifurcation Andhra Pradesh population in 2021 is estimated to be **54.6 Million (5.46 Crores)**,

Urban Local Bodies (ULBs) in Andhra Pradesh are traditionally mandated to undertake certain basic civic functions like water supply, sanitation, roads, drains, and street lighting. They also perform certain regulatory functions like, regulation of land use, issue of building permissions, issue of trade license and removal of encroachments etc. After the advent of constitution 74th Amendment Act (CAA) 1992, the functional domain of urban local bodies has been expanded to include development programmes along with traditional civic functions. Added to this, happening globalization, liberalization and more critically, the urban explosion has increased the volume of services to be delivered by the urban local bodies.

The municipalities have been graded into seven categories on the basis of annual income and 124 Municipalities are existing including Corporations in AP as stated below:

Grade	Annual income	No.of Municipalities
Municipal Corporations	Rs. 8 crores and above	17
Selection Grade	Rs. 8 crores and above	6
Special Grade	Rs. 6 crores and above – below Rs. 8 crores	7
First Grade	Rs. 4 crores and above – below Rs. 6 crores	15
Second Grade	Rs. 2 crores and above – below Rs. 4 crores	30
Third Grade	Rs. 1 crores and above – below Rs. 2 crores	19
Nagar Panchayats	Below Rs. 1 Crore	30
Total:		**124**

Government have issued "The Andhra Pradesh Constitution of Nagar Panchayats and Municipalities Rules, 2019 " in G.O.Ms.No.18 dated 7-01-2019.

Criteria for Constitution of Nagar Panchayat:

An area may be notified as Transitional area (Nagar Panchayat) under Clause (42-a) of section – 2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied.

(a)	Population (as per last consus)	:	20,000 to 40,000
(b)	Density of population per sq Km	:	400
(c)	Revenue	:	Rs. 40.00 lakhs provided that local area with a lesser income may also be considered if it has acquired urban characteristics
(d)	Percentage of employment in Non-agriculture activates	:	25% provided that a local area with lesser percentage of employment in Non-agriculture activates may also be considered if it is not more than 20 Kms. Away from a municipality (District Head quarter) or Municipal Corporation
(e)	Economic importance	:	Availability if market facilities and potentialities to attract industries
(f)	Other factors	:	Local area acquiring urban characteristics

Criteria for Constitution of Municipality

An area may be notified as smaller Urban area (Municipality) under Clause (42-a) of section – 2 of the Andhra Pradesh Municipalities Act, 1965 if the following criteria is satisfied.

(a)	Population (as per last census)	:	Above 40,000 and up to 3,00,000
(b)	Density of population per sq Km	:	500
(c)	Revenue	:	Rs. 60.00 lakhs provided that local area with a lesser income may also be considered if it has acquired urban characteristics
(d)	Percentage of	:	40% provided that a local area with

	employment in Non-agriculture activates		lesser percentage of employment in Non-agriculture activates may also be considered if it is not more than 20 Kms. Away from a municipality (District Head quarter) or Municipal Corporation
(e)	Economic importance	:	Availability if market facilities and potentialities to attract industries
(f)	Other factors	:	Local area acquiring urban characteristics

Government in G.O.Ms.No.25 MA., dated 23-1-2001 amended the Gradation of Municipal Councils and Nagar Panchayat Rules, 1995 issued in G.O.Ms.No.32 Municipal Administration and Urban Development Department, dated 3-2-1995.

The Government from time to time by notification in the A.P.Gazette, may declare the grades of Municipalities and Nagar Panchayats on the basis of annual income prescribed below:

Nagar Panchayat means a Nagar Panchayat with an annual income of rupees one crore or less than one crore.

Third Grade Municipality means a Municipality with an annual income of rupes more than one crore and less than two crores.

Second Grade Municipality means a Municipality with an annual income of Rupees more than Two Crores and less than four Crores.

First Grade Municipality means a Municipality with an annual income of Rupees more than Four Crores and less than Six Crores.

Special Grade Municipality means a Municipality with an Annual income of Rupees more than six crores and less than Eight Crores.

Selection Grade Municipality means a Municipality with an annual income of Rupees Eight Crores and above.

The Government in G.O.Ms.No.571 dated 14-9-2009 have amended " the Andhra Pradesh Municipal Corporation (Fixation of Criteria for Specification of Larger Urban areas) Rules,1994" as detailed below:

Fixation of Criteria for Specification of Larger Urban Areas:

(a)	Population	:	3 Lakhs provided that a municipality with a lesser population may also be considered if it is of regional importance or has to play a significant role in regional development by virtue if its strategic location.
(b)	Density of population sq Km	:	"Not less than 5,000"

(c)	Economic importance	:	Established industries potential for growth of industries, commerce higher education, medical facilities and adequate infrastructure necessary for economic and industrial growth
(d)	Other factors	:	The number of peripheral villages whose growth and expansion are towards the proposed larger urban area.

Formulation of proposal by the District Collector:

Whenever a Gram Panchayat or Group of Gram Panchayats which have been developed and satisfy the criteria for constitution of Nagar Panchayat / Municipality, the District Collector concerned may formulate a proposal for constitution of a Panchayat or Gram Panchayats as a Nagar Panchayat or Municipality as the case may be.

The proposal formulated by the District Collector shall contain, among others, the following information in respect of the Gram Panchayat / Gram Panchayats:

i. Population as defined in clause-(27-a) of section-2 of the Andhra Pradesh Municipalities Act, 1965 and density of population in Annexure-I
ii. Note on economic importance of Gram Panchayat (s) showing availability of market facilities, industries, availability of roads, water supply, schools & colleges, medical facilities, cinema halls and other potentialities to attract industries in Annexure-II.
iii. Profile of Gram Panchayat (s) in Annexure-III.
iv. Statement showing particulars of employees working in Gram Panchayat(s) in Annexure — IV.
v. Statement showing immovable properties owned by the Gram Panchayat(s) in Annexure — V
vi. Statement showing movable properties owned by the Gram Panchayat(s) in Annexure — VI
vii. Statements showing fixed deposits and investments held by theGram Panchayat (s) in Annexure – VII.
viii. Statement showing Demand, Collection and Balance (DCB) of taxes and non-taxes of the Gram Panchayat(s) in Annexure — VIII.
ix. Statement showing details of ongoing schemes implemented by theGram Panchayat(s) in Annexure — IX.
x. Statement showing work and material bills and other dues payableby the Gram Panchayats(s) in Annexure — X.

xi. Statement showing the survey numbers included in the Gram Panchayat(s) village-wise in Annexure- XI.
xii. Statement showing boundary description of proposed Nagar Panchayat/Municipality in Annexure- XII.

xiii. Sketch showing the existing limits of the Gram Panchayat(s) andproposal limits of Nagar Panchayat/Municipality in Annexure-XIII

Role of District Collector:

Soon after finalization of the proposal relating to constitution of Gram Panchayat / Gram Panchayats as Nagar Panchayat / Municipality, District Collector concerned shall issue a show cause notice to the Gram Panchayat(s) concerned inviting its/their views on the proposal through District Panchayat Officer. The District Collector, after receipt of the views of the Gram Panchayat(s) in the form of a resolution and remarks of District Panchayat Officer thereon and after considering the same may take a view at his level and move the Government in Municipal Administration & Urban Development (MA & UD) Department with his recommendations through Commissioner & Director of Municipal Administration (CDMA) with the information as mentioned in Rule 5 (2).

Role of Commissioner and Director of Municipal Administration:

After receipt of the proposal from District Collector, the Commissioner& Director of Municipal Administration will scrutinize the proposal. If the proposal satisfies the criteria prescribed for constitution of Nagar Panchayat / Municipality, the Commissioner & Director of Municipal Administration shall forward the proposal to the Government in MA&UD Department with his recommendation with a suitable check slip in this matter.

Processing the proposal at Government Level:

After examination of the proposal received from Commissioner & Director of Municipal Administration, the Government in MA & UD Department and Panchayat Raj Department will take a final view about constitution of the Gram Panchayat / Gram Panchayats as Nagar Panchayat / Municipality.

Consultation with Panchayat Raj Department:

Thereafter MA & UD Department will circulate the proposal to Panchayat Raj & Rural Development (PR&RD) Department for their views in the matter. The PR&RD Department after scrutiny of the proposal will arrange to offer their views in the matter to MA & UD Department. After receipt of the views of the PR&RD Department in this matter, Government in MA & UD Department will obtain orders in circulation for constitution of Gram Panchayat/Gram Panchayat(s) as Nagar Panchayat / Municipality. An intimation will be sent to PR & RD Department about the decision of the Government in this matter.

De-notification of Gram Panchayat(s):

After receipt of the decision of the MA & UD Department, the PR & RD Department will issue a show cause notice to Gram Panchayat(s) concerned for sending the views of the Gram Panchayat(s) in the form of a resolution within ten days to the proposal for de-notifying the Gram Panchayat(s). If the Gram Panchayat passes resolution agreeing to the proposal, the PR & RD Department will take action to de-notify

the Gram Panchayat. If the Gram Panchayat(s) passes or pass a resolution disagreeing to the proposal, the PR & RD Department in the Government will issue a show cause notice under Section 246(2) of A.P. Panchayat Raj Act, 1994 to the Gram Panchayat(s) giving an opportunity for explanation as to why the resolution should not be cancelled since it is against the provisions of Law for constitution of Nagar Panchayat/Municipality. Thereafter the Government consider the explanation of the Gram Panchayat(s) and issue orders cancelling the resolution of the Gram Panchayat(s) as per Section 246 of A.P. Panchayat Raj Act, 1994. After receiving the resolution of Gram Panchayat(s) agreeing for de- notification of the Gram Panchayat(s) or after cancellation of the resolution of the Gram Panchayat(s), if the Gram Panchayat(s) does/do not agree for de-notification, the PR & RD Department will put up a draft notification denotifying the Gram Panchayat(s) and send the file to MA & UD Department for preparing the draft notification for constituting a Nagar Panachayat /Municipality.

Issue of Notifications of PR& RD Department and MA & UD Department:

After receipt of the file from PR & RD Department, the MA & UD Department will prepare a notification specifying the concerned area of Gram Panchayat / Panchayats as Transitional Area / Smaller Urban Area, to show that Nagar Panchayat/Municipality is deemed to have been constituted for such area. The notifications of PR & RD Department denotifying Gram Panchayat(s) and of MA&UD Departments specifying the areas as Transitional Area / Smaller Urban Area would be finalized by the latter Department and the notifications will be issued simultaneously and on the same day. The two notifications will also be published in the Andhra Pradesh Gazette on the same day.

Constitution of Nagar Panchayat / Municipality:

After issue of notification constituting a Nagar Panchayat / Municipality by the Government, the C&DMA will forward a copy of the information received from the District Collector concerned as mentioned in Rule 5(2) to the Special Officer appointed for Nagar Panchayat / Municipality. The Special Officer shall take charge of all movable and immovable properties, fixed deposits and investments and all office records of Gram Panchayat and submit a detailed report in this matter to C&DMA along with information in Annexures- IV to XII.

-o0o-

MEETINGS OF MUNICPAL CORPORATIONS AND MUNCIPALITIES

Main Provisions

- Section 74 of APM Act, 1965
- Sections 88 and 89 GHMCS Act,1995
- Sections 98 and 99 of GHMC Act.1995

Regulation of proceedings and conduct of business of Corporation and Standing Committee By-laws, 1966 (GO Ms.No805 MA dated 20-08-1966)

Municipal Corporation

Meets for the dispatch of business.

Makes byelaws on summoning, noticing, place, management and adjournments of meetings.

Meetings Schedule

- First meeting after general elections within one month after declaration of results – as fixed by Commissioner.
- Following meetings-

As fixed by mayor

In the absence of Mayor, by deputy Mayor.

Shall be held at-least once in three months

President of meetings

- To be presided by Mayor.
- In his absence, by Deputy Mayor.
- In the absence of both, one of the members present and chosen by the meetings.

Meeting – open to public

* Generally, open to public.

* If majority of members decides by a resolution in general and any person in particular shall withdraw.

Meetings–types

- Ordinary meeting
- Urgent meeting
- Special meeting

Ordinary Meeting

- For dispatch of business from time to time.
- Atleast seven clear days notice.
- Date, time and place to be specified in the notice.
- Business to be transacted as specified.
- Municipal Secretary give notice.

Urgent Meeting

On a requisition signed by

- Not less than four members of Standing Committee
- Meeting with three clear days notice.
- Budget meting not allowed

Special Meeting

On a requisition made by

- Not less than one-sixth of whole number of members of Corporation, or
- Not less than four members of Standing Committee.
- Meeting with seven clear days notice.

Preparation of Agenda

- Notice of meeting with date, time and place to be given by Secretary.
- Business to be transacted also give by Secretary.
- Subjects not included may be brought of notice of Secretary.
- Notice for inclusion of new subjects to be given at-least three clear days before meeting date.
- Supplementary notice with additional subjects to be issued at-least on the previous day of meeting.

Quorum

- Quorum is one-fourth of total members including Presiding Authority.
- Quorum to be maintained throughout meeting.
- If no quorum, Presiding Authority adjourns meeting and fixes date and time.
- Notice required for adjourned meeting.

- Only un-disposed subjects to be disposed in adjourned meeting- quorum required.
- If further adjourned, such adjourned meeting do not require quorm.

Conduct of Meeting

- No business other than the specified in the notice be transacted.
- In the urgent meeting, no business other than the specified in the notice be transacted.
- In the budget meeting, no business other than budget estimates be transacted.

Adjournment of Meetings

- Any meeting may be adjourned with the consent of majority of members present.
- In adjourned meeting, only those subjects remained un-disposed in precious meeting be transacted.

Minutes of Meeting

- Minutes Book be maintained.
- Minutes of every meeting shall b e drawn and entered on the next day by municipal Secretary in the Minutes Book.
- The names of members present in the meeting shall also be entered in the Book.

- The minutes shall be read in the next meeting.
- It shall be signed by presiding Authority of the meeting which they are read.
- Minutes Book shall be available in Municipal office.
- Members can inspect the Book free of charge.
- Public also can inspect the Book on payment of fees.
-

Commissioner's Role

- Commissioner can present at a meeting.
- He can take part in the discussion, but does not have voting right.

Refrained from meetings

- A member is refrained to take part in any matter before the meeting, if he is directly or indirectly interested in the matter (mostly pecuniary).

Decision of meeting

- Question decided by majority of votes of members present and voting.
- Presiding Authority has casting vote, when there is equality of votes.
- Vote is taken by voice vote – 'ayes' in favour and 'no' against.
- In case of doubt, votes taken by show of hands.

Modification of resolution

- No resolution shall be modified until after three months of resolution.

Order of items in Meeting

- Signing of minutes of last Meeting.
- Elections.
- Appointments.
- Questions.
- Petitions.
- Resolutions of Standing Committee and Special Committees.
- Letters and business from Commissioner.
- Letter from Government of Government offices.
- Reports of Committees, Sub-Committees or Ad-hoc Committees.
- Notice of Motions.
- Miscellaneous matters.
- With the consent of majority of members, Presiding Authority may alter the priority for items in the agenda.
- With the consent of majority of members, Presiding Authority may group the items.
- Presiding Authority may divide an item into two or more propositions to avoid confusion or inconvenience.

Preserving order during meeting

- Presiding Authority responsible to preserve order.
- Presiding Authority may, in case of grave disorder (in his opinion), suspend the meeting for a period not exceeding three days.
- Presiding Authority may, if the conduct of any member is disorderly (in his opinion), direct the member to withdraw from meeting.
- Member has to comply and absent during the remainder of day's meeting.
- If a member is ordered to withdraw for second time within 15 days, Presiding Authority may suspend the member from attending meetings of Corporation and Committees for 15 days.
- Member has to comply.
- Presiding Authority may revoke suspension, if satisfactory apology is made by member.
- Presiding Authority will decide the order in which members speak and his decision final.
- No discussion is allowed

- When a question of priority is decided.
- When an objection is dealt under bye-laws.
- In case of interpolations.

Proceedings of meetings

- Language to be decided by Corporation.
- Minutes of the proceedings of the meeting shall be written by the Municipal Secretary and shall be signed by the Presiding Authority, after completion of the meeting.
- Written speeches not to be read without permission of presiding Authority.
- Member when speaking has to stand and address the presiding Authority.
- When Presiding Authority requests a member to sit down, he has to resume his seat.

Point of Order

- Any member may move a point of order, if any speaker is
  - Departing from the subject, or
  - Not observing provisions of Act or rules.
- Presiding Authority will decide the point of order.
- Point of order not to be raised:

-To explain his position.

- When a question on any motion is put to vote.

-Which is hypothetical.

- Presiding Authority may allow other members to speak on point order.

- Presiding Authority may rule out any point of order, if he feels that is does not relate to the question before the meeting or to the business.

Call Attention

- Any member may call attention of Commissioner.
- Call attention to
  - a neglect in execution of work,
  - any waste or damage of municipal property, or
  - wants of locality.
- May suggest any proposal or improvement thereof.

Questions

- Any member may ask question concerning administration of Act or city government.
- Notice of seven clear days to be given in writing to Municipal Secretary.
- Commissioner answers questions.

The question do not

- Call expression of opinion, abstract of legal question or a hypothetical proposition.
- Concern with any matter pending in a court of law.
- Relate to conduct or character of municipal officer or employee except in his official capacity.
- Defamatory.
- A charge against a person or a section of community.

- Contravene any byelaw made by Corporation.

Disallowing of questions

- A member shall not ask more than three questions at a meeting.
- May or may disallow any question, if he opines that it contravenes any provision.
- Decision of May or final.

Presiding Authority may disallow a question, If

- Excessively lengthy and exceeds fifty words.
- Contains arguments, inference, imputation, epithet or ironical expression.
- Rates to a debate took place within last three months.
- Relates to an answer that has been give within last three months.

Presiding Authority may disallow a question, if

- It is libelous, offensive or objectionable.
- Concerning any matter directly or indirectly relates to him.
- If member do not accept the correctness of the statement.
- Enquiring the accuracy of a report in newspaper.

Presiding Authority may disallow a question, if

- Answer is available in the final proceedings of Corporation or its Committees.

Brings in any name or statement unnecessarily and making the question vague.

Answering of questions

- Municipal Secretary prepares list of questions received and not disallowed by Presiding Authority.
- The list will be prepared in the order in which they are received.
- List forwarded to Commissioner for answers and for placing before the meeting half an hour earlier.
- Presiding Authority calls the name of each questioner in the order in which names are printed.
- If the member is present, it is deemed that question and answer are read.
- If the questioned is not present, the question is considered as dropped.
- No discussion on question or answer.
- Any member, when called by Presiding Authority may put supplementary question.
- Three supplementary questions allowed, if questioner prefer for supplementary questions.
- The first hour is for questions and answers.
- With consent of Presiding Authority, Commissioner may decline to answer supplementary question, if answer not readily available.
- In such case, supplementary question may be asked as fresh question after due notice in next meeting.
- Municipal Secretary enters questions and answers in the Minutes Book.

Moving of Motion

- Member has to give notice to move motion.
- Motion is a substantive proposition.
- Mover to read the motion and speak in its favour.
- Motion need be seconded. He can speak.
- Speaking time – 15 minutes to mover and seconder -7 minutes to others
- Mover and seconder can speak twice – others once.
- If motion for which notice was given is not moved, it will be considered as dropped.
- Any member may propose amendment to motion.
- Amendment to be relevant to the motion
- The mover may accept amendment.
- A member spoken on motion can speak on amendment.
- A motion or amendment shall not be withdrawn without permission of meeting.
- A motion once withdrawn cannot be proposed again in the same meeting.
- Amendments have to be put to voting in reverse order.
- Any motion once disposed cannot be entertained until after three months.
- Presiding Authority may permit correction of clerical or typographical mistakes.

Moving of Resolution

Resolution to satisfy following conditions:

- Do not imply a charge against a person or a section of community.
- Do not refer to character or conduct of a person except in official capacity.
- Not a matter under adjudication in a court of law.
- An affirmative matter and commence with the word ‘that’.
- Any member may move a resolution.
- Seven days notice specifying the resolution has to be give to Municipal Secretary.
- Resolution to satisfy following conditions:
    - Matter of general public interest concerning functions of Corporation.
    - Clear and precise.
    - Substantially definite issue.
    - Do not contain arguments, inferences, ironical expressions, imputations or defamatory statements.
- Presiding Authority admits if conditions satisfy.
- Only on admission, it enters in the list of business.
- Amendments can be move to resolution.
- At the end of discussion, it should be put to vote.

Dos & Donts for members

A member

- To greet the Chair respectfully, when taking seat.
- Shall not read any book or newspaper not connected with meeting.
- Shall not interrupt other member while speaking.
- Shall not pass between the Chair and any speaking member.

A member

- Shall not sleep.
- Shall always address the Chair while speaking.
- Shall maintain silence.
- Shall not obstruct or interrupt proceedings.
- Shall not make comments while speeches are made.
- Shall not smoke.

While a member speaking

A member while speaking do not

- Use offensive expression about conduct or proceedings of Corporation.
- Reflect upon conduct of president of India or Governor of any state or any Court of Justice.
- Use the name of President of India to influence the denate.
- Utter or use any unreasonable or seditious or defamatory words to obstruct the proceedings.

While Presiding Authority speaks

- He shall be heard in silence.
- Any member then speaking or offering to speak shall immediately sit down.
- No member to leave his seat.

Standing Committee

- Standing Committee consists of not less than 5and not more than 15 members (elected members) to be chosen by Corporation.
- Mayor or in his absence Deputy Mayor –Chairperson of Standing Committee.

Proceedings of Standing Committee

- Meets at chief office of Corporation.
- Meets once in a week and at such times as found necessary.
- First meeting to be fixed by Commissioner.
- Standing Committee to fix dates for subsequent meetings.
- Meeting with one day notice.
- If Commissioner makes a written request, special meeting may be called by Chairperson with one day notice.
- Quorum – Half of total number – to be present from beginning to end of meeting.

- If quorum not present within 15 minutes, meeting stands adjourned to such hour – the next or some other day fixed by members present.
- To be presided by Mayor/Deputy Mayor/any member chosen by members present, if there is quorum.
- Every question decided by majority of members present and vote.
- Chairperson has second vote/casting vote.
- Standing Committee may delegate any powers or duties to subcommittee(s) through a specific resolution.
- Minutes shall be written by Secretary.
- They shall be signed by Presiding Authority after completion on the meeting.
- Commissioner has a right to participate in the meeting without voting right.
- Standing Committee may require any officer to attend the meeting.
- Standing Committee to decide a subject within 15 days, else it is deemed to have been approved.
- If any proposal is rejected, Commissioner shall place the matter before Corporation within 15 days for its decision.

Bye-laws

- Secretary to send the list of business to members one day before the meeting.

- With Chairperson's assent and in urgent circumstances, business not entered can be transacted.
- Business to be considered as per order in agenda- Chairperson may alter the priority.
- Motions can be proposed and seconded.
- Minutes of previous meeting to be circulated to members along with agenda.
- Minutes of previous meeting taken as read.
- If there is error, it can be amended before signed.
- Chairperson to decide points of order.
- Every question decided by majority of members present and vote.
- Any member may give dissent.

Municipal Council Meetings

- Municipal Council Meetings are similar to Municipal Corporation Meetings.
- The only difference is:

In Municipalities, there will be a Chairperson instead of Mayor/Deputy Mayor

- The Municipal Council transacts it's business once in a month
- There is no Standing Committee here.
- Three clear days notice is required

In case of urgency, the Chairperson may convene a meeting on giving shorter notice also

- Requisition Meeting: 1/3rd of the members then on the Council
- Quorum: 1/6th members and if the number of members then on the council exceeds sixteen, at least 1/3rd of that number.
- No Secretary post.
- All questions and resolutions shall be decided by a majority of the members.

MONETARY LIMITS OF VARIOUS AUTHORITIES
(Authority to accord Administrative Sanction)
IN MUNICIPALITES AS PER APM ACT, 1965 (SEC.43)

S.No.	Grade of the Municipality	Commissioner	Contract Committee	Council
1	N.P/III Grade	Not exceeding Rs.20,000	Exceeding 20,000,but not exceeding 50,000	Exceeding 50,000
2	II Grade	Not exceeding Rs.50,000ding	Exceeding 50,000,but not exceeding 1,00,000	Exceeding 1,00,000
3	I Grade	Not exceeding Rs.1,00,000	Exceeding 1,00,000,but not exceeding 2,00,000	Exceeding 2,00,000
4	Special Grade	Not exceeding Rs.2,00,000	Exceeding 2,00,000,but not exceeding 4, Exceeding 4,00,000,but not exceeding	Exceeding 4,00,000
5	Selection Grade	Not exceeding Rs.5,00,000	Exceeding 5,00,000,but not exceeding 10,00,000	Exceeding 10,00,000

MUNICIPAL CORPORATION AS PER MPL.CORPORATION ACT 1955

S. No.	Municipal corporation	Commissioner	Standing committee	corporation	Government
1	Vmc (sec.5-A)	Not exceeding RS.20,00,000	Exceeding Rs.20,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation
2	GVMC (Sec.5_a)(i)	Not exceeding RS.20,00,000	Exceeding Rs.20,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation
3	All other Corporations In the state (sec.12.A)(i)	Not exceeding RS.10,00,000	Exceeding Rs.10,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation

WELCOME

TRAINING TO WARD SECRETARIES

JOB CHART OF
WARD ADMINISTRATIVE SECRETARY

Training to Ward Secretaries

Resource Person: 1. Sri.S.Siva Rama Krishna,
Commissioner,
Municipal Corporation
Machilipatnam.

&

2. Sri.Ch.V.V.S Bapiraju
Addl.Commissioner,
Municipal Corporation
Eluru

Subject : **Job Chart of Ward Administrative Secretary**

Session Time & Date : From 9.00 A.M. to 12.00 Noon Dt.**02.08.2021**

CONCEPT OF THE WARD SECRETARIAT SYSTEM

The Government of Andhra Pradesh is committed to revamp the service delivery system in the State of Andhra Pradesh with an Aim to improve the living standards of the people through the concept of Navaratnalu as core theme of Governance.

Further to bring the transparency & accountability in delivery of Government Services to the Citizens, the Government of Andhra Pradesh has announced the creation of Ward Secretariats in Urban Areas consisting of about 10 Functional Ward Secretaries to work in coordination with the ULBs and provide services for every 3000 to 4000 population in the State.

OBJECTIVES

- To establish a strong effective and vibrant service delivery system at Ward Level.
- To provide various Government/Other Services at the Door steps of Citizens through Single Window System and ensure delivery of Navaratnalu to all deserving people.
- Enable conversions of all Line Departments that provide services at Ward Level.
- Preparation and timely implementation of Annual Plans of Line Departments to achieve the goals of the Government.
- Mapping the Filed Level Functionaries with clearly specified roles and accountable to Citizens with well-defined Citizen Charter.
- Providing Mee-seva Services in all Cluster Ward Level by utilizing the existing facilities and staff.

- Resolution of the issues/grievances brought by each of the Ward Volunteers concerning the 50/100 House Holds.

- Assist the ULBs for mobilization resources including Collection of Taxes, ensuring Sanitation and its effective functioning.

- Integrate the Ward Volunteer System with Ward Secretariat System enabling them to provide Citizen Services efficiently and work in co-ordination with Ward Committees and ULB.

STRUCTURE AND COMPOSITION

- Every ULB has two components – one Elected Body and another Executive Body.

- With a view to deliver more transparent, accessible and responsive delivery of various Governmental Services to the Citizens of Urban Areas, in the close proximity and People Centric Process Management System, through "One Stop" Solution.

- Government desires to provide 10 Functional Assistants of Line Departments called as "Ward Secretaries" at "Ward Secretariat" under the administrative control of the Municipal Commissioner of ULB.

- Every Ward Secretariat, will have one Ward Administrative Secretary from ULB, for the purpose of General Administration and Co-ordination with the Line Departments.

- The intention of the Government in establishing Ward Secretariat is to decentralize the delivery of services.

BUSINESS IN WARD SECRETARIAT

- The Ward Secretariat will function according to prescribed business procedures.

- The functional assistants to be called as Ward Secretaries of the Line Departments will function as per the Job Chart provided and report to the respective Urban Local Body.

- The Municipal Commissioner of the ULB will act as DDO (Drawing and Disbursing Officer) and the Pay and Allowances of all the staff of Ward Secretariat will be disbursed by him.

- The regular Supervisory Officers of the concerned line departments shall supervise the Ward Secretaries in all aspects.

SALIENT FEATURES OF WARD SECRETARIAT

The General Job Role of Ward Secretaries is as follows:

- Monitoring and supervising activities of Ward Volunteers.
- Co-ordination of line departments with public.
- Bench marking of essential services.
- Ensure that the benefits and Government Services are extended to the genuine beneficiary by conducting random verification.
- Shall receive the grievances from the general public and to solve the same.
- Ensure that proper awareness is created to the families by the Volunteer in his jurisdiction on health, education and other social issues.
- Ensuring delivery of various services at the door steps of the Citizen.
- The prime duty of the Ward Secretariat Functionaries is to provide various Government/Other Services at the door steps of Citizens and ensure delivery of Navaratnalu.
- The Ward Administrative Secretary of each Ward Secretariat shall look after the General Administration of the Ward Secretariat.
- He/She shall work in convergence to provide all line departments services at the ward level.
- Ward Secretaries shall cross check and verify the sector wise needs/beneficiaries/problems of the households identified by the Ward Volunteers.

- The Ward Secretaries of line departments will function as per the Job Chart provided and report to ULB.

- The Ward Secretaries of Ward Secretariat shall participate in meetings to enable convergence of their functioning at Ward Secretariat Level.

- Ward Secretaries shall assist in preparation of Ward Development Plans for 5 years.

- On the subjects delegated from time to time as per the procedure prescribed.

- The Ward Secretaries shall prepare integrated annual plans, using the duly capturing the felt needs and aspirations of the people, as per the prescribed procedure.

- Ward Secretariat shall endeavour to provide services pertaining to the subjects delegated to them from time to time as per well-defined Citizen Charter.

- Ward Secretariat shall function according to the prescribed business and office procedures.

- These business roles, office procedures and record maintenance system will be notified separately.

- The Ward Secretaries of line departments will function as per the Job Chart provided and report to Ward Secretariat.

- All the Ward Secretaries shall ensure the implementation of AP Municipalities Act-1965 and Municipal Corporations Act-1994 (HMC Act-1955) and other Acts relating to their respective departments.

JOB CHART OF WARD ADMINISTRATIVE SECRETARY

Immediate Reporting Officer : Revenue Inspector

Roles :

1. Team Leader - In charge of entire Ward Secretariat
2. Responsible for implementation of Navaratnalu
3. Supervision over Ward Volunteers and coordination with Ward Secretaries
4. General Administration and Establishment matters.
5. Records maintenance
6. Reports, collection, generation and reporting to higher officers
7. Responsible for delivery of various services as per SLA.

Responsibilities:

1. Supervision over the work of all Ward Secretaries in Ward Secretariat.
2. To work in convergence to provide all line departments services at Ward level.
3. To keep the Ward Secretariat office clean and tidy.
4. To ensure that all currents received to Ward Secretariat office are distributed to the concerned Ward Secretaries on the day of receipt itself.
5. Maintenance of attendance register, movement register, office orders and important letters received from Municipality etc.
6. Regular verification of personal registers and other registers related to RTI Act & Citizen Charter
7. Ensure prompt disposal of currents received in Ward Secretariat office.
8. To act as a Public Information Officer under Right to Information Act, 2005.

9. Responsible for preparation of Administration Report.
10. To assist the Commissioner in conducting the elections to the council.
11. Responsible for submission of all periodical reports to the higher authorities in time.
12. To verify the Stock Account of Books and forms, stationery and to issue wherever necessary.
13. Checking of Dispatch Register, Stamp Account, Distribution Register and fair copy register every day.
14. Responsible for monitoring of legal matters relating to statutory bodies namely, SC, ST Commission, Lokayukta and HRC etc.
15. Maintaining identify of Assets.
16. Identifying the public representatives as per protocol.
17. All other responsibilities entrusted by the higher authorities from time to time
18. Perform any responsibility delegated by the Commissioner.

Financial Responsibilities:

1. He/she shall attend to outdoor work daily for a minimum period of 1 hour in the forenoon, among others, for assessment and collection of taxes and non-taxes.
2. He/she is responsible for getting the under-assessments and un- assessments booked from time to time as per the Assessment of taxation rules.
3. He/she is responsible for proper service of bills for collection of taxes and non-taxes within the stipulated time.
4. He/she is responsible for collection and ensure collection of 100% of property tax and water charges by visiting door to door and maintaining a record of such visits.
5. He/she shall make spot entry in the memorandam immediately after collection from the taxpayer.

6. He/she shall make entries of the daily collections in the daily collection book (hand book) as per the memoranda, and make necessary entries in the challan register / Irsalnama and remit it into the municipal treasury on that day itself, after due verification by the concerned assistant, Revenue Inspector and Revenue Officer.

7. He/she shall report the new constructions, additions to the existing buildings, usage changes etc., to the Revenue Inspector every month by submitting monthly lists.

8. Service of occupier notices and other notices to the concerned occupants and obtain acknowledgement from them.

9. Service of special notices within 7 days from the date of receipt and to obtain acknowledgement from the parties.

10. He/she should attend the office of the Municipal Standing Counsel (MSC) for obtaining the information regarding the suits filed against the municipality and report to the Revenue Inspector.

11. To attend the Criminal/Civil Courts on behalf of the municipality in connection with the prosecutions and suits filed by and against the municipality.

12. Responsible for submission of lists of arrears every month relating to all taxes pertaining to the wards entrusted to him.

13. To maintain a register showing the addresses of tax payers residing outside the municipality.

14. All other responsibilities entrusted by the higher authorities from time to time

15. To perform any responsibility delegated by the Commissioner

16. Identification of Vacant Lands and collection of VLT.

17. Trade licenses identification and collection.

DAILY ACTIVITIES CALENDAR

He/she shall start out door work at 8AM for a minimum of 2 hours in the ward secretariat area and must.

Identify/Inspect

1) Under / Un Assessed Properties and initiate action for Revision/ Assessment
2) Inspection for revenue services like Vacancy remission, Title transfer etc.
3) vacant lands and assessment of VLT
4) New trades and collect trade license fee
5) Collection of Property Tax, VLT, Water charges, other Taxes and Non-taxes.
6) Overall Supervision of Ward Volunteers work.
7) Serving of Demand notices, Special Notices or any other notices as and when necessary

AT SECRETERIAT OFFICE

8) Monitor Attendance/bio metric every day by 10.30 AM.
9) Shall report late attendance to higher authorities
10) Conduct Spandana daily at Ward Secretariat.
11) Maintain Leave register & other related registers if any
12) Shall monitor outdoor visits of other secretaries through movement Register.
13) Collection, Generation and sending Daily reports to Higher Authorities.
14) Remittance of Cheques (Cash if any) at ULB Office/any other designated
15) Place/Person designated by the Municipal Commissioner on the same Day
16) Handbook should be maintained

17) Attending RTI within the time limits prescribed Court Cases, SC/ST/HRC/Legal issues by maintaining registers and Coordinating with Municipal Standing Counsel.

18) Shall record the tappals on the day of receipt itself and distribute them to concerned secretary on the same day with due acknowledgement and see that all secretaries process files as per rules and in time.

DAILY ACTIVITIES CALENDAR

19) Shall monitor registers maintained by other Ward Secretaries.

20) Maintain all registers as per rules.

21) Diary Maintenance and submission to MC during Monthly Review

22) Must have knowledge of e municipal ERP

23) Attending Protocol duties

24) Attend Government Special Programs

25) Supervision of Beneficiary identification and Distribution of Scheme Benefits

26) Election duties, if any

27) Allotment of turn duties to Ward Secretaries during holidays

28) Has to perform general duties/duties of other Secretaries when Required

29) Supervision of census work

30) Shall ensure that office premises are neat and tidy

31) Must follow Municipal Commissioner/higher authorities during field visit in the ward

MONTHLY ACTIVITIES CALENDAR

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	1. Pension & PDS Other Schemes Benefits distribution Supervision. 2. Concentration On UnAssess ments of PT/ VLT/water charges/Trade license 3. Under Assessment of PT. 4. Identification of Unauthorized Water Tap Connections Prepare Assessments for the above.	1. Concentration on UnAsses-ments of PT/ VLT/ water charges/ Trade license 2. Under Assessment of PT. 3. Identification of unauthorized Water Tap Connections Prepare asses-sments for the above.	1. Concentration on Un Assessments of PT/VLT/water charges/Trade license 2. Under Assessment of PT. 3. identification of Unauthorized Water Tap Connections Prepare assessments for the above.	1. Concentration on Un Assessments of PT/VLT/water charges/Trade license 2. Under Assessment of PT. 3. identification of Unauthorized Water Tap Connections Prepare assessments for the above.
Tuesday	1. Pension & PDS and other schemes benefit distribution supervision 2. Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend.	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend
Wednesday	1. Pension & PDS and other schemes benefit distribution supervision 2. Concentration on Collection of Shop rooms rent & Trade License, PT 3. Submission of Monthly reports to ULB.	Monthly Review by Commissioner on all aspects like Navaratnalu, Spandana, Citizen Charter, Tax Collection, RTI, Court cases, New Assessments	Concentration on Taxes & non tax Collections	Concentration on Taxes & non tax Collections

Thursday	1. Pension & PDS Distribution Supervision 2. Convergence meeting with Ward secretaries Updating ward Secretariat Profile	Convergence meeting with Ward secretaries	Convergence meeting with Ward secretaries	Convergence meeting with Ward Secretaries
Friday	Special focus on Spandana, Citizen Charter, RTI, Court Cases, SC/ ST/ HRC/Legal matters. Verification of Registers, Stock account of Forms, Books and Stationery	Capacity Building/Training related activities	Special focus on Spandana, Citizen Charter, RTI, Court Cases, SC/ ST/ HRC/Legal matters. Verification of Registers, Stock account of Forms, Books and Stationery	Conduct of Ward Sabha with elected representatives, NGOs, RWAs and other associations &local people for Beneficiaries Selection and Recommendation, basic amenities and others activities. Send report to Municipal Commissioner
Saturday	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service requests, Un Assessments and Under Assessments	Second Saturday	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service request and Un Assessments and Under Assessments	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service request and Un Assessments and Under Assessments
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

While all the activities daily, monthly (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the specific activity is assigned to a month, to lend specific focus and enable micro level activity plan.

ANNUAL ACTIVITIES CALENDAR

Month	Activity
January	Issue of Notices to all defaulters, Issue and execution of Warrants, Concentration on PT, VLT and water charges. Special Attention on State and Central Government properties tax collections.
February	Advance Trade License Collection and Concentration on 100% PT, VLT and water charges Collection and Special Concentration on State and Central Government Properties tax collections and Issue of Occupier Notices if necessary.
March	Trade License Collection with Penalty and Concentration 100% PT, VLT and water charges Collection and Special Concentration on State and Central Government Properties tax collections Concentration on proper water supply during summer
April	Preparation on PT/VLT/water charges arrear list, Demand Notices generation and Distribution and give vide publicity on 5% rebate on PT and concentrate on collections by utilizing the rebate offer. Concentration on water supply in summer.
May	Asset Register Updation, Completion of Distribution of demand notices. Concentration on water supply in summer
June	Collection of 1st Half Year Taxes from all tax payers as per the demand notices to avoid imposition of penalty on PT. Concentration on water supply in summer
July	Updating the register of people living outside ULB related to PT. Collection of PT/VLT/water charges
August	Concentration on Tax Collection, Tree Plantation monitoring, filing of charge sheets against the Defaulters for more than 3 years and filing of suits against defaulters of more than 6 years.
September	Concentration on Tax Collection, Tree Plantation monitoring, Identification of time barred assessments and report to RI/RO
October	Concentration on Tax Collection, Tree Plantation monitoring
November	Concentration on Tax Collection, Tree Plantation monitoring
December	Collection of 2nd Half Year Taxes from all tax payers as per the demand notice to avoid imposition of Penalty, Submission of Administration Report.

While all the activities daily, monthly (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the specific activity is assigned to a month, to lend specific focus and enable micro level activity plan.

FORMS TO BE MAINTAINED BY ADMINISTRATIVE SECRETARY

- Assessment/Re-Assessment of Property Tax/VLT
- Revision Petition for Property Tax/VLT
- Mutation or Transfer of Property (Registration not done)
- Mutation or Transfer of Property (Registration already done)
- Property Tax exemption
- Sub-division or Bifurcation of Property
- Vacancy Remission
- Amalgamation of Property
- Ownership of Certificate
- Valuation Certificate

REGISTERS TO BE MAINTAINED BY WARD ADMINISTRATIVE SECRETARY

S.No.	Name of the Register
1	Movement Register
2	Govt Tappal Register
3	Suits Register
4	Press Clipping Register
5	CMP Register
6	Records Issue Register
7	Dispatch Register- Ordinary And Register
8	Distribution Register
9	Spandana Register
10	RTI - Monthly And Quarterly Register
11	Stock Account Register
12	Assets Register
13	Hand Book
14	Cheque Book
15	Property Tax Assessment List Of Buildings (Form-B) & Lands (Form-C)
16	Visitor Register

~~~0~~~
~~~

TAXES & NON-TAXES IN URBAN LOCAL BODIES OF ANDHRA PRADESH

Part – I
TAXES

Chapter-1
Introduction & Legal Framework

a) Introduction:

The74th Constitutional Amendment provides for a board structure for organizing urban governance with an accountable and decentralized system. As per CAA, Municipalities/Municipal Corporations are mandated with the responsibility of the performance of 18 functions and implementation of schemes. The Municipalities / Municipal Corporations endowed with resources to provide and maintain the core services to the citizen in a satisfactory manner.

The resources again classified as internal and external. The internal resources of municipalities/municipal corporations are taxes and non-taxes. The levy and collection of taxes, particularly, the property tax is under regular scrutiny of the stakeholders. There is enough literature and discussion on assessment, levy, collection, reform measures etc. in the area of property tax and to some extent, other taxeslikelandtax,professiontax,advertisementtaxetc.notonlyintheState, but also across the country. On the other hand, information on non -taxes is scanty/lacking.

2.1 Legal Framework

Article243XoftheConstitutionofIndia(insertedthoughtheConstitution SeventyFourth AmendmentAct,1992)providesthattheStateLegislaturemay, bylaw-

(a) Authorize a municipality to levy, collect and appropriate such taxes, duties, tolls and fees (taxes and non-taxes) in accordance with such procedure and subject to suchlimits

(b) Assign to a municipality such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits (assignedrevenues)

(c) Provide for making such grants-in-aid to the municipalities from the Consolidated Fund of the State,and

(d) Provide for constitution of such Funds for crediting all moneys received respectively, by or on behalf of the municipalities and also for the withdrawal of such moneysthere from.

IntheStateofAndhraPradesh,theMunicipalitieshavebeen provided with the following resources and the authority is conferred by Andhra Pradesh Municipalities Act, 1965

(hereinafter referred to asAct).

(i) Taxes: (a) Property tax on buildings and lands, (b) Property tax on landsnotusedforagriculturalpurposesand (e) Advertisement tax

(ii) Non-taxesintheformof(a)Fees,(b)Usercharges,(c)Townplanning charges, (d) Rents from municipal properties (e) Interest on delayed payment of property tax (f) Penaltiesetc.

(iii) Assignedrevenues

(iv) Grants from Central and StateGovernment

(v) Loans (with Governmentguarantee)

TheMunicipalCorporationsarealsoauthorizedtolevyandcollectsimilar taxandnon-taxrevenuesandtheauthorityforlevyandcollectionoftheresources are governed under the Municipal Corporation Act, 1955, Greater Visakhapatnam Municipal Corporation Act, 1979, Vijayawada Municipal Corporation Act, 1981 and Andhra Pradesh Municipal Corporations Act, 1994 in AndhraPradesh.

Whiletaxesandnon-taxesconstituteinternalrevenue;assignedrevenues, grants and loans are considered as externalrevenue.

3.1 Taxes:

1. Property tax (Buildings andland)
2. Assignedrevenues
   i. Entertainmenttax
   ii. Profession tax
   iii. Surcharge on stampduty

A. Property Tax(Buildings and Land):

Existing system(after 1990 prior to 1.4.2021)

Property Tax is major source among Tax Revenues as it is more or less constitutes half of total tax revenues. It is here vide variations between Municipalitiesbothwithinthegradeandbetweenthegrades.Forexample:

Property tax constitutes more than eighty percent in several Municipalities while in several others it is less than thirty percent.

Before 01-04-2021, all Municipalities / Municipal Corporations by a ResolutionofMunicipalCouncillevyand assess propertytax as per manner prescribed in the Act and rules issued thereunder.Theincidenceofproperty tax together with the Education tax and Library cess levied underSection 85 of APM Act 1965and relevant provision in the Municipal Corporation shall not exceed in all ULBs, as shownhereunder:

a) Residential buildings : 25% of Annual RentalValue

b) Non-Residential buildings : 33% of Annual Rental Value

The property tax shall comprise the followingcomponents

i. A tax for generalpurpose
ii. A water and drainagetax
iii. A lightingtax
iv. A scavengingtax
v. Conservancy Tax(Only inCorporations)

i. Rules issued

The Government in G.O. Ms. No. 438 HMA & UD dated. 29.09.1990 and G.O. Ms. No. 439 HMA & UD dated. 29-10-1990 issued Assessment of Taxes Rules – 1990 for both Municipalities and Municipal Corporations. As per said rules,

a) AnnualRentalValueofbuildingsisthebasisforlevyofpropertytaxand

b) The Basis for Fixation of Annual Rental Valueis:

a) Location of theBuilding
b) Type ofconstruction
c) Nature ofusage
d) Plintharea
e) Age of thebuilding

ii. Stages in ARV method of assessment of propertytax:

1. Division of Municipality intoZones: The first step is to divide the entire municipal area into convenient territorial zones with reference to expected rental values. This is to be based on the following factors:
    a) Availability of civic amenities like water supply, street lighting, roads and drains
    b) Proximity to markets and shopping centers
    c) Proximity to educational and medical institutions.
    d) Proximity to banks, post services and public offices, and
    e) Proximity to factories and industrial areas.

2. **Classification of Building :**After division of Municipality into territorial zones, the buildings situated in each zone are to be classified into six categories based on nature of construction as follows:
    a) RCC posh buildings

b) RCC ordinary buildings

c) Madras Terraced or Jack Arch roofed or stone slabs or slate roofed buildings

d) Mangalore tile roofed or Asbestos roofed or G.I roofed buildings

e) Country tiled buildings

f) Huts

3. **Use of Buildings:** After classification of buildings based on their type of construction, they will be further classified based on the nature of use into the following categories:

a. **Residential Category:-** Flats in Apartments and individual houses.

b. **Non-**residential **Category:**Shops, Shopping Complexes, Office Complexes, Banks, Public and Private Offices, Hospitals and Nursing Homes, Educational Institutions, Hotels, Lodges, Restaurants, Godowns and other business establishments, Factories, Mills, Workshops, industries, Cinema Theatres or places of Public entertainment and any other use not covered.

c. **Mixed Category:** Having both Residential & Non-Residential Categories in one building (or) assessment

4. **Sample survey of Data relating to prevailing rental values of 20% of rented buildings of allcategories:** To arrive at average monthly rental value (MRV) fixable for each category of building per sq.mt. of plinth area, information has to be gathered relating to the prevailing rental values of 20% of rented buildings of various categories as per nature of construction and nature of usage in each zone.

5. **Preparation of draft notification in Form –A**

6. The Commissioner shall propose the monthly rent forall categories of buildings in all zones and sub-zones based on the type of construction and nature of use in Form - A appended to Assessment of Property Tax Rules. The Commissioner shall prepare a draft notification in Form-A containing division of Municipality into zones and sub- zones and localities / areas included in each zone and sub-zones with particulars of Door Nos. and showing monthly rent proposed for sq.mt. of plinth area for all categories of buildings based on type of construction and nature of use in all zones and sub-zones.
7. Consultation with State Property TaxBoard
8. Consideration of views of State Property TaxBoard
9. Publication of draft notification in Form-A showing MRV per sq. mt. of plinth area for various categories of buildings in all zones and

calling for objections and suggestions from thepublic

10. Consultation with electedrepresentatives
11. Consideration of the objections and suggestions received from thepublic
12. Publication of a final notification showing monthly rent fixed per sq. mt. of plinth area in Form –A
13. Preparation of property tax assessment list of buildings in Municipality in Form –B
14. Preparation of SpecialNotices
15. Issuance of Public Notice under Rule 10 (1) of Taxation and Finance Rules contained in Schedule II of APMAct
16. Service of SpecialNotices

The entire Municipal Area shall be divided into convenient Territorial Zones for the purpose of assessment of taxes based on Socio and Economic Factors and the Buildings situated in each zone shall be classified based on its nature of construction and nature of usage. Further, the Commissioner shall gather the information relating to the prevailing rental value of 20 % of the rented buildings of various categories in each zone and arrive at average monthly or yearly rent fixable for each category of building per square meter of plinth area. The Commissioner shall then provisionally fix monthly or yearly rent for each category in a zone per square meter of plinth area & notify the rate of monthly or yearly rent so fixed for adopting said rates for fixation of monthly or yearly rental value of the buildings in the zone and publish the same in the District Gazettes and in a local news papers calling for objections / suggestions from the public. The objections or suggestions if any on the said notification shall have to be sent to the Commissioner within 15 days from the date of its publication. The Commissioner shall consider the objections and suggestions if any received in response to the said notification and revise the zones and the monthly or yearly rental values wherever necessary. There upon the Commissioner shall publish a final notification in district gazettes and local newspaper having circulation in district for information to the public.

There upon the Commissioner shall obtain information of all buildings in respect of plinth area, type of construction, age of the building, nature of usage and fix monthly or yearly rental value as per the rate of monthly rents notified for each category of a building in a zone.

iii. Apportionment of Annual Rental Value (ARV)

The ARV is apportioned among the building and land in the following proportion. This apportionment is being followed as a general principle in municipalities over a long time.

1. Building - 2/3 ofARV
2. Land - 1/3 ofARV

iv. Allowances for repairs or on any otheraccount

The following deductions are allowed from the ARV attributable to the building in lieu of all allowances for repairs or on any other account:

Age of the building	Deduction allowed
25 years and below	10% of ARV
Above 25 years and upto 40 years	20% of ARV
Above 40 years	30% of ARV

- In respect of non-residential buildings, 10% of depreciation may be allowed irrespective of age and occupation in terms of Section 87 of the Act as amended from time to time.

v. Rebate to owner occupied residentialbuildings

A rebate of 40% of the ARV is allowed from ARV attributable to the building in respect of the residential buildings occupied by the owner inclusive of the deduction permissible towards the age of the building.

vi. Fixing of Annual Rental Value:-

The Council/ General Body determine percentage (i.e rate) of tax on Annual Rental Value of the Building

- As provided under rule 7 (4) the rates of monthly or yearly rents for each category of the buildings in a zone shall be revised once in 5 years taking in to consideration of the prevailing rental values.

vii. Levy of penalty on un- unauthorized/ violation to the sanctioned plan (Section 85 (5) of APM Act)

- Up to 10% deviation in respect of floors permitted in sanctioned plan: 25% penalty
- Above 10% deviation in respect of floors permitted in sanctioned plan: 50% penalty
- Unauthorised floors : 100% penalty
- Total Unauthorised construction : 100% penalty

In respect of Municipal Corporations, the procedure for levy and assessment of the property tax for buildings and depreciations is similar to that of Municipalities.

2. VACANT LAND TAX:

In respect of vacant lands, the capital value of land fixed by the Registration Department for the purposes of registration shall beadopted. In case the vacant land is purchased at a higher price than the market value fixed by the Registration Department, the value mentioned in the registered document will be the capital value of the land. Excess vacant landsadjacenttobuildingsasperSection87ofAPMActareexemptedfrom taxiftheyareusedfordevelopmentoftreesorgardens.AtpresentVacant Land Tax is levied @ 0.2% on Capital Value in Municipalities and as per Section 199 of the Municipal Corporation Act 1955, tax on land at **0.5% on capital value inMunicipal Corporations**.

DuringtheConstructionperiodtheULBwilllevyandcollect50%ofVacant LandTax.

Reforms in method of levy and assessment of property tax on land and buildings

In pursuant to the directions of the Government of India to undertake reforms under Fiscal Responsibility and Budget Management(FRBM) and also as a part of compliance with the conditions stipulated under 15th Central Finance Commission guidelines i.e to notify such floor rates for Property Tax and should show improvement in collections in States own GSDP Growth rates, the Govt has amended the Municipal Laws to provide the Municipalities and Municipal Corporations for levy and assessment of tax on land and buildings on floor rates of the property tax and put in place a system of periodic increase infloor rates of property tax /user charges in line with priceincrease.

The Government of Andhra Pradesh has taken initiative for switching over the method of assessment of property tax on land and buildings from the existing Annual Rental Value Method to capital value method in the Urban Local Bodies of Andhra Pradesh, witheffectfromthefinancialyear2021-22i.e.,from 1-4-2021, an Ordinance was issued vide Ordinance No. 16/2020 of A.P. Gazette (Part-IV-B) Extraordinary, dt: 23-11-2020, by issuing certain amendments to the following five Municipal Acts. Subsequently, the Ordinance laid before the Legislative Assembly and Legislative Council and passed **by legislature and accordingly Act Amendments were carried out vide Act No. 44 of 2020.**

1) **Municipal Corporations Act,1955**
2) **A.P. Municipalities Act,1965,**
3) **Visakhapatnam Municipal Corporation Act,1979,**
4) **Vijayawada Municipal Corporation Act, 1981and**
5) **A.P. Municipal Corporation Act,1994**

Further, In supersession of the rules issued earlier, in pursuance of the above Act amendments, Rules for levy and Assessment of Property Tax were issued by the Government vide G.O.Ms.No.198, dt: 24-11-2020 and rules issued are made applicable for both Municipalities and Municipal Corporations. The procedure prescribed under the said Rules is detailed below in brief:

CapitalValue(Rule-4):(1)Thecapitalvalueoflandsandbuildingsfixedbythe Stamps and Registration Department for the purpose of Registration as per Andhra Pradesh Revision of Market Value Guidelines Rules, 1998, shall be deemed to be theguideline value for fixation of Property Tax, basing on the followingcriteria:-

a) Door Number (or) Digital Door Number (or) Unique PropertyIdentification Number(PTIN);
b) Zones and Localities together with theirBoundaries;
c) Classification of theBuilding;
d) Usage of theBuilding;
e) Age of the Building ; and
f) PlinthArea.

2 Unit of Measurement (Rule-5): The Building Plinth Area shall be measured in Sq. ft and the Land/Plot area shall be measured in Sq. yards for the purpose of fixation of PropertyTax.

3. Determination of Property Tax on CapitalValue(Rule-6)::-

(1) The Property Tax shall be levied at such percentages of the CapitalValue of lands or buildings or both as may be fixed by the Municipal Council/Corporation as the case maybe.

(2) Thepercentageofthepropertytaxsofixed,shallnotbelessthan0.10% and not more than 0.50% of the Capital Value (CV) in the caseof residential buildings and shall not be less than 0.20% and not more than 2.00% of the Capital Value (CV) in the case of non-residential buildings, which shall be effected from the Financial Year2021-2022.

(3) While fixing the percentage of Property Tax, the Municipal Council/Corporation shall ensure that only one percentage point is fixed for the entire Municipality/Corporation for residential properties and anotherpercentagepointisfixedfornon-residentialproperties.However, such percentage on residential properties shall be less than the percentage on non-residentialproperties.

(4) Also the Municipal Council/Corporation shall ensure that the tax for general purpose shall be fifty percent of the percentage of Tax so fixed by the Council/Corporation and the remaining fifty percent shall be for the components of water, drainage, lighting andconservancy.

(5) Further the property tax so fixed shall be revised automatically as and when guideline value of buildings and lands are revised by the Stamps and Registration Department and such revised rates shall be affected from 1st April of succeeding financialyear.

(6) For the purpose of this rule, the Municipal Council/Corporation shall

pass a resolution fixing the proposed rate at which the property tax shall be levied under proviso (1) of section 81(2) of AP Municipalities Act, 1965. AfterthattheMunicipalCouncil/CorporationshallconsultthePropertyTax Board before publication of draft notification, as provided under sec.85-I (1)(ii) of AP Municipalities Act, 1965 and sec. 197A of Municipal Corporations Act, 1955 as the case maybe.

(7) TheBoardshallstudythedraftnotificationandmakeacomparativestudy of the rate of taxation under each component proposed by the Municipality/Corporationdulycomparingthesamewithsimilargrade Municipalities in this regard and offer its views in the matter.

(8) Upon receiving the views from the Board the Municipal Council/Corporation publish a draft notification in the main language of the District having circulation in the Municipal limits, on the notice boardof the Municipal Office and in such other places within the Municipal limits as may be specified by the Municipal Council/Corporation as the case may be, of its intention, fixing a reasonableperiodnotbeinglessthanone(1)monthforsubmission ofobjectionsandconsidertheobjections,ifany,receivedwithinthe periodspecified.

(9) On receipt of the objections, the Commissioner shall tabulate the objections within seven (7) days from the last date given for submission of objections in the draft notification and shall again place before the Municipal Council/Corporation as the case may be, with his/her recommendations.TheMunicipalCouncil/Corporationthereon,shallpass final resolution fixing the percentage of property tax on capital value, within ten (10) days duly convening a Special Meeting for thispurpose.

(10) AfterpassingthefinalresolutionTheCommissionershallpublishthefinal notification fixing the percentage of property tax, in the District Gazette andanyoneofthenewspaperinthemainlanguageofthe Districthaving circulation in the Municipal limits, on the notice board of the Municipal Office and in such other places within the Municipallimits.

4 Vacant LandTax(Rule-7):-

(1) The Vacant Land Tax shall be levied at 0.20 percent of the estimated guideline value of the land in case of Municipalities and 0.50 percent in case of MunicipalCorporations.

(2) In the case of above vacant lands where garbage is being dumped and unhygienic conditions are prevailing a penalty of 0.10% of the guideline value in case of Municipalities and 0.25% in case of Municipal Corporations, shall be levied till the garbage is lifted and unhygienic

conditionsceases.

5 **Dispute resolution (Rule-8):** Since the property tax is introduced on the basis of CapitalValue,forthefirsttimeinAndhraPradesh,toavoidanomaliesandaberrations in the Capital Values, the Property Tax Board is empowered to issueany directions asdeemedfit,totheCommissionersoftheMunicipalities/Corporations,inthematter, as the case may be as provided under sec. 85-I of A.P. Municipalities Act, 1965 and corresponding provisions of Municipal Corporations Act, 1955. *The directions of the Property Tax board shall befinal.*

6 **Calculation and fixation of Tax during first year of Transit and subsequent years(Rule-9):** While transiting from the existing Annual Rental Value System to Capital Value System on Lands and Buildings, during the first year of transition period and also for the subsequent years, the Commissioner shall arrive the tax on capital value of both Land and Building as per the percentage fixed by theMunicipal Council/ Corporation, separately for Residential and Non-Residential Properties and in case of Mixed Properties, the major occupied usage of the Building shall be taken into consideration by adopting the corresponding percentage fixed, subject to the following:

(1) Calculation of Tax during the transitional period i.e., for the first year while Transiting from ARV system to Capital ValueSystem:

(a) When the existing Tax in the ARV System is less than the taxcalculated on Capital Value system and–

(b) the existing tax is required to be increased by more than 15% to reach the tax calculated on Capital value, the increase shallbe limited to15%;

(c) the existing Tax is required to be increased between10%to 15% to reach the tax calculated on Capital value, the increaseshall be the actual gap percentage; and

(d) The existing Tax is required to be increased up to 10%,to reach the tax calculated on Capital value, the increase will be 10%.

(e) When the existing Tax in the ARV System is more than or equalto the tax calculated on Capital Value, there shall not be any reduction in the existing tax. The Tax shall be fixed at 10% increase over the existing tax in ARV System.

(2) Calculation of Tax during subsequent year/s of transit:

(a) When the existing Tax in the Capital Value System (i.e., Tax fixed for previous year) is less than the tax calculated on Capital Value for that yearand-

i. the existing tax is required to be increased by more than 15% to

reach the tax fixed on Capital value, the increase shall be limited to 15%; and

ii. the existing tax is required to be increased by less than 15% to reach the tax fixed on Capital value, the increase shall be the actual gappercentage.

(b) When the existing Tax in the Capital Value System is more thanor equaltothetaxcalculatedonCapitalValueforthatyear,thereshall notbeanyreductionintheexistingtax.TheTaxshallbe fixedata nominal increase of2%.

(3) Once the tax so fixed is reached to the Tax as per Capital Value in any of the subsequent year/s, the above limitations need not be applied and tax thereon shall be calculated as per the percentages fixed by the Council/Corporation, on Capital Values of thatyear.

(4) This rule is not applicable to unassessed properties. Unassessed properties are assessed as if they are the new properties. Also cases where assessment process has started but final assessment order is not given will also be categorized as unassessedproperties.

7. Integration of the DataBase(Rule-10):

1. Municipal Administration Department and Registration & Stamps Department for seamless delivery of services to the citizens by both of the departments

2. To have uniformity in the structure of Master Data in both the Application Database in respect of the following Masters.

A. Door Number, Digital Door Number and Unique Property IdentificationNumber

B. Zones and Localities together with theirBoundaries:

The entire Municipal Area shall be divided into convenient territorial zonesforthepurposesofassessmentoftaxesbasedonthefollowing factors,namely-

i. Civic amenities like water supply, street lighting, roads and rains,
ii. Markets and ShoppingCentres,
iii. EducationalInstitutions,
iv. Banks, Postal Services, PublicOffices,
v. MedicalInstitutions,
vi. Factories and Industries,and
vii. Such other relevantfactors.

Asfaraspossible,thenumberofZonesshallbekeptattheminimum. For this purpose, each Municipality/Corporation shall be divided into convenient Zones as per the above criteria and shall map the localities in each of the Zone, with boundaries. Accordingly, the boundaries master data shall be same in both the systems for easy integration.

C. Classification of theBuilding:

a. RCC
b. MadrasTerrace
c. Mangalore/CountryTiled
d. Asbestos/GI sheetRoofed
e. Jack Arch Roofed
f. Slates/StoneRoofed
g. Huts

Building Classification master data to be updated with same nomenclature in the both the Application Database.

D. Usage of thebuilding:

Furtherclassifiedintothefollowingcategoriestakinginto consideration the nature of use of thebuildings-

a) **Residential Category:** Flats in Apartments and individual houses.

b) Non-residentialCategory:

Shops, Shopping Complexes, Office Complexes, Banks, Public and Private Offices, Hospitals and Nursing Homes, Educational Institutions, Hotels, Lodges, Restaurants, Godowns and other business establishments, Factories, Mills, Workshops, industries, Cinema Theatres or places of Public entertainment and any other use notcovered.

c) **MixedCategory:** Having both Residential & Non-Residential Categories in one building (or) assessment

d) Age of thebuilding

YearofConstructionofthebuildingshallbecapturedinboth the systems to calculate the depreciation valueautomatically.

e) PlinthArea:

Constructed plinth area is one of the parameter in fixing the Property Tax on Capital Value basis. This shall be converted to Square Feet in respect of buildings and Square Yards in respect of Lands.

8. Property tax Assessment Register(Rule-11):-

The Property tax Assessment Register shall be maintained by the Municipality/CorporationinForm-AincaseofBuildingsandForm-Bincase of Vacant Lands, appended to theserules.

9. Monthly Revision Lists(Rule-12): Monthly Revision Lists shall contain the following particularsofallthebuildingsandlandsincludingVacantLands,andshallassessthe same to the PropertyTax.

(a) the construction, reconstruction, additions, alterations, enlargements which are completed during the month in respect of the building;
(b) the change in the usage of the building during themonth;
(c) the newly constructed and occupied buildings during the month;
(d) change in names of the Owners of the Buildings and Lands during the month;and
(e) Type of Occupation i.e., Owner (or)Tenant.

10. Correction of assessment records with retrospectiveeffect(Rule-13):

As per section 91-A of A.P. Municipalities Act, 1965 and as per section 225 (3) of GHMC Act, 1955 as amended by Act.No.15 of 2013 w.e.f. 05-08-2013,andthesaidActhasbeenadaptedasMunicipalCorporationsAct,1955, if at any time, it appears to the Commissioner that any person or property has been inadvertently omitted from the assessment records orinadequately or improperly assessed relating to any tax, or a clerical of arithmetical error is committed in the records maintained in relation to such assessment, he may assess or reassess or correct such errors with retrospective effect up to five half-years immediately preceding the current half-year. Thus, the Commissioner is competent to levy property tax on Buildings and Lands with retrospective effect up to five half-years preceding the currenthalf-year.

11. General Exemptions of PropertyTax(Rule-14):

(1) Thefollowingbuildingsandlandsshallbeexemptedfromthepropertytax:

i. Buildings and lands set apart and used for publicworship.
ii. Choultries for the occupation of which no rent is charged and choultries the rent charged for the occupation of which is used exclusively for charitablepurpose;
iii. Buildings owned by Recognized educational institutions used for educational purposes up to Xth standard including hostels which are getting grant in aid from theGovt;
iv. Buildings owned (or) donated by Philanthropists/ charitable institutions/Minorities and used for rehabilitation or sheltering or training of destitutes, orphans, physically challenged, aged, juvenile delinquents, aids victims, leprosy patients and street

children;

v. Buildings owned and used for libraries and play grounds which are open to the public on free ofcost;
vi. Ancient monuments protected under the law relating to preservation of ancient monuments for the time being in force, or parts thereof, as are not used as residential quarters, or as public offices;
vii. Charitable Hospitals anddispensaries;
viii. Hospitals and dispensaries maintained by railwayadministration;
ix. Buildings and lands solely used for purposes connected with the disposal of thedead;
x. Buildings and Lands belonging to the Council/Corporation;and
xi. Any irrigation work vesting in theGovernment

(2) While giving exemption in respect of the above properties, the Municipal Council/Corporation shall ensure that the Tax for General Purpose shall only be given and liable for payment of other components of Tax i.e., Water, Drainage, Lighting and Conservancy asfixed.

(3) ApartfromtheabovetheMunicipalCouncil/Corporationmayfixanominal Property Tax of Rs.50/- (Rupees fifty only) per annum uniformly in case of residential building occupied by the Owner, where the plinth area of the building is below 375Sq.ft.

(4) Also the Municipal Council/Corporation may exempt Owner occupied residential buildings and lands belong to serving defense personnel, Ex-Servicemen and widows of Ex-Service men from payment of property tax subject to the followingconditions:-

(a) Self occupation: Houses should be occupied by him or her. Incase of serving Defense personnel the house shall be occupied by members of his/her family when he is onduty.

(b) One building / site only: Only one house / property whichever the Ex-servicemen / widow / serving Defense personnel choosesalone shall be considered for exemption from propertytax

12. Primary responsibility for levy of property tax on whom torest(Rule-15):

(1) Property Tax shall be leviable on the owner of theproperty;

(2) Property taxes shall be leviable primarily from the actual occupier of the premises upon which the said taxes are assessed if such occupier holds the said premises immediately from the Government or from the Municipality;and

(3) Ifanylandhasbeenletforanytermexceedingoneyeartoatenant, and such

tenant has built upon the land, the property taxes assessed upon the building erected thereon shall be primarily leviable from the said tenant or his/her legal representative, whether the premises be in the occupation of the said tenant or of his/her legal representative, orofsub- tenant.

13. **Primary responsibility of payment of PropertyTax(Rule-16):**

(1) When the name of the person primarily liable for the payment of property taxes in respect of any premises cannot be ascertained, it shall be sufficient to designate him in the Assessment Book and in any notice which it may be necessary to serve upon the said person under this Act, 'the holder' of such premises, without furtherdescription.

(2) If,inanysuchcase,anypersoninoccupationofthepremisesshallrefuse to give such information as may be requisite for determining the person primarily liable as aforesaid the person in occupation shall himself be liable, until such information is obtained for all property taxes leviable on the premises of which he is inoccupation.

14. **Issue of Special Notice (Rule-17)**: Whenever the Commissioner assesses any property for the first time or wherever there is an enhancement in the Assessment due to additions, alterations or change of usage, the Commissioner shall cause intimation thereof to be given by a Special Notice to be served on the Owner or Occupier of the propertyconcerned.

15. **Revision Petition(Rule-18):-**

(1) In such of the above cases, the owners of properties are entitled to file revision petitions within fifteen (15) days from the date of service of specialnotice;

(2) In addition, any person may, at any time not being less than (thirty) 30 days before the end of a half-year move the Commissioner by General revision petition to reduce the tax to which he is liable for payment, due to additions or alterations or change of use;and

(3) As soon as a Revision Petition or General Revision Petition is received from a tax payer against the property tax assessment fixed by the Commissioner, the revision petition shall be entered in a Register of revision petitions to be maintained separately for thispurpose.

16. **Hearing of the Revision Petition/General Revision Petition (Rule-19)**: The Commissioner shall give an opportunity to the petitioner to appear either in person or by an authorized agent to represent his/her case in respect of Revision Petition or General Revision Petition at the municipal office. For this purpose, hearing notice shallbeservedonthepetitionerinformingthedateandtimeofhearing.Areasonable time of one (1) week to ten (10) days shall be given to the petitioner in the hearing notice to appear in the municipal office. At the time of hearing, the Commissioner shall record the statement of the petitioner regarding the submissions made by him (or)

her for reduction of property tax. After recording thestatement of the petitioner bytheCommissioner,signatureofthepetitionershallbeobtainedonthestatement.

17. Orders of the Commissioner on the Revision Petition/General Revision Petition(Rule-20): After completing the hearing of the revision petition (or) General Revision Petitionasthecasemaybe,theCommissionershallpassaspeakingorder.Theorder shall contain all the details of the issue, pleadings of the petitioner, clear findings of the competent authority on the issue and should appear as a reasoned order. Direction to the petitioner to pay the property tax fixed on the revision petition (or) General Revision Petition within fifteen (15) days from the date of receipt of orders from the Commissioner shall be given in the Speaking Order. Also Intimation to the petitioner that an appeal can be preferred to the Appellate Commissioner-cum- Regional Director within fifteen (15) days of the receipt of the orders from the Commissioner on the revision petition (or) General Revision Petitionduly paying the propertytaxasspecifiedintheorder.Afterdisposaloftherevisionpetition,necessary entries shall be made in the Register of revisionpetitions.

18. Appeals (Rule-21): An Appeal shall lie to the Appellate Commissioner-cum-Regional Director in respect of orders passed by the Commissioner on the disposal of revision petitions filed by the owners of the buildings for reduction of property tax. As soon asanappealisreceivedinmunicipaloffice,itshallbeenteredtheRegisterofAppeals.

19. Levy of property tax with penalty on unauthorized constructions withtitledeeds(Rule-22):

(1) As per sub-section (5) of section 85 of Andhra Pradesh Municipalities Act, 1965 and section 220-A(1) of Municipal Corporations Act, 1955, the Commissioner of the Municipality or Municipal Corporation as the case may be, is competent to levy property tax on a building which is constructed or re-constructed or on construction which is raised unauthorizedly with penalty as specified hereunder till suchunauthorized construction is demolished or regularized without prejudice to any proceedings which may be instituted in respect of such unauthorized construction.

(i)	Up to ten percent (10%) violation of permissible setbacks only in respect of floors permitted in a sanctionedplan	Twenty five percent (25%) of property tax as penalty
(ii)	More than ten percent (10%) violation of permissible setbacks only in respect of floors permitted in a sanctionedplan	Fifty percent (50%) of property tax as penalty

(iii)	Unauthorized floors over the permitted floors in a sanctionedplan	Hundred percent (100%) of property tax aspenalty
(iv)	Total unauthorized construction	Hundred percent (100%) of property tax aspenalty"

(2) As soon as the property tax on buildings unauthorizedly constructed andthe penalty are determined by the Commissioner, a Special Notice shall be issued for levy of Property Tax including penalty. The notice for levy of penalty shall provide complete information regarding the unauthorized construction and the penalty to enable the owner of building to understand the nature of unauthorized construction, the amount of penalty levied and the amount of the propertytax.

(3) The Special Notices shall also contain the following words on the top of thenotices:

"Levy of property tax with penalty shall not be construed that theunauthorized construction is regularized or will be regularized''.

20. Levy of property tax with penalty on buildings un-authorizedlyconstructed on various categories of land without titledeeds(Rule-23):-

(1) The Commissioner is competent to levy property tax along with one hundred percent penalty on buildings constructed un-authorizedly on private land, municipal land, government land, land under urban land ceiling, endowment land, wakf land or any other category of public land without documents or patta or possession certificate from Revenue Department on the name of the "the holder of the premises" and not in the name of "the owner of theland''.

(2) The levy of tax and penalty shall continue till such unauthorized construction is regularized ordemolished.

(3) In the Special Notice to be served for levy of property tax and penalty, the following words shall be specifically mentioned on the top of the notice:-

(a) Propertytaxwith100%penaltyisleviedonthebuildingconstructed un-authorizedly on private land, municipal land, government land, land under urban land ceiling, endowment land, wakf land or any other category of public land where the holder of the premises does not possess document or patta or possession certificate from RevenueDept.

(b) Levy of property tax with100% penalty shall not confer any ownership on the land to the holder of the premises where the

building is constructed unauthorizedly.

21. Mode ofpayment(Rule-24):-

(1) With the increased use of the internet across the globe, more and more Tax payers, Consumers and users have started to shift from the traditional paymentmethodtothecashlesspaymentmethodespeciallydigitalpayment systems. Digital payment systems have offered users the best convenience, speed, and reliability compared to conventional paymentsystems.

(2) To encourage the Cashless payments in the Municipalities and Municipal Corporations, all the Property Tax and other Non-tax payments may be payable through electronic mode (or) by Cheque/Demand Draft /Pay order drawn on any bank payable in favour of Commissioner of the respective Municipality or MunicipalCorporation.

Collection of Taxes i.e., House Tax and Land Tax: Authorities in Collection Mechanism:

The Municipal Commissioner is responsible for levy of Property Tax and other taxes as well as collection of taxes.

- The Revenue Officer is responsible to supervise the work of Revenue Inspectors and Ward Administrative Secretaries and attend to the collection of taxes and non-taxes.
- The Revenue Inspector is responsible to supervise the work of Bill Collectors and attend to the collection of taxes
- The Ward Administrative Secretary is responsible for collection and ensure collection of 100 percent of property tax and water charges.
- In Municipal Corporations, Ward Administration Secretary Revenue Inspector and Revenue Officer/Tax Officer/Deputy Commissioner/Addl.Commissioner is responsible for the collection of P.T and water charges as said above

Serving of Demand Notices:

• As per the Manual of Roles and Responsibilities of various functionaries in ULBs, the Bill Collector now re-designated as Ward Administrative Secretary is responsible for service ofdemand bills and ensure collection of property tax and water charges from the Tax payers. The Revenue Inspector supervises the work of Ward Administrative secretary and Revenue Officer supervises the work of Revenue Inspectors and Ward Administrative Secretary.

• Before attempting collection of taxes, demand bills need be served on the tax payers. From 2016 onwards, all the ULBs are issuing integrated demand bills for collection of House Tax, Land Tax, Water Charges, Sewerage Charges. Ward Administrative Secretary is responsible for serving of these integrated demand bills to the Tax Payers as per the timelines given under the rules. Ward

Administrative Secretary shall not be allowed to collect cash from the taxpayers. The Bill Collectors have to ensure that property tax is paid in mee-seva centres, municipal office counters, or banks and where it is introduced through online payment. Whenever tax is paid in mee-seva centre or municipal office counter, computer- generated receipt is issued instantly to the taxpayer.

- Apart from formal / official registers, the Ward Administrative Secretary shall maintain an informal Handbook/Key register (or any other convenient local name), containing the details of assessments for which he is responsible to collect the tax. The said book shall contain the details of tax payer, door number/ assessment number, amount of tax, years of tax due, tax paid, address and contact details of tax payer etc. for information and follow-up action. He enters collection details (whether collected by himself of through other means) in the Hand book/Key register.

- As soon as the Bill Collector ensures payment of the amount by the tax payer, he shall round the corresponding entry in the handbook/key register for his immediate information.

Payment Periodicity:

Under Section 91 of AP Municipalities Act, 1965 and Section 264 of Hyderabad Municipal Corporation Act, 1955.The Property Tax is levied every half year

- The Tax Payer is allowed to pay current half years tax with-out penalty before June 30th for 1st half year and before 31st December for 2nd half year

Rebate to the Tax Payers - Section 91

- 5% rebate will be given if the Tax is paid for both half years at a time before 30th April of the current financial year
- No rebate is allowed on arrears
- The Tax Payers are at liberty to pay tax either half year wise or both at a time

Penalties for Late Payment - Section 91

- If the tax payer fails to pay property tax by the end of June for the first half year and by the end of December for the second half year.
- As per the Act, penalty at the rate of 2% per month has to be collected.
- The amount of penalty payable after the end of June or December, as the case may be, is being printed in the computer- generated demand notice.

Action to be taken on defaulters:

- In addition to the levy of penalty, certain coercive measures have been provided under the Act for realization of taxes in Schedule – II of APM Act.

1. Distraint and sale of movable property – Rule 30 of Sch - II
2. Attachment and sale of building or land (immovable property)
3. Disconnection of essential services to the premises, after giving notice to the owner or occupier
4. Recovery under REVENUE RECOVARY ACT under Rule – 36 of Sch - II

While, measures (2) to (4) could not be adopted due to various constraints, we may

discuss the measure (i), ie., Distraint and sale of movable property.

Distraint Warrant under Rule – 30 of Sch – II:

- Distraint' means seizure and holding of movable property as security for payment of tax and its sale in case of non-payment.
- 'Warrant' means a command of the Commissioner to act as directed in the warrant.

Execution of Warrant:

- The officer charged with the execution of warrant, has to, before distraining the movable property, demand payment of the tax and the warrant fee.
- seize such movable property of the tax payer as he thinks necessary;
- make an inventory of the property seized, and
- give to the person from whom the property is seized, a notice containing the particulars of movable property seized and notice of sale of property if the property tax, penalty, warrant fee, distraint fee (ranging from 25 paise to ten rupees on thebasis of amount distrained) and expenses for keeping the property are not paid within seven days.

Sale of distrained property under Rule – 32 of Sch – II:

- If the tax payer does not pay the dues, ie., tax, penalty (simple interest), warrant fee, distraint fee and expenses for detention within seven days, the property seized has to be sold by public auction under the orders of the Commissioner.
- If the sale proceeds are surplus, the surplus sale proceeds have to be returned and the property (unsold) shall also be returned to the concerned, under proper acknowledgement.
- If the sale proceeds are deficit another property to be seized.

Prosecution under Rule – 30 (2) of Sch – II:

- If for any reason the distraint or a sufficient distraint of the defaulter's property is impracticable, the defaulter may be prosecuted before a Judicial Magistrate
- The prosecution can be filed by the Commissioner or any authorized person by him.
- Prosecution has to be filed within six years from the date on which the liability accrues.
- The Magistrate has to be satisfied that the defaulter has willfully omitted to pay the amount due by him or that he willfully prevented the distraint. The Magistrate is competent to convict him and impose a fine not exceeding twice the amount due by him, on account of the tax, simple interest, warrant fee, distraint fee and other charges.
- In addition to imposing the fine, the Magistrate is competent to recover the tax, simple interest, warrant fee, distraint fee and other charges.
- On recovery of the amount from the defaulter, the Magistrate transfers the amount to the Municipality.

Filing of Suits under Section 365:

- Failure to pay tax, besides a criminal offence (as discussed above) is also a civil matter.
- The Council may sue any person in a Civil Court for any tax due to it under Section

365 of the Act.

- Proper service of demand notice is a condition precedent to initiate proceedings in a civil court.
- If distraint could not be made within 3 years and prosecution could not be made within 6 years instituted for realization of tax, a civil suit may be filed for realization of tax within nine years from the date on which the tax becomes due.

Registers to be maintained for Property Tax:

- Property Tax Demand Register
- Arrear Demand Register
- Register of Revision Petitions
- Register of Appeals
- Register of Transfer of Titles
- Register of Vacancy Remissions
- Mutation Register
- Register of Bills
- Register of Distrained Properties
- Register of Writes-off and Temporary Remissions
- Suit Register
- Register of prosecutions

II. NON-TAX IN URBAN LOCAL BODIES OF ANDHRA PRADESH

Chapter-1:
Introduction & Legal Framework

1. Introduction:

1.1 The 74th Constitutional Amendment provides for a board structure for organizing urban governance with an accountable and decentralized system. As per CAA, Municipalities/Municipal Corporations are mandated with the responsibility of the performance of 18 functions and implementation of schemes. The Municipalities / Municipal Corporations endowed with resources to provide and maintain the core services to the citizen in a satisfactory manner.

1.2 The resources again classified as internal and external. The internal resources of municipalities/municipal corporations are taxes and non-taxes. The levy and collection of taxes, particularly, the property tax is under regular scrutiny of the stakeholders. There is enough literature and discussion on assessment, levy, collection, reform measures etc. in the area of

property tax and to some extent, other taxeslikelandtax,professiontax,advertisementtaxetc.notonlyintheState, but also across the country. On the other hand, information on non -taxes is scanty/lacking.

1.3 Distinction between Tax and Non-Tax: Unlike a tax which is a compulsory exaction of money by public authority for public purpose without quid pro quo, non-tax can be levied and collected after providing service to the residents. When a municipality provides a service, it can authorized levy and collect a non-tax.

1.4 Legal Framework:

Article243XoftheConstitutionofIndia(insertedthoughTheConstitution SeventyFourthAmendmentAct,1992)providesthattheStateLegislaturemay, bylaw-

(e) Authorize a municipality to levy, collect and appropriate such taxes, duties, tolls and fees (taxes and non-taxes) in accordance with such procedure and subject to suchlimits

(f) Assign to a municipality such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits (assignedrevenues)

(g) Provide for making such grants-in-aid to the municipalities from the Consolidated Fund of the State,and

(h) Provide for constitution of such Funds for crediting all moneys received respectively, by or on behalf of the municipalities and also for the withdrawal of such moneystherefrom.

IntheStateofAndhraPradesh,themunicipalitieshavebeen provided with the following resources and the authority is conferred by Andhra Pradesh Municipalities Act, 1965 (hereinafter referred to asAct).

(vi) Taxes: (a) Property tax on buildings and lands, (b) Property tax on landsnotusedforagriculturalpurposes.

(vii) Non-taxesintheformof(a)Fees,(b)Usercharges,(c)Townplanning charges, (d) Rents from municipal properties (e) Interest on delayed payment of property tax (f) Penaltiesetc.

(viii) Assignedrevenues

(ix) Grants from Central and StateGovernment

(x) Loans (with Governmentguarantee)

TheMunicipalCorporationsarealsoauthorizedtolevyandcollectsimilar taxandnon-taxrevenuesandtheauthorityforlevyandcollectionoftheresources are governed under the Municipal Corporation Act, 1955, Greater Visakhapatnam

Municipal Corporation Act, 1979, Vijayawada Municipal Corporation Act, 1981 and Andhra Pradesh Municipal Corporations Act, 1994 in AndhraPradesh.

Whiletaxesandnon-taxesconstituteinternalrevenue;assignedrevenues, grants and loans are considered as externalrevenue.

Chapter 2

Non-taxes

Besides taxes, the municipalities levy various non - taxes in the form of fees, user charges, rents from municipal properties etc. In this connection, it is necessary to make a note of the difference between tax and fee. Government has several means of raising revenue in order to make it to function. Among the two most popular methods of raising revenue are to impose taxes and fees onvariousactivities.Ataxisacompulsoryexactionofmoneybypublicauthority forpublicpurposeenforceablebylawandisnotpaymentforservicesrendered. Afee,ontheotherhand,isachargeforspecialservicesrenderedtoindividuals by the government agency or publicauthority.

Betweentaxandfeethereisnogenericdifferenceandbotharecompulsory exactions of money by public authorities. While a tax is imposed for public purpose and is not and need not be supported by any consideration of service rendered in return, a fee is levied essentially for services rendered in return, and as such there is an element of quid pro quo between the person who pays the fee and the public authority which imposesit.

Major items ofnon-taxes

The major items of non-taxes levied by the municipality are:

(i) Watercharges
(ii) Fees from markets and slaughterhouses
(iii) Rents from municipal buildings like shop rooms, office complexes etc.
(iv) Buildingpermissionfeesandothertownplanningrelatedfees/charges
(v) Trade licensefees
(vi) Encroachmentfees
(vii) Parkingfees
(viii) Miscellaneousitems
(ix) Service charges on Central Governmentproperties

Chapter 3

Water charges

Art.243WreadwithTwelfthScheduleoftheConstitution(item5)specifies thatthemunicipalityhastoperformthefunctionof'watersupplyfordomestic, industrial and commercial purposes'. Section 138 of the AP Municipalities Act 1965 and corresponding provisions in the Municipal Corporation Act provides that the Council has to supply water fit for use of the residents, subject to availability offunds.

While considering the provision of water supply, levy of charges therefor and collection of charges, the Municipality/Municipal Corporation has to consider the following factors enunciated by the Ministry of Urban Development, Govt. of India.

Levy of watercharges

TheMunicipal Council / Municipal Corporationhastomakebye-lawsforwatersupplyunderSection141of the Act and corresponding provision in the Municipal Corporation Act. The bye-laws, among others, have to providefor

(i) Classification of supply of water under different categories,and

(ii) Levy of different rates of chargesin respect of water supplied to differentcategories.

The different categories for supply of waterare:

(i) Supply to residentialbuildings

(ii) Supply to residentialhotels

(iii) Supply to shops, commercial establishments (other than industrial undertakings), restaurants, eating houses, theatres and places of public amusement orentertainment

(iv) Supply to industrialundertakings

(v) Supply to non-residential buildings not falling within the scope of category (ii), (iii), or(iv).

Makingofbye-lawsbyMunicipalCouncils and Municipal CorporationsaregovernedunderSections 330,332and333oftheA.P. Municipalities Act 1965 and Corresponding provisions in the Municipal Corporation Act, 1955 i.e., Section 585, 586, 587, 588, 589.TheCouncilbeforemakingbye-lawshastopublisha draft of the bye-laws on the notice board of the office and one or two news papers;andcallforobjectionsorsuggestionsinthematter.In the case of Municipalities, Areasonabletimeof four weeks may be given for receiving objections or suggestions. In the case of Municipal Corporations as provided in the relevant provision reasonable time of 6 weeks may be given for receiving objections or suggestions. On receipt of objectionsorsuggestions,Councilhastoconsiderthemandmakethebye-laws.

After making the bye-laws, the Council has to get confirmation of bye- laws from Government.In respect of water supply bye-laws, the power of approval/confirmationhasbeendelegatedbytheGovernmenttotheEngineer- in-Chief(PublicHealth).TheCouncilthereforehastosubmitthebye-lawstothe Engineer-in- Chief (Public Health) for approval. After getting the approval, the final bye-laws have to be notified in the manner prescribed by Government.GovernmenthasissuedRulesforpublicationofbye-laws.Undertheserules, every bye-law, after it has been approved by Government has to be published in the District Gazette in English and main language of the district. Further, copyofthebye-lawshastobeaffixedonthenoticeboardofthemunicipaloffice and such other places as determined by Council, by beat of drum and by announcement through municipal wire broadcasting system wherever it is in operation.

Therefore, water charges have to be levied and collected as per the rates andtheconditionsstipulatedinthewatersupplybye-lawsmadebytheCouncil.
Secondly, as per the SLBs under water supply, the cost recovery has to be maintained at 100%, that means, the user charges should be designed in such a mannerthattheyareequivalenttothecostofoperationandmaintenance(O&M) of theservice.

Rates of WaterCharges

TheActspecifiesvariouscategoriesofbuildingsforchargingthesupply of water in the municipalities and theyare:

(i) Residentialbuildings
(ii) Residentialhotels
(iii) Shops, commercial establishments, restaurants, eating houses, theatres, places of public amusements andentertainments
(iv) Industrialundertakings
(v) Other non-residentialbuildings.

The objective of classifying buildings to various categories is to charge differentially (not uniformly) on the basis of usage and affordability. Secondly, equityisanotherfactorinchargingforwater.Thiscanbeachievedbyproviding meters and measuring the quantity of water used. Based on these factors, the municipalities are fixing the rates of watercharges.

In addition to the water charges [Section 141 (2) (b) of the Act], municipalities are also levying pipeline service charges (Section 142 of the Act) todefraythecapitalcostofpipelineserviceworksandO&Mofpipelinesystem. It is a one-time payment and is in the form of contribution (donation) to the municipality.

Toaddresstheequityfactor,municipalitiesprovidewatermeterstoaset of water users to find out the quantity used by them. Currently, the rates in operation for water supply in municipalities and municipal corporations are in the

followingorder.

Municipalities
Table 1

Sl. No.	Nature of charges	Classification	Charges (Tariff)
1.	Water charges	Residential	Rs.30/ to Rs.100/-per tap per month
		Non-residential (General) like small hotels, eating houses, small traders etc.	Rs.250/- to Rs.700/- per tap per month
		Non-residential (industrial and bulk supplies like gated communities, apartments etc.)	On meter connections – Rs.8/- to Rs.25/- per KL
2.	Capital cost of pipeline service works (contribution)	Regular connection	Rs.2,000/- toRs.10,000/- perconnection(one-time)
		OYT connection	Rs.5,000/- toRs.30,000/- perconnection(one-time)

MunicipalCorporations

Table 2

Sl. No.	Nature of charges	Classification	Charges (Tariff)
1.	Water charges	Residential / Unmetered	Rs.60/ to Rs.90/- per tap per month
		Non-residential/ Industrial / Bulk supplies like gated communities,apartments etc	On meter connections – Rs.12.50 to Rs.25.00 per kilo litre
2.	Capital cost of pipeline service works (donation)	Regular connection	Rs.6,000/- per connection (one-time)
		OYT connection	Rs.10,500/- per connection (one-time)

Government have been issuing instructions to the municipalities from timetotimetorevisewaterchargesandcontributions(donations)toensurethat the operation and maintenance costs are recovered from the watercharges.

Factorstofixwatercharges

The following factors should be kept in mind while fixing the watercharges:

(i) Percapitasupply:AsperServiceLevelBenchmark(SLB)suggested by GoI, the per capita supply should be 135lpcd

(ii) Tapforeveryhousehold:AsperAMRUTguidelines,allhouseholds should be provided with tapconnection

(iii) Costrecovery:AsperSLB,thereshouldbe100%costrecovery.This means, the cost of operation and maintenance should be fully recovered from watercharges

(iv) Maintenance: As per SLB, it should be 24 hours supply, non- revenue water should be limited to 20% and the quality should be 100%

(v) Recovery: There should be 100% metered connections and 90% recovery. As per 14 FC recommendations, there should be an increaseininternalrevenueeveryyeartoaccessperformancegrant.

Basis for fixing usercharges

The basis of user charge levy is recovery of cost, particularly that component involving the operation and maintenance of the service. Thecapital costsofservicehavetobefundedthroughgeneralrevenuesorcapitalgrantsor fromloans.However,theinterestpaymentoftheloanhastobeincludedinthe costs of a service, unless it is deliberately subsidized. Hence the total O&Mcost of water supply should include thefollowing:

(i) Salaries of water worksstaff

(ii) Electricity consumptioncharges

(iii) Cost of consumables like bleaching power, alum, chlorineetc.

(iv) Cost of replacement of pipelines and othermaterial

(v) Repair to pump sets, motors, other water supply and electrical installations

(vi) Loan annuity on loans taken for water supplyschemes

Otheritemsofrevenueunderwatersupply

In addition to water charges, water supply contribution (donation) is collected for all categories of water supply before connection is given to meet the capital cost of providing water supply. Further, connection charges in the form of road cutting charges, and supervision charges are also collected before sanction of water supply house service connection.

Methodologyforfixationofwatercharges

(as prescribed in G.O.Ms.No. 159 dated. 17-09-2018)

Besides fixing/revising the water charges to enable the municipal bodies to

realise the O&M costs in full, it should conform to the reform contemplated underAMRUT.Thereform(milestone)onwatersupplytobeundertakenunder AMRUTstipulatesthatapolicyhastobeadoptedforfixationofuserchargesat differentialratesforindividualandinstitutionalassessmentsdulysafeguarding theinterestsofthevulnerable.Inotherwords,thepolicyshould(i)enablefixation ofwaterchargesonself-sufficiencybasis,(ii)enablefixationofdifferentialrates for individual and institutional assessments, and (iii) safeguard the interests of vulnerablesections.

As a measure to implement the AMRUT reforms, Govt. of Andhra Pradeshhave issued a policy on fixation of user charges for water supply in

ULBswithdifferentialrates.Methodologyforfixationofwaterchargeshasbeen detailed in para 7 of the policy document and the different steps in the methodology are given in the followingparagraphs.

Step 1: Water supply consumed by differentcategories

Water supply among various users may be broadly categorized into four (4) categories

(i) Domesticcategory
   (a) Domestichouseholds
   (b) Bulk domestic, i.e. Apartments and Gatedcommunities
(ii) Commercialcategory
(iii) Industrialcategory

ThetotalwatersuppliedbytheULBtotheabove4categoriesneedtobe workedoutonthebasisofactualutilization.Thiscanbedonemonth-wise,since meter reading is done once in a month, wherever it is in operation. At the first instance,totalwaterutilizedforamonthasperactualutilizationmaybeworked out as per usual procedure. As water supply to bulk domestic, commercialand industrial categories is on the meter basis, the water consumed by these three categoriesmaybeworkedoutbasedonthemeterreadings.Then,watersupply to domestic household category can be arrived by deducting water used by bulkdomestic,commercialandindustrialcategoriesfromthetotalwatersupply in the month. For the purpose of arriving at the percentage of category-wise consumption, details of two or three months are taken and average percentage arrived.

Illustration

Table 3

Sl. No.	Categor y	Water supply (MLD)	Percenta ge

(1)	(2)	(3)	(4)
	Total water supply per month	1000	
1.	Water supply to bulk domestic category (as per meter reading)	100	10
2.	Water supply to commercial category (as per meter reading)	200	20
3.	Water supply to industrial category (as per meter reading)	200	20
4.	Water supply to domestic household category [Total (-) (1+2+3)]	500 1000 (–) 500	50

Step 2: O & M costcategory-wise

Then, the O&M cost be apportioned among the four categories of water users based on the percentage arrived as per Step 1.

Illustration

Total O&M costs of water supply per annum include the following items.

Table 4

S. No.	Item of expenditure	(Rs. in lakhs)
(1)	(2)	(3)
1	Salaries of all employees in water supply section	
2	Electrical consumption charges	
3	Cost of consumables	
4	Cost of maintenance/replacement of pipelines and other material	
5	Repair to pump sets, motors and other installations	
6	Loan annuities (of borrowings taken for water supply)	
	Total O & M cost per annum	

Then, work out the category-wise O&M costs. For example, if the total O&McostsisRs.200lakhsperannum,thecategory-wisecostwouldbeasfollows (apportionment as per Step1)

Table 5

Sl. No.	Category	% of consumption	Cost of O&M allocated (Rs. in lakhs)
(1)	(2)	(3)	(4)
1	Domestic household category	50	100
2	Bulk domestic category	10	20
3	Commercial category	20	40
4	Industrial category	20	40
	Total	**100**	**200**

Step 3: Revenue from water charges: The revenue realized from water charges includes water consumption charges, donations and all other charges referred in para 3.10. Revenues also need be worked out category-wise as is done in the case of O&Mcost.

Illustration

If the total revenue under water supply is Rs.150 lakhs per year, the category-wise revenue would be as shown below.

Table 6

S. No.	Category	Percentage of consumption	Revenue per annum (Rs. in lakhs)
(1)	(2)	(3)	(4)
1	Revenue from Domestic Household Category	50	75
2	Revenue from Bulk domestic Category	10	15
3	Revenue from Commercial Category	20	30
4	Revenue from Industrial Category	20	30
		100	**150**

Step 4: Percentage of O & M costs realized from variouscategories

The next step is to find out the percentage of O&M costs realized with referencetotherevenuefromvariouscategories.Therevenuerealizedfromthe 4categoriesisfoundunderstep3andtheO&Mcostscategory-wiseisavailable under step 2. Based on these figures, percentage of O&M cost with reference to revenue realized can be workedout.

IllustrationTable 7

S. No.	Category	Revenue realised per annum (as per step 3) (Rs. in lakhs)	O & M Cost per annum (as per step2) (Rs. inlakhs)	Percentage of O & M cost realisedw.r.t.revenue
(1)	(2)	(3)	(4)	(5)
1	Domestic household	75	100	75
2	Bulk domestic	15	20	75
3	Commercial	30	40	75
4	Industrial	30	40	75

Step 5: Self-sufficiency rate to befixed

The first exercise in fixation of rate is to meet 100% of O & M costs (self-sufficiency rate) for each category of water consumption.

Illustration

Table 8

Sl. No.	Category	Water charges tariff (Rs.)	Revenue per annum (Rs. in lakhs)	O & M costs per annum (Rs. in	Percentage of O & M costs realisedw.r.t	Percentage deficit in O&M costs	Percentage by which water chargestoberevisedtome	Revised tariff
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
1	Domestic household	X1 (Rate per tap per month)	75	100	75	25	25/75 *100 =33.3	X1 plus X1*33.3 % orX1*1.33
2	Bulk domestic	X2 (Rate per tap per month)	15	20	75	25	25/75 *100 =33.3	X2 plus X2*33.3 % orX2*1.33
3	Commercial	Y(Rate per one Kilo Litre)	30	40	75	25	25/75 *100 =33.3	Y*1.33
4	Industrial	Z(Rate per one	30	40	75	25	25/75 *100 =33.3	Z*1.33

		Kilo Litre)						

Step 6: Differential rates to individual and institutional assessments andtosafeguardtheinterestsofvulnerablesections

After arriving at the rate of water charges to be fixed to achieve self-sufficiency (100% of O & M costs), differential rates have to be provided to individual and institutional assessments and to provide relief to the vulnerable sections as shown hereunder.

1. Domestic category-household

Tworatesofwaterchargesmaybeprovidedonthebasisofpropertytax paidonthebuildingtoprovidereliefto vulnerablesections.

Table 9

a	Buildingswithpropertytaxupto	Rs. 300/- per annum 50% of self-
b	Buildingswithpropertytaxofmoretha	sufficiencyrate Rs. 300/- per annum

2. Bulkdomestic - 150% of self sufficiencyrate
3. Commercialcategory - 200% of self-sufficiencyrate
4. Industrial category - 150% of self-sufficiency rate

S.No.	Category	Existing water tariff(Rs.)	Percentage of water tariff to be enhancedto make itself -sufficient	Revisedtariff tomakeitself -sufficient(Rs.)	Water tariff to be fixedat differential rates(Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
		As per step 5 (col.3, 8 and 9)			
1	Domestic category household				
(a)	Buildings with property tax upto Rs. 300/- per annum	Rs100/- per tap	33.3	100*1.33=133	67 (50% of self-sufficiency rate)

(b)	Buildings with property tax of more than Rs. 300/- per annum	Rs.100/- pertap	33.3	100*1.33=133	133(100% of self-sufficiencyrate)
2	Bulk domestic	Rs. 100/- pertap	33.3	100*1.33=133	200(150% of self-sufficiencyrate)
3	Commercial category	20 per KL	33.3	20*1.33 =27	54 (200% of self-sufficiency rate)
4	Industrial category	30 per KL	33.3	30*1.33=40	60(150% of self-sufficiency rate)

Further, Government vide G.O. Ms. No. 197, MAUD dated. 23.11.2020 with a view to reduce the burden on the water users in different categories and to ensure that the user charges are fair and not regressive has suggested minimum and maximum rates (tariff range) as detailed below and amended the provisions of G.O.Ms. No. 158 MAUD dated. 17.05.2018 on fixation of user charges (tariff) as follows.

"The Municipal Councils/Corporations are required to fix self-sufficiency rates within the above tariff range and such selfsufficiency rate shall be increased every year by 5% to recover the increased O&M Costs, by passing resolution. After the increase the same shall be treated as the new self-sufficiency rate for that year."

Further, transitional provisions also made in the above G.O. Ms. No. 197 MAUD dated. 23.11.2020 as detailed below.

Fixation of water tariff during the transitional period i.e., for the 1st year;

(a) When the existing rate is less than the self-sufficiency rate arrived, and –

(i) the existing rate is required to be increased by 15% or more to reach the self-sufficiency rate, the increase shall be limited to 15%.

(ii) the existing rate is required to be increased by less than 15%, to reach the self-sufficiency rate, the percentage of increase shall be the actual gap percentage.

(b) When the existing rate is more than or equal to the self-sufficiency rate arrived, there shall not be any reduction in the existing rate and the existing rate will be increased by a nominal 2%.

Calculation of Rates for the subsequent Years;

(a) When the existing rate (i.e., the rate fixed for the previous year) is less than the self-sufficiency rate for the current year and –

(i) the existing rate is required to be increased by more than 15% to reach the current year's self-sufficiency rate, the increase shall be limited to 15%.

(ii) the existing rate is required to be increased by less than 15% to reach the current year's self-sufficiency rate, the percentage of increase shall be the actual gap percentage.

(b) When the existing rate (i.e., the rate fixed for the previous year) is more than or equal to the self-sufficiency rate for the current year, there shall not be any reduction in the existing rate. The current year rate shall be fixed at a nominal increase of 2%.

(i) After completion of the above exercise, the Municipal Commissioners have to submit detailed proposals to the following Committee, showing the existing and the proposed monthly tariff arrived at, duly following the above procedure, along with bye-laws and the Council Resolution, to this effect.

1. Commissioner & Director of Municipal Administration, A.P., Guntur - Chairman

2. Engineer-in-Chief (Public Health) - Member

3. Superintending Engineer (Public Health) concerned - Member

(ii) Upon receipt of the said proposal, the Committee will study the proposals of the Municipal Commissioners and recommend the proposed water tariff to be adopted by the Municipal Councils/Corporations. After due consideration of the recommendations of the Committee, the Municipal Councils/Corporations have to follow the procedure prescribed for publication of Draft and Final Notifications of the Bye-laws and Tariff in the ULBs for effecting the same from 01.04.2021.

Water Connection Fee:

Water connections are to be given as per the bulk sanction accorded by the Competent Authority based on the availability of water source after approval of the council.

The sanctions are made on the collection of following fees

1. Donations

2. Connection charges

A. **Donations:-**

The donations are collected by the Municipalities/Municipal Corporations in terms of rates fixed by the Government vide G.O. No. 158 MA, dt: 20-06-1997 and G.O.Ms. No. 303 dated. 03.08.2004. The donation for various category fixed in the said G.O.s appended as **Annexure – I**charges are based on a calculations to re-imbursement of the capital cost of the water supply. The donations charges vary by the category of connection applied.

- General
- OYT (75% on General)
- Commercial consumption
- Industrial

B. **Connection Charges**:-

The connection charges shall include

a. Road cutting charges based on the type of road (i.e. B.T. Cement concrete metal or earthen roads)

b. Supervisory charges of plumbing work – 3% on estimate

c. Cost of bore drilling charges.

Provisionofwatersupplyconnectionoutsidemunicipallimits

As per Section 143 of the Act, the Council may, with the sanction of Government,andshallonthedirectionoftheGovernmentsupplywatertolocal authorityorpersonoutsidethemunicipalityonsuchtermsasmaybeapproved bytheGovernment,whereverthereispipelineveryclosetothemunicipallimits.

Inviewoftheaboveprovision,wherethereispossibilitytosupplywater to any local authority or person outside the municipal limit, the Council may submit a proposal to the Government for permission to supply water to such local authority or person on payment of water charges and other charges at double the rates than applicable within the municipalarea.

Collection of watercharges

The following registers have to be maintained in the revenue section to monitor collections under water supply.

(i) Water Charges DemandRegister

(ii) Meter Ledger (MFNo.21D)

(iii) Water Charges Arrear DemandRegister

In addition, the engineering sectionmaintains

(i) Water Service Connections Register(M.F.No.21A)

(ii) Meter Register(M.F.No.21B)

(iii) Meter Reading Cards(M.F.No.21C)

Whenever an application is received for water connection, it is entered in the Water Service Connections Register. After due inspection, the ChairmanincaseofmunicipalitiesandanofficerauthorizedbytheCommissionerinthe case of municipal corporationssanctions the water connection.

- If it is for domestic use, water charges are collected on tap rate basis and
- if the supply is for non- domestic use, water charges are collected on meter rate basis.

Theengineering section also maintains Meter Register for supply of meters to the non-domestic taps and Meter Reading Cards for reading the meters (by Meter Reader). Government has issued rules relating to house service connections inGOMs.No.487MAdated14-8-1977.TheChairpersoniscompetenttosanction waterconnection.However,hehastosanctionwaterconnectioninconsultation with Municipal Engineer. In case there is difference of opinion between Chairperson and Municipal Engineer, the matter shall be referred to Superintending Engineer and his decision is final. The rates of water charges are fixed by the Council and form part ofbye-laws.

Water charges DemandRegister

Whenever water connection is sanctioned, the engineering sectionsends areporttorevenuesectionalongwiththedateofconnectionandastowhether itisfordomesticuse(taprate)ornon-domesticuse(meterrate).Ifitisfordomestic use, it has to be entered in Water Charges Demand Register. This register provides, among others, information relating to name of house owner, door number,dateofconnection,monthly/halfyearlywaterchargespayableontap ratebasis(demand),collection(amountanddate),andbalanceattheendofthe year. The register finally gives the Demand, Collection and Balance (DCB) of water charges on tap ratebasis.

MeterLedger

TapconnectionsgivenonmeterratebasisareenteredintheMeterLedger. The Meter Reader (Engineering section) maintains two (2) meter readingcards, one is

given to the house owner and the other sent to revenue section every month. The revenue section will preparebill/demandnoticeand make collection of water charges. The charges are calculated on the basis of meter readingandtheratefixedbytheCouncilandnotifiedinthebyelaws.Thewater charges are made every month and demand notice issued on monthly basis. TheMeterLedgerismaintainedinMFNo.21Danditrecordsthetapconnections onmeterbasis.Besidesdetailslikeowner'snameandhousenumberetc.theledgercontai nswaterconsumedeverymonth,amountbilled,amountcollected andbalanceattheendoftheyear.Basedonmeterreadingcardandratefixedby theCouncil,thedemandisfixedandamountbilled.Collectionswillbeentered month-wise as in the case of property tax and balance struck at the end of the year.

Issue ofbills

The water supply bye-laws in general provide for collection of water chargesonmonthlybasis.Sinceitiscumbersometocollectwaterchargesevery month and is time-consuming,

- As a practice water charges on tap rate basis are collected once in a half-year along with property tax.

  As regard metered connections, they are collected every month. After preparation of bills for collectionofwatercharges.

Service ofbills

Bills have to be issued to the Bill Collectors (Ward Administrative Secretaries) before end of April for first half-year and before end of October for the second half-year in respect of connections on tap rate basis.

Regarding connections on meter-based taps, bills havetobepreparedeverymonthby10thofsucceedingmonthandissuedtoWard Administrative Secretaries. Bills have to be served on the house owners within 15 days from dateofreceiptofthebillsbytheWard Administrative Secretaries.Theprocedureprescribedunder the Act for service of documents has to be followedand the procedureis:

(i) By giving to the owner of the service connection duly obtaining acknowledgment on the office copy of the notice withdate

(ii) Whenever the owner of service connection is not found in the building, by handing over the same to some adult member or servant of his family by obtaining signature with date from such person. In these cases, the name of the person on whom notice is served be got written in capital letters underneath the signature

dulynotingdowntherelationshipoftherecipienttotheownerof theserviceconnection.Dateofserviceshallbenotedintheoffice copy of the notice (As far as possible, service of the notice on the servant of the family should beavoided)

(iii) If the owner of the service connection does not reside in the municipalityandhisaddresselsewhereisknown,bysendingthe same to him by registered post acknowledgementdue

(iv) Iftheabovemethodsarenotavailable,byfixingthesametosome conspicuouspartofsuchplaceofabodeorbusiness(withproper panchanama/proof).

Collection of watercharges

Water charges have to be paid within 15 days from the date of service of the bill. The Commissioner is competent to order for disconnection of water supplyifwaterchargesarenotpaidwithinthestipulatedtime.Further,arrears ofwaterchargescanbecollectedasarrearsofpropertytax.Alleffortshavetobe made to collect water charges without any arrears, since the Commissioner is empowered to disconnect water supply and to collect water charges as arrears of property tax. Whenever there is a request from revenue section for disconnection of water supply, the engineering section has to comply with the request and take action to disconnect watersupply.

Water charges Arrear DemandRegister

Thebalanceofwaterchargesoutstandingattheendoftheyearhastobe transferred to Arrear Demand Register. Balances of water charges on tap rate basis (Water charges Demand Register) as well as meter basis (Meter Ledger) are entered in this register. Thebalances are entered year-wise beginning from theearliestyear.Collectionswillbeenteredmonth-wiseasinthecaseofproperty tax and balance struck at the end of the year. This register should be prepared by the end of April of everyyear.

Chapter 4

Fees from Markets and Slaughter Houses

Municipalities maintain public markets and slaughter houses for the convenience of the public and levy fees for their use as provided in Section 277 and 277(1)in AP Municipalities Act 1965 and Section 525, 526 & 536 may place collection of such fees under the management of such persons on such termsandconditions under the said Sections. ThismeansthattheMunicipality/Municipal Corporationmayleaseouttheright to collect fees (fees fixed by it) to a third party. The right to collect fees in the markets and slaughter houses to the third party shall be effected by public auction. Auctioning the right and entrusting it to a third party are detailed in rulesrelatingtoregulationofreceiptsandexpenditure.Thedetailedprocedure forleasingouttherighttocollectfeeinmarketsandslaughterhousesisprescribed in rules 7 and 12. The rules have been amended recentlyvide G.O. Ms. No. 56 MA dated. 05.02.2011. The Commissioner shall prepare a preliminary notice (draft sale notification) wherein the right to collect fees for use of markets and slaughter houses (including other leasehold rights) is proposed to be leased out by the Council. The preliminary notice (sale notification) has to be approved by the Council.

The ULBs shall levy the fees on following items:

1. Goods
2. Shops
3. Stalls and stands
4. Sale of animals / birds
5. License fees on brokers, commission agents, weigh men and measurement practicing their calling in such markets etc.

PreliminaryNotice(SaleNotification)

The preliminary notice**(**sale notification) shall set forth the following conditions for lease of immovable properties including markets and slaughter houses.

(i) The rate of fee for use/occupation of space in themarket

(ii) The rate of fee for slaughtering of various animals in theslaughter house

(iii) The selection of the lessee shall vest in the Council / Contract Committee/Commissioner depending on the value of the lease amount.

(iv) The participant has to pay security deposit as specified in the preliminarynotice**(**salenotification),andfurnishasolvencycertificate as specified in the preliminary notice **(**sale notification) issued by an officer of

Revenue Department not below the rank of Tahsildar in case of landed property or by the Commissioner in case of house property in the municipality before participating in the auction

(v) Where the period of lease is one year or below, the lessee shall deposit one- fourth of the lease amount including the security depositalreadypaidwithinoneweekfromthedateofconfirmation of the lease. The security deposit is adjusted towards the monthly installments of last three months of the lease period. The deposit amount shall not carry anyinterest

(vi) The balance of the lease amount shall be paid in equal monthly installmentswithinaperiodofninemonthscommencingfromthe 1 April. A due date has to be fixed for payment of monthly installments. If the monthly installment is not paid within the due date,itattractspenalinterestasspecifiedinthepreliminarynotice **(**salenotification)

(vii) The lease deed shall be executed and registered within 15 days from the date of confirmation of the lease at the cost of thelessee

(viii) If any installment due is not paid within one month of the date on whichitbecomespayable,theCommissionershallforthwithreport themattertotheCouncilwhichthereuponshallterminatethelease andputtheleaseholdrightforpublicauctionattheriskoforiginal lessee.TheCouncilmayalsoorderitsmanagementdepartmentally till new lease isconfirmed

(ix) Thelesseeshallmaintaincorrectaccountsandregistersofcollections madebyhimandproducebeforetheCommissionerby15thofeach month and get the same affixed with the Councilseal.

Auction of LeaseholdRights

The preliminary notice **(**sale notification) after approval of the Council shallbepublishedintheDistrictGazetteandonthenoticeboardofthemunicipal office, collectorate, revenue division office and Tahsildar office. It shall also be announced through microphone wherever possible. The date of auction shall bepublishedinoneormorenewspapershavingwidecirculationinthedistrict.

TheCommissioneroranofficerdulyauthorizedbyhimshallconducttheauction subject to the conditions stipulated in the sale notification. After completion of the auction, the Commissioner shall place before the Council/ContractCommittee/Commissioner a list of bids received at the auction together with a comparativestatementoftheincomerealizedduringthepastthreeyearswitha recommendatory note. Normally, the Council/Contract Committee/ Commissioneracceptsthehighestbid.Wherethebidacceptedisnotthehighest, the reasons for rejection shall be recorded. In exceptional cases, where sales in

publicauctionhaveprovedunsuccessfulonatleasttwooccasionsowingtowant of bidders or strong combination among them, the Commissioner may invite sealedtendersfortheleaseandplacesuchtendersbeforetheCouncil/Contract Committee/ Commissioner for necessaryaction.

Registration of LeaseDeed

After approval of the bid by the competent authority, theCommissioner shallenterintoawrittencontractwiththesuccessfulbidder.Aleasedeedshall be executed and registered at the cost of the lessee incorporating all conditions of lease set forth in the salenotification.

The collection of amounts due from the lessee shall be watched through the Miscellaneous Demand Register (MF No.21).

DepartmentalManagement

Whenevertheмarketorslaughterhouseismanageddepartmentally,all fees levied in respect of the use thereof shall be collected by means of tickets printed and supplied by the Commissioner. The tickets shall be printed in foil andcounterfoilfordifferentratesoffees.Beforeissueofticketstothecollecting officerstheyshallbestampedwiththecommonsealoftheCouncilinthepresence of the Commissioner or any officer authorized byhim.

A register in two parts shall be maintained in the municipal office in respect of these tickets. The first part shall be a stock register. The second part shallbeapersonalledgerforeachofficerentrustedwiththecollectionoffeesby means of these tickets. The stock register shall be debited with the number and valueofeachkindofticketissuedtoeachcollectingofficerandshallbecredited with the amount of collections remitted by him into the municipal office. Remittances shall be made by the collecting officer every day and shall be accompaniedbydetailsofthenumberandvalueofeachkindofticketissuedto him.

Where any ticket book has been completely used, the counterfoils shall be returned to the municipal office for check with actual credits and get a new book.Thecollectingofficershallalsokeepanaccountoftheticketsgiventohim andthecollectionsmadebyhiminthepersonalledger.Thedailycollectionsby each kind of ticket shall be entered in such account and the balances struck at the end of every day. This account and the stock of tickets shall be verified at regular intervals by the Commissioner or any officer authorized by him, who shall certify suchverification.

Chapter 5

Lease of Immovable Properties ofMunicipalities

As per Section 277 (4) of the Act, the Council may lease any immovable propertylikeland,shop,godown,buildingorterraceofabuildingownedbyit for any period not exceeding five years at a time and subject to such terms and conditions as the Council may deem fit. The Council is also competent to grant withthepriorsanctionoftheGovernment,anysuchleaseforaperiodexceeding five years but not exceeding twenty five years at atime.

AsperRule12(1)(e)to(h)oftheRegulationofReceiptsandExpenditure Rules, 1968 as amended by G.O.Ms No.56 MA dated 05-02-2011, amongothers, all sales of leases of the buildings, shops or godowns and of land belongingthe Council shall be effected by publicauction.

Preparation of notification oflease

TheCommissionershallprepareapreliminarynotice(leasenotification) setting forth the terms and conditions subject to which the lease of immovable properties will be grantednamely:

(a) The selection of the lessee shall vest in the authority competent to approve thelease.

(b) Upsetpricefixedfortheleaseofthepropertyorrenewalofleaseof property.

(c) A person intending to participate in the auction shall deposit as security such sum as specified in the notification and submit a solvency certificate as prescribed in rule 7(3)(b).

(d) The lessee shall deposit an amount equal to three monthly installments of the lease amount including the security deposit withinaweekfromthedateofconfirmation/renewalofthelease.

(e) The monthly installments shall be paid within the due date as prescribed in thenotification.

(f) The lease deed shall be executed and registered within one month from the date of confirmation or renewal of the lease at the cost of thelessee.

(g) If monthly installments are not paid within one month of the due date, the lease is liable fortermination.

Manner of fixing the upset price forlease

The upset price for lease of immovable properties for the first time or renewal shall be fixed by the Council in the following manner:

(a) In case of lease for the first time, rent at 10% of the current market valueofthepropertyperannumi.e.bothlandandbuilding;ofthe land as per market value and of the building as per construction rates of the

structures and buildings fixed by Registration Department under the Andhra Pradesh Revision of Market Value Guidelines Rules, 1998 (or) prevailing rent of such properties situated in the vicinity whichever ishigher.

(b) In case of renewal of lease, the upset price shall be fixed either at therentmentionedinclause(a)orrentat331/3%abovetheearlier rent whichever ishigher.

Manner of Publicationof notification

TheleasenotificationshallbeapprovedbytheCouncilandafterapproval, it shall be published as a notification in the followingmanner:

(a) IntheDistrictGazetteandinoneormorenewspapershavingwide circulation in themunicipality.

(b) In the municipal office, Collector's office, offices of Revenue Divisional Officer and ofTahsildar.

(c) Byannouncingthroughmicro-phonewhereveritispossibletodo so.

RenewalofleaseofImmovableProperties

The Council may renew the lease of immovable properties for a period of three years at one time and with the prior sanction of the Government for a period exceeding three years and not exceeding twenty-five years at a time withoutconductingpublicauctionifthepresentlesseeagreestorenewthelease in his favour at the rent as fixed hereunder and for revision of the rent once in three years as per the procedure specifiedbelow:

(a) Rentat10%ofthecurrentmarketvalueofthepropertyperannum
i.e. both land and building, of land as per market value and of building as per construction rates of the structures and buildings fixedbyRegistrationDepartmentunderRevisionofMarketValue Guidelines Rules, 1998(or)

(b) Rent at 33 1/3 percent above the earlier rent,or;

(c) Prevailing rent of such properties in the vicinity whichever is higher.

Generalconditionsofauction

Asregardsdeposit,sixmonthsrenthas to be insisted and the deposit would be adjusted towards rent of the last six monthsoftheleaseperiod.Thedepositdoesnotcarryanyinterest.Theregular monthly lease amount should be collected on a date fixed for the purpose and penal interest is also collected, if the monthly rent is not paid in time. Further, the lease should be in writing andregistered.

The bids at the auction shall be placed by the Commissioner before the competentauthority,i.e.,CouncilorContractCommitteeorCommissioner.The

competent authority normally accepts the highest bid for the leasehold right of theproperty.Wherethebidacceptedisnotthehighest,thereasonsforrejecting the bid or bids higher than the one accepted shall be recorded inwriting.

Conditions ofLease relating to certain relaxations, reservations etc., be followed as provided in Rule 12 of the Receipts & Expenditure Rules amended from time to time.

Chapter 6

Auction of shop rooms constructed on the basis ofGoodwill

Government accorded permission to the ULBs in the year 1998 for construction of shopping complexes in the vacant lands based on the good will amount raised through public auction and leasing out shop rooms on monthly rental basis to the successful bidders to enable ULBs to improve municipal revenues. Guidelines were issued initially in this matter in G.O. Rt. No.535 MA dated 08-07-1998 and later on revised guidelines in G.O.Ms. No.21 MA dated 18-01-2013 were issued in supersession of the guidelines issued earlier in the year 1998.

6.1 Preparation of design by Architect and approval of thedesign

Whenever a municipal site for construction of shopping complex is identified, the Commissioner shall arrange to prepare a design and an estimate by engaging an Architect who has got good reputation and experience as per prescribedprocedure.Aminimumof1%ofprojectcostcanbepaidasconsultancy feestotheArchitect.ThedesignhastobegotapprovedbyDirectorofTownand Country Planning and the estimate has to be got approved by SE (PH) or Engineer-in-Chief (PH) as the case may be as per existingrules.

Procedure for fixation of monthlyrent

The monthly rent under this scheme has to be collected mainly for the land in question for the reason that cost of construction of shopping complex will be realized from the prospective lessees as goodwill amount. In this connectionitmaybestatedthattheRevenueDept.inG.O.MsNo.100dated02-02-2010hasfixedthestandardrentforthegrantofgovernmentlandsleasedfor industry and trade purposes at 10% of the current market value of the site per annum prevailing at the time of grant of lease. Similarly municipal authorities shall calculate the rent chargeable for shop rooms constructed under goodwill auctionandarriveatannualrentat10%ofthecurrentmarketvalueoftheland.

Allotmentofshopsonauctionofgoodwillamount

Asameasuretoraiserevenuesfortheconstructionofshoppingcomplex, theproposedshoprooms(asper theapproveddesign)haveto beputto public auction. The public auction should be on the basis of non-refundable deposit (good will) payable to themunicipality.

Leaseperiod

The lease period should be fixed initially for five years and it can be renewed for 3 years @ 33 1/3% excess over the lease amount, and for another period of 3 years @ 33 1/3% excess over the lease amount.

Fixation of monthlyrent

The annual rent chargeable for markets / shopping complexes / remunerative enterprises to be constructed under goodwill amount auction method shall be fixed by the Council at 10% of the market value of the land as fixed by the Registration Department under the Revision of Market Value Guidelines Rules, 1998.

Fixationofupsetpriceforgoodwillamount

After getting the technical sanction of the estimate for construction of shopping complex under this method from the competent authority, the estimatedcostofeachshoproomshallbecalculatedbasedonthetotalestimated cost of the shop rooms. The upset price for lease of each shop room by way of thegoodwillamount(non-refundableamount)shallbefixedatanamountequal to the estimated cost of each shop room as calculated above. Public auction should be conducted for the goodwill amount as stipulated in Rule 12-A of Municipalities (Regulation of Receipts and Expenditure) Rules, 1968 as subsequentlyamended.Thegoodwillamountshallbepaidinfourinstallments namely:

(i) 25% of the goodwill amount shall be paid immediately after the approval of the bid.

(ii) 25 % of the goodwill amount shall be paid when construction comes upto initial stage.

(iii) 25% of the goodwill amount shall be paid after the roof is laid.

(iv) Balance 25% of the goodwill shall be paid at the time of handing over the shoproom.

Preparationofleasenotificationforauctionofshoprooms

TheCommissionershallpreparealeasenotificationsettingforththeterms and conditions subject to which the lease of shopping complexes by way of goodwill amount will be grantednamely:

(i) The selection of the lessee shall vest in the authority competent to approve the lease

(ii) Monthly rent shall be fixed for each shoproom

(iii) Upset price to be fixed in respect of goodwill amount for each shoproom

(iv) A person intending to participate in the auction shall deposit as security such sum as specified in the notification and submit a solvency certificate as prescribed in Rule 7(3) (b) of the Municipalities(RegulationofReceipts&Expenditure)Rules,1968

(v) The lessee shall deposit an amount equal to three monthly installments of the lease amount including the security deposit withinaweekfromthedateofconfirmationorrenewalofthelease

(vi) The monthly installments of rent and goodwill installments shall be paid

within the due date as provided in thenotification

(vii) The lease deed shall be executed and registered within one month from date of confirmation or renewal of the lease at the cost of the lessee.

(viii) If the above installments are not paid within one month of the due date, the lease is liable for termination.

Publication of leasenotification

The lease notification, after approval by the Council shall be published in the following manner:

(i) IntheDistrictGazetteandinoneormorenewspapershavingwide circulation in themunicipality.

(ii) In the offices of the Municipality, District Collector, Revenue Divisional Officer andTahsildar.

(iii) Byannouncingthroughmicro-phonewhereveritispossibletodo so.

AdministrativesanctionoftheGovernment

TheadministrativesanctionoftheGovernmentfortheprojectshouldbe obtainedbeforeputtingtheshopstopublicauction.Thebidofgoodwillamount in the public auction should be accepted by theCouncil.

CommitteeatDistrictLevelforsupervision

The identification of site, appropriate selection of Architect, design, publicity,auctionofshopsonthebasisofgoodwillandexecutionofworkhave to be supervised by a Committee at the district level. The Committee will be headedbytheDistrictCollectorandshallconsistoftheRegionalDirector-cum- Appellate Commissioner of Municipal Administration, the Superintending Engineer(PH),theRegionalDeputyDirectorofTown&CountryPlanningand the Chairpersons and the Commissioners of the municipalitiesconcerned.

Economical construction of shoppingcomplex

The construction of the shopping complexes should be done most economically with cement flooring and minimum electrical points. The lessees may be permitted to undertake flooring and electrical points as required by themattheirowncost.Theyshouldnotdisturbthemainstructureoftheshops rooms, but they can make internal arrangements at their own cost to suit the business. They shall bear the maintenance charges of the shoprooms.

Theshoproomsshallbehandedovertothelesseeswithinoneyearfrom the date of agreement with the municipality after payment of initial deposit. The transaction should be in writing and the relevant agreement should be registered as perlaw.

Reservation for SCs and STs

The usual reservations for SCs and STs in the matter of letting out the shops will continue. However, the procedure for auction based on goodwill deposit should be the same as per othercategories.

Miscellaneous DemandRegister

The leases of shop rooms shall be entered in Miscellaneous Demand Register and the collections should be monitored through this register.

Chapter 7

Building permit fees and other town planning related fees/charges

Everylicenseorwrittenpermissiongivenbythemunicipalityshallspecify thepurpose,theperiodandtherestrictionsandconditionssubjecttowhichthe same is granted. For every such license or written permission, a fee shall be chargedatsuchrateasshallfromtimetotimebefixedbytheCouncilorbythe Commissioner with the sanction of the Corporation. The fee fixed by the Council/Corporation shall be notified by the Commissioner and should be published in the DistrictGazette.

Theacceptanceofpre-paymentoffeeforalicenseorpermissionshallnot entitle the person making such pre-payment to the license orpermission.

Maincategoriesoffeesandcharges

Maincategoriesoffeesandchargesleviedundertownplanningactivities are givenbelow:

(i) Conversion charges (For Lay outs)
(ii) Approval oflayouts
(iii) Building permitfee
(iv) Construction ofhuts
(v) Bettermentcharges
(vi) External bettermentcharges
(vii) Impactfee
(viii) City level infrastructure impactfee
(ix) Developmentcharges

The basis for arriving at the quantum of building permit fees and other categories of fees and charges is given below.

Conversion charges (For Layouts)

The owner of any agricultural land who intends to utilize or sell such land for building purposes shall pay to the Council such conversion fee asmay be fixed by Council.[31]Therefore, the Council has to fix the conversion fee in the unitofsquaremeterandtheCommissionershallcollecttheconversionfeewhen any person applies to the municipality for utilizing or selling the agricultural land for building purpose in themunicipality.

Approval ofLayouts

The Council is competent to sanction a lay out having regard to the recommendations of Director of Town and Country Planning.As such, the Councilshouldfixlayoutapprovalfee.Thelayoutfeemaybefixedperacreor hectare

ofland.

Building permitfee

Constructionorreconstructionofbuildingisgovernedunder Section209 oftheAct.Anypersonintendstoconstructorreconstructabuildinghastoapply to Commissionerfor

(i) Approval of site,and

(ii) Permission to execute thework.

As such, to sanction a building plan, the municipality should collect fee for approval of site and also for construction of building. The site approval fee and building permit fee shall be fixed by the Council on a square meter basis. Whilethesiteapprovalisonlywithreferencetotheareaofthetotalsite,building permitfeeischargeableonmanyfactors.Besidestheplinthareaofthebuilding, theotherfactorsaretheuseofbuilding(residential/commercial/institutional/ function halls etc), compound walls, drinking water wells, septic tanks etc. The quantum of fee charged shall have relationship to the cost of issuing the permission, cost of inspecting the premises for sanction of permission, cost of subsequent inspection of the premises to verify whether building is being constructedasperplan,costofactiontobetakenforviolationoftheconditions of building permission, and cost of issuing occupancy certificateetc.

The building permit fee therefore varies depending on the plinth area of thebuilding,typeanduseofconstructioni.e.,individualbuildingorresidential/ commercial apartment or commercial or office complex. The Council / Corporation is competent to prescribe the fee for approval of site and building permitfee.

Construction ofhuts

Every person who intends to construct or reconstruct a hut shall take permissionfromtheCommissionerfor(i)approvalofsiteand(ii)construction of hut. As such, the Council has to fix separate rates for site approval for construction of huts and also for construction of huts.

BettermentCharges

This levy exists in municipal corporations only. Under Municipal Corporation Layout Rules, betterment charges are levied and collected froma private person to meet the costs of roads, drains, street lights and avenue plantation while approving layouts and sub-division ofplots.

Under GHMC Act, 1955/Municipal Corporations Act, 1955, drainage betterment charges are also collected while according approval for the layout

development. These charges are levied for the land area in case of approval for layouts and sub-divisions.

If the site proposed for building construction falls in the unapproved layoutsbettermentchargeswillbeleviedbothforlandareaandbuiltupareain accordance with the provisions of theAct.

External BettermentCharges

Thislevyexistsinthemunicipalcorporations.UnderSection463Aofthe GHMC Act, 1955/Municipal Corporations Act, 1955, it shall be lawful for the Corporations to levy and collect external betterment charges at the time ofaccordingapprovaltothelayoutsorsub-divisionsofaplotorissueofbuilding permit for the purpose of providing or maintaining major arterial roads, lung spaces, and other major civicinfrastructure.

However, such charges shall not be levied in the case of layouts which were finally released before 10 March 1986 and also for residential buildings

whose plot area does not exceed 200 sq.m. Further, such charges shall not be leviedandcollectedinrespectoflayoutsorbuildingstakenupinnotifiedslums. After the slum is denotified, such charges shall, however becollected.

The external betterment charges shall not exceed thirty percent of bettermentchargesbeingcollectedbytheCorporationaspertheMCH(Layout) Rules,1965.

ImpactFee

GovernmentpermittedGHMCthroughG.O.No.766MAdated18.10.2007 tolevyandcollectimpactfeetomitigatetheimpactofconstructionofcommercial buildings that lead to increased traffic and necessitates decongestionmeasures. Thisfeeiscollectedforthesitesabuttingcertainimportantpotentialroadswhere there is demand for commercialactivity.

The impact fee is meant to address city wide problems emanating from high density commercial development. The fee collected is utilized for implementation of capital improvement and decongestion plan i.e. for works such as road widening, link roads, slip roads, parallel roads, junction improvements,flyoversetc.Impactfeeis‘one-time’chargecollectedatthetime of granting permission for a building abutting certain important and notified roads.

City Level Infrastructure ImpactFee

ThislevyexistsinvariousULBsinAndhraPradesh.Itisleviedasperthe provisioncontainedintheAndhraPradeshBuildingRules,2017.Thisisa‘one-time’chargeleviedatthetimeofgrantingpermissionforthehigh-risebuildings. Buildings of more than 15m (excluding stilt floor) high are considered as high- rise buildings. The fees would be levied based on the use of the building and

heightofthebuildingasprovidedintheBuildingRulesandvariesfromRs.200 to Rs.3,000 persq.m.

The amount levied and collected under this provision is credited and maintained in a separate escrow account by the concerned ULB and 50% of the amount is being utilized for development of infrastructure in the same area and balance utilized towards improvement of city level capital infrastructure. An Infrastructure Plan and Action Plan for implementation are required to be prepared by the ULB and the fund has to be utilized accordingly.

Developmentcharges

Section18AoftheAndhraPradeshTownPlanningAct,1920/Telangana Town Planning Act, 1920 provides levy of development charges in the Master PlanareasoftheULBswhicharenotfallinginthejurisdictionofMetropolitan/ Urban Development Authorities. This section is inserted during 1996. The development charges are levied for change of land use or building use and for development of land or building for which permission is required. The land uses are classified as industrial, commercial, residential, agricultural/ conservative,recreationalandothers.Levyofdevelopmentchargesdonotapply on the lands belonging to the Central and Stategovernments.

Procedure for levying various categories of fees and charges

The building permission fee, betterment charges and other charges are intendedtoensureplanneddevelopmentofthemunicipality.TheCommissioner shall consider the costs associated with the issue of building permissions and theregulationofbuildingandtownplanningactivitiesandworkouttheamount ofvariousfeesandchargesundertownplanningactivities.Hemayalsocompare theamountswiththeneighboringmunicipalitiesinthedistrictandtheregion. Afterarrivingattheamounts,theproposalshavetobeplacedbeforetheCouncil and get their approval. After obtaining the approval of the Council for fixation ofvariousfeesandcharges,anotificationhastobeissuedintheDistrictGazette along with a schedule of rates containing various fees and charges. It is also necessary to make a brief press notification in one or two local newspapers.

The Commissioner should also take action for revision of the above categories of fees and charges once in two years keeping in view the cost of regulating the construction of buildings and funds needed (in the form of betterment charges) for provision of civic amenities in the layout areas and unauthorized layouts etc.

Collection of fees andcharges

Generally, building license fee does not have any demand and the collections are considered as income. There would be no demand register to watch the collectionoffee.Thelicensefeescollectedunderthiscategoryhavetobeentered in the

Register of Miscellaneous Licenses.

Chapter 8

Trade license fees

Tradelicensefeeinmunicipalities

- As provided under 263 of A.P. Municipalities Act, 1965, the Council shall issue a notification to the effect that no place within Municipality / Municipal Corporation limits shall be used for any or more of the purposes specified in schedule IV of the A.P. Municipalities Act without the license of the Commissioner and subject to the conditions specified therein.

- The notification shall be published in thedistrictgazetteandonthenoticeboard ofallimportantofficesinthemunicipal limits.ThepurposesmentionedinscheduleIVforusageofplacesarecommonly known as dangerous and offensive trades (D&O trades).

- As provided under Section 344, the Council is competent to fix the fees for every license or permission on such units and at such rates. Trade license fee is a major non-tax item inmunicipalities.

Basisforfixationoflicensefee

Alicensefeeforcarryingonatradeorpurposeshallnotberegardedasa tax. The following principles may therefore be kept in view while fixing the licensefee.

(i) Cost of issuing thelicense

(ii) Cost of inspecting the premises to see whether they are suitable for the purposeproposed

(iii) Subsequent cost of inspecting the premises to see that they are being used properly and that the conditions and restrictions imposed are complied andfollowed

(iv) Cost of keeping the surroundings of the premises clean where trade islocated.

Grant oflicense

The owner of every place covered by Schedule IV of the APM Act and Schedule P of Municipal Corporations Act, before 1st March of the succeeding yearof publication of the notification under Section 263 shall apply to the Commissionerforalicensefortheuseofsuchplaceforsuchpurpose.Hehasto pay the prescribed licensefee along with the application as per Section 263 (2).Application for renewal of such license shall be made not less than thirty days and not more thanninetydaysbeforetheendofeveryyear.Applicationforlicenseforplacesto be newly used shall be made not less than thirty days and not more than ninety days before they are used. The Commissioner after inspection of the premises may

either grant or refuse the permission in terms of Section 263(4) and in case of refusal, he hastogivereasons as per Section 263 (5).Generallythelicensefeeforrunningtradesisforafinancial year and the license expires at the end of the financialyear as per Section 263(6).

Theacceptanceofpre-paymentoffeeforalicenseorpermissionshallnot entitle the person making such pre-payment to the license orpermission as per Section 344(13).

YearlyandMonthlylistsoftrades

Licensefeeundertradelicensesisdemandedandtobewatchedthrough a Demand Register. The Sanitary Inspectors are required to submit yearly lists of trades and premises liable for license after commencement of every year by 30 April for scrutiny and approval by the Commissioner. Further, they should also submit monthly lists showing names of all persons who carry on trades or using premises newly and liable to take out license during the month. If any tradeorpremisesisfoundunlicensed(withoutpayinglicensefee),theSanitary Inspector should ensure that the trade is stopped. Else, the person carrying on the trade or business should be prosecuted with the approval of the Commissioner. Persons shown in the monthly lists who have not taken out the licenses should also be similarlyprosecuted.

Prosecution of unlicensedtrades

Anoticehastobeissuedtothepersonbeforelaunchingprosecutioncalling him to take out the requisite license and warning him that if he does not do so within a reasonable time, he would become liable to be prosecuted. The prosecutionshouldbelaunchedasearlyaspossibleafterthecommencementof the year or commission of the offence if it is commissioned in the course of the yearbutinanycasewithinthreemonthsofthecommissionoftheoffence.Further, failure to take out a license shall be deemed a continuing offence until theexpiration of the period i.e. end of financial year. In view thereof, prosecution can be launched within three months from the closure of the financial year in respect of trades run in the previous financialyear.

Ordinarily, there should be no arrears under trade license fee, if the Sanitary Inspectors follow the above procedure. The Commissioner should reviewthisworkonceinamonth.WhereverthereisapostofMunicipalHealth Officer, the Commissioner may delegate these powers tohim.

D&O Trades DemandRegister

ThisregisterprovidesarecordofD&Otradesliableforlicense,demand, collection and balance of licensefees. As explained above, the Sanitary Supervisors/Inspectors in-charge of various wards have to submit yearly lists of D

& O trades which require license from the municipality. They will also submitmonthlylistsshowingnewtrades,whichrequirelicense.Allthesetrades will be brought into the D & O Trades Demand Register. Based on the yearly listsandmonthlylists,thedemandwillbefixedasperthelicensefeenotification made by theCouncil.

The collections under D&O trades, which are generally made through challans will be entered in the Register of Miscellaneous Licenses (MF No.51). Thereafter, they will be entered in the D&O Trades Demand Register. At the endoftheyear,thedemand,collectionandbalancestatementhastobebrought out as in the case of otherrevenues.

D&OTradesArrearDemandRegister

ThisregisterprovidesarecordofbalancesoflicensefeeunderD&Otrades outstanding at the end of the year. The amounts (license fees) remained uncollected at the end of an year in the D&O Trades Demand Register will be brought into D&O Trades Arrear Demand Register. They will be entered year- wise beginning from the earliest year. The collections have to be posted and balances struck at the end of theyear.

Trade license feein Municipal Corporations

Aspersection521ofGHMCAct,1955/MunicipalCorporationsAct,1955 (AndhraPradesh),alicenseisrequiredfromtheCommissionerforthefollowing purposes:

(i) To keep articles mentioned in Part I, II and III of Schedule 'P' in anypremises.

(ii) To carry on any of the trades or operations connected with the trade specified in Part IV of Schedule'P'.

(iii) Tocarryanydangerousandoffensivetradelikelytobedangerous to life, health or property of thecitizens.

Certaintradesandcommercialestablishmentsarestatutorilyrequiredto obtain trade license from the Commissioner to run their trades / operations. Regulatory control over the process or manner of the trade or operation and compensatory service in the form of provision of additional cleaning service, infrastructure of roads and lights and other utility services constitute the basis and rationale for the municipal trade license. Without regulatory control the tradespotentiallycancausenuisance,healthhazardstotheresidentsanddamage to the private as well as public properties in the area. Thus it is imperative that every trade needs to be enrolled and registered in municipal records and regulatedthroughtradelicenses.Termoftradelicenseexpiresby31Marchevery year and has to be renewed for the succeeding financial year in the month of April.

Fee to bechargeable

For every such license under Section 521 of the GHMC Act 1955 / Municipal Corporations Act 1955, fee may be charged, at such rate as may be fixed by the Commissioner, with the sanction of the Corporation as per section 622(2) of GHMC Act 1955/Municipal Corporations Act 1955. In case of belated application, an additional fee shall be charged at the following rates:

(iv) Before 1st March - No Additional Fee

(v) Upto a delay of 30 days
(On or after 1st March up to 31st March) - 25% of the licensefee

(vi) Over 30 days (after 31st March) - 50% of the licensefee

Applicationforgrantorrenewaloflicense

Every application for grant or renewal of trade license shall be made to theCommissionerintheprescribedform.Anapplicationforrenewaloflicense shall be made within 30 days before expiry of previous license duly enclosing the following documents/information.

(vii) Blue print plan of the site andbuilding

(viii) Present usage of thepremises

(ix) Width of thestreet

(x) Buildings located in 30 meters around the premises proposed for trade stating whether those are used for residential or non-residentialpurposes

(xi) True copy of the title deed of the premises or copy of leasedeed

(xii) Certificate showing upto-date payment of property tax from municipalcorporation

The fee payable in respect of a license shall be remitted to the municipal treasuryinadvanceoftheapplicationforgrant/renewaloflicenseandreceipt shallbeattachedtotheapplication.Nolicenseorpermissionshallbetransferred without the previous sanction by the Commissioner. In respect of transfer of license,a prescribed fee hastobepaidtothemunicipalcorporationandtransfer should be permitted by theCommissioner.

Chapter 9

Encroachment fees

The Commissioner may grant license for temporary erection of pandals andotherstructuresinastreetorinanypublicplace,subjecttosuchconditions and restrictions as he thinksfit.

As such, the Council may fix fee for licensing the erection of temporary structures(encroachments)inapublicstreetandthelicenseshouldspecifythe period,limitationsandconditionsandbesignedbyCommissioner.TheTown Surveyor and town planning subordinates shall submit list of encroachments by 30 April of every year. The Commissioner shall inspect all encroachments andclassifythemasobjectionableorunobjectionablefrompublichealth,safety and traffic point of view. Action shall be taken to remove objectionable encroachments.Unobjectionableencroachmentscanbelicensedbycollectionof licensefee.

Register of Encroachment Fees(M.F.No.197)

This register provides a record of all unobjectionable encroachments licensed, and demand, collection and balance of license fees from such encroachments.Thelicensefeewillbeleviedaspertheratesfixedbytheouncil. The details of unobjectionable encroachments, like name of the encroacher, the location,natureandextentofencroachmentandthelicensefeepayableperyear (withreferencetotheratesfixedbytheCouncil)willbeenteredintheDemand Register.

The collections under encroachment fees, which are normally made through challans will be entered initially in the Register of Miscellaneous Licenses (MF No.51) and thereafter in the demand register. At the end of the year,thedemand,collectionandbalancestatementwillbebroughtoutasinthe case of otherrevenues.

Encroachment Fees Arrear DemandRegister

This register provides a record of all balances of encroachment fees outstanding at the end of the year. The amounts (license fees)remaineduncollected at the end of an year as per the Register of Encroachment Fees will be brought into the Encroachment Fees Arrear Demand Register. They will be entered year-wise beginning from the earliest year. The collections will be posted and balances struck at the end of the year.

Collectionoffee/Regularizationofencroachments

Demandnoticeshavetobeissuedtoallencroachersbytheendofuneof every year requiring them to get license for the encroachment by paying the prescribed fee within 15 days from the date of service of the notice. The Town Planning Building Overseer (TPBO) is responsible to ensure that all encroachments are licensed and to remove unlicensed encroachments in his jurisdiction. In other

words, it is the responsibility of the TPBO to ensure that the fee is collected and the encroachments are licensed. Action shall be taken to remove the encroachments, if the fee is not paid within the stipulated time. Ordinarily, there shall not be any arrears of encroachment fees as there is a provision for removal of encroachments for failure to pay the fees. In respectof a person who has not taken the license for the encroachment, he may be prosecuted.TheCommissionershallreviewthisitemofworkonceinamonth. Wherever there is a post of Town Planning Officer, the Commissioner may delegate these powers tohim.

Chapter 10
Parking fees

The Commissioner has got power to lease road sides and street margins vested in the Council for occupation for temporary purpose. Under this provision, the Commissioner may identify certain roads and streets and lease themoutforparkingofvehiclesbycollectingfee.Therateoffee andunitoffee have to be fixed by Council; and the Council may place the collection of such fees under the management of such person as may appear to itproper.

In view of these provisions, the Commissioner may identify important roadandstreetmarginsfortemporaryparkingofvehiclesbycollectingparking fee and entrust the right to collect fee to a third party through public auction. The Commissioner has to prepare a sale notification for approval of Council with the following terms andconditions.

(i) List of road/street margins and the extent for parking ofvehicles

(ii) Timings for parking ofvehicles

(iii) Parking fees to be collected for different vehicles (on hourly basis or otherunit)

(iv) Period of right of collection of parkingfee

(v) Amount of security deposit to be paid at the time ofauction

(vi) Amount of solvency certificate to be produced by thebidder

(vii) Payment of three months parking fees after acceptance of the bid (asadvance)

(viii) Payment of balance amount in nine equalinstallments

(ix) Executionofagreementbythelesseeathiscostwithin15daysfrom the date of acceptance of thebid

(x) Maintenance of accounts and registers by thelessee.

Auctionofrighttocollectparkingfee

After approval of the sale notification by the Council, the Commissioner has to take action to publish the notification in the District Gazette and on the notice board of the municipal office and other important local public offices. The Commissioner or an officer authorized by him shall conduct the auction subject to the conditions stipulated in the sale notification. After completion of auction,theCommissionershallplacebeforetheCouncilorContractCommittee or Commissionera list of bids received at the auction together with a comparative statement of income during the past three years with a recommendatory note. Normally the competent authority accepts the highest bid.Wherethebidacceptedisnotthehighest,thereasonsforrejectionofhigher bids

shall be recorded. In exceptional cases where sales in public auction have provedunsuccessfulonatleasttwooccasionsowingforwantofbiddersorstrong combination among them, the Commissioner may invite sealed tenders for the leaseandplacesuchtendersbeforethecompetentauthorityfornecessaryaction.

Registration of LeaseDeed

After approval of the bid by the Council/Contract Committee/ Commissioner, the Commissioner shall enter into a written lease deed with the bidder and get the lease deed registered at the cost of the lessee incorporating allconditionsofleasesetforthinthesalenotification.Thecollectionofamounts due from the lessee shall be watched through the Miscellaneous Demand Register.

Parking Fees in MunicipalCorporations

Under clause (40) of Section 115 of GHMC Act, 1955/Corporations Act, 1955 (Andhra Pradesh), the Corporation may provide parking places, public landing places, halting places for vehicles of any description including motor vehicles and levy fees for their use.

Chapter 11

Miscellaneous items of Non-taxes

There are certain other miscellaneous items for which non-taxes are collected by the municipalities. They are like:

(i) Issue of birth and deathcertificates

(ii) Extracts of records like council resolution, property tax demand, building permit,license,notificationetc.

(iii) Sale proceeds of road sweepings /compost

(iv) Revenue from avenuetrees

(v) Lease of water tanks and lakes(fisheries)

(vi) Sale of tender documents, application formsetc.

(vii) Sale proceeds of old newspapers, distrained properties, unserviceable materialetc.

(viii) Burial groundcharges

(ix) Guest house charges,etc.

Wherever, the proceeds are realized through fees, the rate of fees has to befixedbytheCouncilandnotified.Incasetheproceedscomethroughsale,the salehastobeagreedbytheCouncilinitially;andthematterrelatingtoacceptance of bid has to be referred to the Council/Contract Committee/Commissionerlater. Secondly, all such sales have to be entered in the Register of Revenue Yielding Properties and Other Miscellaneous Sources of Revenue(M.F.No.24).

Chapter 12

Service charges on Central Government properties

UndertheConstitutionalprovision,CentralGovernmentproperties are exemptfrompaymentofpropertytax.GovernmentofIndiahoweverpermitted ULBstolevyservicechargesonCentralGovernmentproperties.Levyingservice chargeislimitedtoCentralGovernmentpropertiesonly.Thecentralgovernment undertakings are liable for property tax like any otherperson/institution.

In pursuance of the orders of the Supreme Court, Government of India (2009)have issued guidelines that the Union of India and its departments will pay service charges to the municipalities and municipal corporations. No property tax will be paid. Service charges will be paid on the basis of services utilized by the central government properties at the following rates (Table14):

Table 14

S.No.	Criteria	RangeofServiceCharge
1	Where properties of the central government are provided withallservices/facilitiesaswereprovidedtootherareas	75% of property tax
2	Wherecentralgovernmentpropertiesareprovided withsomeoftheservices/facilities	50% of property tax
3	Where central government properties do not avail any of the services provided by the municipalities	33.3% of property tax

The State Government have also issued instructions in the matter.The Commissioner has to take the following action in thematter.

(i) He shall make intensive survey of various central government properties and identify the head of the office. He should also identifythelevelofprovision/utilizationofservices(fully,partially and none) availed by the central governmentproperties.

(ii) He has to intimate the heads of central government properties in the town about the civic services provided by the municipalityinthe vicinity of concerned central government properties and request them to furnish full data regarding their properties to enable the municipality to work out the service charges. After receipt of required data, the Commissioner has to calculate the property tax (on the usual method) and then fix service

charges payableat75%,50%or33.3%ofpropertytaxaccordingtothelevel of services provided to the central governmentproperties.

(iii) He has to issue a self contained (speaking) order to the head of central government property indicating the process followed in workingouttheservicechargesandtheamountofservicecharges payable perannum.

(iv) He has to enter into an agreement with the head of central governmentdepartmentforpaymentofservicechargestillthenext general revision of propertytax.

(v) He shall not resort to coercive steps like stoppage of service, or resorting to revenue recovery proceedings for recovery ofservice charges.

(vi) Intheeventofdisagreementonanyissue,hehastosendproposal to Government for constitution of a 3-member mediation committee to resolve the issue. The committee consists of (i) a representative of central government, (ii) a representative of concerned municipality; and (iii) a representative of MA&UD Department.

Chapter - 13
Assignedrevenues

i. Entertainmenttax
ii. Profession tax
iii. Surcharge on stampduty
iv. Assigned Revenues:

i. **ENTERTAINMENT TAX:-**

A type of tax which is levied by the government on entertainment aspects like movie tickets, large scale commercial shows and other private festival celebrations.

With the implementation of the Goods and Services Tax (GST), the entertainment tax is no longer applicable.

ii. **PROFESSION TAX**:-

The Andhra Pradesh tax on Professions, Trades, Callings and Employments Act 1987, provides every person engaged in profession, trade, calling and employment in the State and falling under any one or other of the clauses specified in the First Schedule has to pay tax. The First schedule is being amended from time to time.

The registering authority competent to register or enrol assesses is the Deputy Commercial Tax Officer (DCTO) of the C.T. Department having jurisdiction over the area.

Prior to payment of salaries from general funds of the ULBs, ULBs are getting the profession tax. Since 2009 onwards, the salaries of the employees of the ULBs are being paid from Government Treasury under 010 Head, the assigned revenue is stopped.

iii. **SURCHARGE ON STAMP DUTY**:-

A duty on transfer of property shall be levied in the form of surcharge on the duty imposed by the Indian Stamp Act, 1899, on certain instruments of Transfer of property, under the respective Acts governing the Local Bodies. At present Surcharge on Stamp Duty is levied at 1.5% of the value of the instrument and collected by Registration Department and being assigned to ULBs on quarterly basis.

Chapter - 14
USERS CHARGES FOR SOLID WASTE MANAGEMENT SERVICES

In Municipalities/Municipal Corporations, user charges towards SWM Service as per the latest amendment issued to the Acts, the Councils shall fix the rates and the same has to be collected at the rates fixed by the respective Municipalities/Municipal Corporations. These charges are to be collected from the Residential and Non-Residential like lodges, Hotels, Vegetable shops, Residential Schools, Colleges, Hospitals etc. The user fee so collected shall be deposited in a separate account maintained for it and the same shall be utilized for making payment to the service provider who has deployed vehicles for door to door collection and other expenditure as directed by the Government from time to time. The responsibility of the collection of the user charges lies on Ward Sanitation & Environment Secretary. Online payment is enabled. In addition to, the Government/C&DMA has given option to collect manually, where online collection is not possible and exercising this option shall be a last resort.

Chapter - 15

USERS CHARGES FOR SEWERAGE SERVICES

As part of reforms undertaken under FRBM, the Government amended the Municipal Laws enabling the councils to levy and collect user charges for Sewerage at such rate and manner or method to defray the capital and operation & maintenance costs of sewerage and sewage treatment works under taken in the Municipal Councils/Corporations seweragevide G.O. Ms. No. 196, dated. 23-11-2020. The said Municipal Laws also stipulates obligation on the partof the owner or occupier of the premises falling in areas served, to getthe premises connected to the sewerage system.

Section 330 of A.P. Municipalities Act, 1965 and Section 586 of the Municipal Corporations Act, 1955, provides the power to the Councils and Corporations respectively to make byelaws not inconsistent with the provisions of the Acts.

Further Government has issued operational guidelines for levy and collections of the Sewerage charges vide G.O.Ms. No. 196 MA dated. 23-11-2020. The fixation of rate shall be in the same lines as fixed for the water charges duly following the steps prescribed in the said guidelines.

Financial Management in Urban Local Bodies

1) G.T.Naidu,
A.O.,Bhimavaram
9849908144

2) D.Venkata Rami Reddy,
A.O., O/o C&DMA
6304784994

Financial Management

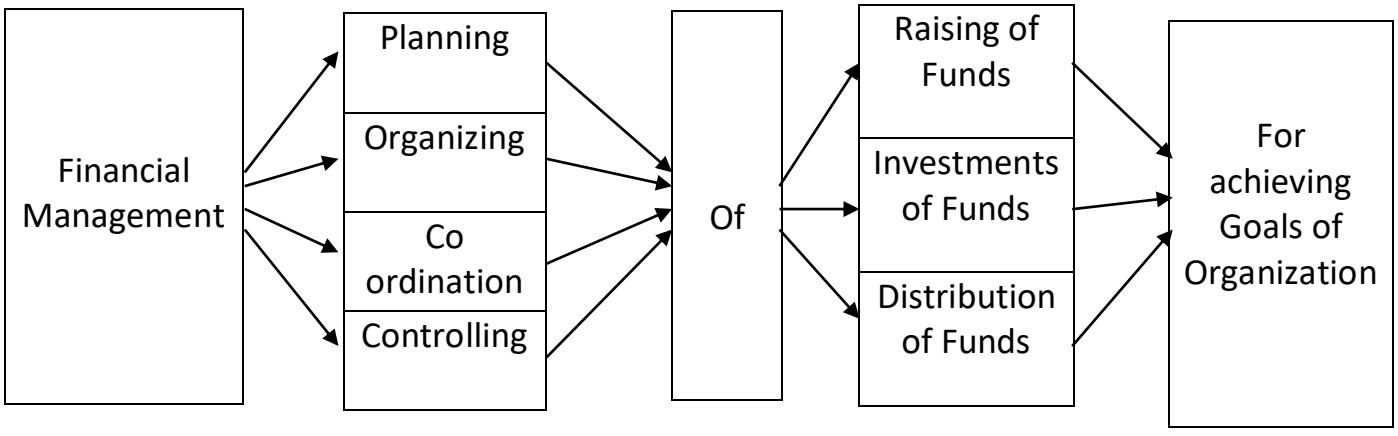
Financial Management is an essential part of the economic and non economic activities and it refers to the efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization. It is the specialized function directly associated with the top management.

Financial management may be defined as the area or function in an organization which is concerned with profitability, expenses, cash and credit, so that the "organization may have the means to carry out its objective as satisfactorily as possible;" the latter often defined as maximizing the value of the firm for stockholders.

Financial Management is recently developed branch of Management Science. It is a study deals with **sources of finance (Receipt Management**) and **application of funds(Expenditure Management**) in such a ways to maximize the wealth of organization.

Definition:

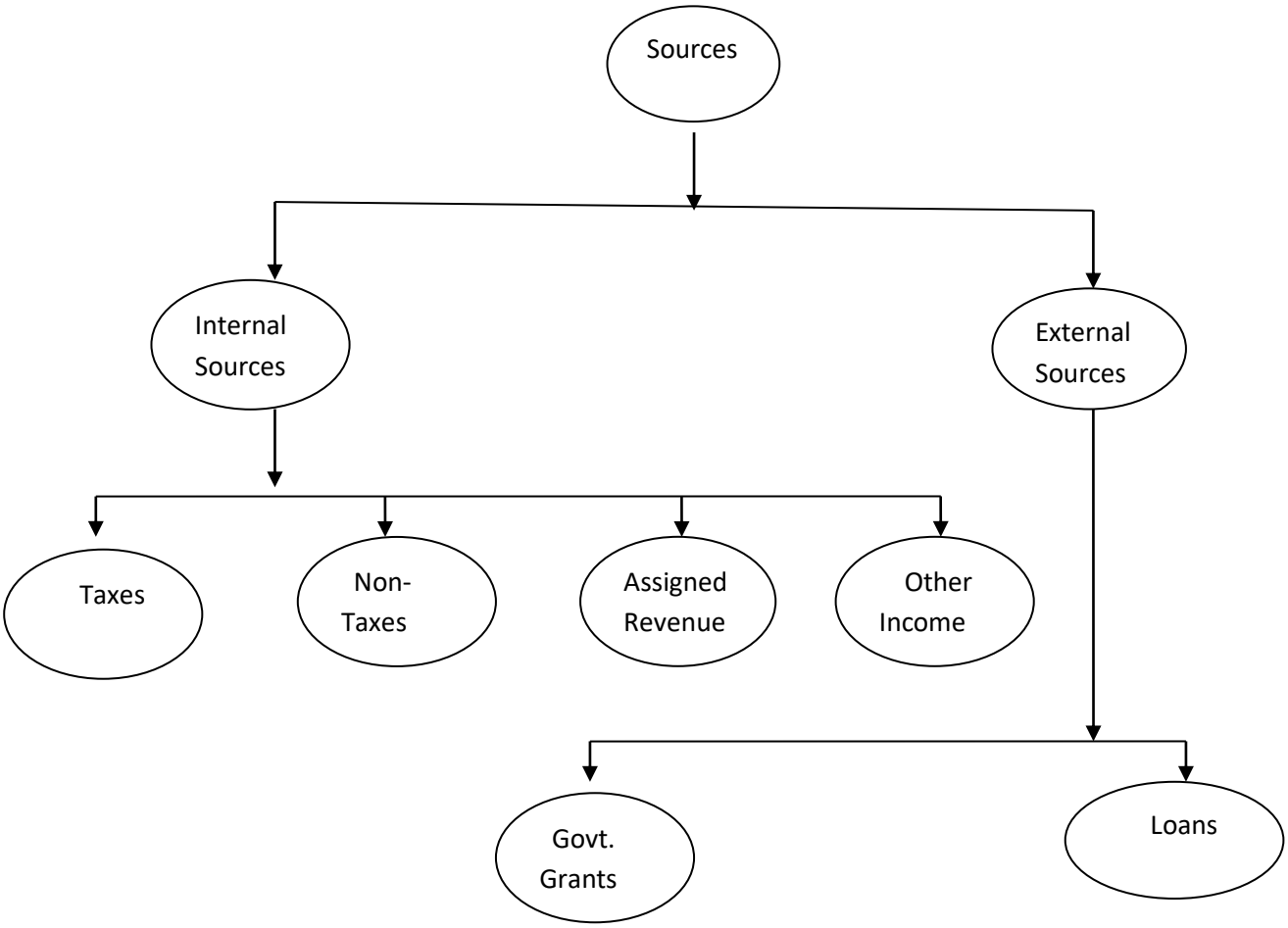
"Financial Management deals with procurement of funds and their effective utilization in the business"



In Urban Local Bodies, Financial Management helps in best utilization of available resources (funds).

SOURCES OF FINANCE(FUNDS)

Sources of the finance refer various means that how the funds are procured to ULB. These sources are mainly classified as below:



Sources of Funds:

I. Internal Sources:

1. Taxes:

A) Property Tax
B) Vacant Land Tax
C) Tax on Carts & Carriages
D) Tax on Animals

2. Non-Taxes:

A) Rental Income from Municipal Properties

- Rent from Markets
- Rent from Shopping Complexes
- Rent from Function/Community Halls
- Rent from Staff Quarters
- Rent from stalls in Slaughter Houses
- Other rental income

B) Fees & User Charges:

- Water Charges
- Trade License Fees
- Building Permit/License Fee
- Fee for Birth & Death Certificates
- Property Transfer Charges
- Garbage Collection Charges
- Parking fees
- Other Fees & User charges

C) Sale & Hire Charges:

- Sale of Tree-Guards
- Sale of Raw Water
- Sale of Trees
- Sale of Rubbish
- Sale of Compost
- Sale of Tender Schedules
- Sale of Forms & Pass Books
- Sale of Scrap
- Sale of Assets
- Sale of Old newspapers
- Hire Charges from Cars, Jeeps and Buses
-

3. Assigned Revenue

- Surcharge on Stamp Duty
- Profession Tax

4. Other Miscellaneous Incomes

II. External Sources:

1. Government Grants:

- CentralFinance Commission Grants
- Atal Mission for Rejuvenation and Urban Transformation (AMRUT) Grant
- State Finance Commission Grant
- SAC Grant
- SC Sub-Plan Grant
- ST Sub-Plan Grant
- Adverse Seasonal Condition Grant
- Flood & Cyclone Grant
- Road maintenance Grant
- Pensions Grant
- COVID-19 Grant
- Smart City Mission Grant
- Swachcha Bharat Mission Grant
- National Urban Livelihood Mission (NULM) Grant
- Other State/Central Government Grants

2. Loans/Barrowings form the Government/ Banks

Application (Utilization) of Funds:

Application of funds is nothing but expenditure management, which deals with utilization of funds on different activities in optimum manner. Generally, funds are utilized on two categories of activities such as:

1. Capital Activities (Capital Expenditure)

2. Maintenance Activities (Ordinary Expenditure)

Capital Activities deal with creation (Development) of infrastructure facilities and procurement of capital assets which are non-recurring in nature, Whereas Maintenance activities deal with daily & routine activities and repairs & maintenance of Assets which are recurring in nature.

3. **Capital Activities**(Capital Expenditure)
    - ❖ Laying of Roads
    - ❖ Construction of Drains
    - ❖ Construction of Buildings
    - ❖ Laying of Water supply Lines
    - ❖ Construction of overhead tanks
    - ❖ Laying of Street Lighting Lines
    - ❖ Development of Parks
    - ❖ Procurement of Vehicles
    - ❖ Procurement of Furniture & Equipment

4. **Maintenance Activities** (Ordinary Expenditure)

    - ❖ Administrative Activities
    - ❖ Sanitation Maintenance
    - ❖ Repairs & Maintenance of Water supply Lines
    - ❖ Repairs & Maintenance of Street lighting
    - ❖ Repairs & Maintenance of Roads
    - ❖ Repairs & Maintenance of Drains
    - ❖ Repairs & Maintenance of Vehicles
    - ❖ Repairs & Maintenance of Buildings
    - ❖ Repairs & Maintenance of Furniture& Fittings
    - ❖ Maintenance of Parks & Beautification

Municipal Accounting

Accounting is the language of business for making financial decisions. It is a process of measuring the financial performance and position of the Urban Local Body and reporting the results to its users which can be internal – Council/Corporation, Commissioner, employees, etc. and external – Government, Auditors & Citizens creditors, regulators, etc. There are well defined concepts and methods which be used to frame financial decisions. Borrowing and expenditure decisions can be made based on the financial status of the Urban Local Bodies.

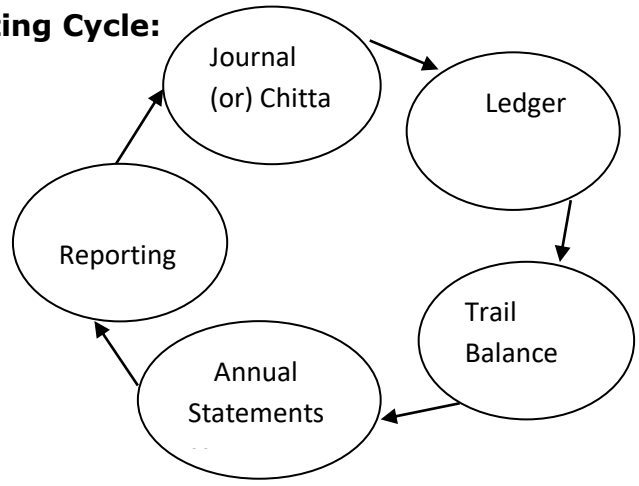
Meaning:

In simple words, accounting can be defined as keeping records of all financial transactions related to an individual or an entity. And then there are pre-defined rules and procedures in the way a transaction should be accounted for. This is what we call debit or credit, income or expenditure, asset or liability. There are then rules on whether it would be an asset or expenditure and so on.

Definition:

'Accounting is an art of identifying, measuring, recording, summarizing, analyzing, and reporting the financial nature information for decision making'

Accounting Cycle:



Methods of Accounting:

Generally, there are two main methods of recording financial transactions in the books of accounts:-

1. **Cash system**:
   Under this system of accounting, financial transactions are not recorded in the books until the related cash amount is actually received or paid. This system does not make a complete record of financial transactions as it does not record credit transactions and does not provide a true picture of profit and loss at a point in time.

2. **Accrual system**:
   Under this system of accounting, financial transactions are recorded in the books of accounts as and when it accrues during the period. This system gives a complete picture of financial transactions entered during the period as it makes record of all the transactions entered during the period irrespective of cash received or paid.

System of Book Keeping:

1. **Single Entry System:**
   "Single-entry system is a system of book keeping in which only cash and personal accounts are maintained, unscientific in nature, where some transactions are completely recorded, some are partly recorded and some are not at all recorded"
   This system does not record all the assets, liabilities, inventory and revenues and it does not give complete picture profitability and financial position. Further the Urban Local Body will never have the right figures to make the decisions.

2. **Double Entry System:**
   Double-entry system is system of book keeping where both the aspects (Debit and Credit) of each transaction are taken into records. Each transaction has two fold aspects, the amount of which is credited to one account and debited from another. The advantage of a double-entry system is that common book keeping errors are avoided as the total debit has to match the total credit. It gives an accurate picture of the financial status of the Urban Local Body for a particular period.

   In this system brought revolutionary change in accounting for transactions and reporting the financial results to provide the ULBs and the Government with the Financial Reports. The transactions are recorded with following rules.

Basic rules for recording the transactions:

1.Real Accounts	Debit - What comes in Credit - What goes out
2.Personal Accounts	Debi - the receiver Credit - the giver
3.Nominal Accounts	Debit - Expenses and Losses Credit - Incomes and gains

Double Entry Accrual Based Accounting System (DEABAS):

The central government makes it mandatory for each ULB to adopt a Double Entry Accrual-Based Accounting System (DEABAS) in order to receive various development grant funds. The Thirteenth Central Finance Commission introduced a performance-linked system of devolution of funds from the central divisible pool of taxes. The conditions for providing performance-linked funds relate to improvements in auditing and implementation of DEABAS. The government has made improving the financial management systems one of the mandatory conditions to be fulfilled by ULBs in order to be eligible for funds 13th Finance Commission.

Municipal Accounting –Basis:

- National Municipal Accounts Manual was designed approved in the year 2004 and it was communicated all the States by the GOI to develop their specific State Manuals and to adopt in ULBs
- On the lines of NMAM, Andhra Pradesh Government developed Andhra Pradesh Municipal Accounts Manuals(APMAM) with the assistance of Center for Good Governance. They are 1.Accounts Manual 2.Budget Manual 3.Audit Manual 4.Asset Management Manual
- Also developed Handbook on Municipal Financial Accountability.
- These Manuals were approved by Govt. in GO Ms. No. 619 MA dt.21-08-2007.

Chart of Accounts:

As per the NMAM and APMAM the accounts code (Chart of Accounts)are designed. Chart of Accounts is a 7 Digit Code with 3 tier structure

- Major Head Code (3 digits)
- Minor Head Code (2 Digits)
- Detailed Head Code (2 Digits)

Chart of accounts are designed in such a way detailed as below

- Incomes are identified with 1 series
- Expenses are identified with 2 series
- Liabilities are identified with 3 series
- Assets are identified with 4 series

Account code	**Income**	**Account code**	**Expenditure**
1100101	Property Tax	2201201	Telephone Charges
1201001	Surcharge on Stamp duty	2301001	Power charges for lighting
1301001	Rent from Market	2301004	Fuel charges
1401101	Trade License Fees	2407001	Bank charges
1401202	Building License Fees	2502099	Program Expenses
1501101	Sale of tender Schedule	2718000	Other Misc Expenses

Accountcode	**Liabilities**	**Account code**	**Assets**
3117006	OAP Grant	4101001	Open Grounds
3203001	Grants from GoI	4102001	Buildings
3401003	FSD	4103001	Concrete Roads
3503001	Liabrarycess	4105009	Tractors
3501002	Contract Payable	4208001	FDs with Banks
3501003	Expenses Payable	4502111	Bank Account SBI

Revenue Management-Accounting:

The Revenue collection in Urban Local Bodies can also classified as Revenue Receipts and Capital Receipts

A) Revenue Receipts-Accounting:

Revenue Income is 'gross' inflow of receivables (which include Recoverable like taxes, fees, lease amounts, etc.), cash or other consideration arising in the course of the ordinary activities of the administration of the ULB from the rendering of services, sale of goods and interest on investments, rents from shopping complexes, levy of fees for conduct of trades, etc. In DEABAS these incomes are recorded on Accrual basis

Accrual basis of accounting attempts to record the financial effects of the transactions and other events of an enterprise in the period in which they occur rather than recording them in the period(s) in which cash is received. In accrual basis of accounting, revenue incomes are reflected in the accounts in the period in which they accrue. Revenue is recognised as accrued when they satisfy the following:

i. Revenue should be Measurable
ii. Revenue should be Determinable
iii. Reasonable Certainty in Realisation

Revenue Grants-Accounting

Revenue Grant is generally received for meeting recurring expenditure, the benefits of which usually expire within the accounting year in which it is incurred. Revenue Grants are usually in the nature of a subsidy. These Grants may be for specific purpose or for non-specific (General) purpose.

The following Accounting Principles shall govern the recording, accounting and treatment of transactions relating to Revenue Grants:

i. General Grants, which is of a revenue nature, shall be recognised as income on actual receipt.
ii. Grants towards revenue expenditure, received prior to the expenditure incurred, shall be treated as a liability till such time the expenditure is incurred.
iii. Grants received or receivable in respect of specific revenue expenditure shall be recognized as income in the accounting period in which the corresponding revenue expenditure is charged to the Income and Expenditure Account.

B) Capital Receipts:

Capital Receipts are the funds acquired by way of Government grants, donations, contributions, endowments, loans and receipts derived from sale of capital assets are also classified as Capital Receipts.

Accounting for Capital Grants:

Capital Grant is usually received for capital expenditure i.e. for creation of a fixed asset (like purchase of land, building, equipment, facilities, etc).The following Accounting Principles shall govern the recording, accounting and treatment of transactions relating to Revenue Grants:

i. Grants received towards capital expenditure shall be treated as a liability till such time the fixed asset is constructed or acquired.
ii. On construction/acquisition of a fixed asset out of the grants so received, the extent of liability corresponding to the value of the asset so constructed/acquired shall stand reduced and the amount shall be treated as a capital receipt and shall be transferred from the respective Specific Grant Account to the Capital Contribution/Reserve.
iii. Grants received as a nodal agency or as implementing agency for an intended purpose, which does not, result in the creation of assets with ownership rights for the ULB shall be treated as a liability till such time it is used for the intended purpose. Upon utilization for the intended purpose, the extent of liability shall stand reduced by the value of such utilization and no further treatment shall be required.

Expenditure Management-Accouning :

Municipal Expenditure is of two categories, namely

(i) Ordinary/Revenue expenditure and
(ii) Capital expenditure

(i) Ordinary/Revenue expenditure

Ordinary/Revenue expenditure is of recurring nature and charged against an operation as stated below:

- Expenses incurred in the normal course of administration. i.e. Expenditure on establishment, pension, TA bills, contingent expenditure, office expenses, vehicles, telephones etc.

- Expenses incurred on maintenance of civic services, namely water supply, drainage, sanitation, roads, buildings and street lighting.

(ii) Capital expenditure

Capital expenditure is non-recurring in nature and It is Its is resulting with acquisition or creation a fixed asset .Capital expenditure generally covers the following:

a. Acquisition of fixed assets:

Acquisition of items having fixed asset value, like land, machinery, vehicles, furniture, tools and plant etc.

a. Creation of fixed assets:

Construction/Laying/ Provision of civic amenities, namely, roads, bridges, culverts, buildings, street lighting, water supply, drainage, sewerage, sanitation, parks and playgrounds etc.

Accounting for Expenditure:

In part II of Schedule II of AP Municipalities Act. 1965, various objects of expenditure connected with the items were mentioned. Every officer who draws money is primarily responsible for correctness of the amounts drawn on bills. The following are the responsibilities of the Commissioner/ other officers while incurring expenditure.

- The expenditure should have been sanctioned by a general or a special order of competent authority.
- Sufficient funds must have been provided for incurring expenditure as per budget or by way of re-appropriation.
- The officers will be held personally responsible for any loss that may be found due to any neglect of duties. The fact that the officer has been mislead or deceived by the subordinates do not in any way mitigate his personal responsibility.
- Every officer dealing with sanction and expenditure of public funds is required to be familiar with Finance Rules, so that they can have a close control over the work of his subordinates in regard to use of public funds and maintenance of proper accounts.

Work Bills: Work Bill may be of pertaining to maintenance work or developmental (capital) work.

a) Maintenance Works:

The ordinary/maintenance works are for maintenance of the assets to keep them in their original state of efficiency.

b) capital works:

The capital works result in creation of new assets i.e., construction of roads, drains, laying of pipelines, construction of buildings etc.

The Commissioner shall follow the budgetary allocations, AP Municipalities (Municipal Works) Rules, 1961 issued in GO Ms.No.114 MA dated 28-2-1967, AP Municipalities (Check-measurement of works) Rules, 1972 issued in GO Ms. No.12 MA dated17-1-1973, and AP Municipalities Tender Rules, 1967 issued in GO Ms. No.620 MA dated 7-10-1967 while incurring expenditure for execution of works.

iv) Expenditure for specific purpose grants and loans:

It should be ensured that specific purpose grants and loans should be spent for the purposes for which they are meant and also by following the usual procedure. In respect of loan amounts, the loan annuities shall be repaid promptly to the funding agencies. The Utilization Certificates shall be furnished soon after the works are executed and the amounts spent completely.

Financial Powers (Administration Sanction) of various authorities:

Any expenditure in ULBs should have an administrative sanction duly approved by the competent authority. The sanction limits of authority are as follow:

Financial Powers in Municipalities

S. No.	Grade of the Municipality	Commissioner	Contract Committee	Council
1	N.P/III Grade	not exceeding Rs.20,000	Exceeding 20,000, but not exceeding 50,000	Exceeding 50,000
2	II Grade	not exceeding Rs.50,000	Exceeding 50,000, but not exceeding 1,00,000	Exceeding 1,00,000
3	I Grade	not exceeding Rs.1,00,000	Exceeding 1,00,000, but not exceeding 2,00,000	Exceeding 2,00,000
4.	Special Grade	not exceeding Rs.2,00,000	Exceeding 2,00,000, but not exceeding 4,00,000	Exceeding 4,00,000
5.	Selection Grade	not exceeding Rs.5,00,000	Exceeding 5,00,000, but not exceeding 10,00,000	Exceeding 10,00,000

Financial Powers (Administration Sanction) of various authorities:

S.No.	Municipal Corporation	Commissioner	Standing Committee	Corporation	Government
1	VMC	not exceeding Rs.20,00,000	Exceeding Rs.20,00,000 but not exceeding Rs.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the Corporation
2	GVMC	not exceeding Rs.20,00,000	Exceeding Rs.20,00,000 but not exceeding Rs.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the Corporation
3	All other Corporations in the State	not exceeding Rs.10,00,000	Exceeding Rs.10,00,000 but not exceeding Rs.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the Corporation

Procurement of Works and Competent Sanctions:

In ULBs continually different works, developmental or maintenance, are executed continuously and some assets, goods and conservancy materials are procured to maintain in routine activities in Urban Local Bodies. Generally the developmental works and supply of goods are taken up in following method:

Calling for Quotations

Departmental Executions

Calling for Tenders

Some contingencies are executed and to meat by on quotation basis. Minimum Three quotations are collected and work/supply is executed by least quotation holder.

Sometimes, when the work is emergency in nature, the ULBs go for departmental execution. The work is assigned to departmental office (Assistant Engineer or Sanitary Inspector or Revenue Inspector) to execute the as per the terms and conditions laid down in the Estimation of the Work and Work Proceedings issued by Executive Authority.

In Most of the conditions the works are executed on tender basis. Generally calling for tenders of two kinds such as Box Tender and Online Tenders(E-Procurement Tenders).

Box tender may be allowed for the works not exceeding of Rupees one lakh. All the beyond one lakh are execute by calling E-procurement Tender. The engineering officials are empowering the certain guidelines for calling tenders. The limits of technical sanction and tender approval authority may be varied. Technical Sanction Powers of Public Health and Municipal Engineers was enhanced vide G.O.RT.No. 668 of MA&UD 10-07-2018 the powers are here under:

Technical Sanction Powers of Municipal Engineers in ULBs		
S.No	Discritption	Technical Sanction Limit in Municipalities/Corporations
1	Assistant Engineer/ Assistant Executive Engineers	Upto Rs.1,00, 000
2	Deputy Executive Engineers	Upto Rs.5,00, 000
3	Executive Engineers	Upto Rs.40,00, 000
4	Superintending Engineers	Upto Rs.2,00,00, 000
5	ENC (PH)/ Chief Engineer	Upto Adminstration Sanction Amount

Important Registers in Accounts Section:

Some registers are maintained in accounts section in order to prepare the monthly accounts, annual accounts and year end statements and to report the exact financial position to the council and higher authorities. Generally the following registers are maintained in connection with Accounts Section

- Cash Books
- Cheque Register
- Grants and Utilization Register
- Advance Register
- Provident Fund Register
- Register of Deposits
- MR Register(Posting Register)
- Register of Loans
- Register of Investments
- Annuities (principal and interest) to be paid

Monthly and Annual Accounts:

The Financial Year of ULB is started on 1st April and closed on 31st March

In every month Cash books and other records are closed so as to Statement of the financial position of the Municipality has to be placed before the Council. Further at the end of every year all the accounts are closed and annual accounts are prepared by 15th June. Generally Annual Accounts consist of the following statements:

(i) Balance Sheet
(ii) Income and Expenditure Statement
(iii) Statement of Cash flows (a summary of ULB's cash flow over a given period of time)
(iv) Receipts and Payments Account
(v) Notes to Accounts, and
(vi) Financial Performance Indicators

Periodical financial statements are prepared with following objectives:

- To know Demand, Collection and Balances of various Taxes and Non-Taxes
- To know actual financial position
- To ensure adherence to Budgetary allotments
- For preparation of Budget Estimates and Administration Reports
- For detecting frauds and misappropriation of Funds
- To conduct Annual Audits
- Enables Good Urban Governance
- Statutory requirements

Job Chart and Responsibilities of the Accounts Wing:

- Responsible for preparation of budget estimate and revised budget estimate.
- Responsible for maintenance of records and accounts in a systematic manner as per the rules laid down.
- Responsible for preparation of monthly and Annual Accounts.
- Responsible to get the Accounts audited by the team of Local Fund Audit.
- Preparation and consolidation of replies to objections raised in the audit.
- Responsible for proper maintenance of Cash book, Cheque book, and Treasury / Bank pass book and keep it in their safe custody.
- Reconcile all the **Receipts** of cash book with Chitta, Bank remittances, Cheque Register, E-Seva remittances, Direct Adjustments by head office and other departments, Online Receipts

- Responsible that all **Payments** from Municipal funds/Grants are made as per the principles of Municipal Accounts Code, the rules and instructions issued by the Government from time to time on this subject.
- While making any payment for a work bill or contingent bill the following points to be taken into consideration

In case of Work Bill

Need for the work

Estimation of the work

Budget Sanction

Admin Sanction

Technical Sanction

Tender Process

Work Order

Commencement of work

Measurement Book

Q.C. Report

Bill Preparation

In case of Contingent Bill

Need for the work

Estimation of the work

Budget Sanction

Admin Sanction

Tender/Quotations

Work/Supply Order

Work completion

Bill Preparation

- To close the cash book every month by 10th of succeeding month
- To reconcile the cash books with treasury / bank pass book every month.
- To keep all paid vouchers in safe-custody and produce the same before audit.
- To ensure maintenance all subsidiary registers.
- To maintain Register of Bills received, Establishment Audit Register, Transfer Entry Register and all registered prescribed for accounts section.
- To check the closure of accounts of provident fund, family benefit fund, GIS, pensions etc.
- To scrutinize and pass all bills including work bills.

- To ensure recovery of Income tax from the bills paid to the contractors and its prompt remittance to income tax department.
- To ensure relevant recoveries are made from employees, contractors, suppliers etc. and ensure their prompt remittance to the respective heads/departments without any delay.
- To ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc. to the municipal funds.
- To ensure prompt payment of loan annuities.
- To ensure adjustment /recovery of all kinds of advances pending over three months.
- Responsible for all the investments made by municipality and ensure prompt realization / renewal of interest / investment.
- Responsible for placing the financial position of the municipality before the Council every month.
- Responsible to attend the council meetings and preparation of agenda of accounts section.
- Perform any responsibility delegated by the Commissioner.

BUDGET

Budget is a tool for optimal deployment of limited resources for the best possible utility and achievement of it's felt needs. It communicates financial objectives and resources requirement to staff, administrators, elected representatives and the public in order to secure their support for planned allocation of resources and for performance objectives.

Need:

As per Section 182 of the Hyderabad Municipal Corporation Act, 1955 and Section 126 of the Andhra Pradesh Municipalities Act, 1965, the Commissioner shall prepare annual budget in accordance with the Act and Rules and to place it before the Municipal Council/Corporation.

Realistic budget estimate acts not only as a tool for financial planning and control, but also as the most significant instrument to steer the development of the ULB for achieving the aspirations of the people. The Budget of an ULB can be used for effective management and promotion of accountability in service delivery and provision of infrastructure on the part of civic functionaries.

Meaning:

Budget is a summary of anticipated expenditure along with proposals as to how to meet them for a Financial Year. Receipts and Payments are classified as Revenue Receipts, Capital Receipts, Revenue Expenditure and Capital Expenditure.

Municipal budget contains probable receipts and expenditure during the following year It is prepared with the following objectives:

- To watch revenues anticipated are fully realized
- To exercise control over expenditure
- A forecast to show what will be received and what will have to be paid, and whether the receipts would be sufficient to meet the expenditure.

Revised Budget Estimates (RBE):

Estimates of probable receipts and expenditure of a year framed in the course of the year with reference to the transactions already made. Revised Estimate of the current year and Budget Estimate of the following year are generally prepared at a time.

Appropriation/Re-appropriation:

Appropriation means the amount provided in the budget estimate under a regular head of account. Re-appropriation means transfer of funds from the appropriation made from one head of account to another.

Budget Process:

Step 1

The concerned officers at the local unit prepare budget estimates:

Requisitions from:

- the ward members/ wards committee/ standing committee/ council/ corporation
- the citizens in the form of requests
- Previous year's financial statements
- Current year's estimated financial statements
- Receipts and payments for the first half year.

Step 2

Classify estimates into:

- Revenue Receipts
- Revenue Payments
- Capital Receipts
- Capital Payments based on nature of expenditure.

Step 3

The Commissioner will prepare the budget.

Step 4

Budget will be reviewed and forwarded by the Standing Committee, in case of Corporation.

Step 5

Budget will be approved by the Municipal Council in the case of Municipalities and Municipal Corporation in the case of Municipal Corporations

Step 6

Budget will be approved by the State Government, in the case of Municipalities when the Municipal Council does not approve the budget in two meetings.

Step 7

Copy of approved budget sent to Government for information

Step 8

Budgetary Control and Monitoring through Budget Watch Register, actual versus estimate, variance analysis, re-appropriation, additional allotment, and revised budget estimates.

Calendar for Preparing and Monitoring Municipal Budget:

The Budget preparation and monitoring process follows a Budget calendar. The Budget calendar provides milestones by which officials in the ULB need to prepare the budget and place before the concerned authorities.

A) Budget Calendar for Municipalities in Andhra Pradesh:

Budget Activity	Due Date
Commissioner shall convene Section Heads' Meeting to initiate budget process	25th Sep
Circular from the Commissioner to the Section Heads to prepare Budget	1st Oct
Preparation of Budget for Sections by the Section Heads	10th Oct
Compilation of Budget at Accounts Section for review by the Commissioner	25th Oct
Budget finalization by the Commissioner to place before the Council	7th Nov
Circulation of Budget booklet to the Councilors (at least seven days before the Council budget meeting	7th Nov
Presentation of Budget for approval in the Council.	15th Nov
Submission of approved Budget to the State Government for information through the Collector and Commissioner & Director of Municipal Administration (CDMA).	31st Dec
Forwarding of Budget by Collector to CDMA	15thJan
Forwarding of Budget by CDMA to State Government	5th Feb

B) Budget Calendar for Municipal Corporations in Andhra Pradesh:

Budget Activity	Due Date
Commissioner shall convene Section Heads' Meeting to initiate budget process	25th Sep
Circular from the Commissioner to the Section Heads to prepare Budget	1st Oct
Preparation of Budget for Sections by the Section Heads (Functionaries)	10th Oct
Compilation of Budget at Accounts Section for review by the Commissioner	25th Oct
Budget finalization by the Commissioner and placing before the Standing Committee	10th Nov
Review and Approval of Budget by the Standing Committee to be placed before the Corporation	10th Dec
Circulation of Budget booklets to the Cooperators.	15th Dec
Sanction of Budget by the Corporation	20th Feb
Submission of Approved Budget to the State Government for information.	1st March
Budget copy to Examiner of Accounts and Auditors Within 15 days of	15th March

DO's:

- Prepare only surplus Budget and maintain 5% Working Balance at the end of the year
- Include all Receipts and all Payments
- Classify the Estimations under appropriate Fund, Function, Field
- Allocate for ear-marked 40% of Net Funds allocation for –Slum Development (G.O.No.265,Municiapal Administration, A.P. Dt.19.07.2004)
- Allocate for ear-marked 15% of Development works in SC Areas, 7.5% of Development works in ST Areas and 5% of Development works for Women &Child welfare (G.O.No.41,Municiapal Administration,Dt.24.01.1972)

DON'Ts:

- Over Estimation of Receipts and Under Estimation of Expenditure
- Meat the Revenue Expenditure in support of Barrowings/Loans
- Spend all the revenues received in a year without setting aside funds for Emergencies

- Spend Specific Grants, Loans, Contributions and Funds for other purposes
- Use of Recoveries from Work Bills and Salary bills to discharge the other payments

TRAINING MATERIAL TO

WARD ADMINISTRATIVE SECRETARIES

A. b. 3. CENTRAL FINANCE COMMISSION:

Introduction:

- The Central Finance Commission is constituted by the President of India under Article 280 of the Constitution, mainly to give its recommendations on distribution of tax revenues between the Union and the States and amongst the States themselves.

- Two distinctive features of the Commission is redressing the vertical imbalances between the taxation powers and expenditure responsibilities of the Centre and the States respectively and equalization of all public services across the States.

- Fifteen (15) Finance Commissions have been Constituted since the promulgation of Indian Constitution in 1950, at intervals of every five years.

- The First Finance Commission was constituted vide Presidential Order dated:22-11-1951 under the Chairmanship of Shri K.C. Neogy on 6th April, 1952.

- The Fifteenth Finance Commission (FC-XV) was constituted by the President of India under Article 280 of the Constitution on 27th November 2017 to make recommendations for a period of five years commencing from 1st April, 2020.

- As per the Constitution, the Finance Commission is appointed every five years and consists of a Chairman and four other members.

- Shri Nanda Kishore Singh (N.K.Singh), Former Member of Parliament and former Secretary to the Government of India is the Chairman of 15th Finance Commission.

Who appoints the Finance Commission and what are the qualifications for Members?

As per the provisions contained in the Finance Commission [Miscellaneous Provisions] Act, 1951 and **The Finance Commission (Salaries & Allowances) Rules, 1951,** the Chairman of the Finance Commission is selected from among persons, who have had experience in public affairs, and the four other members are selected from among persons who—

(a) are, or have been, or are qualified to be appointed as Judges of a High Court; or
(b) have special knowledge of the finances and accounts of Government; or
(c) have had wide experience in financial matters and in administration; or
(d) have special knowledge of economics.

Functions of the Finance Commission:

It is the duty of the Finance Commission to make recommendations to the President of India as to

- The distribution between the Union and the States of the net proceeds of taxes which are to be, or may be, divided between them and the allocation between the States of the respective shares of such proceeds;

- The principles which should govern the Grants-in-aid of the revenues of the States out of the Consolidated Fund of India;
- The measures needed to augment the Consolidated Fund of a State to supplement the resources of the Panchayats & Municipalities in the State on the basis of the recommendations made by the Finance Commission of the State;
- Any other matter referred to the Finance Commission by the President of India in the interests of sound finance.

List of Finance Commissions:

So far 15 Finance Commissions have been appointed which are as follows:

Finance Commission	Year of Establishment	Chairman (Sri)	Operational duration
1st FC	1951	K. C. Neogy	1952–57
2nd FC	1956	K. Santhanam	1957–62
3rd FC	1960	A. K. Chanda	1962–66
4th FC	1964	P. V. Rajamannar	1966–69
5th FC	1968	Mahaveer Tyagi	1969–74
6th FC	1972	K. Brahmananda Reddy	1974–79
7th FC	1977	J. M. Shelat	1979–84
8th FC	1983	Y. B. Chavan	1984–89
9th FC	1987	N. K. P. Salve	1989–95
10th FC	1992	K. C. Pant	1995–00
11th FC	1998	A. M. Khusro	2000–05
12th FC	2002	C. Rangarajan	2005–10
13th FC	2007	Dr. Vijay L. Kelkar	2010–15
14th FC	2013	Dr. Y. V. Reddy	2015–20
15th FC	2017	N. K. Singh	2020–26

12th Finance Commission:

- Time period is 2005-2010.
- Released an amount of Rs.374.58 Crores.
- The main objective is implementation of Solid Waste Management in the ULBs.

13th Finance Commission:

- Time period is 2010-2015.
- Released an amount of Rs.802.87 Crores.
- Releases made to ULBs based on Census-2001 Population.
- The main objective is strengthening Local Governance in India
- Grants are divided into two parts:
    1) Basic/General Grant and
    2) Performance Grant.
- Basic Grant released to ULBs on furnishing of UCs for last releases.
- Performance Grants released to ULBs basing on their performance of the previous year, which comply and fulfillment of the nine (9) Urban Reform Conditions by 31st March of every financial year.
- These conditions can be considered as reforms to improve Financial status as well as Governance of ULBs.
- Guidelines were issued to ULBs from time to time for utilization of 13th FC grants for the purpose of:
    - Solid Waste Management,
    - CC Drains,
    - Water Supply,
    - Street Lighting,
    - Service Level Benchmarking (SLB),
    - Double Entry Accrual Based Accounting System (DEABAS),
    - Construction of Toilets,
    - Water supply to Municipal Schools,

- Protection of Lakes, Ponds, Water bodies, Open Spaces,
- Development of Parks & Play grounds in the ULBs.
- Fire Hazard Response & Mitigation Plan (in Million-Plus Cities)

14th Finance Commission:

- Time period is 2015-2020.
- Released an amount of Rs.3054.20 Crores.
- Releases made to ULBs based on Census-2011 Population (90%) & Area of the ULB (10%).
- Grants are divided into two parts:
  1) Basic Grant and
  2) Performance Grant.
- Basic Grant released to ULBs on furnishing of UCs for last releases.
- Performance Grants released to ULBs basing on their performance of the previous year, which comply and fulfillment of the following three (3) Urban Reform Conditions by 31st March of every financial year.

  i. Making available receipt and expenditure details on local bodies through audited accounts. (through ULB websites)
  ii. Improvement of own revenues;
  And
  iii. Measure and publish Service Level Benchmarks (SLB) for basic services. (to be published in District Gazette)

- These grants released in two instalments each year in June and October to duly constituted ULBs (i.e., a ULB as the case may be where elections have been held and an elected body is in place as provided in Part IX and IX A of the Constitution).

- Government in G.O.Ms.No.56, MA&UD (UBS) Dept., dt.09-03-2016 have issued Guidelines to execute the works under 14th FC for the purpose of following Basic Services:
    - Water Supply,
    - Sanitation including Septage Management,
    - Sewerage Management,
    - Solid Waste Management,
    - Storm Water Drainage,
    - Maintenance of community assets i.e. Development of Parks, Protection of Open spaces, Development of Play grounds, Maintenance of Municipal School Buildings,
    - CC/BT Roads,
    - Burial and Cremation grounds,
    - Street Lighting.

- Government in G.O.Ms.No.85, MA&UD (UBS) Dept., dt.08-03-2017 have accorded permission to the ULBs selected under AMRUT scheme of GoI as to utilize their 14th FC Grants as ULB Share/Matching contribution under AMRUT Scheme.

- Government of India extended the time period upto 31st March, 2022 for utilization of the released & available balance of 14th FC Grants to the ULBs in the State of Andhra Pradesh.

15th Finance Commission:

- Time period is 2020-2026.
- Government of India published the 15th Finance Commission report for the F.Y.2020-2021 and informed that the Commission's term has been extended to cover F.Ys 2021-22 to 2025-26.
- 15th Finance Commission divided the ULBs into two categories –

(1) Million-Plus cities (Visakhapatnam & Vijayawada) and

(2) Non Million-Plus cities & towns with less than one million population.

- Million-Plus Cities Grants are Tied Grants and intended to use for
  - Improving Ambient Air Quality (50%) and
  - Improving Conservation, Supply & Management of Water and efficient Solid Waste Management (SWM) (50%)

- Non Million-Plus Cities Grants are intended to use for
  - 50% are Basic/Untied Grants and for Location-specific felt needs, except for salary or other establishment expenditure.
  - Remaining 50% are Tied Grants and for Drinking Water (including rainwater harvesting and recycling) and Solid Waste Management.

- Allocated an amount of Rs.1264.00 Crores
  - Million-Plus Cities (GVMC & VMC) - Rs.270.00 Crores
  - Non Million-Plus Cities - Rs.994.00 Crores

- As of now, released an amount of Rs.767.00 Crores
  - Million-Plus Cities (GVMC & VMC) - Rs.270.00 Crores
  - Non Million-Plus Cities - Rs.497.00 Crores

- The releases of the amount to
  - Million-Plus cities are to be made by GoI by city-wise and based on Census-2011 Population basis.
  - Non Million-Plus cities are to be made based on Census-2011 Population (90%) and Area of the ULB (10%).

- Government in G.O.Ms.No.188, MA&UD (UBS) Dept., dt.26-10-2020 have issued Guidelines to execute the works in the following sectors

under 15th FC in Non Million-Plus Cities for the year 2020-21 (Location Specific Needs):

- Solid Waste Management/Liquid Waste Management,
- Water supply including Water supply to Community Toilets,
- Underground Drainage/CC Drains,
- CC/BT Roads (in Grade-II, III Municipalities & Nagar Panchayats only),
- Construction of Slaughter Houses,
- Development of Parks,
- Protection of Open Spaces,
- Burial Grounds & Crematorium &
- Repairs to Municipal Schools.

STATE FINANCE COMMISSION (SFC):

✓ What is the State Finance Commission?

- The Indian Constitution makers proposed a two-tier democratic system with a strong National Government at the Centre and States as its units.
- They also clearly defined the duties and responsibilities of the Union Government and the States and further assigned revenue streams to both of them to discharge their duties and responsibilities.
- However, this model underwent a major change four decades after the Constitution came into effect.
- The 73rd Constitutional Amendment Act, 1992 formally recognised a three-tier system of local self-governance comprising at village level, block level and district level bodies.
- The Commission is of the view that 3Fs - Functions, Funds and Functionaries are important for uplifting the local governments so as to ensure a qualitative delivery of public services at local level.

✓ Who appoints the State Finance Commission?

- Under Article 243-I of the Constitution of India, the Governor of a State is required to constitute a Finance Commission every five years.
- To decide the resource allocation between the State Government and the Panchayati Raj Institutions.
- Article 243-Y also brought City Councils or Municipalities under the purview of the State Finance Commission.

- ✓ **What is the role of State Finance Commission?**

  - A State Finance Commission has functions similar to that of the Central Finance Commission.
  - It allocates resources of a State to its Local Bodies at all three levels in terms of taxes, duties and levies to be collected by the state and the Local Bodies.

- ✓ **What are the Recommendations of a State Finance Commission?**

  - A State Finance Commission reviews the financial position of the Local Bodies in a State and makes recommendations to the Governor about the principles that should govern the distribution of tax proceeds – taxes, duties, levies, toll fee collected by the State between the State and its Local Bodies at all three levels – village level, block level and district level.
  - Grants-in-aid to Local Bodies from the consolidated fund of a State.
  - Ways to improve the financial position of the Local Bodies.
  - Measures for the overall improvement of Local Bodies.

- ✓ **Action Taken on State Finance Commission's Recommendations:**

  - Under Article 243-I of the Indian Constitution, the Governor of a State ensures the laying of a State Finance Commission's recommendations to the table of the State Legislature.
  - It also includes a memorandum of action taken by the Government on the Commission's report.

- ✓ So far three (03) State Finance Commissions have been constituted and made releases of grants to ULBs as per recommendations of I, II and III State Finance Commissions and the details are as follows:

SFC No.	Date of Constitution	Award Period	Name of the Chairman	Amount recommended by SFC per annum (Rs. in crores)	Actual amount released for the period mentioned in col. 3 (Rs. in crores)
(1)	(2)	(3)	(4)	(5)	(6)
I	22-06-1994	1997-1998 to 1999-2000	Sri Lakshmana Swamy	160.32	144.06
II	08-12-1998	2000-2001 to 2004-2005	Prof. D.L. Narayana	626.61	245.00
III	29-12-2004	2005-2006 to 2009-2010	Prof. B.Satyanarayana	489.38	362.92
Total Amount				**1276.31**	**751.98**

Note: Government of Andhra Pradesh first constituted the Third State Finance Commission on 16-1-2003 and reconstituted the same in 2004 due to unavoidable reasons.

- ✓ In consonance with the Constitutional provisions of the 73rd Amendment Act, 1992, and as per Section 235 of A.P. Panchayat Raj Act, 1994, the Governor of A.P. have constituted the Third State Finance Commission.

- ✓ Though, the Commission was constituted during the year 2003, then reconstituted in 2004, they submitted the report along with recommendations very belatedly during the year 2008 pertaining to the period from 2005-06 to 2009-10 and further extended the same recommendations from 2010-11 to 2015-16 also.

- ✓ Government in G.O.Ms.No.512, MA&UD (BUDGET.2) Dept., dt.31-12-2013 have finalized the recommendations of Third SFC and issued orders.

- ✓ An amount of Rs.879.21 crores were released to ULBs by the Government under SFC from 2010-11 to 2015-16.

Constitution of IV State Finance Commission:

- ✓ The Governor of Andhra Pradesh constituted the Fourth State Finance Commission as envisaged under Article 243-I and Article 243-Y of the Constitute of India and as provided in Sec.235 of the Andhra Pradesh Panchayati Raj Act 1994, and Sec.132-A of Municipal Act 1994, vide notification, dt:05-02-2018 with the Chairmanship of Prof. Gummadi Nancharaiah for a period of 3 years from the date of assuming office.

- ✓ Government in G.O.Ms.No.64, Finance (CASP & FC) Department, dt:15-05-2018 issued orders that, the Commission shall make its report available on or before 30th October, 2019 covering a period of forthcoming five years commencing on the 1st day of April 2020.

- ✓ Due to unavoidable reasons and Pandemic COVID-19, the report was not placed before the Legislative and the same is pending.

CREDIT BASED ASSESSMENT & TRAINING TO WARD SECRETARIES

SUBJECT

INTERNAL RESOURCES & EXTERNAL RESOURCES

BY

SRI. D. KISHORE BABU, JAO

&

SRI. P. GOPI, JAO

INTERNAL RESOURCES & EXTERNAL RESOURCES

Introduction:

Constitution 74th Amendment Act

74th CAA has provided for delegation of certain income sources to ULBs. Constitution of India has been amended by 74th Amendment in the year 1992 (CAA), popularly known as Nagarpalika Bill. The principal objectives of the amendment were to make the municipalities as institutions of self-government, to prepare plans for economic development and social justice, to ensure constitutional status to municipalities and also to ensure uniformity of structure and composition of municipalities, and powers and functions of municipalities throughout the country. Besides the structure and composition, elections and reservation of seats of municipalities, the following provisions are also made with regard to functions, tax powers, accounts and audit.

Brief Description of Powers& Functions	Relevant Provision
Powers and Responsibilities of Municipalities	12th schedule
Levy, collect and appropriate taxes, duties, tolls, fees	Art.243 X (a)
Assign taxes, duties, tolls and fees levied and collected by state government	Art.243 X (b)
Grants by State Government	Art.243 X (c)
Providing constitution of funds	Art.243 X (d)
Maintenance of accounts and audit	Art.243 Z
Constitution of State Finance Commission to review financial position of municipalities and to make recommendation for distribution of revenues between State and municipalities etc.	Art.243 Y

The Sources of Funds for ULBs can be broadly categorised into the following:

In order to effectively carry out their mandates, Urban Local Bodies require funding. Urban Local bodies have two main sources of revenue: internal and external.

I. INTERNAL SOURCES:

Internal (or own-source revenue) is that which they raise themselves, either through taxes such as land or property tax, or through non-tax sources which include rents and user-fees.

II. EXTERNAL SOURCES:

External revenue is that the revenue/ finance that comes from the sources outside the ULB. External Sources include Assigned revenue, Grants-in-aid and loans from the central and state governments, domestic institutions, financial intermediaries, capital markets, and/or donor agencies.

I. <u>INTERNAL SOURCES:</u>

A. Taxes

i. Property tax (House tax, vacant land tax)
ii. Advertisement tax

B. Non-taxes

1. Lay-Out Revenue
2. Building Permission Fees
3. Building Regularization Fees
4. Encroachment Fees
5. Water Charges
6. Tender Schedule Costs
7. D & O Trade License Fees
8. D & O Trade (Liquor Shops)
9. License Fee on animals
10. Tax on Carts and Carriages
11. Birth and Death Registration Fee / Certificate Fee
12. Goodwill auctions of shops
13. Market fee
14. Rents from shop rooms
15. Guest house charges
16. Slaughter house fee
17. Auction of Electrical poles to Advertising Agency
18. User Charges
19. Certificate Fees

20. Burial ground Charges.
21. Paid parking
22. Auction of used material
23. Sale of forms
24. Sales of Stray Plots
25. Magisterial Fines
26. Revenue from Avenue Trees
27. Sale proceeds of Sweeping / Compost
28. Auction of Road margins at the time of Fairs and Festivals
29. Lease of Water Tanks
30. Mutation Fee

II. EXTERNAL SOURCES

A. Assigned revenues

i. Entertainment tax
ii. Surcharge on stamp duty
iii. Profession tax

B. Grants

1. Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
2. Central Finance Commission Grants (14th & 15th CFC)
3. State Finance Commission Grants (SFC)
4. Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
5. Swarna Jayanthi Shahari Rojgar Yojana (SJSRY)
6. National Slum Development Programme(NSDP)
7. Integrated Low Cost Sanitation (ILCS)
8. Integrated Development of Small and Medium Towns (IDSMT)
9. Other Grants

C. Loans

i. Financial Institutions and Banks
ii. International Funding Agencies
iii. Public Borrowing

The various sources of revenue can be explained in detail as below:

I. INTERNAL SOURCES:

A. Taxes

i. Property tax
   a. House Tax
   b. Vacant Land Tax

i. Property Tax

Property Tax is the main source of income of ULBS in Andhra Pradesh. The property tax is levied on residential and non-residential properties. Property Tax is collected from owners of the Property. Properties are generally owned by Private Persons, State or Central Government, Public Sector Undertakings and other Organizations.

General, Water, Drainage, Lighting and Conservancy are collected as component of Property Tax.

Property Tax Reforms

- As of now the Property Tax on buildings is being levied on the basis of **Annual Rental Values (ARV)** with reference to the following factors from 1993 onwards: 1) Location 2) Type of Construction 3) Plinth Area 4) Age of the Building 5) Nature of Usage.
- From 01-04-2021 onwards as per the amended Acts and Rules, the Property Tax shall be levied on the basis of **Guideline Values** fixed by Stamps & Registration Department.
- The Municipal Council/Corporation shall fix the percentage of Property Tax within the above range in consultation with the Property Tax Board, for which a detailed procedure has been prescribed in the Rules.
- Property tax so fixed shall be revised automatically as and when Capital value of buildings and lands are revised by the Stamps and Registration Department and such revised rates shall be effected from 1st April of succeeding financial year
- The percentage of Property Tax shall be within the following range: -

Residential Buildings	Between 0.10% to 0.50% of the Capital Value
Non-Residential Buildings	Between 0.20% to 2.00% of the Capital Value

Vacant land tax:

- In respect of vacant lands, the capital value of land fixed by the Registration Department for the purposes of registration shall be adopted. In case the vacant land is purchased at a higher price than the market value fixed by the Registration Department, the value mentioned in the registered document will be the capital value of the land.
- Excess vacant lands adjacent to buildings as per section 87 of APM Act are exempted from tax if they are used for development of trees or gardens. At present Vacant Land Tax is levied @ 0.2% on Capital Value in Municipalities and 0.5% on capital value in Corporations.
- During the Construction period the ULB will levy and collect 50% of Vacant Land Tax.

ii. Advertisement Tax

- Advertisement Tax is levied and managed in Town Planning section. ULBs levy advertisement tax on hoardings, cinema slides, shorts, trailer films etc. at the rates fixed by the Council.
- They are in terms of size (in sq. ft.) in respect of the hoardings or length of film (in feet) in respect of trailer films.
- The Commissioner has to approve the proposal and give a permit number.
- All these details have to be entered in the Demand Register.
- Rules relating to assessment, levy and collection of tax are issued in Andhra Pradesh Municipalities (Advertisement Tax) Rules issued un GO Ms. No.472 MA dated 24-7-1967

Advertisement Tax – Constitutional Changes (after July, 2017):-

- With the introduction of the 101st Constitutional Amendment Act, 2016, both the Entry No 92 of the Union List and Entry No. 55 of the State List stands deleted.

- In addition, Government of India introduced provisions under Section 5(1) (e) and 5(1) (g) of The Goods and Services Tax (Compensation to States) Act, 2017 (Union Act No 15 of 2017), whereby taxes, any cess or surcharge or fee levied under entry 66 read with entry 55 had been subsumed under goods and service tax.

- Relevant provisions of the stated legislations were amended vide the enactment of The Andhra Pradesh Goods and Services Tax Act, 2017 (Act No. 16 of 2017), where specific amendments were made under Section 173 of the Andhra Pradesh Goods and Services Tax Act, 2017 by omitting or deleting the following provisions as below:

  a) Section 14 of The Andhra Pradesh Municipal Corporations Act, 1994 (Act. No. 25 of 1994) in so far as it refers to clause (f) of sub- section (1) of section 197 of the Municipal Corporations Act, 1955;
  and

  b) Section 114 of the of the Andhra Pradesh Municipalities Act, 1965 (Act No. 6 of 1965);

Legal Impact on levy and collection of Advertisement Tax in ULBs of A.P:-

a) State Government cannot levy taxes on advertisement;
b) Urban Local Bodies in the State of Andhra Pradesh (under the delegated power) cannot levy taxes on advertisement.

A. NON TAXES

Non-Taxes include fees, fines, rents and charges levied by the Municipality. There are about twenty to thirty different sources, which the Municipality gets income under this head. Water charges and donations, building permit fee, betterment charges, market fee, rents, sales of forms, birth and death registrations, fees etc., are the important non-tax sources. In case of Non-Taxes also there are vide variations between the grades, several Municipalities do not get any income from sources like rents from quarters and shops, slaughter house fees, cycle stands, sale of rubbish fines etc.

The following items come under Non-Taxes:

1. Lay-Out Revenue
2. Building Permission Fees
3. Building Regularization Fees
4. Encroachment Fees
5. Water Charges
6. Tender Schedule Costs
7. (a) D & O Trade License Fees
8. (b) D & O Trade (Liquor Shops)
9. License Fee on animals

10. Tax on Carts and Carriages
11. Birth and Death Registration Fee / Certificate Fee
12. Goodwill auctions of shops
13. Market fee
14. Rents from shop rooms
15. Guest house charges
16. Slaughter house fee
17. Auction of Electrical poles to Advertising Agency
18. User Charges
19. Certificate Fees
20. Burial ground Charges.
21. Paid parking
22. Auction of used material
23. Sale of forms
24. Sales of Stray Plots
25. Magisterial Fines
26. Revenue from Avenue Trees
27. Sale proceeds of Sweeping / Compost
28. Auction of Road margins at the time of Fairs and Festivals
29. Lease of water tans / lakes

1. Layouts – Revenue

Definition: - Layout is division of a piece of land into plots and by providing basic amenities like Roads, Drains and Street lights. The owner of the land who intends to sell or develop the land for building purposes has to pay the following fee.

a) Conversion Fee: -

- As per the Municipal Act the fee prescribed is from 0.25 paisa to 1.00 Sq. Mtr.
- Now the Govt., have instructed to collect Rs. 1.00/- per Sq. Mtr.

b) Security Deposit: - Presently the security deposit is @ Rs. 500.00/- per Acre

c) Layout charges: - Council shall resolve the layout charges as per the directions of the Government

- The charges at present Rs. 1.00/- per Sq. Yd.
- After collection of the above, the proposals shall be forwarded to the Director of Town & Country Planning for approval of a tentative layout

- In case of Municipalities within Urban Development Authority, the layout applications are processed by the concerned UDA by collection of conversion fee by mortgage of 20% of layout area

2. Building Permission Fee

To ensure systematic development of towns one has to obtain the permission from the local body for construction of buildings by paying building permission fee, betterment charges etc.,

The building permission fee includes: -

- Planning fee
- Conversion fee
- Vacant land tax
- Betterment charges
- Security deposit (in case of apartments)
- Drainage charges (in case of apartments)
- RWHS charges

Urban Development Authority Charges (in case of Municipalities within Urban Development Authority)

- Plinth area charges
- Open area charges

3. Building Regulation Scheme – Penal amounts The Governments are giving opportunity for regularization of unauthorized constructions The building owners of both deviated and un-authorized structures shall get their buildings regularized by paying penal amounts as prescribed in the G.O.s

4. Encroachment Fee

- **Encroachment: -** An encroachment is an occupation of Municipal / Government lands
- **Encroachment fee shall be collected for un-**objectionable temporary encroachments viz., Bunks, Pandals and Projections etc., on road sides
    - Types: - Permanent
      Temporary
- No encroachment shall be allowed in Government lands and Municipal open spaces

<u>Temporary encroachments: -</u>

The encroachment fee shall be collected as per G.O. Ms. No. 158, MA, dt: 22-03-1996 with corresponding council resolutions of each Municipality after gazette publication of the rates.

Permanent encroachments: -

- The permanent encroachments are steps on to the roads, roof projections, windows etc.
- The town survey shall record and prepare miscellaneous demand register of the permanent encroachment as per the rates prescribed by the Municipal council

5. Water charges: -

ULBS have an obligation to make reasonable and adequate provision for the management and maintenance of all municipal water works and the construction or acquisition of new works necessary for a sufficient supply of water for public and private purposes.

ULBS are entitled to charge the users for the provision of these services. The charges for the water supply are recovered as a Tax along with the Property Tax, based on the Rental Value of the property; or as a charge based on consumption or at a fixed amount or both.

a. Water – connection fee: -

Water connections are to be given as per the bulk sanction accorded by the superintending engineer public health department based on the availability of water source after approval of the council

The sanctions are made on the collection of following fees

1. Donations
2. Connection charges

A. Donations: -

The donations are collected by the Municipality in terms of sanction as per G.O. No. 643 MA, dt. 28-11-1986. The donation charges are based on calculations to re-imbursement of the capital cost of the water supply.

The donations charges vary by the category of connection applied.

- OYT (Own Your Tap)
- General
- NSDP

Donations vary from category of connections applied like domestic, non-domestic

B. <u>Connection Charges: -</u>

The connection charges shall include

a. Road cutting charges based on the type of road (i.e. B.T. Cement concrete metal or Earthen roads)
b. Supervisory charges of plumbing work – 3% on estimate
c. Cost of bore drilling charges ex. Rs. 20/-
d. Advance monthly rent for 3 months

A. Water tanker charges

Water is transported to the public through tankers, for their private use of marriages, functions etc., on payment of the charges. The other charge includes.

a. Driver salary
b. Fuel charges
c. Cost of water
d. Hire charges of vehicle

After taking into consideration of the above elements tanker hire charges will be fixed by the council

Responsible: - Municipal Engineer, Revenue Officer / Revenue Inspector, Bill collector

6. TENDER SCHEDULE COST

Tender schedule cost is one of the income sources to the Municipality. Tender schedules will be sold to the contractor for a particular work on applications. The cost of tender schedule depends on the council resolution. Tender schedule cost will vary from Municipality to Municipality.

7. D & O Trade License Fee

An ULB while granting license under Sec 279, permits to levy of any fees of the nature specified in sub-sec (2) of sec 217 of APM Act 1965

The Government have issued certain instructions for collection of taxes and non-taxes and other fee from the traders and no-traders

- The council shall publish a notification in prescribed manner that no place with in Municipal limits as at a distance within (3) kilometers of such limits shall be used for any one or more of the purpose

specified in schedule IV without the license of the Commissioner. Sec 280 of APM Act1965

- Concerned Sanitary Inspector / Sanitary Supervisor must submit list of trades which are come under D & O trades in his jurisdiction
- An ULB shall prepare a schedule of rates showing minimum and maximum rates to be accepted by it for levy of license fees on the trades and non-trades
- Approval of council for levy of license fee
- After approval of rates by council publication of notifications calling for objection from the public by giving (60) days' time is to be published in the largest circulated news paper
- After completion of given time if any objections are received they may be placed before the council
- After consideration rejection of objection of the trader by council. Again a notification is to be published confirming the rates in any one of the newspaper having largest circulation in District.

8. License fee under dangerous and offensive liquor shops

An ULB shall Levy and collect license fees for liquor shops in the Municipal area under the provisions of dangerous and offensive trade activity

Rate of collection of fee

1% of the rentals subject to revision once in (3) years to optimize internal resources of revenue

9. License Fee on certain animals: -

An ULB in accordance to sec 113 of APM Act 1965 shall Levy Yearly Tax on the animals which are kept or used within the Municipality and which are of the kinds shown below

1. Elephant
2. Camel
3. Ass
4. Pig
5. Goat
6. Dog

Procedure

- Notification in the newspaper notifying the rates to be levied
- District gazette

10. Tax on Carts and Carriages

An ULB shall determine that a Tax on carriages and a tax on carts shall be levied. The rates shall not exceed maximum rates laid down in schedule II in respect of carriages and in respect of carts such rates shall not exceed rupees eight per year. Sec 103 of APM Act 1965

Procedure

- Approval of rates by council
- Publication of rates in the largest circulated newspaper of the district calling objections from public
- Confirmation of rates notification after its approval by council
- District gazette

11. Birth and Death Registration fee / Certificate Fee

This is also a type of fee which will be collected by the Municipalities from those people who applies for the issue of Birth and Death Certificate.

12. Good will auction of Shops

The Government vide G.O. (Rt) No: 535, dated: 08-07-1998 of the Municipal Administration and Urban Development Department have accorded permission for construction of shopping complexes on Municipal valuable lands with goodwill amount raised through the public auction and letting them to the public. The letting of shops should be on the monthly rental basis.

To improve the receipts of the Urban Local Bodies and to generate adequate resources and to meet the revenue expenditure and also to meet the capital expenditure shopping complexes should be constructed. As a measure to raise revenues for the construction of shopping complexes, the proposed shop rooms have to be put to public auction. The public auction should be on the basis non- refundable deposit (Goodwill)

The lease period should be fixed initially for **five years** and it can be renewed for 3 years @ 33.1/3% excess over the lease amount and for another 3 years @ 33.1/3% excess over the lease amount.

The Municipal council should fix a reasonable monthly rent on the proposed shop rooms and the auction should relate to goodwill amount. The goodwill amount may be collected in 4 instalments i.e.

1. Immediately after the approval of the technical sanction by the Superintending Engineer (PH) / Engineer-in-Chief (PH) and also the type design by the Director of Town Planning
2. 25% when the construction comes up to initial stage
3. 25% after the roof is laid and
4. The balance 25% when the shops are handed over

The project should get the administrative sanction of the Government before putting the shops to public auction. The bid of goodwill in the public auction needs to be accepted by the council

The shop rooms shall be handed over to the lessees within a period of 1 year from the date of entering into agreement with the Municipality after the payment of initial deposit. The usual reservations for SC, ST and Physically handicapped in the matter of letting out the shops shall be followed.

13. Market Fee

Markets which are acquired, constructed, repaired or maintained out of the Municipal fund shall be deemed to be public markets.

The ULBs shall levy the fees on following items

1. Goods
2. Shops
3. Stalls and stands
4. Vehicle which are bringing goods / animals
5. Sale of animals / birds
6. License fees on brokers, commission agents, weigh men and measurement practicing their calling in such markets.

14. RENT FROM SHOP ROOMS

An Urban Local Bodies gets revenue from shopping complexes, go downs, Travelers Bungalow, Cinema Halls, Hotels, Offices, Function Halls etc., owned by it by way of auctioning for right of occupancy.

15. Guest House Charges

Some Municipalities have Guesthouses. The Guesthouse fees decided by the Council

1. Appoint one responsible persons as a guesthouse keeper
2. He should maintain register of the occupants
3. He should take care about the furniture and other contingencies
4. After producing of challan paid only he should allow occupier to enter into the room

16. Fee from Slaughter - House

An Urban Local Body shall provide a sufficient number of places or use of as Municipal Slaughter houses and may charge rents and fees for their use at such rates as it may think fit.

17. Auction of Electrical poles to Advertising Agencies

This is also a type non-tax which is collected from the advertising agencies whoever intends to exhibit any advertisement to public view in any manner is liable to pay advertisement tax to the Urban Local Bodies. For the collection of above tax, the Urban Local Body will auction the existing electrical poles in the important junctions of the town to advertising agencies. This tax is collected in addition to the advertisement tax.

18. User Charges

In Municipalities in additions to collection of Property tax user charges may be collected at the rates fixed by the respective Municipalities. These charges are to be collected from the lodges, Hotels, Vegetable shops, Residential Schools, Colleges and Hospitals as expenditure will be incurred for lifting and cleaning of refuse dumped at the above places in addition to the property tax.

Establishment covered

1. Function halls
2. Bakeries
3. Vegetable stalls / Fruit stalls
4. Chicken stalls / Mutton stalls / Fish stalls
5. Residential schools and Schools
6. Hotel and Lodges and etc.,

Council shall decide the user charges

19. CERTIFICATES FEES

This fee is collected from the public whenever a certificate is issued by the Urban Local Body. The rate of collection of certificate fees depends on the council resolution made by the respective council.

20. Burial Ground Charges

This is also a type of fee collected from the public when a dead body is to be buried in a graveyard which is maintained by the Urban Local Bodies.

21. Paid Parking

This is a type of fees collected by the Urban Local Bodies from those persons whoever parks their vehicles in the road margins and also in the notified parking areas existing in the Urban Local Bodies. The notified parking areas will be auctioned and will be let out for a period of one year to the highest bidder.

1. Notify the all Paid parking areas.
2. Conduct auction.
3. Those who fulfill the conditions will participate in the auction.
4. Council will approve the highest conditions.
5. Enter agreement with notified conditions
6. Lessee should produce the tickets printed and get approved by the Municipality.
7. Penalty per late payment.

22. Auction of used material

This is also a type of revenue to the Urban Local Bodies by way of auction of used materials such as electrical material, Water supply material and etc...,

List out the articles

1. Notification
2. Conduct of Auction
3. Acceptance of bid by the council
4. Collection of the bid amount
5. Handover the articles

23. Sale of Forms

This is a type of revenue to the Urban Local Bodies by sale of building application forms, License forms etc.

Register of Miscellaneous sales

24. Sale of Stray Plots

The Government vide G.O.Ms.No.419, MA, dt.31-08-96 have issued orders permitting the Urban Local Bodies to sell the existing stray plots of the Urban Local Body to realize the additional revenue for taking up developmental works and for the constructions of remunerative buildings. This is additional revenue to the Urban Local Bodies.

Committee consisting of

1. Joint Collector
2. Regional Director, Municipal Administration
3. Regional Deputy Director, Town and Country Planning

4. Municipal Commissioner

Procedure: - Identify the stray plots below 10 cents
Notification
Conduct Auction as per notification
Approval of the highest bid by the council
Collect the amount
Get approval of the council
Register the property

25. Magisterial Fines

According to section 340 of A.P.M. Act 1965 an urban local body can impose fine of Rs.500/- on the owner of the building whoever commences the construction or reconstruction of any building without the permission of the executive authority and also if the construction or reconstruction is carried on or completed in contravention of any lawful order or breach of any provision contained in A.P.M. Act 1965.

1. Get proceedings from the office of District Judge
2. Submit to the treasury for adjustment

26. Revenue from Avenue trees

An ULB will get income from Avenue by way of auction of it.

Procedure

- Publication of Notice after its approval by council for lease.
- Publication on the board of the office at (3) conspicuous places.

Eligibility

Security Deposits

Acceptance of Auctions by Council

- List of bidders with amounts.
- Highest bidder acceptance.

27. Sale Proceedings of Sweepings/Compost

An Urban Local Body is competent to enter into contracts under sec 43 of the A PM Act for use disposal of sweepings / compost.

- It is also an income to the Municipality.
- It can be sold in retail wherever it is ready for sale
  At The retail price.

Procedure for Sale of Compost

It can be sold in retail wherever it is ready to sale in auction.

1) Publication of Bye – laws after its approval by council.

2) Publication in the Dist. Gazette.
3) Publication of notice in the largest circulated paper of the District and affixing on the notice board and also a copy of the notice shall be affixed in some conspicuous places within the limits of Municipality

28. Auction of Road Margins at the time of Fairs and Festivals

It is only a short period may be less than 30 days.

1. Notification
2. Conduct of auction as per notification
3. Approval of the bid by the council
4. Collect the amount
5. See not to collect higher rates than prescribed

29. Lease of Water Tanks

An urban local body will derive income from water tanks by way of leasing of tanks vested with it for a period of three years.

30. Mutation Fee

This fee collected from the house owners whoever applies for the change of title or ownership. The rate of collection of mutation fee will depend upon the council decision.

II. EXTERNAL SOURCES

A. Assigned revenues

i. Entertainment tax
ii. Surcharge on stamp duty
iii. Profession tax

B. Grants

1. Jawaharlal Nehru National Urban Renewal Mission (JNNURM)
2. Central Finance Commission Grants (14th & 15th CFC)
3. State Finance Commission Grants (SFC)
4. Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
5. Swarna Jayanthi Shahari Rojgar Yojana (SJSRY)
6. National Slum Development Programme(NSDP)
7. Integrated Low Cost Sanitation (ILCS)
8. Integrated Development of Small and Medium Towns (IDSMT)
9. Other Grants

C. Loans

i. Financial Institutions
ii. Banks
iii. International Funding Agencies
iv. Public Borrowing

A. Assigned Revenues:

i. ENTERTAINMENT TAX

Entertainment Tax was levied as per A.P. Entertainments Tax Act, 1939. Under the said Act on the payments made for admission to Entertainment, at different rates for different classes of Entertainment. The rate of tax varied with size of the population of the local area. In respect of the local area whose population did not exceed 25000, tax was levied at a fixed rate on a given percentage of the gross collection capacity of the theatre per show which is similar to the present slab system.

From 1-1-1984, the system of collection of Entertainment tax has been changed by amending the Act. By the said amendments, the present system of levying tax at a prescribed percentage of the gross collection capacity varying with the category of local area in which the theatre is located, as well as based on the nature of the theatre i.e., Air-conditioned, Air-cooled, or Ordinary and also whether it is a permanent or semi-permanent or temporary theatre.

A license as required under A.P. Cinemas Regulation Act 1955 and relevant Rules is issued by the officers of the Revenue Dept. (Collector/Joint Collector) after fulfilling all the condition prescribed.

The renewal of licenses, suspensions or cancellation is done by the authorized officers of the Revenue Department.
The Commercial Tax Department is not vested with the power of issuing licenses, but is empowered to collect taxes under the Entertainment Tax Act.
The E.T. Tax collected by the C.T. Department is apportioned to Local Bodies as follows as per Section 13 of the A.P.E.T. Act, 1939.

i) 3% of the proceeds retained by the Govt. towards collection charges
ii) 90% of the proceeds to be paid to local authority.
iii) 7% to be expended for promoting Cinematograph Films and Arts.

Accordingly, the proceeds of ET collected by the CT Department are apportioned and disbursed by the Commercial Tax Officer having jurisdiction on the local authority every quarter.

Entertainment Tax is now subsumed with the introduction of GST.

ii. SURCHARGE ON STAMP DUTY

A duty on transfer of property shall be levied in the form of surcharge on the duty imposed by the Indian Stamp Act, 1899, on certain instruments of Transfer of property, under the respective Acts governing the Local Bodies. At present Surcharge on Stamp Duty is levied at 1.5% of the value of the instrument and collected by Registration Department and being assigned to ULBs on quarterly basis.

iii. PROFESSION TAX

The Andhra Pradesh tax on Professions, Trades, Callings and Employments Act 1987, provides every person engaged in profession, trade, calling and employment in the State and falling under any one or other of the clauses specified in the First Schedule has to pay tax. The First schedule is being amended from time to time.
The registering authority competent to register or enroll assesses is the Deputy Commercial Tax Officer (DCTO) of the C.T. Department having jurisdiction over the area.

ULBs are not getting the profession tax since the salaries of these ULBs are being paid from Government Treasury.

B. Grants

ULBS may be receiving grants from the State Government or Central Government or from other national and international agencies. These Grants may be received for creating assets in order to earn income there from or for providing infrastructure facilities in the municipal areas.

Nature of Grants

Grants received by the ULB may be in the nature of capital or revenue.

Capital Grant:

Capital Grant is usually received for capital expenditure i.e. for creation of a fixed asset (like purchase of land, building, equipment, facilities, etc.). The benefits of such expenditure are of an enduring nature and spread over an extended period of time.

Revenue Grant

Revenue Grant is generally received for meeting recurring expenditure, the benefits of which usually expire within the accounting year in which it is incurred. Revenue Grants are usually in the nature of a subsidy. These Grants may be for specific purpose or for non-specific (General) purpose.

Grants may be for a non-specific purpose, i.e.. General Grants or for a specific purpose, i.e., Specific Grants.

Specific Grants

These Grants are received for carrying out specific projects/schemes or for meeting specific expenditures. These Grants can be for Revenue Expenditure or for Capital expenditure. Certain Specific Grants can have

both, capital and revenue components, e.g., grant for construction of new roads and subsequent repairs and maintenance of roads. expenditure incurred by the ULB.

1. **Jawaharlal Nehru National Urban Renewal Mission (JNNURM):**

Mission Statement: *The aim is to encourage reforms and fast track planned development of identified cities. Focus is to be on efficiency in urban infrastructure and service delivery mechanisms, community participation, and accountability of ULBs/ Parastatal agencies towards citizens.*

Objectives of the Mission

(1) The objectives of the JNNURM are to ensure that the following are achieved in the urban sector;

(a) Focussed attention to integrated development of infrastructure services in cities covered under the Mission;

(b) Establishment of linkages between asset-creation and asset-management through a slew of reforms for long-term project sustainability;

(c) Ensuring adequate funds to meet the deficiencies in urban infrastructural services;

(d) Planned development of identified cities including semi -urban areas, outgrowths and urban corridors leading to dispersed urbanisation;

(e) Scale-up delivery of civic amenities and provision of utilities with emphasis on universal access to the urban poor;

(f) Special focus on urban renewal programme for the old city areas to reduce congestion; and

(g) Provision of basic services to the urban poor including security of tenure at affordable prices, improved housing, water supply and sanitation, and ensuring delivery of other existing universal services of the government for education, health and social security.

Financial Assistance under JNNURM

The Government of India has proposed substantial assistance through the JNNURM over the seven-year period.

During this period, funds shall be provided for proposals that would meet the Mission's requirements.

Under JNNURM financial assistance will be available to the ULBs and parastatal agencies which could deploy these funds for implementing the projects themselves or through the special purpose vehicles (SPVs) that may be expected to be set up.

Assistance under JNNURM is additional central assistance, which would be provided as grant (100 per cent central grant) to the implementing agencies.
Further, assistance from JNNURM is expected to facilitate further investment in the urban sector. To this end, the implementing agencies are expected to leverage the sanctioned funds under JNNURM to attract greater private sector investments through PPP that enables sharing of risks between the private and public sector.

Scope of the Mission

The Mission shall comprise two Sub- Missions, namely:

(1) **Sub-Mission for Urban Infrastructure and Governance:**
This will be administered by the Ministry of Urban Development through the Sub- Mission Directorate for Urban Infrastructure and Governance. The main thrust of the Sub-Mission will be on infrastructure projects relating to water supply and sanitation, sewerage, solid waste management, road network, urban transport and redevelopment of old city areas with a view to upgrading infrastructure therein, shifting industrial and commercial establishments to conforming areas, etc.

(2) **Sub-Mission for Basic Services to the Urban Poor:**
This will be administered by the Ministry of Urban Employment and Poverty Alleviation through the Sub-Mission Directorate for Basic Services to the Urban Poor. The main thrust of the Sub-Mission will be on integrated development of slums through projects for providing shelter, basic services and other related civic amenities with a view to providing utilities to the urban poor.

Eligible Cities, Sectors and Projects

1. Cities Eligible for Assistance under the JNNURM
(1) **Eligible Cities:** The JNNURM shall give assistance for infrastructure development in the eligible cities/ Urban Agglomerations (UAs) (refer Annex) across States in the country.
These cities/ UAs have been selected based as per the following criteria:
The cities should have elected bodies in position.

2. Sectors and Projects Eligible for Assistance under the Sub-Mission Directorate for Urban Infrastructure and Governance

The sectors and projects eligible for JNNURM assistance would be as follows:

(1) Urban renewal, that is, redevelopment of inner (old) city areas [including widening of narrow streets, shifting of industrial and commercial establishments from non-conforming (inner city) areas to conforming (outer city) areas to reduce congestion, replacement of old and worn out pipes by new and higher capacity ones, renewal of the sewerage, drainage, and solid
waste disposal system etc.];
(2) Water supply (including desalination plants) and sanitation.
(3) Sewerage and solid waste management.
(4) Construction and improvement of drains and storm water drains.
(5) Urban transportation including roads, highways, expressways, MRTS, and metro projects.
(6) Parking lots and spaces on PPP basis.
(7) Development of heritage areas
(8) Prevention and rehabilitation of soil erosion and landslides only in cases of special category States where such problems are common; and
(9) Preservation of water bodies.

3. Sectors and Projects Eligible for Assistance under the Sub-Mission Directorate for Basic Services to the Urban Poor.
The sectors and projects eligible for JNNURM assistance in eligible cities would be as follows:

(1) Integrated development of slums, housing and development of infrastructure projects in slums in the identified cities;
(2) Projects involving development, improvement, and maintenance of basic services to the urban poor.
(3) Slum improvement and rehabilitation of projects.
(4) Projects on water supply, sewerage, drainage, community toilets, and baths etc.
(5) Projects for providing houses at affordable cost for slum dwellers, urban poor, economically weaker sections (EWS) and lower income group (LIG) categories.
(6) Construction and improvement of drains and storm water drains.
(7) Environmental improvement of slums and solid waste management.
(8) Street lighting.
(9) Civic amenities like community halls, child care centres etc.

(10) Operation and Maintenance of assets created under this component.
(11) Convergence of health, education and social security schemes for the urban poor

2. Central Finance Commission Grants:

a. 14th Finance Commission

As per the recommendations of 14th Finance Commission, Government has decided to provide grants worth Rs. 87,143 crores for urban local bodies out of the central divisible pool of funds for the period2015-20.

The Basic Grants consist of 80% of this amount while the remaining20% is linked to performance conditions which relate to regular **audit of accounts**, **increase in own revenues sources of ULBs** and their **service level improvements**.

Ministry of Finance has mandated Ministry of Urban Development to examine and recommend the claims for performance grants as received from States. The performance grants should be leveraged to encourage ULBs to undertake reform measures which result in improvement of their financial health and service delivery to citizens.
With this objective in view and as per the above mandate, a scheme detailing the criteria and procedure for releasing performance grants to various ULBs has been formulated by the Ministry.
This will be applicable for the remaining period of 14th Finance Commission (2017-2020). The scheme was discussed with the States in a National Workshop on 28.3.2017 and has been finalized after taking on board the inputs received during the consultation. The performance criteria and their milestones have been evolved keeping in mind the recommendations of 14th Finance Commission and the emphasis of the Government on implementing transformational urban reforms.

The scheme prescribes performance and evaluation criteria along with milestones to be achieved for each year. It also provides a uniform framework for-performance and evaluation of 14th Finance Conditions in order to be eligible for the performance grant

The ULBs are required to self-evaluate and submit their claims for performance grants to the State Government by 30th September of each year. State Governments are expected to examine and verify the claims and submit a consolidated claim for performance grants by 30th October of each year to the Ministry of Urban Development.

MoUD, in turn, will do a quick evaluation & verification including third party verification by random sample process before recommending for release to Ministry of Finance,
As per the scheme, ULBs achieving a score of 60 (50, in case of special category states) and above will be eligible for the performance grant within a State.
In case no ULB is able to qualify for the performance grant, the State will not be eligible to receive the 20% performance grant from Central Government for that particular year.

Scheme of Disbursal of Performance Grant to ULBs for 2017-18 to 2019-20

The 14th Finance Commission stipulates that a detailed procedure for the disbursal of the Performance Grant to urban local bodies (ULBs) would have to be designed by the State Government concerned

Performance grant

The second year for Performance Grant disbursal is FY2017-18 and this scheme is applicable for three financial years i.e. 2017-18, 2018-19 and 2019-20. The three conditions given by 14thFC for Performance Grant are:

1) Each ULB will have to submit audited accounts that relate to year not earlier than two years preceding the year in which a ULB seeks to claim the performance grant,

2) Each ULB will have to show an increase in its own revenues over the preceding year as reflected in the audited accounts. For computing the increase in own revenues in a particular year, the proceeds from octroi and entry tax must be excluded from own revenues, and

3) Each ULB must measure and publish the Service Level Bench Marks relating to basic urban services each year for the period of the award and make it publically available.

The improvement in revenues will be determined based on the audited accounts and on no other basis.
In case some amount of the performance grant remains after disbursement to the eligible ULBs, the undisbursed amount should be distributed on an equitable basis among all the eligible ULBs that had fulfilled the conditions for getting the performance grant.

b. 15th Finance Commission:

- Time period is 2020-2026.
- Government of India published the 15th Finance Commission report for the F.Y.2020-2021 and informed that the Commission's term has been extended to cover F.Y 2021-22 to 2025-26.
- 15th Finance Commission divided the ULBs into two categories –

  (1) Million-Plus cities (Visakhapatnam & Vijayawada) and
- (2) Non Million-Plus cities & towns with less than one million population.
- Million-Plus Cities Grants Are Tied Grants and intended to use for
- Improving Ambient Air Quality (50%) and
- Improving Conservation, Supply & Management of Water and efficient Solid Waste Management (SWM) (50%)

- Non Million-Plus Cities Grants are intended to use for
- 50% are Basic/Untied Grants and for Location-specific felt needs, except for salary or other establishment expenditure.
- Remaining 50% are Tied Grants and for Drinking Water (including rainwater harvesting and recycling) and Solid Waste Management.

- Allocated an amount of Rs.1264.00 Crores
- Million-Plus Cities (GVMC & VMC) - Rs.270.00 Crores
- Non Million-Plus Cities - Rs.994.00 Crores

- As of now, released an amount of Rs.767.00 Crores
- Million-Plus Cities (GVMC & VMC) - Rs.270.00 Crores
- Non Million-Plus Cities - Rs.497.00 Crores

- The releases of the amount to
- Million-Plus cities are to be made by GoI by city-wise and based on Census-2011 Population basis.

- Non Million-Plus cities are to be made based on Census-2011 Population (90%) and Area of the ULB (10%).

- Government in G.O.Ms.No.188, MA&UD (UBS) Dept., dt.26-10-2020 have issued Guidelines to execute the works in the following sectors under 15th FC in Non Million-Plus Cities for the year 2020-21 (Location Specific Needs):
- Solid Waste Management/Liquid Waste Management,
- Water supply including Water supply to Community Toilets,
- Underground Drainage/CC Drains,
- CC/BT Roads (in Grade-II, III Municipalities & Nagar Panchayats only),
- Construction of Slaughter Houses,
- Development of Parks,
- Protection of Open Spaces,
- Burial Grounds & Crematorium & Repairs to Municipal Schools.

3. STATE FINANCE COMMISSION (SFC):

✓ What is the State Finance Commission?

- The Indian Constitution makers proposed a two-tier democratic system with a strong National Government at the Centre and States as its units.
- They also clearly defined the duties and responsibilities of the Union Government and the States and further assigned revenue streams to both of them to discharge their duties and responsibilities.
- However, this model underwent a major change four decades after the Constitution came into effect.
- The 73rd Constitutional Amendment Act, 1992 formally recognised a three-tier system of local self-governance comprising at village level, block level and district level bodies.

- The Commission is of the view that 3Fs - Functions, Funds and Functionaries are important for uplifting the local governments so as to ensure a qualitative delivery of public services at local level.

✓ **Who appoints the State Finance Commission?**

- Under Article 243-I of the Constitution of India, the Governor of a State is required to constitute a Finance Commission every five years.
- To decide the resource allocation between the State Government and the Panchayat Raj Institutions.
- Article 243-Y also brought City Councils or Municipalities under the purview of the State Finance Commission.

✓ **What is the role of State Finance Commission?**

- A State Finance Commission has functions similar to that of the Central Finance Commission.
- It allocates resources of a State to its Local Bodies at all three levels in terms of taxes, duties and levies to be collected by the state and the Local Bodies.

✓ **What are the Recommendations of a State Finance Commission?**

- A State Finance Commission reviews the financial position of the Local Bodies in a State and makes recommendations to the Governor about the principles that should govern the distribution of tax proceeds – taxes, duties, levies, toll fee collected by the State between the State and its Local Bodies at all three levels – village level, block level and district level.
- Grants-in-aid to Local Bodies from the consolidated fund of a State.
- Ways to improve the financial position of the Local Bodies.
- Measures for the overall improvement of Local Bodies.

- ✓ **Action Taken on State Finance Commission's Recommendations:**

  - Under Article 243-I of the Indian Constitution, the Governor of a State ensures the laying of a State Finance Commission's recommendations to the table of the State Legislature.
  - It also includes a memorandum of action taken by the Government on the Commission's report.

  So far three (03) State Finance Commissions have been constituted and made releases of grants to ULBs as per recommendations of I, II and III State Finance Commissions

4. AMRUT MISSION IN ANDHRA PRADESH

Introduction: -

The Atal Mission for Rejuvenation and Urban Transformation (AMRUT), which was launched on 25th June, 2015 is a 5-year Flagship programme for developing 500 cities will be taken up having a population greater than One Lakh throughout India. The total outlay for AMRUT is Rs. 50,000 Crore for five years from FY2015-16 to FY2019-20 (**Extended up to March, 2021)** and the Mission will be operated as a Centrally Sponsored Scheme.

- 32 cities/towns more than 1.0 lakh population along with the capital city Amaravati are eligible for funding under AMRUT scheme in the state. The following 32 ULBs are covered under the scheme:

Srikakulam, Vizianagaram, Vishakhapatnam, Rajahmundry, Kakinada, Tadepalligudem, Bhimavaram, Eluru, Vijayawada, Machilipatnam, Gudivada, Tenali, Guntur, Narasaraopeta, Chilakaluripeta, Tirupati, Ongole, Kavali, Nellore, Srikalahasti, Chittoor, Madanapalli, Kadapa, Proddatur, Tadipatri, Ananthapuramu, Dharmavaram, Hindupur, Nandyala, Guntakal, Adoni and Kurnool

1. Objectives: -

Providing amenities like e.g. water supply, sewerage, urban transport to households and build amenities in cities which will improve the quality of life for all, especially the poor and the disadvantaged is a national priority.

2. Funding Pattern: -

Components	**Criteria**	**Share of**		
		GoI	**GoAP**	**ULB/Others**
Water supply, Sewerage, Septage, Storm Water Drainage and Urban Transport	More than 10 Lakhs	33.33%	20%	46.67%
	Less than 10 Lakhs	50%	20%	30%
Development of green spaces and parks	In all cases	50%	20%	30%
Capacity building and reforms support and A& OE		100%	0%	0%

3. Release of Funds: -

The funds will be released in three instalments of 20:40:40. The funds will be kept in separate bank account by the implementing agency as was done in the earlier Mission. The first installment will be released immediately after approval of the SAAP by the Apex Committee. The second and third instalment will be released on receipt of (i) Score Card, (ii) Utilization Certificates, and (iii) Project Funds Request. The utilization of 75% of the amount already released by the Centre and State according to the funding pattern.

4. Sanctioned Projects: -

The basic building block for the State Annual Action Plan (SAAP) will be the State Level Service Improvement Plans (SLIPs) prepared by the Urban Local Bodies (ULBs). At the State level, the SLIPs of all Mission cities will be aggregated into the SAAP. Therefore, the SAAP is basically a State level service improvement plan indicating the year-wise improvements in water-supply and sewerage connections to households.

The SAAP will be approved by the MoUD once a year according to the schedule given by the Apex Committee (GoI). The Apex Committee may revise the SAAP, approve with conditions or return it for rectification of gaps. The AMRUT will provide **project funds to ULBs through the States**.

5. Project Development and Management Consultants (PDMCs):-

As per the guidelines of AMRUT Mission, the Project Development and Management Consultants (PDMCs) were appointed to provide end to end support to the Urban Local Bodies (ULBs) for implementation of AMRUT Mission. Accordingly, two agencies were appointed i.e., i) Tata Consulting Engineers Ltd., & ii) AECOM Asia Pvt. Ltd

5. Swarna-Jayanti Sahari Rojgar Yojana (SJSRY)

Objective:

The Swarna Jayanti Shahari Rozgar Yojana (SJSRY) was launched on 01.12.1997 after subsuming the earlier three schemes for urban poverty alleviation, namely Nehru Rozgar Yojana (NRY), Urban Basic Services for the Poor (UBSP), and Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPEP).

The key objective of the Scheme was to provide gainful employment to the urban unemployed or underemployed through the setting up of self-employment ventures or provision of wage employment.
it also provides supporting skill development and training programmes to enable the urban poor have access to employment opportunities opened up by the market or undertake self-employment; and the target population under SJSRY is the urban poor - those living below the poverty line, as defined by the Planning Commission from time to time.

6. National Slum Development Programme

The National Slum Development Programme (NSDP) was inaugurated and launched by the Prime Minister in August, 1996 at Kanpur in (U.P.). Under National Slum Development Programme, Additional Central Assistance (ACA) was being released to the States/UTs for the development of urban slums.

The objective of this programme was upgradation of urban slums by providing physical amenities like water supply, storm water drains, community bath, widening and paving of existing lanes, sewers, community latrines, street lights etc. Besides, the funds under NSDP could be used for provision of community infrastructure and social amenities like preschool education, non-formal education adult education, maternity, child health and primary health care including immunization etc.

The programme also had a component of shelter up gradation or construction of new houses.

During the years 1996-97 to 2004-2005, a total amount of Rs. 3089.63 crores were released to the States and UTs under this programme

The programme also had a component of shelter upgradation as well as improvement and convergence of different social sector programmes through creation of sustainable support systems.

The focus was to be on community infrastructure, provision of shelter, empowerment of urban poor women, training, skill up gradation and advocacy and involvement of NGOs, CBOs, private institutions and other bodies.

NSDP was subsumed under Jawaharlal Nehru Urban Renewal Mission (JNNURM) and was discontinued from the financial year 2005-2006.

7. Integrated Low Cost Sanitation Scheme (ILCS)

Integrated Low Cost Sanitation Scheme is rightly seen as an important solution to the dehumanizing practice of carrying night soil.

With this in view the Scheme envisages to convert dry latrines into low cost sanitation units of two pit pour flush latrines and to construct low cost sanitation units to EWS households who have no latrines in the urban areas of the country.

The Centrally Sponsored Scheme of Low Cost Sanitation for Liberation of Scavengers started from 1980-81 initially through the Ministry of Home Affairs and later on through the Ministry of Welfare.

From 1989-90, it came to be operated through the Ministry of Urban Development and later on through Ministry of Urban Employment and Poverty Alleviation now titled Ministry of Housing & Urban Poverty Alleviation

The objective of the Scheme is to convert low cost sanitation units through sanitary two pit pour flush latrines with superstructure and appropriate variations to suit local conditions (area specific latrines) and construct new latrines where EWS household have no latrines and follow the in-human practice of defecating in the open in urban areas. This would improve overall sanitation in the towns.

The main components are Central Subsidy 75%, State Subsidy 15% and beneficiary share 10% and will be funded in the following manner

The Central Subsidy will be released in to two instalments, 25% will be released immediately after the approval of the Scheme.

The second instalment will be released only after the actual demand of implementing agencies on their utilisation capacity and field level demand.

8. Integrated Development of Small & Medium Towns (IDSMT) Scheme

Introduction

The total population of the country has increased from 361 million in 1951 to 1027 million in 2001, whereas, urban population has increased from 62 million to 285 million during the same period. The numbers of metropolitan cities have increased from 23 in 1991 to 35 in 2001. Thus, it is, evident that there was a clear shift towards large towns, perhaps due to lack of employment opportunities and poor urban infrastructural base of the small and medium towns.

The Centrally sponsored scheme of Integrated Development of Small & Medium Towns (IDSMT) was initiated in the year 1979-80 and is continued with timely amendments and modifications upto2004-2005 and in December 2005 it was subsumed in UIDSSMT Scheme.
Investment in the development of small urban centres would help in reducing migration to large cities and support the growth of surrounding rural areas as well.

Objectives of IDSMT

The main objectives of IDSMT scheme are:
a) Improving infrastructural facilities and helping in the creation of durable public assets in small and medium towns.
b) Decentralising economic growth and employment opportunities and promoting dispersed urbanisation.
c) Increasing the availability of serviced sites for housing, commercial and industrial uses.
d) Integrating spatial and socio-economic planning as envisaged in the Constitution (74th Amendment) Act, 1992.
(e) Promoting resource-generating schemes for the urban local bodies to improve their overall financial position.

Selection of towns

a) IDSMT Scheme will be applicable to towns/cities with population upto 5 lakhs.
b) Towns are to be identified and prioritized by the State Governments and UTs according to their Urban Strategy within the framework of Guidelines of the Scheme.
c) The IDSMT Scheme will be applicable to only those towns where elections to the local bodies have been held and elected bodies are in position.

Components for Funding

- Strengthening of Master Plan road facilities including ring, arterial, bypass/link roads and small bridges,
- Sites and services,
- Development of bus/truck terminals,
- Construction/upgradation of Master Plan drains including Storm water channels,
- Solid waste management
- Development of market complexes/shopping centres,
- Provision of tourist facilities, •

Development of City/Town Parks

- Street lighting for Master Plan roads,
- Slaughter houses,
- Major public amenities like Gardens, Playgrounds, Marriage halls, Pay-and-use toilets, etc.
- Cycle/Rickshaw stands,
- Traffic improvement and management schemes,
- Construction of retaining walls and slope stability measures in hill station towns,
- Social amenities, especially for the poorer sections.

9. Other Grants:

Scheduled Castes Component (SCC) earlier Scheduled Castes Sub Plan (SCSP):

Scheme intended to fill the infrastructural gaps such as laying of roads, construction of drains, providing drinking water supply pipelines, construction of community halls, providing street lighting facilities etc., in Scheduled Castes localities in the Urban Local Bodies.

Scheduled Tribes Component (STC) earlier Tribal Sub Plan (TSP):

Scheme intended to fill the infrastructural gaps such as laying of Roads, construction of Drains, providing Drinking Water supply pipelines,

construction of Community Halls, providing Street Lighting facilities etc., in Scheduled Tribes localities in the Urban Local Bodies.

Infrastructure facilities in Grade-III Municipalities under State Development Scheme (SDS):

Scheme is intended for the development of Grade-III Municipalities by providing infrastructure facilities such as laying of roads, construction of drains, providing drinking water through pipelines, providing street lights etc.

Infrastructure facilities in Nagarapanchayats under State Development Scheme (SDS):

Scheme is intended for the development of Nagarapanchayats by providing infrastructure facilities such as laying of roads, construction of drains, providing drinking water through pipelines, providing street lights etc.

Improvement of Solid Waste Management sites under Solid Waste Management in Nagarpanchayts/ Municipalities/ Corporations:

Scheme is intended for Scientific Processing and disposal of Municipal Solid Waste in Urban Local Bodies.

Assistance to Municipalities for providing basic facilities in Municipal Schools:

Scheme is to provide basic facilities in the Municipal Schools existing in (59) Urban Local Bodies in the State. The amount provided under this scheme are being utilised for the reforms under Transformation of Municipal Schools (TOMS) Project, which is in line with the overall policy of the Government such as introduction of English Medium.

C. Loans:

- Loans are raised to provide services and infrastructure in ULBs.
- They are raised to meet the long term financial requirements.

i. Financial Institutions and Banks

- Loans are raised from financial institutions like the Housing and Urban Development Corporation (HUDCO) and Life Insurance

Corporation of India (LIC), banks and external funding agencies, like World Bank and Asian Development Bank (ADB), Asian Infrastructure and Investment Bank (AIIB).

ii. International Funding Agencies:

Loans are also raised from external funding agencies, like World Bank and Asian Development Bank (ADB), Asian Infrastructure and Investment Bank (AIIB).

1. Asian Infrastructure Investment Bank (AIIB)

- AP Urban Water Supply and Septage Management Improvement Project **(APUWS&SMIP)** is an Externally Aided Project (EAP) with Asian Infrastructure Investment Bank (AIIB) assistance

Scope of the Project

- To **provide water supply infrastructure** for ULBs **less than 1 Lakh Population and for merged villages of Guntur; Nellore & Chittoor Distribution Network**
- Potable drinking **Water Supply** to 3.3 Million Urban population in **50 ULBs**
- **Grey Water Management** as Pilot projects in **5** ULBs (Kanigiri, Allagadda, Madakasira, Nandikotkur & Sulurpeta)

- Administrative Sanction (42 ULBs) issued vide G.O Ms. No. 144 MA&UD (UH) Dept, Dt:07.05.2018

AIIB Assistance (70%)	**Government Share (30%)**	**Total Project Cost**	**ULB Share (O&M)**	**Grand Total**
2,606.31	1,116.99	**3,723.30**	465.41	**4,188.71**

- GoAP accorded Revised Administrative Sanction for the Project (50 ULBs) vide G.O.Ms.No.199 of MA&UD(UH) Dept, dt: 22.04.2020

AIIB Assistance (70%)	**Government Share (30%)**	**Total Project Cost**	**ULB Share (O&M)**	**Grand Total**
3487.67	1494.72	**4982.39**	368.23	**5350.62**

- Additionally added 8 ULBs – Tadepalli, Mangalagiri, Nidadavolu, Palacole, Kovvur, merged villages of Guntur, Nellore & Chittoor Distribution)
- 111 Rural Habitations are included to integrate with Water grid

Components of the Project

Rs. In Crores

Project Components	Description	Amount
Component 1	Investment in Water Supply Infrastructure for 50 ULBs (including 4.2 lakhs HSCs)	4728.94
Component 2	Investment in Sanitation & Drainage in 5 Pilot ULBs	115
Component 3	Technical Assistance, Institutional Development & Municipal Capacity Enhancement and Implementation Support for 110 ULBs	138.45
Sub-Total		**4982.39**
Operation and Maintenance		**368.23**
Total		**5350.62**

2. Andhra Pradesh Municipal Development Project (APMDP)

Introduction

The Andhra Pradesh Municipal Development Project (APMDP) is a US $ 387.3 million project being implemented by Government of Andhra Pradesh (GoAP) with support from **World Bank** (Bank loan of US$ 300 million).

The project development objective is to help improve

i) high-priority urban services in selected ULBs of AP, and
ii) the capacity of ULBs to develop and manage urban services.

Urban services to improve will be chosen and implemented by eligible ULBs who self select themselves in a demand driven manner based on access criteria established under the project which would be approved by the Steering Committee in the Government of AP.

The project will support improvements in the financial, technical, and management capacities of all ULBs of AP through Technical Assistance and as a condition for infrastructure financing.

The project will also pursue improvement of the state-level framework that defines ULBs' autonomy, accountability, and incentives for performance, as well as GoAP's capacity to monitor, and provide policy and technical support for, ULBs performance and development.

The project will also lay the groundwork for capacity building of the urban poor through studies and community training centers.

iii. Public Borrowings:

Municipal Bonds:

Municipal Bonds issued by the ULBs, are **redeemable after a specific period** and have a definite rate of interest.

- Municipal bonds are appropriate instruments - raising resources, channelling funds from the capital market into infrastructure development.
- They are Long term in nature, unlike bank loans that are of shorter tenure.
- They Provide opportunities for long gestation infrastructure development projects.

Issue of Municipal Bonds

- It is for the local bodies, particularly the urban local bodies, to take appropriate action, with the support of the State Governments, to augment their own revenue sources and also explore sources of borrowings, including issuance of bonds for meeting huge requirements for provision of basic civic services and creation of urban infrastructure.

- Only ten States reported borrowings by urban local bodies. Of these, municipal corporations in Madhya Pradesh and Maharashtra accounted for Rs. 548 crores.

- The market for municipal securities has grown slowly but noticeably after the Corporation of Ahmedabad issued bonds.

- Since 1998, local bodies in other cities like Nashik, Nagpur, Ludhiana, and Madurai have accessed the capital markets through municipal bonds.

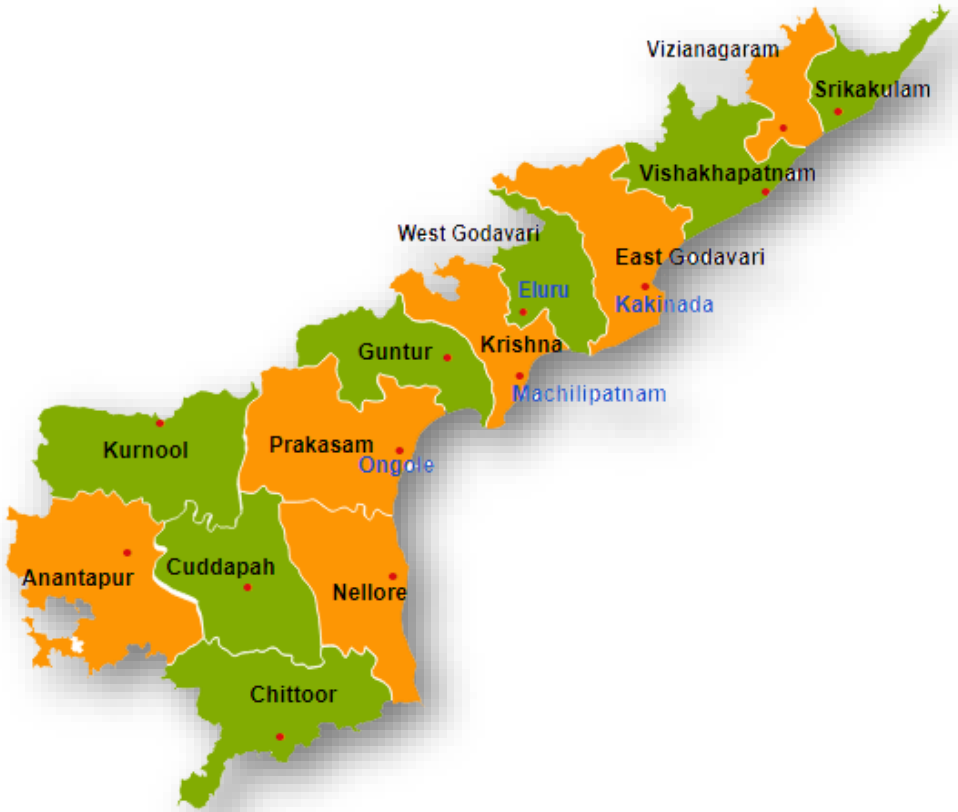
- In most cases, bond proceeds have been used to fund water and sewerage schemes or road projects.

- Tamil Nadu and Karnataka have experimented with pooled financing with an intermediary, set up by the State, borrowing for the

purpose of lending to small municipalities which may not be able to access the capital market on their own.

OFFICE ADMINISTRATION IN ULBS

GOVERNMENT OF ANDHRA PRADESH



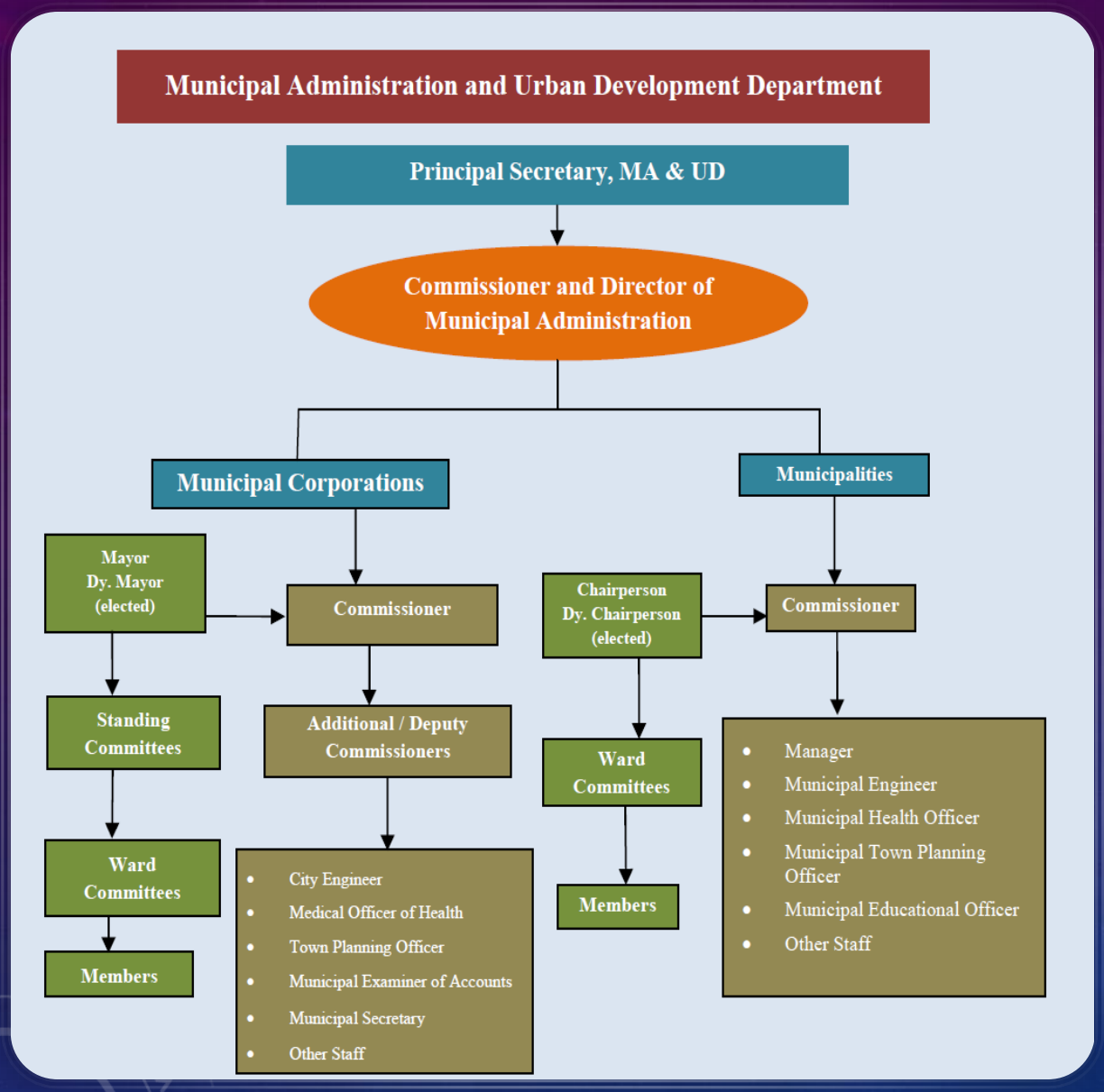


Figure1: Organizational set up of MAUD

HEADS OF DEPARTMENTS:

The structure of municipal administration in Andhra Pradesh commences from the State Legislature at the apex followed by the Minister for Municipal Administration and Commissioner/ Director of Municipal Administration. The Minister occupies an intermediate position between the State Legislature and the Director as given below. Organizational arrangements for the ULBs, inclusive of Government machinery and elected representatives in the State are as follows.

I. COMMISSIONER & DIRECTOR OF MUNICIPAL ADMINISTRATION

- The Directorate of Municipal Administration (DMA) is the apex authority of Municipal Administration Department of Government of Andhra Pradesh (GoAP), which provides guidance to Municipal Corporations and Municipalities in performing their day to day activities in adherence to the policies, procedures and guidelines provided by Municipal Administration and Urban Development Department to achieve effective civic administration. The Directorate is headed by the Director of Municipal Administration (DMA).
- DMA administers through the Office of Directorate of Municipal Administration (DMA), Regional Offices (RDMA) and Urban Local Bodies (ULBs) spread across the State. DMA, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works execution, the implementation of the schemes of the Government etc. It also includes the supervision of the regulatory and developmental functions of the ULBs. DMA interacts with several other departments such as Public Health Engineering Department, Town and Country planning department, State Audit Department, Urban Developmental Authorities, Municipal Corporations, and Water boards etc to enable seamless delivery of urban civic services to the citizen.

II. ENGINEER-IN-CHIEF (PUBLIC HEALTH)

- The Public Health & Municipal Engineering Department is under administrative control of Municipal Administration and Urban Development Department at the Secretariat level.
- The Department is in charge of Investigation, Designs, and Execution of Water Supply and Sewerage Schemes in all the 96 Municipalities in the state and 13 Municipal Corporations and 1 Grater Municipal Corporation besides the Technical Control over all the Engineering works in these Municipal Towns and Corporations.
- After completion, the Water Supply and Sewerage Schemes are being handed over to the concerned Municipal Corporations and Municipalities for operation and maintenance.

III. DIRECTOR OF TOWN & COUNTRY PLANNING

The Technical statutory functions.

- Preparation of General Town Planning Schemes (Master Plans),
- Preparation of Indicative Land Use Plans (Mandal Master Plans),
- Technical Approval of Layouts,
- Technical Approval of Buildings Plans. (Group Housing), Commercial complexes,
- Preparation and approval of type designs for community and public buildings,
- Technical Clearance of Installations (Industries)
- Approval of Road Development Plans.
- NOC for Cinema Theatres / Multiplexes.

The Technical non-statuary functions.

- Allocation of IDSMT funds (The scheme is already closed in the year 2005 and the work of approved components is under progress)
- Approval of Designs for Public and Community Buildings,
- Suggesting variations to the sanctioned Master Plans.

Advisory Functions.

- Advisor to Urban Development Authorities, A.P. Housing Board, Andhra Pradesh Industrial Infrastructure Corporation, A.P. Pollution Control Board, Rajiv Swagruha Housing Corporation and Government on planning matters.

Advises on selection of sites and services of Municipal Councils.

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS(MEPMA)

An overview

- The Mission for Elimination of Poverty in Municipal Areas (MEPMA) is a Government of AP Society forming part of Department of Municipal Administration & Urban Development. It was launched on 1st September 2007 by the then UPA Chairperson. XXXXXXXX, Hon'ble Chief Minister of Andhra Pradesh is the Chairman of Governing body whereas XXXXXXXX, Hon'ble Minister for Municipal Administration & Urban Development Department is the Vice Chairman. The Principal Secretary, Municipal Administration, is the chairman of MEPMA's Executive Committee. Mission Director, MEPMA, and her team implement the urban poverty alleviation schemes. The district units are headed by Projects Directors.

ANDHRA PRADESH URBAN FINANCE AND INFRASTRUCTURE CORPORATION

Centre for Management and Social Research Development Support Specialists Government of Andhra Pradesh -AP Urban Finance and Infrastructure Development Corporation AP Urban Water Supply & Septage Management Improvement Project Social Impact Assessment and Social Management Plans-Pamidi4Executive Summary Introduction The Andhra Pradesh Urban Water Supply and Septage Management Improvement Project (APUWS&SMIP) with assistance from Asian Infrastructure Investment Bank (AIIB) is launched by the Government of Andhra Pradesh (GoAP) to improve service standards in water supply in50 Corporations, which have a population of less than 1 lakh, which presently face both quantity and quality problems. This project is expected to benefit and improve the living standards of about 33 lakh populations by providing potable water at 135 LPCD. The Project will finance activities including development/ augmentation of water supplies including surface sources and 100% House Service Connections (HSC). Government of Andhra Pradesh (GoAP) has received financial assistance from the Asian Infrastructure Investment Bank (AIIB) for the project. Andhra Pradesh Urban Finance and Infrastructure Development Corporation (APUFIDC), is the nodal agency for the Project and Public Health & Municipal Engineering Department (PHMED) is Implementing Agency.

SUPERVISING OFFICIALS:

In addition to the Heads of the Departments at State Level, the following officers are appointed to supervise the functioning of the Municipalities at Regional Level :

i. Regional Director of Municipal Administration (4 Nos.)

ii. Superintending Engineer of Public Health (5 Nos.)

iii. Regional Deputy Director of Town planning (5 Nos.)

CONTROLLING AUTHORITIES AND THEIR POWERS

- Government is competent to Cancel or Suspend Council Resolution : Whenever any resolution is - (1) Not passed in accordance with law (2) In excess of the powers conferred under the Act. (3) Likely to cause financial loss to municipality, danger to human life, health or safety
- Government is competent to suspend Chairperson or Vice Chairperson or Member who in their opinion – (1) willfully misbehaves or manhandle any other member officer or employee of the Council (2) destroys property of the Council (3) uses unparliamentarily language.
- Government is competent to remove Chairperson or Vice-Chairperson who in their opinion – (1) Willfully omits or refuses to carry out or disobeys the provisions of the Act or any rules issued there under (2) Abuses his position or the powers vested in him
- Government is competent to dissolve the Council in the following cases : (1) Council is persistently making default in performing the duties (2) Council has abused its powers.

ROLE OF DISTRICT COLLECTOR

The District Collector is entrusted with important powers to ensure proper functioning of Corporations/Municipalities as shown hereunder:

i. Competent to inspect any municipal property or work under progress

ii. May call for any document or plan or estimate from Municipal Commissioner

iii. In cases of emergency direct the execution of any work which is necessary for safety of the public.

iv. Competent to suspend a resolution, order, license, permission whenever it is found that they have not been passed as per Municipal Laws.

FUNCTIONS OF MUNICIPAL CORPORATIONS:

The functions of the Corporation are broadly divided into two categories, obligatory and discretionary. Obligatory functions are those which need to be compulsorily performed, and discretionary are those which can be done at choice or will.

Obligatory functions:

I. Provision of water supply for domestic, industrial and commercial purposes.

II. Public health, sanitation, conservancy and solid waste management.

III. Construction, maintenance and cleaning of drains and drainage works.

IV. Provision of sewerage

V. Construction, maintenance and improvement of roads, bridges, sub-ways, culverts.

VI. Urban planning including town planning.

VII. Regulation of land use and construction of buildings.

FUNCTIONS OF MUNICIPAL CORPORATIONS:

Obligatory functions:

VIII. Provision of public parks, gardens, play-grounds.

IX. Slum improvement and upgradation.

X. Urban poverty alleviation.

XI. Provision of public markets, slaughterhouses and regulation of all markets and slaughterhouses.

XII. Provision of burial grounds, cremation grounds and electric crematoriums.

XIII. Vital statistics including registration of births and deaths.

XIV. Regulation of offensive and dangerous trades.

XV. Prevention of infectious diseases.

XVI. Construction and maintenance of cattle pounds.

XVII. Maintenance of secondary and elementary schools.

XVIII. Removal of obstructions and projections in streets and other public places.

XIX. Providing of Street Lights and Maintenance

XX. Beautification of Towns.

S. No.	Section	Broad functions
1	Administration	To look after general administration, Including school administration.
2	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties.
3	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts.
4	Secretary	To look after meetings of the Corporation And Committees.
5	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services.
6	Engineering	To look after water supply and sewerage, Public works like roads, drains, buildings, parks and playgrounds, street lighting.
7	Town Planning	To regulate town planning activities including land uses, lay outs, building constructions and removal of encroachments.
8	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programs.

FUNCTIONS OF MUNICIPALITIES

Cleaning of streets, drains, removal of rubbish, scavenging and solid waste management	Supply of protected water	Construction and maintenance of roads, bridges, cause ways and culverts	Construction and maintenance of storm water and sullage water drains	Lighting of public streets (Street lighting)	Town planning – Zones and Building Regulations
Construction and maintenance of buildings	Public Health, control of malaria and other epidemic diseases.	Prevention of Food Adulteration	Maintenance of hospitals, maternity and child welfare centers, dispensaries	Maintenance of Elementary & Secondary Schools	Registration of births and deaths
Provision of slaughter houses and markets	Maintenance of parks and play grounds	Slum improvement and Urban poverty alleviation	Implementation of urban development schemes	Maintenance of burial grounds	Urban forestry

Priorities for Municipalities:

IN ADDITION TO THE STATUARY FUNCTIONS, THE PRIORITIES FOR MUNICIPALITIES MAY LISTED AS FOLLOWS:

Implementation of Centrally Sponsored Schemes namely:

i. Jawaharlal Nehru National Urban Renewal Mission (JNNURM) consisting of the following components
   a. Urban Infrastructure Development Scheme for small and medium towns (UIDSSMT)
   b. Integrated Housing and Slum Development Programme (IHSDP)
   c. Basic Urban Services of the Poor (BSUP)
ii. Prime Ministers Awas Yojana (PMAY)
iii. Backward Regions Grant Fund (BRGF)
iv. YSR PM Awasa Yojana
v. Swatchha Bharat Scheme
vi. Smart Cities Program
vii. AMRUT Program
viii. CLAP Program
ix. BPL Taps

- A.P Municipal Development Project (APMDP) World Bank Aided Project
- Poverty Alleviation Programs launched by MEPMA
- Utilization of grants released under XIII Finance Commission
- Utilization of grants released under XIV Finance Commission
- Implementation of various Plan Schemes sanctioned by the State Government
- Solid Waste Management with focus on source segregation of garbage, door-to-door collection and scientific end disposal of Solid Waste including setting up of waste to energy projects and scientific landfills by private participation.
- Implementation of ULB level reforms under JNNURM.
- Implementation of Reforms under AMRUT Scheme
- Implementation of Water supply and Drainage under AIIB Project

FUNCTIONS OF MUNICIPALITIES:

AS PER THE PROVISIONS OF THE MUNICIPAL ACTS, THE MUNICIPALITIES ARE ENTRUSTED BROADLY WITH THE FOLLOWING FUNCTIONS.

1.Public health, sanitation, conservancy and solid waste management.	2.Provision of water supply, drainage and sewerage.	3.Construction and maintenance of roads, drains, culverts and bridges.	4.Provision of street lighting.	5.Urban poverty alleviation programmes.
6.Slum improvement and upgradation.	7.Provision of public parks and playgrounds.	8.Construction and maintenance of public markets, slaughterhouses.	9.Urban planning including town planning.	10.Regulation of land use and construction of buildings.
11.Maintenance of secondary and elementary schools.	12.Urban development programs.	13.Vital Statistics including Registration of Births and Deaths.	14.Maintenance of burial grounds.	15.Organization, supervision and maintenance of Ward Sachivalayams in the ULB

MUNICIPAL AUTHORITIES:

The Municipal Authorities charged with carrying out the provisions of A.P.M. Act are

a) a Council

b) a Chairperson / MAYOR

c) a Commissioner

d) **a Standing Committee**;

e) a Wards Committee

MUNICIPAL COUNCIL :

- The term of the council is Five(5) Years.
- The Municipal Administration shall vest in the council and for this purpose the Council shall exercise such powers and perform such functions as may be conferred upon it by or under the APM Act, 1965, Co-option of persons having special knowledge in Municipalities.
    I. Co-option of Members from Minorities.
    II. Constitution of Panel Committees
    III. Constitution of Contract Committees
- To call for the records of the Municipality
- The Council may constitute Committees consisting of Chairperson, the Commissioner and not less than three but not more than seven members chosen in this behalf by the Council from among its elected Members in respect of matters pertaining to formulation review and general superintendence of development programme relating to education, health, sanitation, water supply, drainage, and welfare of Scheduled castes, scheduled Tribes, Backward Classes, Women and Children. The term of the Committees referred to above shall be one year.
- The Council has observed the rules in Schedules I of the APM Act.1965 and may make regulation not inconsistent therewith or with other provisions of the APM Act1965 or any rules made by the Government in regard to matters specified in Section 32 of the APM Act.1965.
- The Council shall submit Administration report after 1st April through the District Collector, Commissioner & Director of Municipal Administration to Government every year on the Administration of the Municipality relating to proceedings year.
- The Council shall in each year frame a Budget showing the probable receipts and the expenditure which it proposes to incur during the following year and shall submit a copy of the Budget to government before such date as may be fixed by them in this behalf.

CHAIRPERSON /MAYOR :

In the case of every Corporation/ Municipality, the Chairperson/Mayor shall be elected by the persons whose names appear in the electoral roll for the Municipality from among themselves in the manner prescribed. A Person shall not be qualified to stand for election as Chairperson/Mayor unless he is not less than 21 years of age. The term of the office of the Chairperson/Mayor shall be 5 years.

THE CHAIRPERSON / MAYOR SHALL:

- Make arrangements of the election of the Vice-Chairperson/Deputy Mayor.
- Conveyance the meeting of the Council.
- Refer any Resolution of the Council for its Re-consideration which in his opinion is in excess of the powers of the Council or inconsistent with any law and
- Exercise all the powers and perform all the functions specifically conferred or imposed on the Chairperson/Mayor by the Act.
- All official correspondence between the Council and the Government or the Heads of the Departments shall be conducted in the name of the Chairperson/Mayor.
- The Chairperson/Mayor may incur in each case contingent expenditure incidental to the Municipal Administration.

Third and Second Grade Municipalities --	Not exceeding Rs.1500/-
First, Special and Selection Grade Municipalities.	Not exceeding Rs.3000/-

EMERGENCY POWERS OF CHAIRPERSON / MAYOR

- The Chairperson/Mayor may in cases of emergency direct the execution of any work or the doing of any act which would ordinarily require the sanction of the Council and the immediate execution or doing of which is, in his opinion, necessary for the service or safety of the public and may direct that the expense of executing such work or doing such act shall be paid from the Municipal funds. The Chairperson/Mayor shall report this action and the reasons therefore to the Council at its next meeting.
- The Chairperson/Mayor shall preside over the meetings of the Council.
- The Chairperson/Mayor is empowered to suspend a councilor from attending the Council Meeting for a period of not exceeding three consecutive meetings reckoned from the date of meeting who disregards the authority of the Chair or abuses the rules, bye-laws or regulations of the Council by persistently and willfully obstructing the business thereof.
- The Chairperson/Mayor is vested with the power of suspending, removing and dismissing municipal employees.
- The Chairperson/Mayor is the appointing authority of the Municipal Employees from out of the panel approved by the panel Committee.
- In respect of transfer of staff of Corporation /Municipal Council connected with outdoor collection of taxes the Municipal Commissioner shall pass orders only with the concurrence of the Chairperson/Mayor.

SECTIONS IN MUNICIPALITIES / CORPORATIONS:

With reference to the functions referred to above, the following sections are provided in the municipalities.

S.No	Section	Broad functions
1	Administration	To look after general administration, including establishment of General administration Teaching establishment, Public Health Establishment and Ward Secretaries Establishment, Council Meetings etc.,
2	Revenue	To assess and collect various taxes and non-taxes
3	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5	Engineering	To look after water supply and sewerage, public works like roads, drain buildings, parks and playgrounds, street lighting
6	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments Functionaries working in Municipalities

THE FOLLOWING FUNCTIONARIES ARE WORKING IN CORPORATION / MUNICIPALITIES EXCLUDING SENIOR ASSISTANTS, JUNIOR ASSISTANTS AND CLASS IV STAFF:

I. Administration Section
   1. Municipal Commissioner
   2. Manager
   3. School Supervisor
   4. Shroff

II. Revenue Section
   1. Revenue Officer
   2. Revenue Inspector
   3. Bill Collector/Admin Secretary

III. Accounts Section
   1. Accounts Officer
   2. Junior Accounts Officer
   3. Senior Accountant
   4. Junior Accountant

IV. Public Health and Sanitation Section:
   1. Municipal Health Officer
   2. Sanitary Supervisor
   3. Sanitary Inspector
   4. Health Assistant/Birth and Death Sub-Registrar

V. Engineering Section
   a. Selection, special and first grade Municipalities
      1. Municipal Engineer Grade-I(Executive Engineer)
      2. Deputy Executive Engineer.
      3. Municipal Assistant Executive Engineer/ Assistant Engineer
   b. Grade – II Municipalities
      1. Municipal Engineer Grade-II (Deputy Executive Engineer)
      2. Municipal Assistant Executive Engineer/ Assistant Engineer
   c. Grade – III Municipalities
      1. Municipal Engineer Grade-III (Assistant Executive Engineer/ Assistant Engineer)
      2. Work Inspector

VI. Town Planning Section:
   1. Town Planning Officer (Sel. / Spl./ Ord. Grade)
   2. Town Planning Supervisor
   3. Town Planning and Building Overseer
   4. Town Surveyor

VII. Urban Poverty Alleviation Section:
   1. Town Project Officer
   2. Community Organizer
   3. Data Entry Operator - cum – Junior Assistant (UPA)

MUNICIPAL COMMISSIONER :

Role:-

I. Municipal Commissioner is the Executive Authority of the municipality.

II. Municipal Commissioner is one of the municipal authorities charged with carrying out the provisions of the Andhra Pradesh Municipalities Act along with a council, a chairperson and a wards committee.

Responsibilities:

1. He/She is responsible for the due fulfillment of the purposes of A.P. Municipalities Act, 1965.
2. He/She shall undertake outdoor inspection daily for a minimum period of 3 hours in the forenoon to oversee the working of various sections in the municipality.
3. He/She shall carry into effect all the resolutions of the council.
4. He/She is responsible for assessment of property tax and disposal of revision petitions filed for reduction of property tax.
5. He/She shall exercise all powers in relation to collection of taxes and fees, the licenses and the removal of encroachments.
6. He/She shall be in charge of the municipality and ensure the municipal records are properly protected.
7. Supervision over maintenance of urban services namely sanitation, watersupply, roads, drains, street lighting, parks etc.
8. Supervision over implementation of urban development schemes, urbanpoverty alleviation programmes, plan schemes etc.

Responsibilities:

9. Supervision and regular review of the activities of Administration Section, Revenue Section, Accounts Section, Engineering Section, Town Planning Section, Public Health Section, and UPA Section.

10. He/She shall attend the meetings of the council, and where he is required to do so by the chairperson, of any of its committees.

11. He/She is responsible for placing the budget before the municipal council before 15th November, of every year for approval.

12. He/She must ensure that all payments from Municipal funds are made as per the principles of Municipal Accounts Code, existing rules and instructions issued by Government from time to time on this subject.

13. He/She is responsible for submission of annual accounts to audit department by 30th June of every year.

14. He/She is responsible for preparation of administration report and placing it before the municipal council for approval.

15. He/She is responsible for conduct of auction of the right of collection of fees in markets and slaughterhouses and right of occupation of shop rooms.

16. He/She is responsible for adjustment of entertainment tax, surcharge on stamp duty, plan & non-plan grants to municipal funds.

17. He/She is responsible for conduct of elections to the municipal council under the superintendence, direction and control of State Election Commission and District Election Authority

18. The agenda for the meeting of the municipal council shall be prepared by the Commissioner in consultation with the Chairperson.

19. He/She shall inspect places of entertainment for the purpose of verification of the sale of tickets and to ensure that various statutory provisions are complied.

20. Inspection of places in respect of which a license or permission is granted to ensure the compliance of the conditions of license/ permission.

Responsibilities:

21. Implementation of programs launched by Education department, Family Welfare department and other departments of Government as entrusted by the respective Departments at Government level.
22. Implementation of statutory work entrusted by Government like population census, elections etc.
23. Ensure that the Citizen Charter is properly implemented / ordinary letters.
24. The power of making on behalf of Council any contract including administrative sanction for the work where of the value or amount does not exceed the monetary limits specified below.

- 1.Special and Selection Grade municipalities - not exceeding Rs.2.00 lakhs
- 1st Grade Municipalities - not exceeding Rs.1.00 lakh
- 2nd Grade Municipalities - not exceeding Rs.0.50 lakh
- 3rd grade /Nagar panchayats - not exceeding Rs.0.25 lakhs

(C). A WARDS COMMITTEE:

a) In respect of a municipality having population of three lakhs or more there shall be constituted by the Commissioner and Director of Municipal Administration by order such number of wards Committee as may be determined by him so however that each Ward Committee shall consist of not less than Five Wards.

b) The Commissioner & Director of Municipal Administration may in respect of Municipalities having population of less than three lakhs constitute wards Committees subject to such conditions and in accordance with such rules as may be made in this behalf. Each Ward Committee shall consist of the Members elected from the wards for which the wards Committee is constituted. The Officers specified by the Municipal Commissioner shall attend the meetings of the Ward Committees who have right to speak and participate in the meetings and shall not have right to vote. The Chairperson of the Wards Committee shall be elected by the members thereof from among themselves in the prescribed manner who shall hold office for a period of one year from the date of election and shall be eligible for re-election.

CONTRACT COMMITTEE:-

a) The Contract Committee consists of Chairperson, Commissioner and not less than three but not more than seven Members chosen by the Council. The term of the Committee shall be one year from the date of Constitution

Powers of the contract Committee:-

The power of making on behalf of the Council, any contract including administrative sanction for the work where the value or amount does not exceed the monetary limits as specified below shall vest with the contract committee.

(AP Municipalities Act.1965 under Section 43).

Third Grade Municipalities./ Nagar Panchayats	Rs.20000/- to 50000/-
Second Grade Municipalities	Rs.50000/- to 100000/-
First Grade Municipalities	Rs.100000/- to 200000/-
Special or Selection Grade Municipalities.	Rs.200000/- to 400000/-

b) The Chairperson shall preside over the meetings of the contract Committee.

PANEL COMMITTEE :

a) The panel Committee consists of Chairperson, Commissioner and not less than three and not more than seven members chosen by the council. The term of panel Committee shall be one year from the date of constitution.

b) Appointment and promotions of all municipal employees up to Record Assistant. The Chairperson is the appointing authority from the panel approved by Panel Committee.

Duties and Powers of Individual Members (councilors) :

I. Any member may call the attention of the Chairperson to any neglect in the execution of Municipal work, to any waste of municipal property or to the wants of any locality and may suggest any improvements, which may appear desirable.
II. Every member shall have the right to move resolutions and to interpolate the Chairperson on matters connected with Municipal administration subject to such rules as may be made by the government in this behalf.
III. Every member shall have access during office hours to the records of the Municipality after giving a reasonable notice to the Chairperson, provided that the member shall not have access to such records of the Municipality as are classified as confidential or secret by the rules made by the Government in this behalf.

DUTIES AND FUNCTIONS OF VARIOUS OFFICERS AT THE MUNICIPAL LEVEL:

1. **ENGINEERING SECTION:**

   a) **DEPUTY EXECUTIVE ENGINEER:**

- Getting the works executed according to specifications and estimates.
- Measurement and check measurement of works executed.
- Getting the works check measured by superior officers wherever necessary.
- Checking and supervision of Water Supply in the Municipality.
- Checking and supervision of street lighting
- Checking and supervision of roads and drain works.

MUNICIPAL ENGINEERS: (A.ES)

i. Preparation of estimates.

ii. Getting the works executed according to specifications and estimates.

iii. Measurement and M. Book Recording of works executed.

iv. Getting the works check measured by superior officers wherever necessary.

v. Maintenance of Water Supply.

vi. Checking of proper chlorination of drinking water.

vii. Getting over head tanks cleaned regularly.

viii. Detection of leakages of water through pipelines and to get them repaired immediately.

ix. Arrest of leakage of water through headless public fountains and to get them rectified by arranging water tap heads immediately.

x. Getting the drinking water checked through lab for detection of contamination of water and taking steps for avoidance.

xi. Maintenance of street lighting

   a) Replacement of fused off tubes and bulbs on war footing.

   b) Keeping enough bulbs, tubes and electrical material to attend repairs and replacement of fused off bulbs and tubes.

xii. Maintenance of roads and drains.

   a) To maintain all roads in good condition.

   b) Getting the potholes detected and to get them repaired immediately.

   c) To carryout repairs to the open drains for free flow of sullage water to avoid stagnation.

   d) Storm water drains are to be got cleaned and De - siltation of drains in advance before monsoon.

   e) To bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carrying out repairs to obtain the Administrative sanction of the council.

The Technical sanction power and Tender approval powers, technical opinion to the ULBs on Tender on powers of various categories of Municipal Engineering Department as below vide G.O.Rt. No.668 MA & UD Dept., Dated;10-07-2018.

S.No	Designation	Technical Sanctions Amount upto	Tender approval value upto
1.	Assistant Engineer	Rs.1.00 lakhs	Rs. 1.00 lakhs
2	Deputy Executive Engineer	Rs.5.00 lakhs	Rs. 5.00 lakhs
3.	Executive Engineer	Rs.40.00 lakhs	Rs. 40.00 lakhs
4.	Superintendenting Engineer	Rs.2.00 Crores	Rs. 2.00 Crores.

Any other matter connected with Engineering Department.

- The Deputy Executive Engineers, Assistant Engineers and other Public Health Engineering Subordinates, if they need any help in the discharge of their official duties, may approach the Municipal Engineer for advice and instructions regarding technical matters and Municipal Commissioners, through Municipal Engineer regarding administrative matters.

WORK INSPECTOR:

- Inspection of all the works, taking of measurements to preparation Line estimates for all works and to attend any other works as per instructions of the Deputy Executive Engineer/ Assistant Engineer, Commissioner.

TOWN PLANNING SECTION:

Town planning officer :

i. Scrutiny of application along with plans received for construction of buildings apartments and shopping complexes and place them before the Commissioner along with specific recommendation for sanction or refusal of permission as the case may be.

ii. Scrutiny of proposals for approval of layouts received and forward them to the Director of Town and Country Planning along with his remarks and endorsed by the Municipal Commissioner.

iii. Detection of unauthorized construction, in deviation of approved plans, initiation of action for regularization, issue of PO and CO Notices, filling prosecution and demolition of unauthorized constructions and portion deviated from the approved plans with the approval of Municipal Commissioner.

iv. Detection of encroachments, classification of encroachments as objectionable and unobjectionable, removal of objectionable encroachments and collection of encroachment fee in respect of unobjectionable, encroachments with the approval of Municipal Commissioner.

v. According to permission for erection of advertisements, removal of unauthorized advertisements and collection of Advertisement Tax with the approval of the Municipal Commissioner.

vi. Collection of encroachment fee and Advertisement Tax before the end of financial year

Other matters connected with Town Planning section :

- The Town Planning Officer will work under the administrative control of Municipal Commissioner who is the Executive Authority.

TOWN PLANNING SUPERVISOR :

- Where there is no Town Planning Officer and if the Town Planning Supervisor performs the functions and duties of Town Planning Officer, the above instructions will apply to Town Planning Supervisor also.

TOWN PLANNING BUILDING OVERSEER :

The duties and functions of Town Planning Building Overseer in brief are,

- Scrutiny of applications for construction of buildings, apartments for formation of layouts and submit them along with his recommendations through Town Planning Officer to the Municipal Commissioner.
- Detection of unauthorized constructions and constructions made in violation of sanctioned plans and bring them to the notice of Commissioner through Town Planning Officer if such post exists or through Town Planning Supervisor for taking further action.
- Detection of encroachments and classification as objectionable or unobjectionable and collection of encroachment fee with then approval of Town Planning Officer and Commissioner.
- Granting of permission for erection of advertisements, collection of Advertisement Tax and the removal of unauthorized advertisements etc., all with the approval of Town Planning Officer and Commissioner.
- In case of help in the discharge of his official duties he may approach the Town Planning Officer or Town Planning Supervisor and the Commissioner.

- **Town Surveyor**

Proper maintenance of records relating to street survey, Government / Municipal lands.

- **Town Project Officer (UPA)**

Proper implementation of all activities relating to poverty alleviation programme.

- **Community Organizer (UPA)**

Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programme.

- **Data Entry Operator-Cum-Junior Assistant (UPA)**

In-charge of secretarial work of UPA section and maintain database

PUBLIC HEALTH AND SANITARY SECTION:

Municipal Health Officer :

The duties and functions of the Municipal Health Officer in brief are,

- Heads of the P.H. section of Municipalities.
- Maintenance of sanitation in the town.
- Supervision of the work of Sanitary Supervisors, Sanitary Inspectors, Sanitary Jawans/ Sanitary Maistries, Public Health Workers in the upkeep of sanitation of the town.
- Surprise check of attendance of Public Health Workers, Sanitary Maistries and Sanitary Inspectors at the time of attendance in the mornings and evenings and report to the Commissioner against unauthorized absentees for taking disciplinary action.
- Registration of Births and Deaths and issue of Birth and Death extracts and supervision of the work of Births and Deaths Registrars and Health Assistants.
- Supervision on the working of Municipal Dispensaries, Maternity and Child Welfare centers and to report to the Commissioner about the slackness of Medical Officer and Para Medical Staff if noticed for initiating disciplinary action.
- surprise check of roads, drains for maintenance of sanitation , free flow of sullage water and issue of instruction to the Sanitary Inspectors and Sanitary Maistries if the sanitation is found not satisfactory.
- Inspection of municipal markets for upkeep of sanitation by getting the Waste removed from the markets and for disinfection of fish market and mutton and chicken stalls.
- Inspection of Slaughterhouses for getting them cleaned daily and properly for maintenance of hygienic conditions and to arrange stamping by the local Assistant Veterinary Surgeon in token of fitness for consumption by human beings
- Attending, pulse polio programs as and when notified by Government and District Collector
- To attend to sanitary measures and inoculation in case of outbreak of epidemics.
- Supervision of implementation of provisions of Prevention of Food Adulteration Act through Food Inspectors (Trained Sanitary Inspector) and filing of prosecutions against the persons whose samples are found adulterated.
- Booking of trades under Trades and to license them, detection of unauthorized trades, filing prosecutions and collection of Trades license fees before the end of financial year.

SANITARY SUPERVISOR :

Duties and functions of Sanitary Supervisor in brief are,

a) Upkeep of sanitation in the municipal area, public and private markets and slaughterhouses.
b) Maintenances of special sanitation and implementing preventive measures during outbreak of epidemics.\
c) Implementation of all Government programs connected with sanitation, Family Planning, Pulse Polio, Vaccination.
d) Implementation of Provisions of APM Act, 1965 Public Health Act, 1939, Places of public resort act 1888 and Cinematography Act. 1918.

ENVIRONMENTAL ENGINEER:

1) Supervision of Sweeping & Cleaning of roads & drains.
2) Supervision of Source Segregation of waste.
3) Supervision of Mandatory Door to Door Collection of Waste.
4) Supervision of Bulk / Commercial waste Collection.
5) Supervision of Ward wise route mapping & Manpower Allocation.
6) Supervision of Primary & Secondary Transportation.
7) Supervision of Wet & Dry Resource and improvement Processing center.
8) Supervision of Market Tie – Ups for sale of Compost, Dry Recyclables and non recyclables.
9) Supervision of Establishment of Green belt in Compost Yard.
10) Supervision of Reclamation of Old Dump – Sites.
11) Vehicles & Tools Maintenance (Preventive & Breakdown).
12) Setting up of material recovery facilities and any other Establishment of all infrastructure related to SWM.
13) Establishment of Bio – Methanization, Waste to Energy Units.
14) Intensive and regular awareness Building.
15) Penalty measures for Violation of rules and littering vigilance squared / officer.
16) To inspect frequently slum areas and hutting ground, all backward areas and places where night soil and garbage are deposited to ensure their proper sanitation.
17) Infrastructure development for Collection, storage, segregation, transportation, processing and disposal of municipal solid wastes (MSW).
18) Apply for grant of authorization for setting up of waste processing and disposal facilities including landing from the state board or committee.
19) Notify the waste collection and segregation schedule to the generators of these wastes, to help them comply.
20) Organize awareness programs with citizens to promote re – use recycling of segregated materials and Community participation in waste segregation.
21) Write an annual report and community participation in waste segregation.
22) To ensure prompt supply of uniforms, footwear, soaps and coconut oil to public health workers.
23) Inspection of community toilets and ensure proper maintenance.

SANITARY INSPECTOR :

a) To take the attendance of Public Health Workers everyday except on public holidays from 5.30 AM to 6.00 Am and from 1.30 PM to 2.00 PM.

b) Supervision of sanitation work i.e.; cleaning of streets and drains and lifting of garbage, and to ensure that the Public Health Workers remain in duty during working hours, supervision of Cleaning of markets and slaughterhouses and disinfection of fish stalls and mutton stalls.

c) Implementation of Government programs connected with Sanitation and Public Health

d) Implementation of Provisions of Andhra Pradesh Municipalities Act, 1965, Public Health Act, 1939, PPR Act and Cinematography Act, etc. connected with Public Health

e) To follow the instructions of Municipal Health Officer and Commissioner issued from time to time

HEALTH ASSISTANT :

(i) Registration of Births and Deaths and preparation of extracts of births and deaths.

(ii) To Attend to vaccination work.

(iii) To attend to control a U preventive measures and surveillance during emergencies in case of outbreak of epidemic.

(iv) Implementation of all Government programs connected with births and deaths and vaccination.

MEDICAL OFFICER : (DISPENSARIES)

(i) To treat the outpatients who attend the dispensary.
(ii) To keep the required quantity of medicines to treat outpatients who are mostly from poorer and economically backward classes
(iii) To prepare the periodical reports once in every month and once in a year for submission to the Municipal Health Officer and Municipal Commissioner.

If the Medical Officer experiences any difficulty in the discharge of his official duties and needs any held. he may approach the Municipal Health Officer if such post exists or the Municipal Commissioner.

WOMAN MEDICAL OFFICER (MATERNITY AND CHILD WELFARE CENTRE)

a) To supervise the maintenance of Maternity and Child Welfare Centers.

b) To attend to antenatal and postnatal care of pregnant women.

c) To conduct deliveries.

d) To supervise the work of Health Visitors and Maternity Assistants.

e) To attend Family Planning Programme, Pulse Polio Programme and other child development and women welfare programs of Government from time to time.

f) To keep required quantity of Medicines for use in the centers.

g) To submit monthly and annual reports on the working of Maternity and Child

Welfare centers to the Municipal Health Officer and Municipal Commissioner.

HEALTH VISITOR :

a) To Supervise the work of Maternity Assistants.

b) To attend the duties in the Maternity and Child Welfare Centers.

c) To prepare monthly progress reports on the work turned out by Maternity Assistants.

d) To attend all programs of Government like Family Planning, Pulse Polio, etc.

COMPOUNDER / PHARMACIST : (DISPENSARIES)

To Assist the Medical Officer in the treatment of patients.

a) To give medicines to the patients as per the prescription of the Medical officer.

b) To maintain the records of the dispensary.

GENERAL ADMINISTRATION

MANAGER :

- Exercise general supervision of the Municipal office both regarding the discharge of business and regarding discipline.
- Passing all files relating to general administration to the Commissioner.
- Checking of Personal Registers, Periodical Registers regularly every month.
- Closing of attendance Register on all working days by 10.40 AM and to submit to the Commissioner.
- Sanction of Casual Leave to the Ministerial Staff and Class IV employees on delegation of powers by the Municipal Commissioner.
- Checking of Dispatch Register, Stamp Account, Distributor Register and Fair Copy Register etc., everyday.
- Signing fair copies other than those intended to Government, Heads of Departments, District Collectors and Departmental superior officers on delegation by the Municipal Commissioner.
- Verification of stock accounts of Books and Forms, Stationary and to issue to the staff wherever necessary.
- Verification of credits of cheques received, adjustments made and attestation of entries in the Register of Cheques Received.
- Attestation of entries in the Service Registers and Verification Certificates on delegation by the Municipal Commissioner.
- Checking of Petty Cash Book, permanent Advance Register everyday and remittances of amount received in the Municipal Treasury into the Bank daily.
- Custodian of one key of double lock system of Cash chest.

MANAGER :

- To receive the Court summons.
- To receive the Registered Tappals.
- Watch urgent Tappals, incoming reminders and bring them to the notice of Municipal Commissioner.
- Assisting the Commissioner in the preparation of rough agenda to the meetings and their timely service to the Members.
- Assisting the Municipal Commissioner in the preparation of Administration Report, replies to the Audit paras, etc.
- Remittance the Cash, cheques, DDs, Challans etc. in ERP System in his/her login.
- Verifying and forwarding the Council Resolutions which were forwarding by the concerned Assistants in Council module by online.

SENIOR ASSISTANT/JUNIOR ASSISTANT :

a) At least 15 currents per Assistants per day per an average shall be taken into consideration for arriving at the number of Assistants required. This yardstick may not be taken into consideration in respect of Assistants working in Accounts and Audit.

b) The Senior Assistant/Junior Assistant shall register all the currents received in the personal Registers on the same day itself and attend urgent references on the same day. Top priority shall be given in case of Government references, LAQs, CMPs, references from Heads of Departments and Court cases.

c) The Senior Assistants and Junior Assistants shall maintain Personal Registers Periodical Registers, Monthly Arrear Lists, Detailed Arrear List, Half Years Business Returns, etc.

d) The Senior Assistant/Junior Assistant shall submit personal Register/ Periodical Register to the Manager, Head of the Section and the Commissioner regularly every month.

e) The Senior Assistant/Junior Assistant is liable for disciplinary action if he delays the references and fails to follow the instruction of the Head of section and Municipal Commissioner.

f) Preparation of Council subjects under the supervision Section Heads and forward the subject to Manager for verification in Council module by online.

Stenographer:

The Stenographer is responsible to the officer under whom he is working. He shall complete the work entrusted to him and then leave the office.

In case the Stenographer needs any help, he may approach the officer under whom he is working on the Municipal Commissioner.

COMPUTER OPERATOR:

Each Computer Operator must type at least twenty-five papers per day. A Fair Copy Register shall be maintained by the Computer Operator, and it should be submitted to the Manager or Section Head under whom they are working daily. All the papers received must be typed on the same day itself as far as possible or on the next day.

Record Assistant:

i) Receipt of Tappals
ii) Dispatch of Tappals
iii) Maintenance of Record Room.

Shroff:

Receipt of cash in the municipal treasury, maintenance of chitta and remittance of cash in the bank / treasury.

REVENUE OFFICER :

- Verification of arrears of taxes.
- Test check of 10% of Demand Notices, Receipts and Memorandum and verification of receipts given to Taxpayers.
- Detection of unassessed and under assessed buildings and vacant lands and get them assessed to property tax to plug the leakage of revenue.
- Fixation of job charts to the Revenue Inspectors and Bill Collectors to ensure cent percent collection of taxes and Non-taxes
- Inspection of buildings which are vacant and where vacancy remission is sought.
- Action to levy and collect taxes on carriages, carts and animals, etc.
- Assist the Commissioner in the conduct of auctions of Markets, Slaughterhouses, Ferries, Avenues, Fruit bearing trees and, Godowns, shop rooms.
- Attend to applications for transfer of title of property.
- Assist the Commissioner for inspection of places of entertainment for verification of sale of tickets, screening of slides, shorts and traitor films, etc.
- To see that taxes and non-taxes have not become time barred and to place them before the Council well in advance to approve filing OT suits for recovery.
- Supervision over the Revenue inspectors, Bill Collectors/Admin Secretary and tax clerks and ensure realization of cent per cent of taxes and nontaxes by invoking penal provisions, wherever necessary.

REVENUE INSPECTOR:

I. To attend courts on behalf of the Municipal Commissioner in tax suits.

II. To follow the Bill Collectors/Admin Secretary for supervision in collection of taxes and other dues pertaining to tax branch.

III. To check the outstanding bills, arrears as well as current once in a month, and to check whether there is any defalcation by the Bill Collectors / Admin Secretary and to bring to the notice of the Commissioner through Revenue Officer if there is such post or Manager.

IV. To prepare monthly lists duly recording measurements in respect of buildings and vacant lands for getting them assessed to property tax.

V. Inspection of buildings which are vacant once in a fortnight when its owner applies for vacancy remission.

VI. Execution of warrants for detraining the properties of defaulting tax payers.

VII. Disconnection of essential services to the houses of defaulting tax payers.

VIII. Maintenance of Diary.

BILL COLLECTOR/ADMIN SECRETARY:

i) Services of Demand Notices.

ii) Collection of taxes

iii) Preparation of Monthly lists with the following information.

a) Buildings or portions newly constructed.

b) Under assessments, change of usage (viz.) Residential or non- residential, self occupied to rented, etc.

iv) Inspection of buildings periodically along with Revenue Inspector which are covered by vacancy remission applications.

v) Submission of daily DCB of taxes and non-taxes

vi) Listing of all cases which are likely to become time barred, and to place them before the Commissioner through Revenue Officer for taking further action.

ACCOUNTS SECTION

ACCOUNTS OFFICER:

- The Accounts Officer shall be the Head of the Accounts Section in the Municipality.
- He is responsible for distribution of work amongst the members of the Accounts Section for carrying out all the accounting responsibilities detailed in this Circular. For this purpose, he/she shall prepare a draft detailed Office Order for interlay distribution of work and place the same before the Commissioner for approval.
- He is responsible for various items of work as detailed in this Circular
- He is responsible to supervise all items of work entrusted to the Accounts Section and ensure that the staff working in the Section are entrusted with clear cut work distribution on the lines indicated here under and ensure that they fulfill the same scrupulously.
- He is responsible for Internal audit of all bills before incurring expenditure.
- He is the Nodal Officer for implementation of Double Entry Accrual Based Accounting System (DEABAS) in the Municipality along with computerization of accounts on a day-to-day basis.
- He shall conduct internal audit of all the bill claimed from the Municipality before incurring expenditure.
- He has to exercise budgetary control over the expenditure.
- While getting the cheques prepared by the section, he must ensure that the bill is duly internally audited, the cheque is written for the net amount admitted, sufficient balances are available for the cheque amount in the bank, and net amount of the cheque, all deductions, and other particulars are entered in the cash book.
- He shall ensure that all the registers relating to maintenance of accounts are maintained in a proper manner.
- He shall supervise the fulfillment of responsibilities of the staff in the Section and ensure that they carry out their duties properly.
- In case there is no Junior Accounts Officer working in the Section, he shall also carry out he responsibilities of the Junior Accounts Officer.
- He is responsible for preparation of agenda relating to accounts section and to attend the Council meetings.
- He shall perform any other responsibility delegated by the Commissioner Act, 1965, various Statutory Rules, Various Manuals, Instructions of the Government on this subject.

JUNIOR ACCOUNTS OFFICER:

- The Junior Accounts Officer shall assist the Accounts Officer in fulfillment of his duties and where there is no Accounts Officer, he shall carry out all the responsibilities of the Accounts Officer also in addition to his duties
- He is also responsible for supervising the responsibilities of the other staff in the Section.
- He is responsible for daily reconciliation of all collections made in the municipality (taxes, non taxes, user charges, fees etc.)
- He is responsible for quarterly reconciliation of all balances from Demand Registers of various sections.
- He is responsible for internal Unit Reconciliation such as Property Tax Demand and Building Permissions / Unauthorized Constructions as an example
- He is responsible for budgetary control and ensure incurring of expenditure as per Budget.
- He is responsible for internal audit for all Bills relating to public works and supply of material
- He is responsible for preparation of monthly and annual accounts in Double Entry curial Based Accounting System in accordance with APMAM and computerize the same online on a day-to-day basis - in the accounting software provided/approved by the C&DMA.
- He is responsible for preparation of Budget Estimate and Revised Budget Estimate and re-appropriation of budgets whenever necessary
- He is responsible for preparation and consolidation of replies to the objections raised in the audit report
- He has to ensure proper maintenance of all Books of Accounts including cash books, pass books and cheque books and their safe custody
- He is responsible to ensure that all payments from municipal funds are made as per the rules and instructions issued by Government from time to time
- He is responsible to act as custodian of all the investments and ensure prompt renewal realization of investments / interest.
- He shall perform any responsibility delegated by. the Commissioner/ Accounts Officer.
- In cases where there are no Senior Accountants and Junior Accountants in the Section, he shall also discharge the functions entrusted to them.
- He is entrusted with all other responsibilities as per the A.P. Municipalities Act, 1965,various Statutory Rules, Various Manuals, Instructions of the Government on this subject.

SENIOR ACCOUNTANT:

- The Senior Accountant shall assist the Junior Accounts Officer in fulfillment of his assigned responsibilities.
- The Senior Accountant shall deliver all the responsibilities of the Junior Accounts Officer, when there is no Junior Accounts Officer in the Section. This includes the responsibilities carried out by the Accounts Officer, as well, if there is no Accounts

Officer and Junior Accounts Officer in the Section

- In case there is no Junior Accountant, he shall also discharge the functions of the Junior Accountant.
- He/She is responsible for preparation of up-to-date monthly and annual financial statements in DEABAS System and computerization of the same online in the accounting software
- He/She is responsible to act as custodian of all the investments and ensure prompt renewal / realization of investments / interest
- He/She is responsible for preparation of budget estimate and revised budget estimate. He/She is responsible for preparation and consolidation of replies to objections raised in the audit report.
- He/She shall ensure that all payments from municipal funds are made as per rules and instructions issued by the Government from time to time.
- He/She is responsible to close the cash book every month by 10th of succeeding month.

SENIOR ACCOUNTANT:

- He/She shall reconcile the cash books with treasury / bank passbook every month 3-3.15 He/She is responsible to maintain Posting Register
- He/She shall keep all paid vouchers in safe-custody and produce the same before audit.
- He/She shall maintain various registers prescribed for accounts section.
- He/She shall check the closure of accounts of Provident Fund, Family Benefit Fund, GIS, Pensions etc.
- He/She shall scrutinize and pass all bills including work bills as per Rules.
- He/She shall ensure (recovery of various statutory deductions) from employees, contractors, suppliers etc. and their(prompt remittance)to the respective agencies/departments without delay.
- He/She shall ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc. to the municipal funds.
- He/She shall ensure prompt payment of loan annuities.
- He/She shall ensure adjustment /recovery of all kinds of advances pending over three months.
- He/She shall ensure adherence to budget provisions and avoid excess expenditure over budget allocation
- He/She is responsible for placing the financial position of the municipality before the Council every month
- He/She shall perform any responsibility entrusted by the Commissioner/Accounts Officer/Junior Accounts Officer.
- He/She is entrusted with all other responsibilities as per the A.P. Municipalities Act, 1965 Various Statutory Rules, various Manuals, instructions of the Government on this subject.

JUNIOR ACCOUNTANT:

- The Junior Accountant shall assist the higher-level functionaries in the Section in discharge of their responsibilities.
- Where no Senior Accountant is working in the section, he shall discharge the functions of the Senior Accountant also in addition to his duties.
- He is responsible for preparation of up-to-date monthly and annual financial statements in DEABAS System and computerization of the same online in the accounting software
- He is responsible for preparation of budget estimate and revised budget estimate
- He is responsible for preparation and consolidation of replies to objections raised in the audit report.
- He is responsible for proper maintenance of cash book, cheque book, and treasury / bank pass book and their safe custody
- He should ensure that all payments from municipal funds are made as per rules and instructions issued by the Government from time to time
- He is responsible to close the cash book every month by 10th of succeeding month.
- He should reconcile each cash book with chitta, bank remittances and e-seva / mee-seva remittances.
- He should reconcile cash books with treasury / bank passbook every month
- He shall keep all paid vouchers in safe-custody and produce the same before audit 3-4.14 He shall maintain various registers prescribed for Accounts Section.

JUNIOR ACCOUNTANT:

- He shall ensure the closure of accounts of Provident Fund, Family Benefit Fund, GIS, Pensions etc.
- He shall scrutinize and pass all bills including work bills as per Rules
- He shall ensure recovery of all statutory deductions are made from employees, contractors, suppliers etc. and their prompt remittance to the respective agencies/ departments without delay.
- He shall ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc., to the municipal funds
- He shall ensure prompt payment of loan annuities
- He shall ensure adjustment /recovery of all advances pending over three months.
- He is responsible for all investments made by municipality and ensure prompt realization / renewal of interest / investment
- He shall ensure that all expenses are within the budget provision and avoid excess expenditure over budget allocation
- He is responsible for placing the financial position of the municipality before the Council every month
- He shall perform any responsibility entrusted by the Commissioner/Accounts Officer/ Junior Accounts Officer
- He is entrusted with all other responsibilities as per the A.P.Municipalities Act, 1965,various Statutory Rules, various Manuals, instructions of the Government on this subject.

STANDING MUNICIPAL COUNSEL:

- A Municipal Council may appoint a Standing Counsel for giving legal advisers and for rendering service out of Court in connection with the legal affairs from the Municipality for attending Civil and Criminal cases where the engagement of the Council is necessary.(G.O.Ms.No.706 MA&UD Dt.3.8.1968)..

Thank
you!!!

FUNCTIONING OF WARD SECRETARIAT SYSTEM

INTRODUCTION

Government of Andhra Pradesh under the leadership of Hon'ble Chief Minister, has embarked on the journey of meeting objective of Gram swaraj or village self-rule, envisaged by Father of the Nation – Mahatma Gandhi. He envisioned "every village should be its own republic". The Government has designed an elaborate model of governance through NAVARATHNALU and aimed to bring administration at the doorsteps of the citizens. The objective of the Government is to extend all welfare schemes/ services benefits to all eligible beneficiaries on saturation basis irrespective of caste, creed, religion, region, gender and political affiliation. In this regard, Government constituted a dedicated Department, Grama Volunteers/ Ward Volunteers & Village Secretariats (GVWV & VSWS) with a mandate to ensure "Last Mile Delivery" of welfare schemes & services at doorsteps of the citizens. Accordingly, the Government recruited and posted 1.34 lakh employees in all Village / Ward Secretariats in Phase-I & II and they are working from October 2019 onwards.

OBJECTIVE

The primary objective of GVWV & VSWS department is to guide, monitor and streamline the activities of newly established administrative setup, with targeted focus towards strengthening secretariats and empowering the workforce.

The ward and village secretariats are acting as one-stop shops for implementation of all welfare and development activities by the Secretaries and their department-wise assistants who are in turn aided by an army of volunteers deployed in every nook and corner of the State. They also helped contain the coronavirus pandemic when it seemed to spiral out of control. The effective implementation of ‘Navaratnalu’, the government’s flagship welfare schemes, is the key objective of these secretariats that are mandated to resolve the grievances brought to their notice by the volunteers, each one of whom takes care of 50 households.

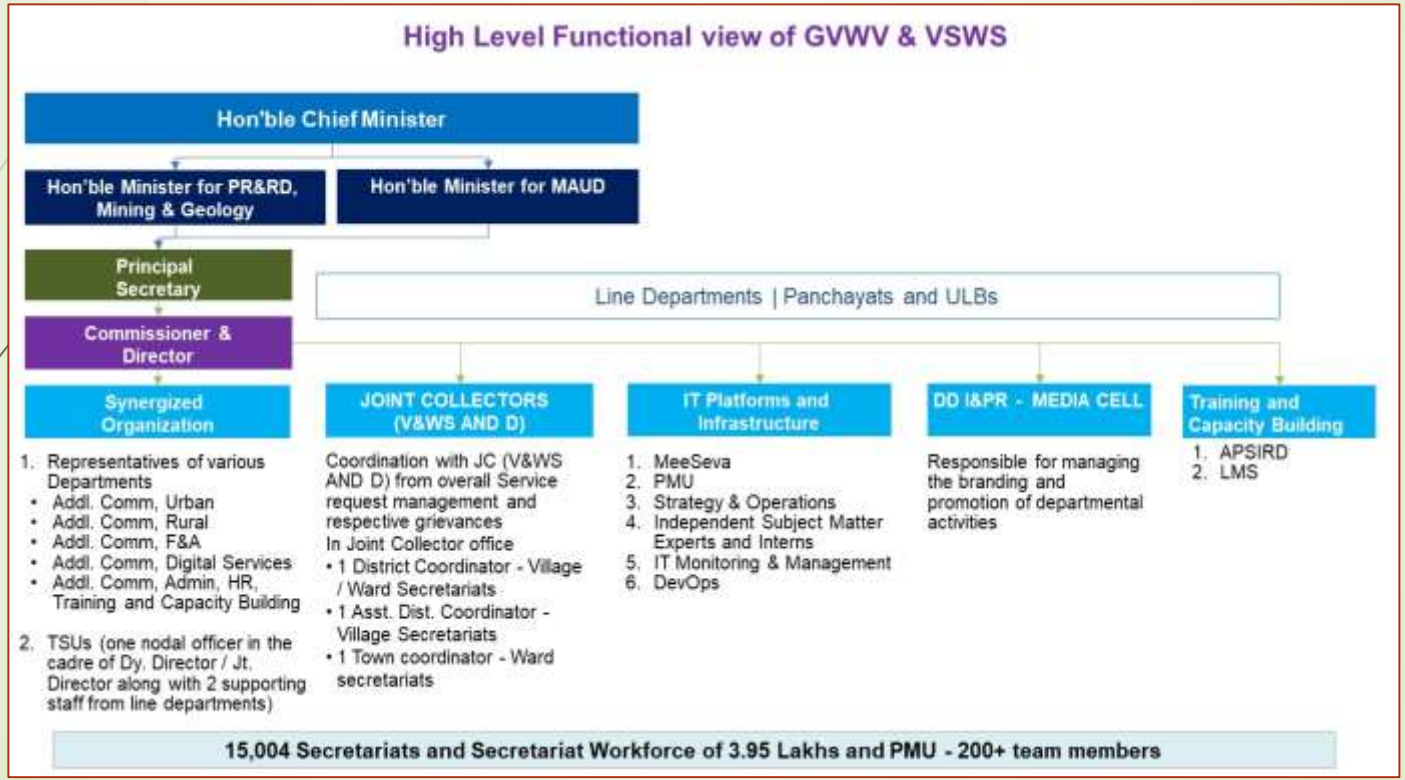
SECRETARIAT SYSTEM AND ITS ESTABLISHMENT

To ensure providing complete outreach to citizens of the state, Government established “1 Village Secretariat for 2,000 population in rural areas and 1 Ward Secretariat for 4,000 population in ward areas”. Accordingly, 15,004 Secretariats were established, with 11,162 secretariats in Rural & 3,842 secretariats in Urban areas.

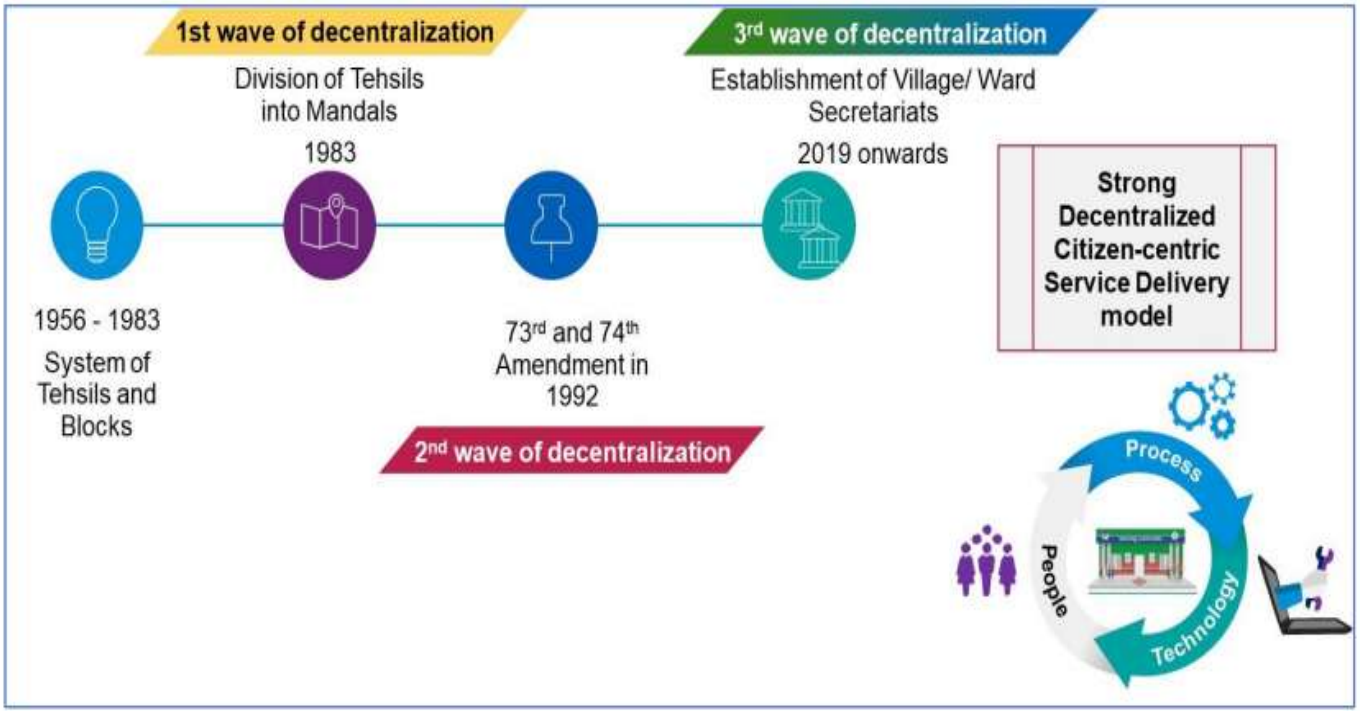
Government has recruited and positioned 11 functionaries in each Village Secretariat and 10 functionaries in each Ward Secretariat, thus accounting to ~1.34 Lakhs Functionaries. Further, a Volunteer is allotted for every 50 households in rural areas and 50-100 households in urban areas, which constitutes over 2.61 Lakhs of total 3.95 Lakhs workforce of the Department.

The Department has equipped Village and Ward Secretariats with necessary capacities in terms of infrastructural facilities, technology and desired hardware such as Desktops, UPS, IRIS Scanners, Printers, Laminating Machines, Smart Phones, Fingerprint Scanners and 4G SIMs in all Village/ Ward Secretariats, along with network operations. Further there is constant focus on skilling and Upskilling of functionaries through training and capacity building initiatives.

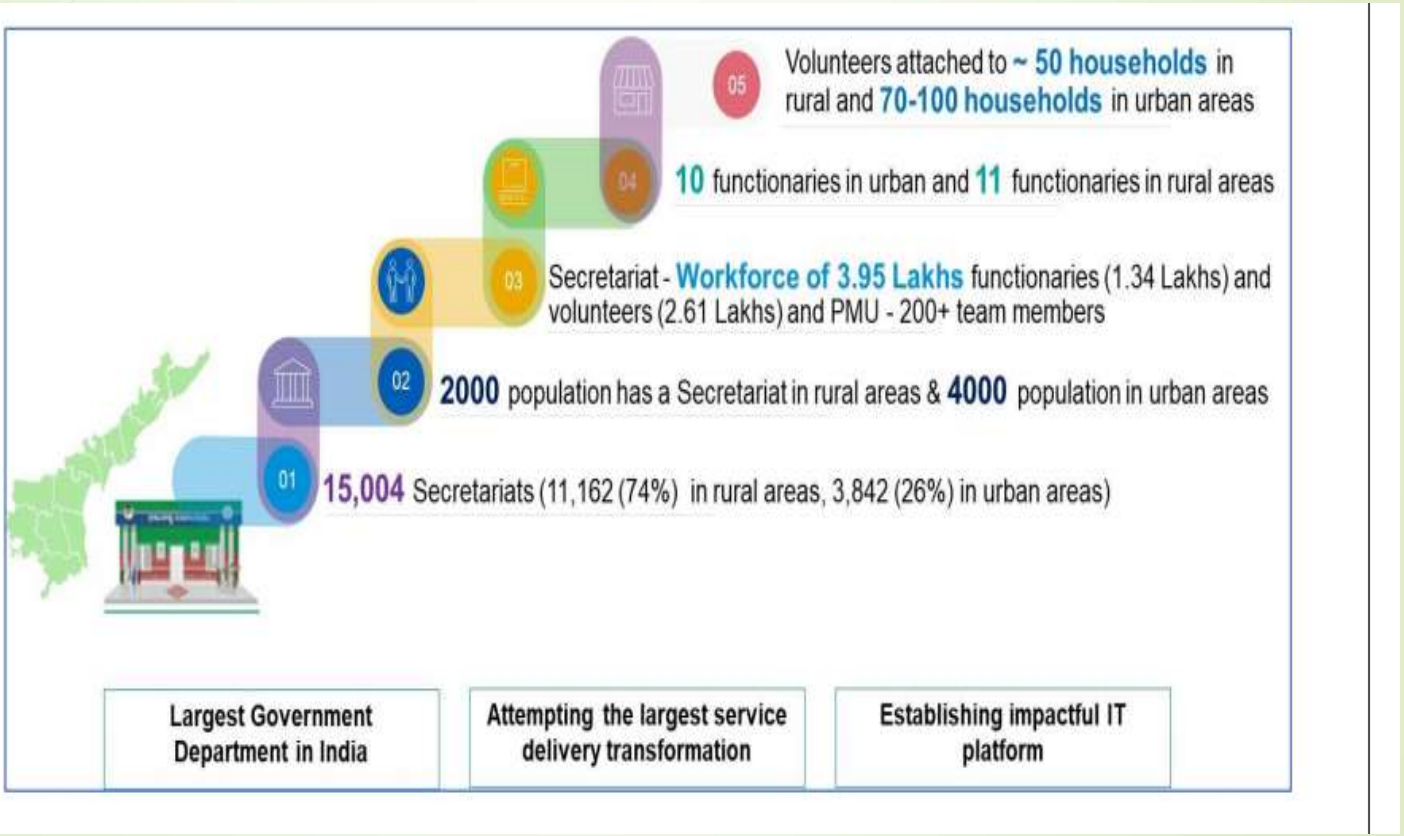
ORGANIZATION FUNCTIONAL CHART



Evolution of Gross Root Administration



Scale & Size of the Department



Ward Volunteers System Introduction and Recruitment:

Volunteers who volunteer to serve are the need of the hour. In the present society many disorders, oppression, development There are inconsistencies. No matter how hard the government works, development is not possible without the support of the people. Hence Transitional servants (Change Agents) are required. The government has set up a system of volunteers to meet this need Created. These volunteers are social workers who volunteer their services.

Volunteer Recruitment Objectives:

1. Providing corruption free municipal services. Every 50/00 families are covered by one volunteer. Providing various government welfare schemes and services, including Navratnas, directly to the beneficiary's home.

2. Acting on behalf of the government to the families assigned to him Acting as a bridge / liaison between Secretariat Secretaries / Local Bodies and Families.

3. Assisting government agencies in delivering government schemes to eligible shy people and to create awareness among the people about government welfare schemes and programs, the respective schemes Utilizing.

Volunteer Recruitment Objectives: Cont'd

4. Ensuring public participation in the implementation of government schemes and programs.

5. Awareness among the people about the services that are essentially needed personally, familywise and socially Providing and assisting in obtaining them.

6. Informing the government of the public response to government schemes, services and programs, so that the government has an opportunity to know and rectify deficits in current programs and schemes, as well as new schemes Utilizing each of these responses in the design.

Connecting Volunteers with Families:

1. Slum or B.P.L. families Identified and 50 families as a unit in areas where there are families or poor people is considered and one Volunteer is hired.

2. A.P.L. families if Identified (more than 70% in an area) then 100 families as a unit is to be considered and one volunteer will be assigned.

3. 50 families belonging to one volunteer belong to the same ward. If there are more than 50 in one family, the rest also should be assigned to the same volunteer as no families to assigned for a volunteer from two different wards.

Duties – Responsibilities:

1) Ward volunteers to do a basic survey of 50 to 100 families Should be procured through the Participatory Appraisal Technique (Participatory Assessment Method).

2) An action plan to be prepared based on individual / (community needs) in the assigned area based on a basic survey.

3) To keep the profiles of the 50/100 families assigned to them Updating them day to day. Being prepared with the details of the beneficiaries in advance from time to time.

4) Periodic collection of information relevant to the needs of all people and submitting that to the relevant line department authorities in the sachivalayams.

5) Identify families / individuals eligible for government schemes / municipal services, and Registration of individual / community level complaints / grievances.

6) To resolve issues in coordination with the municipality or other government departments Watching. As well as hand holding to ensure that eligible beneficiaries get the schemes.

Duties – Responsibilities: Cont'd

7) Government services to reach the people at their home.

8) Periodically visit the housing complexes allotted to them and identify their needs And seeing to it that they make proper use of the schemes they receive.

9) Bringing problems of the families assigned within their jurisdiction to the attention of the local municipality.

10) Attendance at all meetings held within the municipal limits.

11) To ensure all the schemes provided by the government reach to the deserving persons irrespective of caste, creed, gender, class or political affiliation.

12) Database management based on the benefits that should accrue to families.

13) Providing necessary assistance in redressing grievances raised by the citizens.

Functionaries and Concerned Line Departments:

Ward Secretariat Functionaries [10]	Line Department
Ward Administrative Secretary	MAUD
Ward Education and Data Processing Secretary	MAUD
Ward Amenities Secretary	MAUD
Ward Welfare and Development Secretary	MAUD
Ward Planning and Regulation Secretary	MAUD
Mahila Police and Women & Child Welfare Secretary	WCDA&SC and Home
Energy Secretary	Energy
Health Secretary	Health
Ward Revenue Secretary	Revenue
Ward Sanitation and Environment Secretary	MAUD

Impact of Secretariat System

The Department has re-orchestrated the entire service delivery modus operandi, to make objective of service delivery apparatus closer to the citizens. The foundation of the department is built on three critical pillars:

a. Developing appropriate standards of service delivery

b. Deploying sizeable team for timely service delivery

c. Creating a strong grievance redressal mechanism

Transparency

The Department is constantly strengthening the secretariats and empowering the functionaries to ensure efficient and effective methods are adopted in driving grass root level administration. Following are some of the actions taken in this direction:

a. Incorporated an extensive awareness model through Display of Posters (containing guidelines of various schemes and beneficiary lists).

b. Conducted Social Audit and Concurrent Social Audit in consonance with AP Society for Social Audit, Accountability and Transparency (AP SSAAT) to confirm eligibility of intended beneficiary for respective schemes being implemented through Village / Ward Secretariats.

c. The entire beneficiary selection process is made online.

Better targeting of beneficiaries of welfare scheme

a. Volunteer and Secretariat system was primarily tasked with collection of Basic Household data. This data provides all the details of households including their occupation, education qualification, social status, gender and economic status etc., enabling the volunteer and secretariat system to identify the actual eligible beneficiaries of various schemes implemented by the government.

b. The Volunteer creates awareness on the scheme to all the eligible households in his cluster and assists them in applying for the same. Once the application is placed, concerned functionary in the secretariat process the application to concerned department after preliminary verification. Department after going through the eligibility and other conditions sanctions the benefit. The benefit is delivered either at the doorstep of the beneficiary by Volunteer or to the accounts of the beneficiary directly.

c. The list of eligible and ineligible beneficiaries is displayed and reasons for ineligibility are also displayed at Secretariats. On the awareness provided by the Volunteers and Concerned secretary regarding the ineligibility, the ineligible beneficiary will have an opportunity to reapply with valid documents proving his eligibility.

d. Attending to redressal of grievances registered under Spandana / call center (1902).

Innovative Service Delivery Model

Established in October 2019, the newly formed Department delivers welfare schemes and services at the doorstep of its 54 million citizens in a meticulous manner, with a strict adherence to quality and timelines.

The enormous scale is made possible through efficient IT processes, a young and motivated workforce, a responsive and visionary leadership, and effective methods at the grassroots-level administration of schemes and citizen services.

Dedicated IT platforms creates a link between Head of Department, 35 Line Departments, 15004 Secretariats and 3.95 Lakhs workforce, which can be monited and evaluated online from any virtual location. GVWV & VSWS Department is responsible for streamlined operations of over 15,004 secretariats, which are servicing 13,000+ villages and 120 ULBs across the state. Every secretariats employs 11 functionaries in rural and 10 functionaries in urban, who acts as service delivery officers for various schemes and services.

Service Delivery:

A Total of 541 Services are being delivered in secretaries as on date. To ensure the efficiency of service delivery, Service Level Agreements (SLAs) and sub SLAs are being developed for each service by the respective departments. There is a dedicated focus towards door-delivery of services within the specified time limit (SLA) by the Village/Ward volunteers after due verification.

Furthermore, the Department has developed IT Platforms for intensive monitoring of scheme/ service implementation at the grass root level and measure the performance of the department personnel through achievement of desired financial/physical targets.

In parallel to the above, there is a continued focus on capacity building of functionaries to ensure seamless service delivery to the citizen in a timely manner.

Service Delivery: Cont'd

Distribution of pensions and delivery of welfare scheme benefits at the doorstep of the citizens. ~ 1.8 crore beneficiaries were provided relevant schemes. Pensions worth Rs. 1479 crores are distributed on the 1st day of every month. Top Four Schemes are:

1. Jagananna Amma Vodi **2. YSR Pension Kanuka**

3. Pedalandariki ILLU **4. Aarogyasri**

Apart from the above 4 major schemes, there are several other schemes which are to be mentioned:-

1. House Sites	2. YSR Rythu Bharosa	3. YSR Sunna Vaddi (SHGs)
4. YSR Law Nestam	5. YSR Asara	6.YSR Cheyutha
7. YSR Kapu Nestam	8. Jagananna Chedodu	9. YSR Netanna Nestam
10. YSR Vahana Mitra	11. Jagananna Thodu	12. Jagananna Vasati Deevena

Service Delivery: Cont'd

13. YSR Jala Kala
14. Manabadi Nadu Nedu
15. YSR Sampurna Poshana
16. Jagananna Gorumudda
17. Jagananna Vidya Kanuka
18. Jagananna Vidya Devena
19. YSR Kanti Velugu
20. YSR Aarogya Asara
21. Dr YSR Free Crop Insurance
22. YSR Bima
23. YSR Matsyakara Bharosa
24. Input subsidy to Farmers
25. One-time financial assistance to Archakas/ Imams/ Pastors/ Mouzams.
26. YSR Sunna Vaddi Pantarulanu (Farmers)
27. Supply of Mobile Dispensing Unit for ration delivery
28. Special COVID assistance to White Card Holder

Grievance redressal

Each secretariat has been provided Internet connection and other infrastructure required to cater to the citizens' requirements.

Every Monday Secretariat Level 'Spandan' programme is conducted at every secretariat for receiving physical complaints. The secretariats are essentially a milestone in the government's journey towards decentralisation of administration and they have started yielding the desired results already. To keep a tab on these activities PMU- Inspection App has been developed for Higher Authorities to monitor the work flow regularly. A PMU (Project Monitoring Unit) Call Center has also been set up to monitor the pendency of services at any level for fast resolution of grievances.

Apart from the above following Call Centers with Toll- Free numbers have also been setup for citizens to register their grievances over telephone also.

1. 1902 - Spandana Call Center for general grievances

Dedicated Call Center for all the public grievances including Navaratnalu scheme related grievances. A 24/7 Call Center working 365 Days a year.

Grievance redressal: Cont'd

2. 14500 - Call Center for sand & excise related grievances

Dedicated Call Center to register the complaints related to sand and excise. A 24/7 Call Center working 365 Days a year.

3. 14400 - Call Center for corruption related grievances

A dedicated 24/7 Call Center to register the complaints related to corruption or bribe. The citizen details are kept confidential and will never be disclosed.

4. 1907 - Call Center for YSR Rythu Bharosa grievances

A dedicated 24/7 Call Center to register the complaints related to Rythu Bharosa and agriculture.

Services at doorstep

The ward and village secretaries are vested with overall responsibility to implement the welfare schemes and they have assistants discharging various functions across departments such as MA&UD, Panchayat Raj, land and survey, medical and health, animal husbandry, dairy and fisheries, police, women and child welfare, water supply, power, agriculture and horticulture and tribal welfare.

Steps taken to Prevent Corruption:

i. Beneficiary selection process is made online.

ii. All schemes are implemented on saturation mode and applicant can submit application at any time.

iii. Removal of the role/intervention of middlemen/selection committees in the selection process.

iv. Time bound process to select beneficiaries i.e. Timelines fixed from receipt of application stage to delivery of service. Fixed SLAs for each scheme.

v. Speedy grievance Redressal.

Improvement/Initiatives in implementation of welfare schemes with Secretariat System:

i. **No limitation on number of beneficiaries**: Unlike the previous Government, Government of Andhra Pradesh under the leadership of Hon'ble Chief Minister Sri Y.S.Jagan Mohan Reddy is providing the benefits of every scheme on saturation mode to all the eligible beneficiaries without any limitation. The citizen can apply for the scheme at any point of time (No closing date is fixed) and the benefit will be delivered to him during the forthcoming disbursement.

ii. **Welfare Calendar**: Unlike the previous Government, Government has released welfare calendar for the launch or disbursement schedule of all schemes well in advance and citizen has the information of which scheme he/she will get in which month. The welfare calendar is displayed on all Secretariats.

iii. **Fixed Timelines for delivery of services**: Unlike the previous Government, timelines are fixed for delivery of each scheme i.e. SLAs and sub SLAs fixed for certain schemes.

Improvement/Initiatives in implementation of welfare schemes with Secretariat System: Cont'd

iv. **Simplified Process:** The process involved from submission of application to the delivery of benefit of scheme is made simple. The Secretariat system plays a key role in the whole process. Applicant can submit application related to any scheme with volunteer/Secretariat and entire process in made online. The Volunteer creates awareness on the scheme to all the eligible households in his cluster and assists them in applying for the same. Once the application is placed, concerned functionary in the secretariat will process the application to concerned department after preliminary verification. Concerned department after going through the eligibility and other conditions will sanction the benefit. The benefit will be delivered either to the door step of the beneficiary by Volunteer or to the bank account of the beneficiary directly.

v. **No Middle men in selection of beneficiary:** Unlike in the previous Government, No Political leaders or middle men or selection committees is involved in the selection of beneficiaries. The total selection process is made online and transparent.

Improvement/Initiatives in implementation of welfare schemes with Secretariat System: Cont'd

vi. **Delivery at the Door steps:** Unlike in the previous Government where beneficiary has to visit different offices for receipt of benefit, all the benefits are delivered directly either at the Door step of beneficiary through Volunteer or to the accounts of the beneficiary.

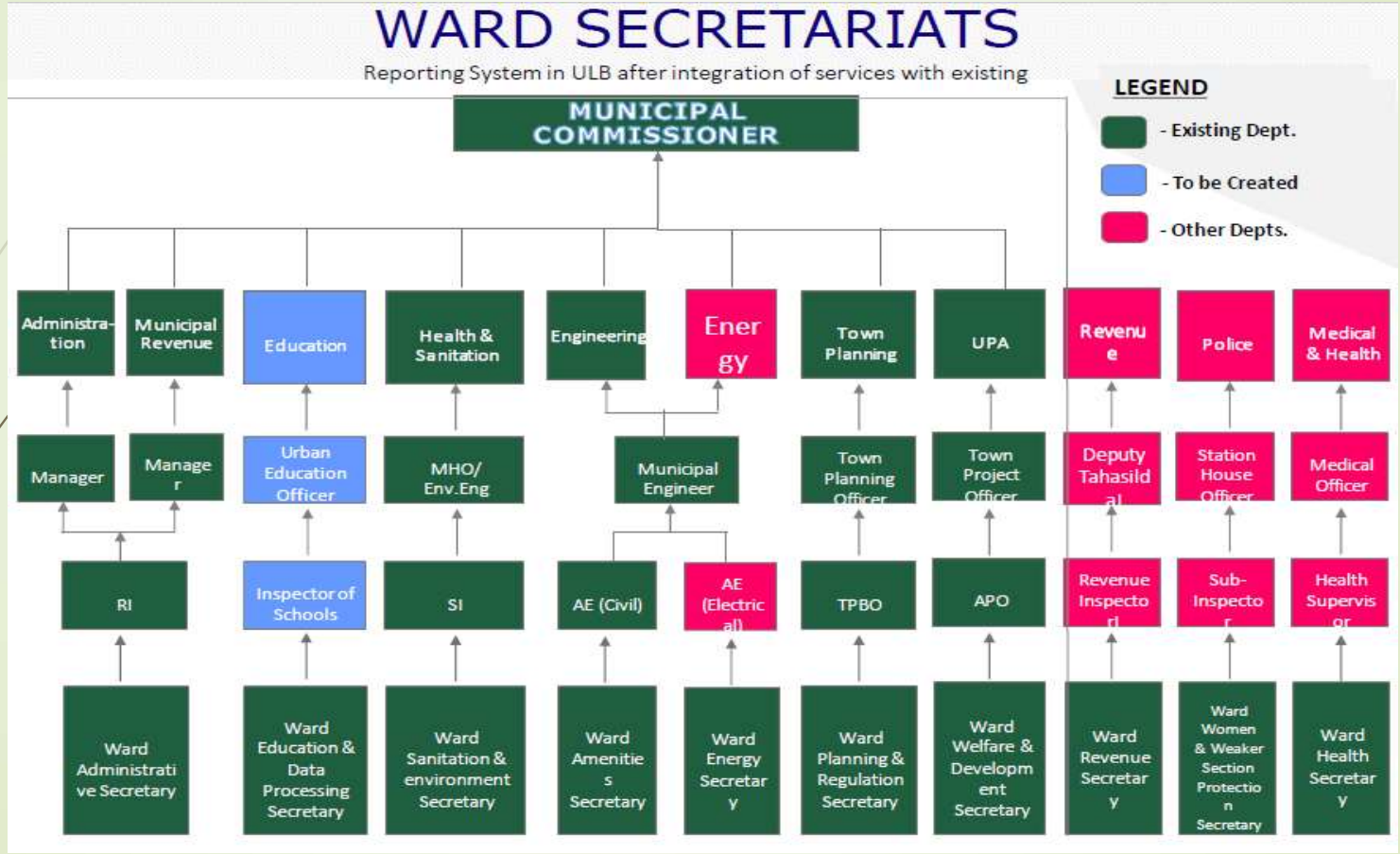
vi. **Social Audit:** Unlike the previous Government, both the list of eligible and ineligible beneficiaries is displayed at Secretariats and on the website of Gramaward Sachivalayam also. The reasons for ineligibility are also displayed. The citizens are encouraged to go through the list and can even file the grievance on eligible list of beneficiaries with evidence. On the awareness provided by the Volunteers and Concerned secretary regarding the ineligibility, the ineligible beneficiary will have an opportunity to reapply with valid documents proving his eligibility.

Improvement/Initiatives in implementation of welfare schemes with Secretariat System: Cont'd

vii. Zero Corruption: The entire selection process is made online, transparent, accountable and devoid of any middlemen/selection committees leading to zero corruption.

The aim of the Government is to extend welfare benefits on to all eligible persons on saturation basis irrespective of Caste, creed, religion, region, gender and political affiliation.

Reporting System of Ward Secretaries after Integration of other departments



Ward Secretaries Job Charts:

JOB CHART OF WARD SECRETARIES

Ward Administration Secretary
General Administration & Municipal Revenues etc.

Ward Amenities Secretary
Water supply & civic amenities etc.,

Ward Sanitation & Environment Secretary
Solid & Liquid Waste Management etc.

Ward Education & Data Processing Secretary
Municipal Education & Data Processing etc.

Ward Planning & Regulation Secretary
Urban Planning

Ward Welfare & Development Secretary
Urban Poverty Alleviation

Ward Revenue Secretary
Land Administration, Civil Suppliers, etc.

Ward Energy Secretary
Power Supply

Ward Women & Weaker Sections Protection Secretary
Law & Order, Civil Rights Protection

Ward Health Secretary
Medical & Public Health

Ward Administrative Secretary: - JOB CHART

A. MAUD	
Statutory Functions	
1.	Act as team leader – In charge of entire Ward Secretariat
2.	Maintain attendance register, movement register, office orders and important letters
3.	Verify personal registers & other registers related to RTI Act & Citizen Charter
4.	Act as Public Information Officer under Right to Information Act, 2005
5.	Serve occupier notices and other notices to the concerned occupants
6.	Serve special notices within 7 days from the date of receipt
7.	Assist Commissioner in conducting the elections to the council
8.	Attend office of Municipal Standing Counsel (MSC) for obtaining information regarding the suits filed against the municipality and report to the Revenue Inspector
9.	Attend criminal / civil courts on behalf of the municipality
10.	Maintain register showing the addresses of taxpayers residing outside the municipality
11.	Monitor legal matters relating to SC, ST Commission, Lokayukta & HRC etc
Financial Functions	
1.	Attend to outdoor work daily for a minimum period of 1 hour in the forenoon for assessment and collection of taxes and non-taxes
2.	Book under-assessments & un-assessments
3.	Ensure proper service of bills for collection of taxes and non-taxes within the stipulated time
4.	Report new constructions, additions to existing building, usage change etc
5.	Trade licenses identification and collection
6.	Collect 100% property tax & water charges & maintain records
7.	Make spot entry in the memoranda immediately after collection from the taxpayer
8.	Make entries of the daily collections in the daily collection book (handbook) as per the

	memoranda, and make necessary entries in the challan register / Irsal nama and remit it into the municipal treasury on that day itself, after due verification by the concerned assistant, Revenue Inspector and Revenue Officer
9.	Identify Vacant Lands and collect Vacant Land Tax (VLT)
10.	Submit list of arrears
Technical Functions	
1.	Ownership Certificate
2.	Valuation Certificate
3.	Collect Property Tax
4.	Collect Water Charges
5.	Collect Trade License
6.	Collect Sewerage charges
7.	Collect Shop Room Rents
8.	Collect Mutation Fee
9.	**Shall do field visit and verify measurements/details as per application received for Property or Vacant Land related services as follows and report the observations to Revenue Inspector:** • Property New Assessment • Transfer of Tittle • Revision Petition • Vacancy Remission • Addition/Alteration • General Revision Petition • Exemption Request • Amalgamation

	• Vacant Land New Assessment • Sub-Division of a property • Conversion of House tax to Land Tax (VLT) • Conversion of VLT to House Tax
10.	Issue of Integrated Demand Bill
11.	Know the property tax dues
12.	Issuance of no due certificate
General Functions	
1.	Keep Ward Secretariat office clean and tidy
2.	Maintain indent of assets
3.	Supervise ward functionaries & work in convergence with Line depts
4.	Receive and distribute currents to concerned functionary
5.	Ensure prompt disposal of currents received in Ward Secretariat office
6.	Prepare administration report
7.	Responsible for submission of all periodical reports to the higher authorities in time
8.	Verify the Stock Account of Books and forms, stationery and registers
9.	Identify public representatives as per protocol
B. Environment, Forests, Science and Technology Department	
Technical Functions	
1.	Undertake afforestation of degraded forest land in association with Forest Department
2.	Report on cases of excess pollution (air, water, soil etc) to District Regional Office of APPCB
3.	Ensure plastic free environment in ward (in case of resolution passed by Wards or otherwise safe disposal of plastic)

C. Labour Department	
Technical Functions	
S. No	Job Chart
1.	Assist Labour Department in YSR Bima
2.	Assist Labour Department officials in overall departmental activities

Ward Administrative Secretary Activity Calendar

Daily Activities Calendar

He/she Shall start out door work at 8AM for a minimum of 2 hours in the ward secretariat area and must

identify/Inspect

1) Under / Un Assessed Properties and initiate action for Revision/ Assessment
2) Inspection for revenue services like Vacancy remission, Title transfer etc.
3) vacant lands and assessment of VLT
4) New trades and collect trade license fee
5) Collection of Property Tax, VLT, Water charges, other Taxes and non-taxes.
6) Overall Supervision of Ward Volunteers work.
7) Serving of Demand notices, Special Notices or any other notices as and when necessary.

AT SECRETERIAT OFFICE

9) Monitor Attendance/bio metric every day by 10.30 AM.
10) Shall report late attendance to higher authorities
11) Conduct Spandana daily at Ward Secretariat.
12) Maintain Leave register & other related registers if any
13) Shall monitor outdoor visits of other secretaries through movement register.
14) Collection, Generation and sending Daily reports to Higher Authorities.
15) Remittance of Cheques (Cash if any) at ULB Office/any other designated place/Person designated by the Municipal Commissioner on the same day.
16) Handbook should be Maintained
17) Attending RTI with in the time limits prescribed
18) Court Cases, SC/ST/HRC/Legal issues by maintaining registers and Coordinating with Municipal Standing Counsel.
19) Shall record the tappals on the day of receipt itself and distribute them to concerned secretary on the same day with due acknowledgement and see that all secretaries process files as per rules and in time.

Ward Administrative Secretary Activity Calendar

Daily Activities Calendar
20) Shall monitor registers maintained by other Ward Secretaries.
21) Maintain all registers as per rules.
22) Diary Maintenance and submission to MC during Monthly Review
23) Must have knowledge of e municipal ERP
24) Attending Protocol duties
25) Attend Government Special Programs
26) Supervision of Beneficiary identification and Distribution of Scheme Benefits
27) Election duties, if any
28) Allotment of turn duties to Ward Secretaries during holidays
29) Has to perform general duties/duties of other Secretaries when required
30) Supervision of census work
31) Shall ensure that office premises are neat and tidy
32) Must follow Municipal Commissioner/higher authorities during field visit in the ward

Ward Administrative Secretary Activity Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Thursday	1. Pension & PDS Distribution Supervision 2. Convergence meeting with Ward secretaries 3. Updating Ward Secretariat Profile	Convergence meeting with Ward secretaries	Convergence meeting with Ward secretaries	Convergence meeting with Ward secretaries
Friday	Special focus on Spandana, Citizen Charter, RTI, Court Cases, SC/ ST/ HRC/Legal matters. Verification of Registers, Stock account of Forms, Books and Stationery	Capacity Building/Training related activities	Special focus on Spandana, Citizen Charter, RTI, Court Cases, SC/ ST/ HRC/Legal matters. Verification of Registers, Stock account of Forms, Books and Stationery	Conduct of Ward Sabha with elected representatives, NGOs, RWAs and other associations &local people for Beneficiaries Selection and recommendation, basic amenities and others activities. Send report to Municipal Commissioner
Saturday	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service requests, Un Assessments and Under Assessments	**Second Saturday**	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service request and Un Assessments and Under Assessments	Attend to the Review by reporting officer RO/RI on Revenue related issues like Tax Collections, Spandana, Service request and Un Assessments and Under Assessments
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

While all the activities daily (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the major activity is assigned to a day, to lend specific focus and enable micro level activity plan

Ward Administrative Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	1. Pension & PDS other schemes benefits distribution Supervision. 2. Concentration on Un Assessments of PT/VLT/water charges/Trade license 3. Under Assessment of PT. 4. identification of Unauthorized Water Tap Connections Prepare assessments for the above.	1. Concentration on Un Assessments of PT/VLT/water charges/Trade license 2. Under Assessment of PT. 3. identification of Unauthorized Water Tap Connections Prepare assessments for the above.	1. Concentration on Un Assessments of PT/VLT/water charges/Trade license 2. Under Assessment of PT. 3. identification of Unauthorized Water Tap Connections Prepare assessments for the above.	1. Concentration on Un Assessments of PT/VLT/water charges/Trade license 2. Under Assessment of PT. 3. identification of Unauthorized Water Tap Connections Prepare assessments for the above.
Tuesday	1. Pension & PDS and other schemes benefit distribution supervision 2. Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend	Review with Ward Volunteers at Ward Secretariat Office, all secretaries must attend
Wednesday	1. Pension & PDS and other schemes benefit distribution supervision 2. Concentration on Collection of Shop rooms rent & Trade License, PT 3. Submission of Monthly reports to ULB.	Monthly Review by Commissioner on all aspects like Navarathnalu, Spandana, Citizen Charter, Tax Collection, RTI, Court cases, New Assessments	Concentration on Taxes & non tax Collections	Concentration on Taxes & non tax Collections

Ward Administrative Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	• Issue of Notices to all defaulters, Issue and execution of Warrants, Concentration on PT, VLT and water charges. Special Attention on State and Central Government properties tax collections.
February	• Advance Trade License Collection and Concentration on 100% PT, VLT and water charges Collection and Special Concentration on State and Central Government Properties tax collections and Issue of Occupier Notices if necessary.
March	• Trade License Collection with Penalty and Concentration 100% PT, VLT and water charges Collection and Special Concentration on State and Central Government Properties tax collections • Concentration on proper water supply during summer
April	• Preparation on PT/VLT/water charges arrear list, Demand Notices generation and Distribution and give wide publicity on *5% rebate on PT* and concentrate on collections by utilizing the rebate offer. • Concentration on water supply in summer.
May	• Asset Register Updation, Completion of Distribution of demand notices. • Concentration on water supply in summer
June	• Collection of 1st Half Year Taxes from all tax payers as per the demand notices to avoid imposition of penalty on PT. Concentration on water supply in summer
July	• Updating the register of people living outside ULB related to PT. Collection of PT/VLT/water charges
August	• Concentration on Tax Collection, Tree Plantation monitoring, filing of charge sheets against the defaulters for more than 3 years and filing of suits against defaulters of more than 6 years.
September	• Concentration on Tax Collection, Tree Plantation monitoring, Identification of time barred assessments and report to RI/RO
October	• Concentration on Tax Collection, Tree Plantation monitoring
November	• Concentration on Tax Collection, Tree Plantation monitoring
December	• Collection of 2nd Half Year Taxes from all tax payers as per the demand notice to avoid imposition of penalty, Submission of Administration Report.

While all the activities daily, monthly (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the specific activity is assigned to a month, to lend specific focus and enable micro level activity plan

Ward Amenities Secretary: - JOB CHART

MAUD	
Statutory Functions	
1.	Maintain accounts for materials at site, cement, bitumen, paint etc., logs for departmental vehicles, departmental stores, tools and plant, rainfall data etc., NMR reports, departmental properties etc.
2.	Prepare and maintain records - timely recording of measurements, safe custody of measurement books and field books, preparation of estimates, bills, work-slips etc., property registers, fortnightly progress reports (FNPRs) etc.
3.	Prepare bills as per AP PWD [Public Works Department] Code Rules and instructions of the Government
Technical Functions	
1.	Give technical sanction to maintenance works of value up to Rs. 25,000
2.	Record in Measure Book for maintenance works of value up to Rs. 25,000 & proposal recommendation to next higher authority for payment
3.	Investigate and prepare designs and estimates of all engineering works and maintenance works
4.	Execute all engineering works and maintenance works and recording measurements and preparation of bills including works pertains to housing, irrigation, school education and other line departments
5.	O&M of roads/ buildings/ water supply/ sewerage / drainage, electrical installations etc., under control
6.	Permit individuals for road cutting – power can be delegated post required charges collection
7.	Identify potholes, maintain manholes, parks, traffic islands etc
8.	Record measurements in MBs and check and supervise centre lines marking as per

	approved plans, levels, quality of materials and their quarries, quality of the work as per standard specifications and IS codes, sizes of materials etc.
9.	Report any deviation from approved plans, sanctioned estimates and designs
10.	Verify applications received related to water tap connections, conduct field verification and submit the report to Asst. Engineer - new water tap connection; additional tap connection; change of usage; closure of connection and re-connection of water tap
11.	Monitor frequency, quality of Water Supply, new/ repair of water supply lines & house service connections, maintain bore wells, hand bores and drains
12.	Desilting of Major drains, maintain burial grounds, community toilet complexes
13.	Oversee construction of Culverts and Bridges and infrastructure related work
14.	Record measurements, maintain accounts of materials at site and records
15.	Oversee relief operations during calamities & adverse seasonal conditions
General Functions	
1.	Undertake outdoor work daily for a period of 1 hour in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in jurisdiction.
2.	Report to Assistant Engineer for management and execution of engineering works pertaining to subject/ jurisdiction allocated
3.	Report to Assistant Engineer any deviation from sanctioned estimates and designs & design assumptions while executing, and attend to deficiencies pointed out by quality control staff
4.	Inspect complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
5.	Create awareness in judicious consumption of water

B. Water Resources	
Technical Functions	
Sl.NO	**Job Chart**
1.	Monitor frequency, quality of water supply, identification of repairs, issue of new water
	supply lines and service connections
2.	Prevent waste disposals into water bodies, supply channels
3.	Prevent polluting water carrying into nallas/ channels
4.	Report on theft, damaging structures, banks of water bodies to Department Officers
C. Housing - Existing powers now vested with Assistant Engineer of the Mandal/Municipality, APSHCL are being delegated to the Engineering Assistant/Ward Amenities Secretary of Secretariats	
Statutory Functions	
1.	Maintain beneficiary acquaintance register and Cash payment register
Technical Functions	
1.	Arrange for registration of eligible applicants data in 4–b format and register in Pradhan Mantri Awas Yojana [PMAY-MIS] website
2.	Coordinate with concerned officer in preparation of DPR for all eligible applicants as per PMAY-HFA guidelines
3.	Conduct PRA exercise with beneficiaries to explain the details of housing schemes viz., plinth area, unit cost, payment schedule etc
4.	Give mark-out for houses as per approved plan in the site allotted to beneficiary and render all technical assistance to beneficiary in construction of houses
5.	Advise beneficiaries for using good quality construction materials in construction of their houses
6.	Provide technical guidance in construction of houses
7.	Geotag vacant site & stage wise construction of houses in apps provided by Housing Department
8..	Inspect construction of houses frequently and report the progress and requirement of construction materials for houses to the Assistant Engineer (Housing) of ULB level forprocessing the payments and release of materials like Cement etc

D. Industries and Commerce	
Technical	**Functions**
1	Act as Industrial Field Officer at Secretariats
2	Conduct regular survey of industries falling within small jurisdictions (e.g. Samagra Parishrama Survey)
3	Update various industry parameters like power consumption, revenue generated, employment realized by above functionaries on regular basis
4	Identify skill requirement of local youth and connect with Industries Department
5	Create awareness amongst micro and small entrepreneurs about State and Central Government schemes
6	Function as grievance redressal functionary for micro and small industries to connect to IPO/Area officer concerned
7	Undertake activities of industries department under overall supervision of IPO/area officers
8	Report any incidents related to pollution and hazardous discharge by local industries
E. All Departments (including Higher Education)	
Technical	**Functions**
1	Perform engineering works pertaining to all Government Departments as delegated to them by respective Departments

Ward Amenities Secretary Activity Calendar

Daily Activities Calendar

FORENOON	AFTERNOON
• Drinking water samples testing, during supply hours (Morning & Evening). • Identification of Pipeline leakages, observation of Valve pits for leakages. • Inspection of Open Drains chocking areas and inform to sanitation secretary for rectification. • Attending Execution of civil works including Housing, Nadu-Nedu/water leakage repairs and street light repair works. • Inspection of WTPs, Pump houses, Service Reservoirs. • Observation of low-pressure areas and tail end points supply. • Recording of complaints from public regarding issues of water supply, repairs to drains and roads etc., Identification of UGD manholes overflow. • Visiting Spandana and Puraseva grievances received and interacting with citizens regarding their problem. • Preparation of estimates/DPRs for infrastructure works including Housing and Nadu-Nedu. • Updation of Grievances (Spandana/PGR module) and preparation of reply reports. • Recording of M. Books and maintenance of field registers during the execution of works, capturing work photographs, following of inspection of Reporting Officers. • Conducting quality control tests during execution of works and maintaining standards as per IS Codes. • Road maintenance works such as identification of pot holes, repairs & preparation of estimate proposals • Receipt of New Water Tap connection & UGD connection applications from the public. • Identification of Individual Toilets/processing for sanctions/execution. • Updating Field Visit Register as per Check-slip.	• Attending office work such as preparation of Bills, • Preparation of Progress Reports, • Quality Control Reports, • Updation of Registers (Complaint register, Roads Register, Drain Register, Water Supply pipeline, Asset Register • Meeting with Departmental officers/ Higherups, • Interaction with drawing branch for tenders, agreement of works etc. • Managing the counter in office as per the term schedule communicated by the Administrative Secretary. • Attending other duties and Govt. Flagship programmes as required by the Higher Authorities. • File clearance.

Ward Amenities Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	Inspection of WTPs	Inspection of Municipal Schools Nadu-Nedu.	Inspection of Open spaces & proposals for development	Inspection of Housing construction.
Tuesday	Review meeting with Ward Volunteers at Secretariat office	Review meeting with Ward Volunteers at Secretariat office	Rain water Harvesting Structures in Public Buildings, Parks, open sites, Review meeting with Ward Volunteers at Secretariat office	Inspection of Burial Grounds & Its maintenance Review meeting with Ward Volunteers at Secretariat office
Wednesday	Meeting with Municipal Engineer & higher authorities.	Inspection of Community Halls/ Municipal buildings.	Inspection of Parks, Avenue plantation & Its maintenance	Inspection of roads and drains along with planning staff to prevent encroachments.
Thursday	Recording of Water Meter Readings for Commercial & resi - dential connections. Convergence meeting with ward secretaries	Convergence meeting with ward secretaries	Identification illegal water/UGD connections and informing higher authority. Review on Service Level Indicators for water supply, Convergence meeting with ward secretaries	Mass Plantation in wards Convergence meeting with ward secretaries
Friday	Visiting community toilets & public toilets for their hygienic condition.	Capacity Building and Training related activity.	Updation of HSC connections during the month & submission to Revenue Section	Conduct of ward sabha with ERs, NGOs, RWAs and other Associates for beneficiary selection, recommendations, basic service maintenance issues and other activities.
Saturday	Inspection of ELSRs and its cleaning.	**Second Saturday**	Inspection of Greenery, beautification & maintenance works	Preparation of fortnight reports.
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

Ward Amenities Secretary Activity Calendar

Seasonal Activities Calendar

Season	Activity
Summer season (March to June)	• Focus on uniform distribution water to all areas, and tail end areas through piped supply and through water tankers. • Special care to avoid water contamination by pipe leakages, shifting of taps, crossing of drains, etc. • Establishment of "Cooling Water Centres" (Chalivendram) • Providing Temporary shelters during Heat wave period. • Providing Open Water Tubs for Animals/Birds. • Focus on Water Quality tests to maintain the Chlorine levels in supplied water. • Desilting of major out fall drains. In addition to the daily activities, the Ward Amenity Secretaries shall perform the Specific activities during the season, as per the priority
Rainy season (July to December)	• Readiness for clearing of blocks in the drains by keeping available with Diesel Pump-sets/Motors to avoid inundation of low-lying localities. • Focus on Water Quality tests to maintain the Chlorine levels in supplied water. • Monitoring of Turbidity of water • Specific Water Tests such as e-coli, to prevent water contamination. • Immediate action for removal of fallen trees during heavy rains. In addition to the daily activities, the Ward Amenity Secretaries shall perform the Specific activities during the season, as per the priority

Ward Amenities Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	Summer Action Plan Proposals for Water Supply
February	Implementation of Summer Action Plan
March	Pot Holes filling for Roads, Man Holes Repairs, Valve Pit Repairs
April	Desiltation of Drains & Special focus on watering of plantation
May	Desiltation of Drains
June	Focus on Water Quality Tests and monitoring
July	Mass Plantation
August	Mass Plantation
September	Mass Plantation in respective wards, Furnishing of M. Books and other relevant records for Audit
October	Stakeholders meeting for preparation of annual action plan.
November	Budget Preparation- works proposals, maintenance proposals etc., Preparation of Administrative Report
December	Summer Action Plan Proposals for Water Supply & School repairs and provision amenities such as fans, lights, water supply for exam preparation of Students.

Ward Sanitation and Environment Secretary: - JOB CHART

MAUD	
Statutory Functions	
1.	Implement Online Waste Management System (OWMS) viz. usage of scanners, attendance of the PH workers, follow route maps/transportation plan etc.
2.	Ensure 100% implementation of Plastic Waste Management Rules, 2016
3.	Ensure ban on usage of plastic below 50 Microns thickness & phase out of single line plastics
4.	Ensure 100% implementation of Construction & Demolition Waste Management Rules, 2016
Technical Functions	
1.	Ensure implementation of all Waste Management Rules & sanitation in the area allotted
2.	Ensure cleanliness at public places etc., public toilets, community toilets
3.	Follow-up with concerned duly watching OWMS dashboard in implementation of OWMS
4.	Ensure usage of Personnel Protective Equipment (PPE)
5.	Ensure 100% identification of Bulk Waste Generators, provide handhold support to the BWGs, practice onsite composting by the BWGs etc
6.	Ensure Home Composting done in all the households
7.	Ensure collected wet waste shall be sent to Waste to Compost Plant or to designated place
8.	Ensure prevention of free cattle movement on main roads
9.	Ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable diseases
10.	Ensure 100% achievement in ABC & ARV Program
11.	Initiate action for construction of Pig Hostels, to visit the Pig Hostels located on regular intervals and report the status of functioning/stage of construction to reporting officer
12.	Collect data from Government / Private Hospitals where communicable diseases reported and report the status to reporting officer for taking remedial measures

13.	Ensure disposal of unclaimed dead bodies
14.	Visit slaughterhouses on regular intervals and report the status of functioning/stage of construction/modernization etc., to reporting officer
15.	Ensure quantity of collected dry waste is sent to Dry Waste Resource Centers / Material Recovery Facility in the ULBs
16.	Visit DRCC (Dry Resource Collection Centers) / MRFs (Material Recovery Facilities and report the status of functioning etc., to reporting officer
17.	Ensure 100% dry waste collected, shall be sent to DRCC/MRFs
18.	In charge of DRCC/ MRFs tie up with recyclers/Cement Plants etc
19.	Ensure 100% door to door garbage collection from the house-holds, commercial establishment / institutions etc., in the area allotted
20.	Ensure 100% segregation of waste at source and safe disposal of sewage
21.	Visit Sewage Treatment Plants (STPs), Fecal Sludge Treatment Plants (FSTPs), Re-use of Wastewater Treatment Plants etc
22.	Co-ordinate with line departments regarding implementation of all Waste Management Rules
23.	Ensure 100% achievement of targets in tree plantation & survival
24.	Promote IEC Activities/ awareness campaigns/trainings etc
25.	Ensure conduct of all Swachh Bharat Mission activities
26.	Issue New Trade License - Issue of Provisional License can be delegated on collection of License Fee
27.	Renew Trade License (provisional) –Issue of Provisional Renewal License can be delegated on collection of License Fee
28.	Closure of Trade License
29.	Issue Birth Certificate of Already Registered Events Prior To 01-12- 2016 (Through UBD)

30.	Non-Availability Birth Application (UBD Portal)
31.	Issue Birth Certificate of Already Registered Events Prior To 01-12- 2016 (Through CRS) *The CRS portal is developed by GoI - Integration to Ward Secretariat portal is pending*
32.	Non-Availability Birth Application (CRS Portal) *The CRS portal is developed by GoI - Integration to Ward Secretariat portal is pending*
33.	Issue Death Certificate of Already Registered Events Prior To 01-12-2016 (Through UBD)
34.	Non-Availability Death Application (UBD Portal)
35.	Issue Death Certificate of Already Registered Events Prior To 01-12-2016 (Through CRS) *The CRS portal is developed by GoI - Integration to Ward Secretariat portal is pending*
36.	Non-Availability Death Application (CRS Portal) *The CRS portal is developed by GoI - Integration to Ward Secretariat portal is pending*
37.	Marriage Certificate
38.	Registration of Pet Dogs
39.	Inspect and issue Sanitation certificate
General Functions	
1.	Attend to outdoor work daily for a minimum period of 3 hours to perform responsibilities
2.	Ensure collected garbage is transported in covered vehicles to designated places from allotted area

Ward Sanitation & Environment Secretary Activity Calendar

Daily Activities Calendar
✓ To take attendance of all PH Workers through Facial Recognition System (FRS) at the work place while they are doing their work.
✓ To deploy PH Workers in his/her allotted areas for sweeping, door to door garbage collection & drain cleaning etc.,
✓ To ensure 100% Segregation of Waste at Source in the area allotted to him/her.
✓ To ensure 100% Door to Door Garbage Collection from all the House Holds, Commercial Establishment/Institutions etc., in the area allotted to him/her.
✓ To ensure usage of Personal Protective Equipment by all the PH Workers in the area allotted to him/her.
✓ To ensure usage of scanners and cover all Households by the PH Workers in door to door garbage collection and monitor the coverage of scanning in dashboard.
✓ To ensure collected waste shall be placed at identified transfer points properly.
✓ To ensure waste at transfer point was picked up by the secondary transport vehicle, in time and weighment shall be taken up during waste transported to the designated places.
✓ To ensure the collected garbage shall be transported in covered vehicles to the designated places from the area allotted to him/her.
✓ To ensure 100% implementation for Online Waste Management System (OWMS) viz., usage of scanners, attendance of the PH Workers through FRS, follow route maps/transportation plan etc., in the area allotted to him/her.
✓ To follow-up with the concerned to fulfill the gaps in service duly monitoring the OWMS dashboard in implementation of OWMS in the area allotted to him/her and report to higher authority in case of any technical problems in the System.
✓ To inspect vulnerable areas and levy of penalties, if any person found openly defecated in the area allotted to him/her.
✓ To attend grievances/complaints about animal carcasses, unidentified dead bodies on priority basis.

Ward Sanitation & Environment Secretary Activity Calendar

Daily Activities Calendar
✓ To attend grievances (SPANDANA) received from different sources and resolve grievances within in the area allotted to him/her within SLA time.
✓ To ensure implementation of all Waste Management Rules, directions of the Hon'ble National Green Tribunal, New Delhi, etc., in the area allotted to him/her.
✓ To ensures for proper sanitation in the area allotted to him/her.
✓ To ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable diseases in the area allotted to him/her.
✓ To ensure cleanliness at public places etc., located in the area allotted to him/her and arrange gang work if necessary.
✓ To ensure cleanliness in Public Toilets, Community Toilets in the area allotted to them.
✓ To ensure 100% identification of Bulk Waste Generators, providing handhold support to the BWGs, practicing onsite composting by the BWGs etc., as specified in the SWM Rules, 2016 in the area allotted to him/her.
✓ To ensure Home Composting done in all the households in the area allotted to him/her.
✓ To ensure the collected wet waste in the allotted area shall be sent to the Waste to Compost Plant or to the designated place.
✓ To inspect Slaughter Houses/Vegetable Markets/Mutton/Chicken Markets in the area allotted to him/her and ensure proper measures were taken as per norms in the said places.
✓ To ensure hygiene conditions at street food service places in the area allotted to him/her.
✓ To ensure prevention of free cattle movement on main roads.
✓ To visit Slaughter Houses located in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction/modernization etc., to his reporting officer.
✓ To take measures to control stray cattle menace, Pig menace, Monkey menace etc., in the area allotted to him/her.

Ward Sanitation & Environment Secretary Activity Calendar

Daily Activities Calendar
✓ To identification of stray dogs, if any, in the area allotted to him/her and ensure 100% achievement in ABC & ARV Programme in the area allotted to him/her.
✓ To initiate action for construction of Pig Hostels, to visit the Pig Hostels located in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction to his reporting officer.
✓ To collect data from Government/Private Hospitals where communicable diseases reported in the area allotted to him/her and report the status to his reporting officer for taking remedial measures in the said area.
✓ To ensure 100% implementation of Plastic Waste Management Rules, 2016 in the area allotted to him/her.
✓ To ensure 100% ban on usage of plastic below 50 Microns thickness in the area allotted to him/her and phase out of single usage plastics.
✓ To impose penalties on violators in consultation with Sanitary Inspector/higher authorities as per bye-laws of the ULB (Plastic Waste Management Rules, 2016).
✓ To ensure quantity of collected dry waste send to Dry Waste Resource Centers/Material Recovery Facility in the ULBs.
✓ To visit the DRCC (Dry Resource Collection Centers)/MRFs (Material Recovery Facilities) and report the status of functioning etc., to his/her reporting officer.
✓ To ensure 100% Dry Waste collected in the area allotted to him/her shall be sent to DRCC/MRFs and see that the in-charge of DRCC/MRFs in the area allotted to him/her shall tie up with recyclers/Cement Plants etc., for disposing the collected Dry Waste.To identify there is any Construction & Demolition waste in the area allotted to him/her and take steps to collect and transport the waste in correspondence with higher authority.
✓ To ensure 100% implementation of Construction & Demolition Waste Management Rules, 2016 in the area allotted to him/her.
✓ To ensure 100% achievement of targets in tree plantation & survival, in the area allotted to him/her.

Ward Sanitation & Environment Secretary Activity Calendar

Daily Activities Calendar
✓ To visit the Sewage Treatment Plants (STPs), Faecal Sludge Treatment Plants (FSTPs), Re-use of Waste Water Treatment Plants etc., in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction to his reporting officer.
✓ To co-ordinate with the line departments in obtaining required information, approvals/permissions etc., regarding implementation of all Waste Management Rules etc., in the area allotted to him/her and report the status to his reporting officer.
✓ To take up IEC Activities/Awareness Campaigns/Trainings etc., in implementation of Waste Management Rules and directions of the Hon'ble National Green Tribunal, New Delhi, in the area allotted to him/her and report the status report to his reporting officer.
✓ To ensure the conducting all Swachha Bharat Mission activities as per the calendar issued by the department.
✓ To ensure conduct of all government programmes as per the schedule/calendar issued by the department along with regular work.
✓ He shall maintain Handbook and get signatures from his/her reporting officer, daily, on the activities attended by him/her.
✓ He shall perform General duties/Duties of other secretaries, as and when required.
✓ He shall attend other duties entrusted by the higher authorities from time to time.
✓ He shall clear the files as early as possible.
✓ All activities related to Swachch Andhra like ODF, ODF+, ODF++ and other activities.
✓ He/ She must ensure that all Births, Deaths and Marriages in the Ward Secretariat Jurisdiction are registered.

Ward Sanitation & Environment Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	School Sanitation Markets/Commercial Areas/Garbage Vulnerable Points Inspection Inspection of Hygienic Conditions in Restaurants and Hotels/Private Hostels	School Sanitation Markets/Commercial Areas/Garbage Vulnerable Points Inspection Inspection of Hygienic Conditions in Restaurants and Hotels/Private Hostels	School Sanitation Markets/Commercial Areas/Garbage Vulnerable Points Inspection Inspection of Hygienic Conditions in Restaurants and Hotels/Private Hostels	School Sanitation Markets/Commercial Areas/Garbage Vulnerable Points Inspection Inspection of Hygienic Conditions in Restaurants and Hotels/Private Hostels
Tuesday	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend
Wednesday	Awareness Campaign on Door to Door Garbage Collection/Segregation of Waste at Source/ Home Composting/ IHHLs usage along with Volunteers Programmes insist BWGS To Practice Onsite Composting	Awareness Campaign on Door to Door Garbage Collection/ Segregation of Waste at Source/Home Composting/IHHLs Usage Along with Volunteers insist BWGS To Practice Onsite Composting	Monthly Review by Commissioner on All Aspects Like Sanitation, OWMS, Home Composting, NGT/APPCB Reports, Communicable Diseases Etc.	Awareness Campaign on Door to Door Garbage Collection/Segregation of Waste at Source/Home Composting/IHHLs Usage Along with Volunteers Insist BWGS To Practice Onsite Composting

Ward Sanitation & Environment Secretary Activity Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Thursday	Convergence meeting with Ward Secretaries	Convergence meeting with Ward Secretaries	Convergence meeting with Ward Secretaries	Convergence meeting with Ward Secretaries
Friday	Friday-Dry-Day Mosquito Control Awareness	Capacity Building and Training Activities	Friday-Dry-day Mosquito Control Awareness Programmes	Must attend WARD SABHA
Saturday	Meeting with Reporting Officer (Sanitary Inspector)	Meeting with Reporting Officer (Sanitary Inspector)	Meeting with Reporting Officer (Sanitary Inspector)	Meeting with Reporting Officer (Sanitary Inspector)
Sunday	**Regular sanitation activities**	**Regular sanitation activities**	**Regular sanitation activities**	**Regular sanitation activities**

Ward Sanitation & Environment Secretary Activity Calendar

Seasonal Activities Calendar

Season	Activity
Rainy Season & Winter Season (July to January)	• IEC on prevention of seasonal diseases. • Special sanitation programmes in slum areas. • Daily implementation of spraying and fogging operations in all areas with special concentration in slum area. • Action shall be taken to avoid rain water stagnation on roads and low-lying areas. • Preparation of daily and weekly reports on communicable diseases by inspecting hospitals in coordination with Health secretary in their jurisdiction
Summer (March to June)	• Supervision of De-siltation activity of major and minor drains and ensure 100% de-siltation in coordination with amenities secretary.

Ward Sanitation & Environment Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
February	• Identify silt-up spots in major drains with coordination of Amenities Secretary and submit the report to higher authorities.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
March	• De-siltation of drains with sanitary workers and de-siltation of major and medium drains by engineering section in coordination with Amenities Secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
April	• De-siltation of drains with sanitary workers and de-siltation of major and medium drains by engineering section in coordination with Amenities Secretary. • Identification and registration of gulfer machines.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
May	• De-siltation of drains with sanitary workers and de-siltation of major and medium drains by engineering section in coordination with Amenities Secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
June	• Identification of water stagnation points and measures should be taken in coordination with Amenities Secretary to remove stagnated water. • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
July	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB

Ward Sanitation & Environment Secretary Activity Calendar

Month	Activity
August	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
September	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary.
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
October	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary. • Swachh Survekshan campaigns • Swachh Andhra special drives
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
November	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary. • Swachh Survekshan campaigns • Swachh Andhra special drives
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB
December	• Special sanitation and mosquito control activities like anti-larval operations, fogging and spraying (season prone to Dengue, malaria, viral fevers). • Preparation of daily reports on communicable diseases by visiting hospitals along with Health Secretary. • Swachh Survekshan campaigns
	• Prepare Monthly reports on 3rd of every month regarding NGT guidelines/SWM/APPCB

Ward Education and Data Processing Secretary Secretary: - JOB CHART

MAUD	
i. Education Secretary [School Education]	
Statutory Functions	
1.	Supervise and report on functioning of School Management Committee and provisions under Right To Education Act
Administrative Functions	
1.	**Coordinate with School Education Department** • For effective delivery of schemes/ benefits i.e., Jagananna Ammavodi, Jagananna Gorumudda (MDM), Jagananna Vidya Kanuka (JVK) etc • Attend Parents Committee / Parent Teacher Association (PTA) meetings in the schools and make a note on the status of the students learning outcomes so as to inform the same to their parents • Coordinate with heads of educational institutions & motivate students as well as parents of students who are irregular in attendance or poor in studies to improve their performance • For providing feedback to higher authorities on scheme implementation

Technical Functions	
1.	Conduct comprehensive household survey and identify targeted households
2.	Identify dropouts/ un-enrolled children in the age group of 5-15 and motivate parents to send their children to schools
3.	Obtain list of low performing students from the headmaster/ teacher and ensure remedial teachings
4.	Provide feedback on un-enrolled and out-of-school children to concerned higher authorities i.e., Dy.EO/MEO/HM
5.	Disseminate academic standards of students to their parents
6.	Create awareness about Residential Special Training Centre (RSTC), Non Residential Special Training Center (NRSTC) and efforts to enroll the out-of-school children to appropriatecenters
7.	Provide academic guidance by visiting NRSTCs, RSTCs
8.	Provide focused mentoring and skill development guidance to students who are not willing to complete SSC/ SSC failed candidates.
9.	Monitor implementation of Mid-day Meal (Jagananna Gorumudda) Scheme in respective schools
10.	Non-academic works – Government and Private schools
11.	Implementation of RTE and Supreme Court Guidelines
12.	Incharge of digitization of school records and Parent Teachers Meeting
General Functions	
1.	Organize festivals & cultural activities
2.	Ensure follow up on health issues of students
3.	Suggest corrective measures to improve educational standards & facilities
4.	Grievance redressal

ii. Data Processing Secretary [MAUD]	
Technical Functions	
1.	Enter/ create application in GVWV & VSWS portal received from applicants (pertaining to all services)
2.	Computerize household data
3.	Filter needs/ beneficiaries/ problems sector-wise and circulate to concerned function assistant of Ward Secretariat
4.	Act as O&M manager for all Mobile applications, tabs, computer systems and internet connectivity
5.	Provide digital services to public effectively
6.	Create awareness to the public on DBT
7.	Receive & distribute applications for Citizen Service Centre
8.	Responsible for submission of vital statistics of wards
General Functions	
1.	Compile & update data and prepare reports and MIS
B. Housing Department	
Technical Functions	
1.	Ensure stage upgradation of beneficiaries is recorded online for release of payments
2.	Generate cement release and payment release orders
3.	Data entry of cement receipts, issues, all houses sanctioned under housing schemes, all Housing stock and verification services
4.	Register all sanctioned houses from time to time
5.	Assist the Engineering Assistant/ Welfare and Education Assistant/ Ward Welfare and Development Secretary/ Ward Amenities Secretary in online corrections
6.	Any other data entry work entrusted by Engineering Asst./ Asst. Engineer of Line Department

C. Transport, Roads & Buildings*	
Technical Functions	
1.	Online advance ticket reservation
2.	Online courier and parcel booking
3.	Get reserved ticket details
4.	APSRTC timetable for reservation services
5.	Check status of Bus Pass
D. Stamps and Registration	
Technical Functions	
1.	Print and provide Encumbrance certificate
2.	Print and provide certificate copy of registered document
3.	Stamps and Registration Officer will be deputed exclusively to Ward Secretariats and assist officer accordingly in scanning and capturing of images & photos
E. All Welfare Departments [Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments]	
Administrative Functions	
1.	Act as Primary Verification Officer for objections filed by students in implementing schemes
Technical Functions	
1.	Register application for JVD Scheme
2.	Role in JVD Scheme – Update bank accounts of mothers in ward areas
3.	Conduct bio-metric authentication of fresh students for JVD scheme
4.	Admission to pre-matric hostels
5.	Ensure admission in welfare hostels/ institutions, till atleast the Intermediate/ equivalent course
6.	Issue hostel admission letter to parent

S. No	Job Chart
7.	Ensure providing scholarships, fee reimbursements & other grants to students
General Functions	
1.	Grievance registration for JVD Scheme
F. Industries and Commerce Department	
Technical Functions	
1.	Support entrepreneurs to apply for incentives (free of cost) at ward secretariat

Ward Education & Data Processing Secretary Activity Calendar

Daily Activities Calendar
Daily 1 hour Out Door Visit, During the Visit he/she must
1. School Program follow Up: {Academic, Co- Curricular and Extra Curricular Calendar, Important Dates, and Programs such as Nadu Nedu, Mid-Day Meal, Sanitation, Infrastructure, etc.}
During Office hours
2. Updating of Daily report on the above issues.
3. He will be in-charge of Nagara Seva Center- Receive Grievance and Applications for service requests
4. Updation of Basic Data of House Holds if any
5. Inspection of Mid-Day Meal and Other Schemes Implementation at Schools.
6. Uploading/Updating of Data of beneficiaries or Eligible Beneficiaries list of different schemes like Jagananna Amma Vodi, Jaganna Vidyadeevena, Vasati Deevena and Scholarships
7. Regular Updation of MIS Reports
8. Submission of Daily reports to Commissioner.
9. He is the in-charge of Hardware, Software issues.
10. Diary maintenance and submitting to MC during monthly review.
11. Must have knowledge on e-municipal ERP and APDPMS.
12. Attending school Protocol duties.
13. Attend Govt. Special programs.
14. Election duties, if any.
15. Attend School Complex Meetings
16. Must perform duties of other secretaries when required
17. Must collect Taxes/Non taxes at the counter when Administrative Secretary says so
During Out Door Visit After 5.00 PM
16. Monitoring of Remedial Teaching for Slow Learners and special classes for 10th class
17. Encourage Sports and Extra Co-Curricular Activities.
18. Monitoring of Gnanadhara Programme.
19. School sanitation in Co-Ordination with Sanitation and Environment Secretary

Ward Education & Data Processing Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	Identification of Irregular Students and encourage Daily Attendance of Irregular Students through Parents & Students Counselling	Identification of Irregular Students and encourage Daily Attendance of Irregular Students through Parents & Students Counselling	Identification of Irregular Students and encourage Daily Attendance of Irregular Students through Parents & Students Counselling	Identification of Irregular Students and encourage Daily Attendance of Irregular Students through Parents & Students Counselling
Tuesday	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend.	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend	Review with Ward Volunteers at Ward Secretariat office, All Secretaries must attend
Wednesday	1)Updating of Data on beneficiaries or Eligible Beneficiaries for different beneficiaries. 2)Assist Administrative Secretary in preparation of Monthly report. 3) Preparation of Monthly Report on Vital Statistics/ Birth & Death/ Spandana /School MIS Reports/ Mid-day Meal reports and other schemes if any.	1)Updating of Data on beneficiaries or Eligible Beneficiaries for different beneficiaries. 2)Updation Vital Statistics Updation of Basic Data of House Holds. 3)Preparation of reports like Spandana/PGR/B&D/ marriage etc.	1)Updating of Data on beneficiaries or Eligible Beneficiaries for different beneficiaries. 2)Updation Vital Statistics Updation of Basic Data of House Holds. 3)Preparation of reports like Spandana/ PGR/ B&D/marriage etc.	Municipal Commissioner Monthly review
Thursday	1)Convergence meeting with Ward Secretaries. Attend, 2) Report of SMC Meeting.	Convergence meeting with Ward Secretaries.	Convergence meeting with Ward Secretaries.	Convergence meeting with Ward Secretaries

Ward Education & Data Processing Secretary Activity Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Friday	1)Review by ULB Supervisor. 2)Swatch Patasala.	1)Report on Out of School Children, Never Enrolled, Long absentees, Child Labor in the ward and Childhood Marriages. 3)Training and Capacity Building.	1)Review by ULB Supervisor. 2)Swatch Patasala. 3) Report on Utilization of Funds under RMSA/SSA and any other Funds.	Attending of Ward Sabha
Saturday	Participation in Ananda Vedika or Conduct Awareness campaigns on various Govt. Schemes/ Programs/Scholarships/ Various Competitive Exams/Social/Health issues	**Second Saturday**	Participation in Ananda Vedika or Conduct Awareness campaigns on various Govt. Schemes/ Programs/Scholarships/ Various Competitive Exams/Social/Health issues	Participation in Ananda Vedika or Conduct Awareness campaigns on various Govt. Schemes/Programs/Scholarships/Various Competitive Exams/ Social/Health issues
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

While all the activities daily (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the major activity is assigned to a day, to lend specific focus and enable micro level activity plan-

Ward Education & Data Processing Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	• Monitor & Report on Special Classes for Class 10th and any other special programmes. • Monitor Health Camps and Rastriya Bala Swastha Cards, • Participate National Youth Day – Jan -12th. • Participate Republic Day – Jan -26 • Participate Gandhi Death Anniversary – Jan -30
February	• Report on Srujanotsavam, ULB Level Sports and Games and Science Mela. • Monitor & Report on Special Classes for Class 10th.
March	• Report on Funds Utilization under various schemes. • Report on School Management Committees functioning. • Conduct Mock Parliament – March 1st week, School Anniversary Day – Mar 2nd week and Project Works Exhibition. Monitor & Report on Special Classes for Class 10th.
April	• Conduct Enrolment Drive, Analyze School/Class-wise/Student wise Report. • Conduct a SMC Meeting for Next Academic Year plan. • Prepare School Census for Identifying School age Children/ Never Enrolled / Out of School Children. • Conduct Awareness Programs on enrollments.
May	• Conduct Enrolment Drive • Prepare School Census and also Report if any special drive / Programme like Gnanadhara. • Conduct Awareness Programs on enrollments.
June	• Conduct Enrolment Drive • Prepare School Censes and also Report if any special drive / Programme like Gnanadhara. • Conduct Nadu – Nedu awareness Programs. Conduct Awareness Programs on enrollments • Participate Yoga Day – June 21st, • Identification of CSWN Children.
July	• Submit Enrolment Drive Report (April to June). • Submit School Census Report. Applications for CSWN Scholarships. • Identify Slow Learners and prepare and submit action plan. • Conduct Awareness programs on Health issues and School sanitation. • Participate World Population Day – July -11th • Participate World Environment Protection Day – July -28th.

Ward Education & Data Processing Secretary Activity Calendar

Month	Activity
August	• Identify list of Beneficiaries of various Schemes for regular updation. • Create Awareness About Various Scholarships and various Competitive like NMMS, etc. • Conduct Awareness programs on Health issues and School sanitation. • Participate Pingali Venkaiah Birth Day – Aug -02nd. • Participate Independence Day – Aug -15th. • Participate National Sports Day / Telugu Basha Dinotsavam – Aug 29th.
September	• Monitor & Report on Special Classes for Class 10th any other special programmes. • Participate Teachers Day – Sep -05th. • Participate International Literacy day – Sep -08th. • Participate World Ozone Day – Sep – 16th. • Participate Gurazada Apparao Birth Anniversary – Sep – 21st.
October	• Supervision of DISE data Updation. • Monitor & Report on Special Classes for Class 10th and other Special programme. • Organize Balika Chetana Programme on Oct – 11th • Awareness about Global Hand Wash Day on Oct -15th
November	• Monitor & Report on Special Classes for Class 10th and other special programme. Report on Pattanotsavam. • Conduct Awareness programs on Health issues and School sanitation. • Participate National Education Day – Nov 11th • Participate Dr. Saleem Alis Birth Anniversary – Nov -12th • Participate Children's day – Nov – 14th
December	• Monitor & Report on Special Classes for Class 10th and any other special programme. • Report on Utilization of Funds under RMSA/SSA and any other Funds. • Update and Report on Basic Data of House Holds. • Participate Anti-Pollution day – Dec 03rd • UNICEF Day – Dec -11th • Participate Srinivasa Ramanujam's Birth Anniversary – Dec – 22nd • Participate Farmers Day – Dec – 23rd • Participate International Bio-Diversity Day – Dec – 29th

While all the activities daily, monthly (Roles and Responsibilities) have to be fulfilled by the Secretary, each of the specific activity is assigned to a month, to lend specific focus and enable micro level activity plan

Ward Planning and Regulation Secretary: - JOB CHART

S. No	Job Chart
Statutory Functions	
1.	Monitor Mortgage Register
2.	Maintain Property Watch Register
3.	Maintain Asset Registers, record of approved building plans, layouts, master plan extract/area development plan, road development plans, junction improvement plans, proposedcirculation network plans
4.	Maintain & monitor Temporary Encroachment Register, suit register, unauthorizedconstruction & deviation register, prosecution register, TDR register, Road DevelopmentPlans and Junction Development Plan Register
Technical Functions	
1.	Assist department in preparation of master plans, area development plans, road development plans, junction improvement plans, circulation network plans, beautification plans, locality maps (door numbering maps) and election and census work
2.	Prepare area development plan
3.	Prepare in-principle pattern
4.	Survey, data collection and drafting of plans for preparation and implementation of G.T.P and other schemes
5.	Support Building Plan for permission/ layout permissions/ BPS/ OC/ Fire/ other clearance
6.	Identify encroachments in Government lands, water bodies, layout open spaces, municipal lands, unauthorized construction, dilapidated buildings and any public places
7.	Detect & act against all unauthorized constructions and violations to sanctioned plans
8.	Report violation of parking places in buildings
9.	Identify buildings without fire safety measures
10.	Issue notices to occupiers of dilapidated structures and further refer matter to Engineering Section for demolition

S. No	Job Chart
11.	Report public ambition on development/ creation of lung spaces, link roads, parking areas
12.	Promote urban forestry and urban lung spaces, protect and promote ecological aspects
13.	Prepare list of green buildings and to encourage the green buildings concept
14.	Identify requirement of public parking places, explore the possibility of providing public parking Places
15.	Maintain parks, open spaces, and playgrounds, lake and waterfront development
16.	Identify requirement of burial grounds and facilitate improvement of existing burial grounds
17.	Identify suitable land for urban housing in the Ward and initiate approval
18.	Identify and report requirement of street direction board & junction improvement
19.	Study and identify requirement of widening of roads ensuring traffic flow pattern
20.	Identify buildings with rainwater harvesting [RWH] and solar power structures
21.	Encourage rainwater harvesting structures, wherever not provided
22.	Identify places for community rainwater harvesting structures & report to higher authorities for necessary action
23.	Ensure construction of RWHs as per the guidelines and proper maintenance to increase ground water level
24.	Identify buildings with STPs and related maintenance issues
25.	Promote recycling and reuse of water
26.	Coordinate with other line departments for effective service delivery to citizens
27.	Issue Building Permission – Power of supervisory checks of all buildings approved online
28.	Issue Layout Permission – Power of supervisory checks of all buildings approved online
29.	Issue occupancy certificate - Power of supervisory checks
30.	Extract already given building permission
31.	Extract already given building layout

S. No	Job Chart
32.	Extract already given occupancy certificate
33.	Extract land use certificate as per master plan
34.	Encroachment removal of public spaces
35.	Identification and reporting on unauthorized display of outdoor media (advertisement)
General Functions	
1.	Detect and acting against unauthorized hoardings and advertisements
2.	Maintain registers as specified under the Acts, Rules and Government orders
3.	Create awareness to the citizens towards advantages of Planned and Authorized Development and safety measures
4.	Create awareness on the new topics like Transfer of Development Right [TDR], Geographic information system [GIS] based Master plan preparation, stakeholder consultations for implementation of plans
5.	Create awareness among citizens regarding the Building Penalization Scheme/Any scheme pertaining to Town Planning in the respective wards
6.	Create awareness about fire safety measures
7.	Integrate and coordinate with other Ward Secretaries of the Ward Secretariat for citizen service delivery
8.	Attend to public grievances/complaints related to Town Planning

Ward Planning & Regulation Secretary Activity Calendar

Daily Activities Calendar

FORENOON	AFTERNOON
• Field Inspection to take action against Unauthorized Constructions, Violations / Deviations in sanctioned plan, Violations in parking Places. Detection and removal of Encroachments in road margins, Layout Open spaces, Parks and in Public Properties, Unauthorized displays, Flexies, Posters. report to higher authority, Site verification for grievance redressal. Unsafe cellars/Cell Tower/Clearing the Construction and Demolition Waste on road margins with coordination of sanitary staff. • Attend to office Holding support for Building Plan Permission / Layout Permission / Building Penalization Scheme/LRS/ Occupancy Certificate / Fire / AAI / Environment Clearance and monitor. Also assist department in development works and other duties entrusted by higher authorities • Protection to Municipal Properties	• Preparation of diary on daily activity and Registers on approved building plans, Layout Plans, Unauthorized Constructions, Encroachments, Suit, Prosecution, TDR and Mortgage/Property watch Registers. And Interact with other line departments for effective service delivery to the citizen to the next day programme, updation of door numbering plans. • Attending Spandana grievances, Preparation of note on Necessary issues in ward and submit to the Reporting Officer and Redressal of Community grievance and individual grievances (Ex. RTI, Puraseva & etc.) with in SLA and Preparing Dairy on day Report

Ward Planning & Regulation Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	Identification of buildings with Rain Water Harvesting Structures and further Improvement needed. Encouraging the Rain Water Harvesting Structures wherever not provided.	Identification and reporting of requirement of junction improvement and Identification of requirement of widening of roads and maintain the record of Master Plan extract / area development plan of the ward, Road development plans, junction Improvement Plans, Proposed circulation Network Plans, identification of inputs in context of data updation for on line permissions	Identification and reporting of construction /encroachments in water bodies/rivers/lakes/canals/bunds/buffer zones. Preparation of Asset register & updation	Identification of dilapidated buildings and register or follow up action, Special drive on encroachments with coordination of secretaries and higher authorities.
Tuesday	Identification of buildings with STPs Review with ward Volunteers at Ward secretariat office, all secretaries must attend	Creating awareness on new topics i.e. TDR / GIS based master plan etc., and advantages on implementation of Master plan. Review with ward Volunteers at ward secretariat office.	Reporting the ambition of public regarding development /creation of lung spaces, link roads, parking places. Review with ward Volunteers at ward secretariat office	Updation of Change of Land Uses in Master Plans. Review with ward Volunteers at ward secretariat office, all secretaries must attend
Wednesday	Identification of buildings with solar power and awareness on alternative energy Systems.	To create awareness to the citizen, enlightening advantages of Planning and authorized development.	Assist department in preparation of River Front development works	Conducting awareness on mass transport system and effective traffic management.
Thursday	Convergence meeting with ward secretaries	Convergence meeting with ward secretaries	Convergence meeting with ward secretaries	Convergence meeting with ward secretaries

Ward Planning & Regulation Secretary Activity Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Friday	Participating in Town Planning Open Forum conducted as per G.O.Ms.No.316, MA dt.18-09-2018	Participating in Town Planning Open Forum conducted as per G.O.Ms.No.316, MA dt.18-09-2018. Attend the Capacity Building / Training related Activities	Participating in Town Planning Open Forum conducted as per G.O.Ms.No.316, MA dt.18-09-2018, identification of Street Vending Zones, strictly enforcement of vending zones	Participating in Town Planning Open Forum conducted as per G.O.Ms.No.316, MA dt.18-09-2018. Attending ward sabha meeting with elected representatives, NGOs, rate payers' associations, citizen service associations
Saturday	Create awareness on fire safety measures and identification of buildings without fire safety measures. Attend the meeting with reporting officer on all TP activities.	**Second Saturday**	Create awareness on BPS / LRS like scheme whenever introduced by Government. Attend the meeting with reporting officer on all TP activities.	Attend the meeting with reporting officer on all TP activities.
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

In addition to the above works Ward Planning Regulation Secretaries shall also attend the following

1. Preparation of election ward maps as per instructions of higher authorities whenever entrusted by the higher authorities. Participation in election and census work
2. Identification of suitable lands for urban housing in the ward and initiation for approval. whenever entrusted by the higher authorities. Identification, reporting of requirement of street direction boards in concerned ward.
3. Participating in socio economic surveys whenever entrusted by the higher authorities. Participation in government programmes. Creating awareness on protection of heritage structures

Ward Planning & Regulation Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	Preparation of New registers of approved building plans, Layout Plans, Unauthorized Constructions, Encroachments and prosecution register, Mortgage register and asset register, Collection of Encroachment fee, Outdoor media charges
February	Collection of Encroachment fee, Outdoor media charges,
March	Collection of Encroachment fee, Outdoor media charges
April	Preparation of demand for Outdoor media charges and Renewal of Licenses for LTP's, Builders, Developers Realtors and Advertisement Agencies., creating awareness on fire safety
May	Survey, Data Collection for GTP Scheme, preparation of road map for ward development in planned way, preparation of locality maps for door numbering.
June	Identification of places for Community Rain Water Harvesting Structures and STP, promote recycling and reuse of water
July	Identification of places for urban forestry, street scaping with hard and soft land scaping, creating awareness on green building concept, encouraging green buildings.
August	Identification and collection of data relating to slums
September	Preparation of proposals for protection and development of layout open spaces and assets
October	Identification of suitable sites for public parking, development of commercial sites in PPP mode, burial grounds, assistance in preparation of type designs.
November	Collection of Encroachment fee, Outdoor media charges, on occasion of world town planning day Creating awareness programmes to students on town planning, conducting pitch competitions to students on town planning like street model, parks, land-scaping, traffic management etc., conveying importance of planning from student level.
December	Collection of encroachment fee, out-door media charge, conducting awareness programmes on our culture, civilization, traditional aspects etc., to public.

Ward Welfare and Development Secretary: - JOB CHART

MAUD Department	
Technical Functions	
1.	Facilitate community in forming into groups
2.	Assist SHGs in preparation of Micro Credit Plan, documentation & bank linkage processing
3.	Capacity building to the SHGs on financial management & encourage prompt repayment
4.	Provide Entrepreneur Development Programs (EDP) & facilitate establishment of micro & Small business (Livelihood Units)
5.	Assist SHGs in availing Government benefits like YSR Aasara, YSR VLR etc
6.	Skill gap analysis and prepare comprehensive plan for skill enhancement
7.	Identify right persons for skill training programs
8.	Organize community level training and information sharing
9.	Identify and facilitate the eligible beneficiaries for welfare programs
10.	Assist Government agencies in identification of eligible beneficiaries for housing programs
11.	Implement various welfare schemes pertaining to SC, ST, BC, Minority etc
12.	Disseminate information relating to development programs
13.	Mobilize communities and ensure their full participation in development activities
14.	Develop community level comprehensive database on infrastructure, assets & social aspect
15.	Support and strengthen SHGs and their federations
16.	Help CBOs in proper identification of beneficiaries under different development programs

S. No	Job Chart
17.	Establish liaison with CBOs including NGOs and Government Departments for convergence
18.	Ensure CBOs organize regular meetings and discuss common issues
19.	Identify local resources – human, financial and material and ensure optimum utilization
20.	Guide and assist in surveys and need assessment
21.	Support implementation of development works like community contracts, O&M of community assets etc
22.	Document working of CBOs and disseminate and discuss good practices
23.	Prepare and follow calendar of SHG/ SLF/ TLF meetings within jurisdiction
General Functions	
1.	Work from office for a maximum period of 2 hours a day and spend remaining time on field work towards formation & strengthening of SHG (NHG), SLF (NHC) and TLF
2.	Undertake regular visits to poor settlements
3.	Organize community in poor settlements to develop social contact
4.	Ensure all households join the self-help groups
5.	Provide support for urban street vendors
6.	Support urban poor to access existing health institutions and enhance community participation in all health initiatives
7.	Facilitate and promote voluntarism

B. Housing Department	
Administrative Functions	
1.	Assist beneficiaries in opening bank accounts
2.	Help beneficiaries for obtaining loans from the banks/ financial institutions
3.	Report status of construction of houses to Ward secretariat
Technical Functions	
1.	Conduct enumeration of eligible households for housing and creating documentation duly obtaining information in 4-b format
2.	Identify eligible beneficiaries as per scheme guidelines
3.	Conduct PRA exercise with sanctioned beneficiaries
4.	Mobilize, encourage & report status of construction of houses (including IHHLs)
5.	Conduct awareness camps along with Engineering Assistant/Ward Amenities Secretary
General Functions	
1.	Act as a facilitator in resolving the grievances of the beneficiary in sanction, construction of houses and also convergence of other Government schemes
2.	Encourage beneficiaries to construct their houses
3.	Encourage beneficiaries for construction of IHHLs along with house

C. All Welfare Departments [Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments]	
Statutory Functions	
1.	**Common to Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments** • Maintain social harmony and respect for civil rights • Report social discrimination to Panchayat Secretary and Department authorities Facilitate any program that shall be implemented in urban areas related to tribal welfare
2.	**Specific to Tribal Welfare Department** • Facilitate applicants to file claims under Recognition of Forest Rights Act 2006 • File appeals under Forest Rights Act 2006 • Assist STs whose rights have been recognized and vested under the Forest Rights Act, to secure economic benefits as part of post claim support • Facilitate community to hold Gram Sabhas & assist in discharging functions under Panchayats Extension to the Scheduled Areas [PESA] • Follow up of the resolutions passed by PESA for its implementation • Play a bridge role between Tribal Welfare / other Departments and PESA Gram Sabhas in placing proposals for Gram Sabhas consideration or its approval as mandated under PESA • identify illegal land occupations of non-tribal & follow up under AP Scheduled Area Land Transfer Regulations • Help tribals to file petitions for prevention of alienation of lands or restoration of any unlawfully alienated land • Identify money lenders or private money lending agencies in Scheduled Areas & follow up for • necessary action under AP (Scheduled Areas) Money Lenders Rules 1960.

3.	**Specific to Differently Abled Department** • Facilitate implementation of Maintenance & Welfare of Parents and Sr. Citizens Act, 2007 • Facilitate implementation of Rights of Persons with Disabilities Act, 2016 of GoI • Facilitate implementation of Transgender Persons (Protection of Rights) Act, 2019 of GoI • Ensure right to inclusive education/ welfare activities for differently abled citizens Facilitate access to differently abled friendly infrastructure in • public buildings
Administrative Functions	
1.	**Common to Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments** 1. Ensure utilization of Government schemes by unemployed youth Supervise works of Volunteers
2.	**Specific to Differently Abled Department** • Identify mentally ill persons and refer them to Government hospitals • Identify poor destitute, persons with disabilities / senior citizens for admission in Government homes or homes run by NGOs • Provide guidance to neglected senior citizens to approach Maintenance Tribunal, constituted at Revenue Divisional level • Provide guidance to file a case with State Commissioner under Rights of Persons with Disabilities Act 2016, in case of issues of discrimination/ injustice to differently abled persons • Identify transgenders and guide them to approach notified hospital for obtaining certificate in order to get benefits like pensions • Create awareness on eligible schemes and encourage transgender to undergo vocational training arranged by Department • Create awareness among y • outh on prevention of drug addiction

Technical Functions	
1.	**Common to Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments** • Identify eligible beneficiaries for schemes • Facilitate application process for eligible beneficiaries for government schemes & entitlements • Coordinate with banks for financial assistance to weaker sections for self-employment units and other intended beneficiaries to improve their livelihood • Verify inter caste marriage applications
2.	**Specific to Tribal Welfare Department** Verify YSR Giriputhrika applications
3.	**Specific to Differently Abled Department** • Online registration of aids & appliances required by persons with disabilities / senior citizens in APDASCAC website • Distribute aids and appliances • Verify marriage applications between 'normal & disabled' persons and 'disabled & disabled' persons under YSR Pelli Kanuka
General Functions	
1.	**Common to Differently Abled, Tribal Welfare, Social Welfare, Minority Welfare and Backward Class Welfare Departments** 1. Create awareness to public about schemes meant for weaker sections of society Grievance registration
2.	**Specific to Differently Abled Department** Refer eligible differently persons to job melas for providing employment in private sector

D. SERP	
Administrative Functions	
1.	**YSR Pension Kanuka:** • Draw cash and issue to the Volunteers every month • Monitor disbursement of pension on behalf of SERP • Collect unspent pension amount from Volunteers and credit to Pension account • Monitor physical verification of new & live pensions through volunteers
2.	**YSR Bima:** • Follow up with volunteers for receipt of claim documents • Collect policy holder's children study certificates and data • Ensure distribution of all the benefits as per the scheme through volunteers
Technical Functions	
1.	**Institutional Building** • Identify left over poor women for forming of new SHGs or joining of existing SHGs • Attend SHG meetings • Create awareness on all Government welfare Schemes in meetings • Identify eligible members of SHGs for government schemes, take resolutions & coordinatewith other welfare departments for their sanction
2.	• Create awareness on YSR Aasara scheme and facilitate distribution of certificates alongwith Hon'ble CM's letter addressed to eligible Self-Help Groups

	YSR VLR Scheme: 1. Create awareness on eligibility criteria to avail 100% interest subvention under YSR VaddiLeni Runalu [VLR] to all Self-Help Groups who took loans from the banks/ Streenidhi Sensitize SHGs for making prompt repayments & become eligible for scheme benefits Coordinate programs for distribution of VLR reimbursement certificate along with Hon'ble CMs letter addressed to SHGs from time to time **Streenidhi Scheme:** • Create awareness on Streenidhi livelihood loans in organization meeting • Ensure to avail 100% credit limits of the ward organization • Educate the SHGs on Streenidhi deposit products • Ensure scheme guidelines are followed by the loanees, post disbursement of Streenidhilivelihood loans under (YSR - VLR)
3.	**YSR Pension Kanuka:** 1. Collect the death vacancy of pension & update in website through WEDPSSend proposals for new pensions to MCs
4.	**YSR Bima** • Create awareness to enroll all un-organized workers • Enroll all un-organized workers and submit data through website • Submit data through website • Ensure distribution of individual policy bonds/ identity cards • Ensure timely intimation to call center within one hour of death
General Functions	
1.	Send monthly report to MCs
2.	Redress pension related grievances

Ward Welfare & Development Secretary Activity Calendar

Daily Activities Calendar

FORENOON	AFTERNOON
• Daily 2 hour Minimum outdoor visit/Inspections before 10.30 AM • To facilitate for implementing all MEPMA activities in coordination with concerned staff of MEPMA. • To identify the beneficiaries for different welfare & development schemes. • Distribution of pensions, YSR Bhima, YSR Pelli Kanuka, YSR Abhaya Hastham and Cheyutha Scheme benefits to identified beneficiaries. • To organize awareness programs on different welfare & development schemes. • To identify the urban homeless and mobilize them to Shelter for Urban Homeless. • To visit Shelter for Urban Homeless and monitoring the activities designed by Govt., being implemented by NGOs. • Organize Health Camps and facilitate & mobilize SHG women for Master Health Check-ups. • Attend Secretariat Office by 11.30 AM • Entering new beneficiary data in concerned website • Updating of Data related to various schemes like YSR Bhima, YSR Pelli Kanuka etc. • Address the grievances of street vendors raised in Spandana and walk through	• conduct survey to identify the street vendors and issue smart identity cards and vending certificate to eligible street vendors. • To facilitate and mobilize to Town Vending Committee Meetings. • To formation and strengthening of street vendors common interest groups (CIGs) and build their capacities on different vendors protection laws • To facilitate bank loans for improve their business and organize EDP trainings on entrepreneur skills. • Clearance of files/services in online/manual. • Coordinating with concerned departments to resolve the grievances raised in Spandana programs. • Entering new beneficiary data in concerned website **Monitoring of-** - Social welfare schemes - Identification of Beneficiaries by Ward volunteers for different schemes - Capacity Building programs in coordination with concerned dept., - YSR Pelli Kanuka - Loans of welfare corporations **Outdoor visits–** Visits to beneficiaries' houses for counsel, educate and creating awareness on different schemes

Ward Welfare & Development Secretary Activity Calendar

Monthly Activities Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Monday	Pensions distribution monitoring	Remittance of undistributed pension amount. Identify the left over poor and motivate them to join SHGs in coordination with MEPMA staff.	Identification of eligible Women who are not joined in SHGs. Motivate them to join eligible women in to SHGs. Support in documentation for eligible women to join in to SHGs.	Formation and strengthening of Street Vendors Common Interest Groups Facilitate Bank linkages for Street Vendors.
Tuesday	Pensions distribution monitoring Review with ward volunteers at Ward Secretariat office, all Secretaries must attend.	Review with ward volunteers at Ward Secretariat office, all Secretaries must attend.	Review with ward volunteers at Ward Secretariat office, all Secretaries must attend.	Review with ward volunteers at Ward Secretariat office, all Secretaries must attend
Wednesday	Pensions distribution monitoring	Updation of all Schemes data. Issue Smart Identity Cards and Vending certificates to all eligible vendors	Updation of all the manual records and software related applications. Organize Health Camps in convergence with HFW Dept., and mobilize all SHG members for Master Health Check-ups.	Updation of all the manual records and software related applications. Supporting MEPMA staff in establishment of Livelihood Units
Thursday	Pensions distribution monitoring/ Pension new applications verification needs/services/ grievances Identification Identify the street vendors through systematic survey. Convergence meeting with Ward Secretaries	Convergence meeting with Ward Secretaries	Convergence meeting with Ward Secretaries Visit to Welfare Hostels Visit to Shelter for Urban Homeless and monitoring NGOs performance	Convergence meeting with Ward Secretaries. Mobilize concerned persons to attend town vending committee meeting.

Ward Welfare & Development Secretary Activity Calendar

Day	Activities (Week Wise)			
	1st Week	2nd Week	3rd Week	4th Week
Friday	Pensions distribution monitoring/Pension new applications verification needs/ services/ grievances Identification/ Identify the urban homeless and mobilize them to Shelter for urban homeless	Capacity Building/ Training related Activities Facilitate and extend support to establish Livelihood units	Uploading of pending documents for YSR Bhima claims and pension applications in online. Organize awareness programs on different welfare & development schemes	Conduct Ward Sabha with elected representatives, NGOs, RWAs and other associations etc. for beneficiaries' selection and recommendation, Basic Service Maintenance issues and other activities.
Saturday	Social Behavior Change Communication – organize awareness camps on Govt. schemes. Organize health camps in coordination with HFW Dept.,	**Second Saturday**	Review meeting with immediate reporting officer. Organize EDP training programs for Street Vendors CIGs Attend convergence meetings organized by concerned departments	Update softwares with base data. Data updation of all activities in concerned websites.
Sunday	**Holiday**	**Holiday**	**Holiday**	**Holiday**

Note:

- On every 30th day of the month, Civil Rights Day shall be conducted
- Attend convergence meetings organized by different line departments.
- Visit Social Welfare Hostels and Colleges
- Field visits to beneficiaries' houses to build the rapport with community and understand the ground realities.

Ward Welfare & Development Secretary Activity Calendar

Seasonal Activities Calendar

Season	Activity
Rainy Season **(July to September)**	- Conduct awareness camps on Health issues and Seasonal deceases. - Conduct awareness camps on prevention of mosquito bites. - Enrollment of beneficiaries in to YSR Bhima and YSR Abhayahastham scheme.
As released by Govt	- YSR Asara and Interest Subsidy, Bhima scholarships - YSR Cheyutha

Ward Welfare & Development Secretary Activity Calendar

Annual Activities Calendar

Month	Activity
January	Identify and survey of Urban Homeless people. Regular visits of Shelter for Urban Homeless. Republic Day Celebrations. Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Awareness creation among urban poor on World Leprosy Day on 30th Jan
	Government Flagship Programmes – Navarathnalu Implementation.
February	Identify and survey of Urban Street Vendors. World day of Social Justice (20th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Awareness creation among urban poor on World Cancer Day on 4th February.
	Government Flagship Programmes – Navarathnalu Implementation.
March	Issue smart identity cards and vending certificates to the Street vendors. Identification of eligible women for formation of SHGs and support MEPMA staff to enroll them in to SHGs International Women's Day (8th) Mobilization of applications for admissions in Residential Schools Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Awareness creation among urban poor on World TB Day on 24th March.
	Government Flagship Programmes – Navarathnalu Implementation.
April	Renewal of all eligible YSR Bhima beneficiaries April 5: Jagjeevan Ram Birthday Celebrations April 11: Jyothibha Phule Birthday Celebrations April 14: Baba Saheb B.R.Ambedkar Birthday Celebrations Formation & strengthening of CIGs for Street Vendors World Health Day (7th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour.
	Government Flagship Programmes – Navarathnalu Implementation.

Ward Welfare & Development Secretary Activity Calendar

Month	Activity
May	Attend convergence meetings International Day for Bio- Diversity (22nd). Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Awareness creation among urban poor on Menstrual Hygiene Management on 28th May. Visit SUHs and Monitoring NGO performance Organize training programs for strengthening of CIGs of Street vendors
	Government Flagship Programmes – Navarathnalu Implementation.
June	Create awareness about Skill Trainings and SEP loans General Body meetings for SLFs. World Food Safety Day (7th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Organize awareness programs on World Environment Day on 5th June Organize training programs for strengthening of CIGs of Street vendors Identification left over poor and joined them in to SHGs in coordination with MEPMA staff
	Government Flagship Programmes – Navarathnalu Implementation.
July	Identification of un employed youth, women for skill trainings World Day against Human Trafficking (30th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Visit Shelter for Urban Homeless Facilitate Bank linkage to CIGs of street Vendors Organize Health Camps and mobilize SHG members to Master Health Check ups
	Government Flagship Programmes – Navarathnalu Implementation.
August	Identification of un employed youth for placement linked Skill trainings. Independence Day Celebration. Awareness Creation on Sanitation and Safe Drinking Water. International Youth Day (12th). International Day of Indigenous People (Adivasi Dinotsavam) – Aug 9th Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Organize awareness programs for world breast feeding week Organize training programs for strengthening of CIGs of Street vendors
	Government Flagship Programmes – Navarathnalu Implementation.

Ward Welfare & Development Secretary Activity Calendar

Month	Activity
September	Support to establishment of Livelihood Units Support to conducting MEPMA Bazars and MEPMA Marts. Mobilization of eligible 10th drop outs to apply for AP Open School/NIOS International Day of Democracy (15th). International Literacy Day (Sept 8th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Organize National Nutrition Month Facilitate Bank linkages for CIGs of Street Vendors.
	Government Flagship Programmes – Navarathnalu Implementation.
October	Renewal of YSR Abhayahastham Online updation of Contributed ABH members. Gandhi Jayanthi, Conduct of Mandatory Gram Sabha. International Day for Disaster Reduction (13th). International Day of Older Persons – Oct 1st Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Attend and mobilize the community to International Global Hand Washing Day. Organize EDP trainings for street vendors
	Government Flagship Programmes – Navarathnalu Implementation.
November	Attend Convergence Meetings, supporting to establish Livelihood Units World Toilet Day (19th). Children's Day (Nov 14th) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Organize awareness camps on World Toilet Day. Mobilize left over poor in to SHGs
	Government Flagship Programmes – Navarathnalu Implementation.
December	Facilitation to loan recoveries for corporation loans. Formation of Town Vending Committees as per Street Vendor Act. International Day of Persons with Disabilities (3rd) Civil Rights Day on 30th on Acts of POA, Manual Scavengers, Jogini, Bonded labour. Organize World Aids Day Formation of Divyangula SHGs, Develop annual reports for all the programs
	Government Flagship Programmes – Navarathnalu Implementation.

TWO YEARS OF JOURNEY

1. **Service Delivery -** Volunteers are determinedly delivering welfare schemes and services directly to the citizens and acting as bridge between citizens and administration. Since the inception of the Secretariat system, Volunteers have assisted in providing following major schemes & services to the citizens:

   - **Pension –** Volunteers are delivering Pensions directly to the Pensioners before sunrise at their doorsteps. Since June 2019 till April 2021, amount worth Rs. 32,417 Crores has been released as Pension. At present Volunteers are rendering service to 61.73 Lakhs pensioners

   - **Rice Card –** Volunteers provided 34.47 Lakhs rice card services, out of which 8.25 Lakhs new rice cards were delivered to the citizens.

   - **House Site –** Assisted in identification of 30 Lakhs beneficiaries and distribution of house sanction proceedings of 15.6 Lakhs.

   - **YSR Aarogyasri Health Cards -** 2.16 Lakhs new cards were distributed under the YSR Aarogyasri Health Cards.

   - **Jagananna Thodu –** 9.05 Lakhs beneficiaries were identified by the volunteers.

- There have been some exemplary service delivery instances by the Volunteers during floods and accidents.
- Collecting all the required documents from selected beneficiaries and submitting them in the Secretariats for concerned department's verification and sanction.
- Helping in identification of Beneficiaries who are eligible for Government schemes and services.
- Consistently creating awareness amongst their respective households on schemes launched by State Government.
- Assisting in implementation of timely service delivery to the households
- Providing necessary assistance in redressing grievances raised by the citizens.

COVID – 19 Management

It will be unfair not to mention the contribution of this new-born child, in not only to the Govt Schemes but also during the Pandemic.

The newly formed Ward Secretariat system played a vital role in delivery of services to the citizens during the COVID – 19 pandemic. The workforce not only delivered benefits of welfare schemes and services at the doorsteps of the citizen, but they also provided the following support to citizens amidst insurmountable challenges faced during pandemic:

a) Created awareness regarding social distancing norms, importance of wearing masks on regular intervals and location of testing facilities.
b) Facilitated delivery of medical services for those who were afflicted by COVID-19.
c) Door to Door survey – Multiple rounds of ground level survey were carried out to reach out to citizens who have not undergone the mandatory isolation and checked for any possibility of the spread of the virus.
d) Mask Distribution - Volunteers helped in the distribution of more than 16 crore masks across the state.
e) Setting up of medical facilities - Volunteers also supported the government in establishing institutional quarantine Centers for isolating COVID patients.

Efficient delivery of civic services

a. With the establishment of secretariat system basic civic services like drinking Water Supply, Sanitation and street lighting has improved leading to higher satisfaction of citizens.

b. Grievances related to basic civic services are also redressed within the time limits specified in citizen charter.

Other Services

a. The Functionaries of secretariat also have specific functions departmentally like vaccination, nourishment of child and pregnant mother, dissemination of weather information, distribution of agricultural inputs to farmers and preparation of Grama Panchayat plan. Efficiency of these services have improved on establishment of Secretariat system.

b. At times of emergency like Natural and Manmade disasters the staff of secretariat speedily responded and provided relief to the affected citizens.

Govt. of India especially Union Minister of Health, and some of the states have recognized and appreciated the services of the Volunteers. The states are further contemplating to replicate the secretariat system in their respective states.

“Impressed by the idea of taking governance to the people’s doorsteps, Karnataka, Punjab, Rajasthan and some other States have evinced interest to adopt similar systems,”

COUNCIL MANAGEMENT

Main Provisions

- Section 74 of APM Act, 1965
- Sections 88 and 89 GHMCS Act,1995
- Sections 98 and 99 of GHMC Act.1995

Regulation of proceedings and conduct of business of Corporation and Standing Committee By-laws, 1966 (GO Ms.No805 MA dated 20-08-1966)

Municipal Corporation

- Meets for the dispatch of business.
- Makes byelaws on summoning, noticing, place, management and adjournments of meetings.

Meetings Schedule

- First meeting after general elections within one month after declaration of results - as fixed by Commissioner.
- Following meetings-

As fixed by mayor

In the absence of Mayor, by deputy Mayor.

Shall be held at-least once in three months

President of meetings

- To be presided by Mayor.
- In his absence, by Deputy Mayor.
- In the absence of both, one of the members present and chosen by the meetings.

Meeting – open to public

- Generally, open to public.
- If majority of members decides by a resolution in general and any person in particular shall withdraw.

Meetings-types

- Ordinary meeting
- Urgent meeting
- Special meeting

Ordinary Meeting

- For dispatch of business from time to time.
- Atleast seven clear days notice.
- Date, time and place to be specified in the notice.
- Business to be transacted as specified.

• Municipal Secretary give notice.

Urgent Meeting

On a requisition signed by
• Not less than four members of Standing Committee
• Meeting with three clear days notice
• Budget meting not allowed

Special Meeting

On a requisition made by
• Not less than one-sixth of whole number of members of Corporation, or
• Not less than four members of Standing Committee.
• Meeting with seven clear days notice.

Preparation of Agenda

• Notice of meeting with date, time and place to be given by Secretary.
• Business to be transacted also give by Secretary.
• Subjects not included may be brought of notice of Secretary.
• Notice for inclusion of new subjects to be given at-least three clear days before meeting date.

• Supplementary notice with additional subjects to be issued at-least on the previous day of meeting.

Quorum

• Quorum is one-fourth of total members including Presiding Authority.
• Quorum to be maintained throughout meeting.
• If no quorum, Presiding Authority adjourns meeting and fixes date and time.
• Notice required for adjourned meeting.
• Only un-disposed subjects to be disposed in adjourned meeting-quorum required.
• If further adjourned, such adjourned meeting do not require quorm.

Conduct of Meeting

• No business other than the specified in the notice be transacted.
• In the urgent meeting, no business other than the specified in the notice be transacted.
• In the budget meeting, no business other than budget estimates be transacted.

Adjournment of Meetings

- Any meeting may be adjourned with the consent of majority of members present.
- In adjourned meeting, only those subjects remained un-disposed in precious meeting be transacted.

Minutes of Meeting

- Minutes Book be maintained.
- Minutes of every meeting shall b e drawn and entered on the next day by municipal Secretary in the Minutes Book.
- The names of members present in the meeting shall also be entered in the Book.
- The minutes shall be read in the next meeting.
- It shall be signed by presiding Authority of the meeting which they are read.
- Minutes Book shall be available in Municipal office.
- Members can inspect the Book free of charge.
- Public also can inspect the Book on payment of fees.

Commissioner's Role

- Commissioner can present at a meeting.
- He can take part in the discussion, but does not have voting right.

Refrained from meetings

- A member is refrained to take part in any matter before the meeting, if he is directly or indirectly interested in the matter (mostly pecuniary).

Decision of meeting

- Question decided by majority of votes of members present and voting.
- Presiding Authority has casting vote, when there is equality of votes.
- Vote is taken by voice vote – 'ayes' in favour and 'no' against.
- In case of doubt, votes taken by show of hands.

Modification of resolution

- No resolution shall be modified until after three months of resolution.

Order of items in Meeting

- Signing of minutes of last Meeting.
- Elections.
- Appointments.

- Questions.
- Petitions.
- Resolutions of Standing Committee and Special Committees.
- Letters and business from Commissioner.
- Letter from Government of Government offices.
- Reports of Committees, Sub-Committees or Ad-hoc Committees.
- Notice of Motions.
- Miscellaneous matters.
- With the consent of majority of members, Presiding Authority may alter the priority for items in the agenda.
- With the consent of majority of members, Presiding Authority may group the items.
- Presiding Authority may divide an item into two or more propositions to avoid confusion or inconvenience.

Preserving order during meeting

- Presiding Authority responsible to preserve order.
- Presiding Authority may, in case of grave disorder (in his opinion), suspend the meeting for a period not exceeding three days.

• Presiding Authority may, if the conduct of any member is disorderly (in his opinion), direct the member to withdraw from meeting.
• Member has to comply and absent during the remainder of day's meeting.
• If a member is ordered to withdraw for second time within 15 days, Presiding Authority may suspend the member from attending meetings of Corporation and Committees for 15 days.
• Member has to comply.
• Presiding Authority may revoke suspension, if satisfactory apology is made by member.
• Presiding Authority will decide the order in which members speak and his decision final.
• No discussion is allowed.
- When a question of priority is decided.
- When an objection is dealt under bye-laws.
- In case of interpolations.

Proceedings of meetings

• Language to be decided by Corporation.

• Minutes of the proceedings of the meeting shall be written by the Municipal Secretary and shall be signed by the Presiding Authority, after completion of the meeting.
• Written speeches not to be read without permission of presiding Authority.
• Member when speaking has to stand and address the presiding Authority.
• When Presiding Authority requests a member to sit down, he has to resume his seat.

Point of Order

• Any member may move a point of order, if any speaker is Departing from the subject, or Not observing provisions of Act or rules.
• Presiding Authority will decide the point of order.
• Point of order not to be raised:
- To explain his position.
- When a question on any motion is put to vote.
- Which is hypothetical.
• Presiding Authority may allow other members to speak on point order.

• Presiding Authority may rule out any point of order, if he feels that is does not relate to the question before the meeting or to the business.

Call Attention

• Any member may call attention of Commissioner.
• Call attention to
• a neglect in execution of work,
• any waste or damage of municipal property, or
• wants of locality.
• May suggest any proposal or improvement thereof.

Questions

• Any member may ask question concerning administration of Act or city government.
• Notice of seven clear days to be given in writing to Municipal Secretary.
• Commissioner answers questions.
The question do not
• Call expression of opinion, abstract of legal question or a hypothetical proposition.

- Concern with any matter pending in a court of law.
- Relate to conduct or character of municipal officer or employee except in his official capacity.
- Defamatory.
- A charge against a person or a section of community.
- Contravene any byelaw made by Corporation.

Disallowing of questions

- A member shall not ask more than three questions at a meeting.
- May or may disallow any question, if he opines that it contravenes any provision.
- Decision of May or final.

Presiding Authority may disallow a question, If

- Excessively lengthy and exceeds fifty words.
- Contains arguments, inference, imputation, epithet or ironical expression.
- Rates to a debate took place within last three months.
- Relates to an answer that has been give within last three months.

Presiding Authority may disallow a question, if

- It is libelous, offensive or objectionable.
- Concerning any matter directly or indirectly relates to him.

• If member do not accept the correctness of the statement.
• Enquiring the accuracy of a report in newspaper.

Presiding Authority may disallow a question, if

• Answer is available in the final proceedings of Corporation or its Committees.

Brings in any name or statement unnecessarily and making the question vague.

Answering of questions

• Municipal Secretary prepares list of questions received and not disallowed by Presiding Authority.
• The list will be prepared in the order in which they are received.
• List forwarded to Commissioner for answers and for placing before the meeting half an hour earlier.
• Presiding Authority calls the name of each questioner in the order in which names are printed.
• If the member is present, it is deemed that question and answer are read.
• If the questioned is not present, the question is considered as dropped.
• No discussion on question or answer.

- Any member, when called by Presiding Authority may put supplementary question.
- Three supplementary questions allowed, if questioner prefer for supplementary questions.
- The first hour is for questions and answers.
- With consent of Presiding Authority, Commissioner may decline to answer supplementary question, if answer not readily available.
- In such case, supplementary question may be asked as fresh question after due notice in next meeting.
- Municipal Secretary enters questions and answers in the Minutes Book.

Moving of Motion

- Member has to give notice to move motion.
- Motion is a substantive proposition.
- Mover to read the motion and speak in its favour.
- Motion need be seconded. He can speak.
- Speaking time - 15 minutes to mover and seconder -7 minutes to others
- Mover and seconder can speak twice - others once.
- If motion for which notice was given is not moved, it will be considered as dropped.

- Any member may propose amendment to motion.
- Amendment to be relevant to the motion.
- The mover may accept amendment.
- A member spoken on motion can speak on amendment.
- A motion or amendment shall not be withdrawn without permission of meeting.
- A motion once withdrawn cannot be proposed again in the same meeting.
- Amendments have to be put to voting in reverse order.
- Any motion once disposed cannot be entertained until after three months.
- Presiding Authority may permit correction of clerical or typographical mistakes.

Moving of Resolution

Resolution to satisfy following conditions:

- Do not imply a charge against a person or a section of community.
- Do not refer to character or conduct of a person except in official capacity.
- Not a matter under adjudication in a court of law.

• An affirmative matter and commence with the word 'that'.
• Any member may move a resolution.
• Seven days notice specifying the resolution has to be give to Municipal Secretary.
• Resolution to satisfy following conditions:
• Matter of general public interest concerning functions of Corporation.
• Clear and precise.
• Substantially definite issue.
• Do not contain arguments, inferences, ironical expressions, imputations or defamatory statements.
• Presiding Authority admits if conditions satisfy.
• Only on admission, it enters in the list of business.
• Amendments can be move to resolution.
• At the end of discussion, it should be put to vote.

Dos & Donts for members

A member
• To greet the Chair respectfully, when taking seat.
• Shall not read any book or newspaper not connected with meeting.

• Shall not interrupt other member while speaking.
• Shall not pass between the Chair and any speaking member.

A member

• Shall not sleep.
• Shall always address the Chair while speaking.
• Shall maintain silence.
• Shall not obstruct or interrupt proceedings.
• Shall not make comments while speeches are made.
• Shall not smoke.

While a member speaking

A member while speaking do not

• Use offensive expression about conduct or proceedings of Corporation.
• Reflect upon conduct of president of India or Governor of any state or any Court of Justice.
• Use the name of President of India to influence the denate.
• Utter or use any unreasonable or seditious or defamatory words to obstruct the proceedings.

While Presiding Authority speaks

- He shall be heard in silence.
- Any member then speaking or offering to speak shall immediately sit down.
- No member to leave his seat.

Standing Committee

- Standing Committee consists of not less than 5and not more than 15 members (elected members) to be chosen by Corporation.
- Mayor or in his absence Deputy Mayor -Chairperson of Standing Committee.

Proceedings of Standing Committee

- Meets at chief office of Corporation.
- Meets once in a week and at such times as found necessary.
- First meeting to be fixed by Commissioner.
- Standing Committee to fix dates for subsequent meetings.
- Meeting with one day notice.
- If Commissioner makes a written request, special meeting may be called by Chairperson with one day notice.
- Quorum - Half of total number - to be present from beginning to end of meeting.

- If quorum not present within 15 minutes, meeting stands adjourned to such hour – the next or some other day fixed by members present.
- To be presided by Mayor/Deputy Mayor/any member chosen by members present, if there is quorum.
- Every question decided by majority of members present and vote.
- Chairperson has second vote/casting vote.
- Standing Committee may delegate any powers or duties to subcommittee(s) through a specific resolution.
- Minutes shall be written by Secretary.
- They shall be signed by Presiding Authority after completion on the meeting.
- Commissioner has a right to participate in the meeting without voting right.
- Standing Committee may require any officer to attend the meeting.
- Standing Committee to decide a subject within 15 days, else it is deemed to have been approved.
- If any proposal is rejected, Commissioner shall place the matter before Corporation within 15 days for its decision.

Bye-laws

- Secretary to send the list of business to members one day before the meeting.
- With Chairperson's assent and in urgent circumstances, business not entered can be transacted.
- Business to be considered as per order in agenda- Chairperson may alter the priority.
- Motions can be proposed and seconded.
- Minutes of previous meeting to be circulated to members along with agenda.
- Minutes of previous meeting taken as read.
- If there is error, it can be amended before signed.
- Chairperson to decide points of order.
- Every question decided by majority of members present and vote.
- Any member may give dissent.

Municipal Council Meetings

- Municipal Council Meetings are similar to Municipal Corporation Meetings.
- The only difference is:

In Municipalities, there will be a Chairperson instead of Mayor/Deputy Mayor

- The Municipal Council transacts it's business once in a month.
- There is no Standing Committee here.
- Three clear days notice is required.

In case of urgency, the Chairperson may convene a meeting on giving shorter notice also

- Requisition Meeting: 1/3rd of the members then on the Council.
- Quorum: 1/6th members and if the number of members then on the council exceeds sixteen, at least 1/3rd of that number.
- No Secretary post.
- All questions and resolutions shall be decided by a majority of the members.

MONETARY LIMITS OF VARIOUS AUTHORITIES
(Authority to accord Administrative Sanction)
IN MUNICIPALITES AS PER APM ACT, 1965 (SEC.43)

Sl. No.	Grade of the Municipality	Commissioner	Contract Committee	Council
1	N.P/III Grade	Not exceeding Rs.20,000	Exceeding 20,000, but not exceeding 50,000	Exceeding 50,000
2	II Grade	Not exceeding Rs.50,000	Exceeding 50,000, but not exceeding 1,00,000	Exceeding 1,00,000
3	I Grade	Not exceeding Rs.1,00,000	Exceeding 1,00,000, but not exceeding 2,00,000	Exceeding 2,00,000
4	Special Grade	Not exceeding Rs.2,00,000	Exceeding 2,00,000, but not exceeding 4, Exceeding 4,00,000, but not exceeding	Exceeding 4,00,000
5	Selection Grade	Not exceeding Rs.5,00,000	Exceeding 5,00,000, but not exceeding 10,00,000	Exceeding 10,00,000

MUNICIPAL CORPORATION AS PER MPL.CORPORATION ACT 1955

Sl. No.	Municipal Corporation	Commissioner	Standing Committee	Corporation	Government
1	Vmc (sec.5-A)	Not exceeding RS.20,00,000	Exceeding Rs.20,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation
2	GVMC (Sec.5_a)(i)	Not exceeding RS.20,00,000	Exceeding Rs.20,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation
3	All other Corporations In the state (sec.12.A)(i)	Not exceeding RS.10,00,000	Exceeding Rs.10,00,000 but not exceeding RS.50,00,000	Exceeding Rs.50,00,000 but not exceeding Rs.2,00,00,000	Exceeding Rs.2,00,00,000 after approval of the corporation

Thank You

MUNICIPAL ADMINISTRATION DEPARTMENT

POWER POINT PRESENTATION

ON

COURT CASES

SUBMITTED BY K.APPALARAJU, MANAGER, PARVATHIPURAM MUNICIPALITY, AS PER CIRCULAR ROC No.17/36/2021/N, DT.15.07.2021 OF THE COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION, ANDHRA PRADESH, GUNTUR

INDEX

SL NO.	NAME OF THE ITEM
I	INTRODUCTION
II	NAMES OF THE VARIOUS COURTS
III	NAMES OF SUITS IN VARIOUS COURTS
IV	FINANCIAL LIMITATIONS OF FILLING OF SUTIS IN VARIOUS COURTS
V	VARIOUS TYPS OF COURT CASES IN DIFFERENT WINGS OF ULB'S
VI	APPOINTMENT OF MUNICIPAL STANDING COUNCIL FOR VARIOUS COURTS
VII	PROCEDURE FOR FILING OF SUIT AND FOLLOW UP TO JUDGMENT
VIII	MEANING OF DIFFERENT TYPES OF COURT ORDERS
IX	MAINTANANCE OF COURT CASES IN ONLINE LEGAL CASES MANAGEMENT SYSTEM

I) INTRODUCTION:

Urban Local Bodies are basic service provider to the citizens and for that purpose workforce is established on Urban Local Body i.e., Commissioners, Engineers, Town Planning Officials and Administrative wings.

Generally, the people will approach the various Courts to protect their Legal Rights as and when their rights are suppressed/denied. In respect to our Municipal Administration, we are directly linked with the lives of people in providing amenities namely Sanitation, Water Supply, Constructions of Buildings, Laying of Roads, Drains and etc. Moreover, for maintaining of the Ulb's various permanent employee i.e., Municipal Commissioner's, Engineers, Town Planning Officers, Revenue Officers, Sanitary Inspectors, Sanitation Workers and Connected Staff were engaged to run the entire Municipal Administration in smooth manner. While finalisation of the service benefits of the said Permanent Establishment, certain employees also appear various courts to protect the service matter.

Civil and criminal cases are to finalized in Junior Civil Judge Courts, Senior Civil Judge Courts and Supreme Courts. And service matters, issues related to entire office establishment are to be finalized at Administrative Tribunal and Lokayukta. Generally, citizens/department can filed suit/ write petition in any Court for finalisation of their legal problems in the shape of Affidavits. In the Affidavit, they file their problems/ Rectifications in various ways to the Court duly praying the Hon'ble Courts for their justification. In such cases the department should verify the problems of the citizens and if they are parallel to the Government Rules, the same shall be rectify with in stipulated time and the same shall be submitted to the Court within stipulated time. If the petition is against the Government Rules, in such cases we shall prepare the para wise remarks according to the Government Rules and Regulations duly explain the facts and the same shall be submitted to the respective Municipal Standing Councils for preparation of fair counters. Soon after competition of the fair counters, the same shall be once again verify at our level and the same shall be send to the respect Municipal Standing Council for filling of the same in respective Hon'ble Courts. The preparation of the Counter is very much important Key role in finalisation of respective suits. The entire preparation fair counter and filing of the same at Hon'ble court shall be done within stipulated time as directed by the court. Otherwise the defaulters shall face more further legal complications in respective matters.All the Government employee should be honoured to the judgment passed by the various courts legitimately with in stipulated time according

to fundamental rules as directed by the Government. Otherwise the deflated shall cases more legal complication and sometimes they may get severe punishment also. Hence in this training section certain knowledge pertaining to finalization of legal issues are being discussed in detailed as specified given below.

II) NAMES OF THE VARIOUS COURTS :

The citizen can file the petition in various ways according to the severity of their problems. The Citizens/Employees can file the petition before the following Hon'ble courts:

1) Local Courts: Junior Civil Judge Court/ Senior Civil Judge Court/ Muinsif Magistrate Court, Subordinate Court, District Court.
2) High Court of AP (State Level)
3) A.P Administrative Tribunal
4) Supreme Court of India (Country Level)
5) Institution of Lokayukta of Andhra Pradesh at Hyderabad (State Level)
6) Lok adhalath (Local Level/District/State, which is an institution to resolve case on mutual understanding between two parties i.e., petitioner & Respondent).

There are two types of cases that can be filled before Hon'ble Courts, i.e., civil and criminal cases. Mostly, in Municipal Administration Department civil cases filed before Hon'ble Courts, some related disputes between citizens and ULB and some related service matters of the employees working in ULBs.

III) NAMES OF SUITS/PETITIONS IN VARIOUS COURTS:

SL NO.	NAME	ABBREVIATION
1)	O.S	Original Suit
2)	I.A	Interlocutory Application
3)	C.M.A	Civil Miscellaneous Appeal
4)	C.R.P	Civil Revision Petition
5)	C.M.R.P	Civil Miscellaneous revision petitions
6)	A.S	Appeal Suit
7)	S.A	Second Appeal
8)	STC	Summery trail cases
9)	EP	Executive Petition
10)	MP	Miscellaneous petition
11)	S.A.M.P.S	Second Appeal Miscellaneous petitions
12)	O.A	Original application filed at Administrative Tribunal.
13)	W.P	Write Petition which are filed at High Court / Supreme Court
14)	WA	Write appeal
15)	W.P.M.P.S	Write Petition Miscellaneous application which are filed at High Court / Supreme Court
16)	Caveat	If any party file caveat any court, No court will pass in any orders without giving notice to other side. Lodgement of caveat will be kept in force up to 90 days from its date of filling.
17)	SLP	Special Leave Petition (Civil) in Hon'ble Supreme Court of India.

IV) FINANCIAL LIMITATIONS OF FILLING OF SUTIS IN VARIOUS COURTS:

SL NO.	NAME OF THE HON'BLE COURT	FINANCIAL LIMITATION
1)	Junior civil Judge Court	Up to Rs.20,00,000/-
2)	Senior civil Judge Court	From Rs.20,00,000/- to Rs.50,00,000/-
3)	District Court	Un limited
4)	High Court OF Andhra Pradesh	Un limited
5)	Supreme Court of India	Un limited

V) VARIOUS TYPS OF COURT CASES IN DIFFERENT WINGS OF ULB'S:

OFFICE ADMINISTRATION: -

1) Permanent/ Regular office staff of ULB's approach to the Hon'ble APAT through to resolve their service matter issues.
2) Pensioners/ Retired Government Municipal Employees approach to Institution of Lokayukta/ Up-Lokayukta of Andhra Pradesh to sought out their financial benefits etc. which comes under institution preview.

ACCOUNTS WING: -

1) Cases filed on the payments of various contract works taken up by the concerned.
2) Cases filed on the pending payment of pensioners which are filed to OA at APAT.

ENGINEERING WING :-

1) Cases filed on the payments of various contract works taken up by the concerned.
2) Cases filed on the laying of Road and Drains.

REVENUE WING :-

1) Filling of STC and OS for recovery of pending taxes and non taxes.
2) Cases filed on fixation of Property tax on all categories of buildings.
3) Filling of EP on decrees passed on original suits.
4) Cases filed on exemption of Property Tax on various types of buildings.

TOWN PLANNING WING:-

1) Encroachment, un authorised constructions.
2) Disputes on Lands.
3) Inclusion of ULB as 3rd party in finalization of land disputes.
4) Cases filed on building plans and concerned approval.
5) Cases filed on Roads, Private buildings.

SANITATION WING:-

1) Cases filed on trade licences.
2) Cases filed on public nonsense.
3) Cases filed on recovery of pending dues on trade licences.

VI) APPOINTMENT OF MUNICIPAL STANDING COUNCIL FOR VARIOUS COURTS:

Our Municipal Administration has given so many guidelines to finalise the legal issues through our Municipal Department in which the following Municipal Standing Councils are to be appointed according to the following levels:

1) Municipal Standing Counsel for ULB:

   The Municipal Counsel of the respect ULB shall be appointed Municipal Standing Counsel to prepare/defend/ finalise the Legal Cases which were filed in various local Courts which are in the limits of concerned ULB Jurisdiction and up to District Level. As per provisions of Rules, same Advocate shall not be appointed as MSC fir third team.

2) Municipal Standing Counsel for High Court:

   Municipal Administration and Urban Development of Andhra Pradesh shall appoint the Municipal Standing Counsel for Municipalities/ Nagara Panchayats /Municipal Corporations to prepare/defend/ finalise the Legal Cases which were filed at Hon'ble High Court.

3) Municipal Standing Counsel for Administrative Tribunal:

   Municipal Administration and Urban Development of Andhra Pradesh shall appoint the Municipal Standing Counsel to prepare affidavit / defend/finalise the Legal Cases which were filed at Administrative Tribunal.

4) Attorney General / Advocate on records to attend the Supreme Court Cases:

   The Advocate General (or) Government pleader engaged by the Municipal Administration and urban development of Andhra Pradesh Government shall attend the Suits which were filed at Supreme Court of India.

5) Lokayukta/ Upalokayukta Cases :

   No Municipal Standing council will be appointed to prepare affidavit/defend/ finalize the issues filed at Lokayukta / Upalokayukta. The Municipal Commissioner shall finalise all the complaints filed at Lokayukta / Sublokayukta duly submitting various Government Rules & Regulation and solving the same from time to time legitimately.

6) Lok Adhalath Cases :

The Municipal Standing Council appointed by the Municipal Council of concerned ULBs shall attend the court. In this court the suit shall be finalized within short period. If both parties are came to certain understanding, the same shall be submitted to the Hon'ble court by both parties, the suit will be disposed with in short period.

VII) PROCEDURE FOR FILING OF SUIT AND FOLLOW UP TO JUDGMENT

STAGE	ACTION TO BE TAKEN UP
Stage 1	Filling of original Suit in Court by plaintiff/Petitioner
Stage 2	Issuance of Notice/ Summons by Court to opponent party
Stage 3	If Hon'ble Court have passed any Interim/Final order at admission stage, which is not according to Rules and Regulation. 1. If, interim order: file affidavit/case for vacation of interim order along with counter affidavit. 2. If final order – File appeal in respective court/case in higher court in consultation with MSC concerned.
Stage 4	Party can appears to the Court through person (Or) through advocate by giving him Vakalath
Stage 5	Filling of written statement/ Counter Affidavit by opponent party
Stage 6	Trail (Submission of evidence)
Stage 7	Arguments by both parties
Stage 8	Judgment / Decree by Hon'ble Court
Stage 9	Both parties shall be honour to the Judgment passed by the Hon'ble court. If any one of the party not satisfied with the judgment, they shall file appeal / approach the next higher Court under within a stipulated time and as per legal procedure.

VIII) MEANING OF DIFFERENT TYPES OF COURT ORDERS :

Sl No.	Nature of the Order	Action to be taken up
1)	Status-Quo Orders	Both parties should maintained same positions according to the affidavit filed by the petitioner until further court orders
2)	Interim Orders	The Orders which are passed by the Hon'ble court due to emergency grounds prior to the final orders till disposal of main suit.
3)	Final Orders	After completion of hearing of both parties, the court shall pass final orders.
4)	Temporary Injection Order	Orders passed to opponent party for not to interfere physical position and enjoyment over the plea of the petitioner till the disposal of main suit.
5)	Permanent Injection Order	Orders passed to opponent party for not to interfere physical position and enjoyment over the plea of the petitioner for ever.
6)	Contempt of Court Orders	If any party disobey the orders / Judgment/ decree passed by the Hon'ble court, in such case they are under Contempt of the court orders and they are punishable according to law
7)	Ex-party Court Orders	In the absence of other party and urgency the Court shall pass orders against the other party.

(ix) Monitoring of Court Cases:

I. Maintain prescribed format register and file counter affidavits in all cases with in prescribed time.

II. Regularly weekly/by weekly verify the status of Court Cases with the respective MSC and prepare and finalise the action plan to dispose the cases and also implement/defend orders of Hon'ble Courts.

X) MAINTANANCE OF COURT CASES IN ONLINE LEGAL CASES MANAGEMENT SYSTEM (OLCMS):-

Municipal Administration & Urban development of Government of Andhra Pradesh has introduced online Legal cases management system through ERP Application system for making online of Court cases in all category wise reports from time to time. So all the higher authority easily monitor various stages of cases of all the Ulb's at a glance.

THE END

e-Governance Initiatives
Integrated solution to address key operations of ULBs

Urban local government institutions/municipalities are constituted for the maintenance and planned development of urban areas. The objective is to ensure that suitable levels of infrastructure and services are available to the citizens.

The form of an urban local government is understood on the basis of a limited number of components, such as: Constitution and Governance, Duties/Functions, Composition/Staff, Conduct of Business, i.e., Municipal Management and Finance Practices, State/Local Initiatives/Reforms, Problems

The Beginning.....

Prior to the onset of digitisation, the MAUD Department encountered a host of problems such as:

a. Most municipalities did not have sufficient resources and technology to collect desegregated town-level data and maintain a database. Hence, data on various municipal aspects and performance parameters was difficult to collect. For example, reliable data on the proportion of population served by water supply; houses connected with underground sewer facility; proportion of solid waste collected and disposed daily; etc., were generally not maintained.
b. The municipalities administered their functions in a manual mode. However, some of the Municipal Corporations and a few municipalities had attempted and adopted computerization of the key revenue generating functions in varying maturities, albeit on a standalone basis, to meet their internal requirements.
c. The service levels in urban areas were not up to the standards and the citizens led a difficult life. This was due to the fact that the municipalities on the one hand, recovered costs incurred in service provision by levying a variety of taxes and non-taxes, and on the other, failed to meet the expectations of the citizens.
d. Lack of revenue generation by the ULBs was primarily due to weak collection of property tax and bad management of its properties, like shops.
e. There were delays in compilation of accounts by ULBs. Financial reporting was inadequate that related to non-remittance of unspent balances of closed schemes, non-furnishing of UCs and advances pending adjustment, non-finalisation of accounts, etc.

f. Non-conducting of physical verification of stores and stock and non-reconciliation of departmental figures with treasury.
g. Improper maintenance of key registers.
h. Expenditure incurred was in excess of permissible limits
i. Programme implementation was based on unreliable data and without ensuring envisaged planning process like preparation of Core Network and proper DPRs:
    i) Consequently, a number of habitations remained unconnected in the State.
    ii) Several road works were initiated/awarded without adequate preparatory work and surveys while preparing DPRs, leading to works remaining abandoned/dropped/not awarded/incomplete due to lack of forest clearance, land disputes, change of alignments, designs and non-approval of revised administrative sanctions.
    iii) Works were tendered before obtaining technical sanction, execution of works in violation of programme guidelines.
    iv) Quality control inspections were not effective.
    v) Shortage of capable and committed persons
    vi) Inadequate control of local bodies over services, etc.

This was in early 2014. To offset the problems, the Department broadly decided to:

- Strengthen institutional framework to support service delivery and capacity building by ULBs.
- Municipal capacity enhancements related to enhancing the financial and technical capacity and operating systems of all ULBs.
- Strengthen urban infrastructure investments to finance sustainable, high-priority investments identified by ULBs to improve urban services and operational efficiency.

This was followed by implementing a series of reforms to strengthen local-level governance that included:

- E-Governance, m-governance/ mobile applications, Common Payment System etc.
- Command and Control Centres – covering and converging multiple sectors/ areas and departments.
- Smart Transport/ traffic control/ etc.

- Riverfront development, rejuvenation of lakes, upgradation of parks/ eateries, etc.
- Smart roads/ streets.
- City Surveillance.
- Smart Solid Waste Management.
- Sanitation/ toilets/ E-toilets.
- Solar power/ LED Lights.
- Social sector - Smart School.
- Other smart solutions – pertaining to multiple sectors.

e-Governance reforms and technology were two areas where transformation has been tremendous, that too in a short time scale. But by now, the government services had become exhaustive and the processes cumbersome to manage. Monitoring the service delivery mechanism on a daily basis was also posing a problem. The Department took the initiative to ease administration processes with the help of integrated data systems.

Enterprise Resource Plan (ERP)

In 2014, the Department went ahead by developing need based independent IT applications. These were quite a few. To begin with, 21 IT applications thus developed were segregated and placed under different modules that covered each activity and its operation related to revenue, expenditure, administration and citizen services in each of the 110 ULBs in the State with a population of over 2.8 crores.

Revenue Module

- Property Tax
- Water Charges
- Non Tax Revenue
- Trade License
- Sewerage Charges
- Advertisement Tax
- Lease & Agreement

Expenditure Module

- Works (APPMS)
- Other Payments

Administration Module

- Employee Management (HR)
- Finance
- Legal Case Management
- Council Management
- Assets

Citizen Services

- ULB Portal / CDMA Portal
- Public Grievance Redressal (Puraseva)
- Municipal Service Delivery
- Online Building Permission (DPMS)
- Marriage Registration

- Mobile Apps
- Integration with Ward Secretariat/e-Seva/Meeseva/AP Online

To ease administration processes with the help of integrated data systems and applications and to promote real-time governance with improved quality of data and its access, all the modules were brought together into a unified system under the Enterprise Resource Plan (ERP).

Key features of ERP

- Various channels for Grievance redressal/Service Delivery
- End to End Solution of all the processes through system
- Ensuring Intimation and Alerts to Citizens @ every Significant milestone.
- Delivery of Services through Ward Secretariat /online / CSC Centres /Mee-seva
- System generated Notices and Proceedings
- Easy to obtain licenses/permissions from the ULB
- Digitization of approvals
- Role based access of all the modules and features
- Producing all the financials and accounting statements as per NMAM

This enabled setting of:

- Timelines and ease in municipal administration with integrated data systems and applications.
- Seamless online service delivery to various stakeholders.
- Real-time governance through improved quality of data and its access for policy and decision making

The Key Stakeholders who directly benefit using the ERP are:

Citizens, ULBs, Line Departments and Policy Makers.

Citizens: Citizens are important stakeholders in the system as most services allow them to engage online or with minimum manual intervention thereby easing their effort to enrol, transfer, or derive services like online payments, online building permission, municipal service delivery, marriage registration, etc.

ULBs: All the Urban Local Bodies (ULBs) coming under the purview of MAUD department are covered in this module. Data is updated and furnished by individual ULBs from their log-in.

Line Departments: Multiple and seamless integration with Line Departments, Banks, CFMS, etc viz: etc are included in the database.

Policy Makers: Integration of multiple data systems helps the policy-makers to ensure quick decision-making in terms of responding to local requirements and effective and efficient management of resources.

Key Modules covered

Currently, ERP covers a total of 21 modules with a scope for further expansion to integrate and embed other information systems that will require integration as and when required.

ERP has greater transparency and helps the policy-makers and the public for decision making. It delivers services to various stakeholders and is seamlessly being developed by integrating various service delivery mechanisms into its ambit. This transformation is beginning with finance and service delivery mechanism, two pillars ready to embrace all things digital.

Property Tax Module

Property tax is a tax that an owner of the property is liable to pay to the ULB/Government. In Andhra Pradesh, Property Tax acts as one of the main source of revenue for the Urban Local Bodies (ULB). A notable exception in Andhra Pradesh when compared to other States in India is that if the municipal bodies are not indebted, they have powers to alter the rates of the tax at their discretion within the limits prescribed under the statute or by the rules framed there under. As such, the local government calculates the tax to be paid based on the value of the property owned including the land.

The collected taxes are used for the jurisdiction in which the property is situated. Some of the services for which the funds are used include education, sewer improvements, road and highway constructions, fire service, etc.

As per section 85 of Municipal Corporation Act, the tax determined by the council is levied on all residential and commercial (non-residential) properties located within the limits of urban local bodies that includes the following components:

1. Tax for general purpose
2. Water and Drainage Tax
3. Lighting Tax
4. Scavenging Tax

Based on such assessments, taxes are levied on the property owners.

How it works...

The information regarding all the new constructions, existing construction and modifications to the property, if any, are provided by the Town Planning Department for making necessary changes to tax assessment.

The citizen has to register with the urban local body for taxation and assessments are made based on the physical dimensions of the property and other parameters to assess the taxes to the citizen. *(image of Assessment Sheet)*

The Revenue section of the ULB/Municipal body is responsible for administration of property taxation for that respective ULB. Property tax is assessed for each property located in the limits of the ULB based on the Capital Value System (earlier it was Annual Rental Value System) and the Taxation rate.

The Capital Value (CV) of a property is calculated based on Structural Rates, Composite Rates and Land Values provided by Registration and Stamps Department for Residential and Commercial separately. Age of the property and other parameters applicable to specific situations.

The Town planning section of the respective ULB provides all the details of the property related to its physical status and modifications. *(Property Tax Rate Table)*

E-Governance in Practice

The induction of technology into the governance has been the game-changer in MA&UD's functioning. The Department is way ahead in managing its affairs more quickly, efficiently and in a transparent manner. It has facilitated online payment for various services for the benefit of the citizens.

Online Payment of Property Tax

User-friendly Multiple Channels enabled for citizens for Property Tax Payment: *figure:*

- Meeseva Center
- E Seva Center
- Puraseva App
- CDMA Portal
- ULB Portal
- ULB Counter

The key features of Online Property Tax are:

1. Know Your Dues
2. File Your Self- Assessment (Not yet Assessed)
3. File Your Addition/Alteration (including conversion from VLT to HT)
4. File Your Revision Petition
5. File Your General-Revision Petition
6. File Your Mutation (Transfer of Ownership)
7. File Your Vacancy Remission
8. File Your Demolition (Convert House Tax to VLT)
9. File Your Tax Exemption
10. Download Proceedings/Spl. Notice/Demand Bill, etc.
11. Know Your Application Status

The citizen can pay the property tax online by visiting its official website. He enters the required details such as owner's name, mobile number, etc. in the 'Search Property' box and clicks 'Search' button. He is directed to the 'Payment' section. The amount to be paid is displayed. He makes the necessary payment through internet banking or credit/debit card. On successful payment, acknowledge receipt is generated.

Rebate on Property Tax

When the tax for the current financial year is paid before 30th April of the year, a rebate of 5% of property tax is given.

Penalty

The Andhra Pradesh Property tax is calculated and collected semi-annually. In case of failure to pay property tax by the end of June for the first half-year and by the end of December for the second half-year, simple interest at the rate of two percent per month is levied.

A penalty with property tax is levied on unauthorized constructions.

Mutation Process

Mutation is the process of transferring of title ownership of a property from one person to another. Transfer of patta / khata is to be done when an immovable property is transferred from one owner to a new owner. The new owner's details need to be updated in the records of the Revenue Department to avoid complications at a later stage. While selling a property, one should submit a copy of the latest mutation certificate to the buyer.

Ways of acquisition of Immovable Property

A person may acquire immovable property:

- By inheritance of ancestral property
- Through Will
- Acquisition by oneself such as Purchase
- Through Gift, Trust, Settlement Deeds
- Grant, Inam by the Government
- Through Partition Deed
- Through Decree of Court

Importance of Property Mutation or Patta Transfer

Property Mutation is an essential process in all legal transactions involving an immovable property. Transfer of Patta/Katta is a process of updating the details of the new owner of a property in revenue records of Municipalities. On mutating a property, Mutation and Title Deed cum Pattadar PassBook is issued to the applicant.

- Mutation certificate is required to fix the property tax payment liabilities
- Mutation document is mandatory to prove the ownership of a particular property
- For selling particular property, the Land Owner needs to furnish mutation certificate to the Buyer for verification

If a property is jointly owned, then the AP Mutation Certificate is issued in the names of all the co-owners.

Mutation of a Property Acquired by Inheritance

If a property is acquired by inheritance, as per the Andhra Pradesh Land Revenue Act, it is not necessary to obtain Mutation Certificate from the sub-registrar office to get patta / khata transferred. After the death of the owner of a property, his heirs (wife or children) can get the Patta/Khata transferred as per personal law by providing Death Certificate of the owner with details of property held online.

Documents Required
Form 6A- Application in prescribed format:

- Identity Proof – Aadhaar Card or Voter ID can be furnished
- Sale Deed Copy
- Registered Document Copies
- Old Pattadar Passbook /Title deed/(Seller PPB/TD)
- Tax Payment receipt
- Signature
- Identity of NRI
- Address Proof – Ration card
- Passport size Photograph

In case of Will

In addition to all above mentioned documents, following documents also need to be submitted for land mutation in case of Will of a property.

- Death Certificate
- Legal Heir Certificate
- Succession Certificate

Fee for Land Mutation
Fee for transfer of immovable property in Andhra Pradesh is 0.5% (subject to a minimum of Rs.1000 and maximum of Rs.20000

The applicant can apply for Mutation through Ward Secretariat / MeeSeva Centers

Property Registration & Sale Deed are a must before applying for Mutation

Documents to be submitted for Mutation at Ward Secretariat/Meeseva Centre:

1. **Application** in prescribed format that includes:

    a) Applicant details such as:
    i) Citizenship
    ii) Aadhaar Number
    iii) Service type
    iv) NRI number

    b) Document details such as:
    > District Mandal, Village
    > Division
    > Caste and Mutation Category

    c) Succession details

    d) Applicant personal details

    e) E-passbook address details

2. The Ward Secretariat/MeeSeva Centre forwards the request for mutation online to the concerned authority and issues a receipt with Mutation Application number to the Applicant.

3. The Applicant also receives an SMS of the same on his/her registered mobile number and email id.

4. The updates of the Application status are sent to the Applicant via SMS. Alternately, the Applicant can also check the Application Status by visiting MeeSeva home page and checking the Application Status by entering the Application number.

5. Once the Applicant's mutation request is accepted, the Applicant receives an SMS on his/her registered mobile number that the application has been approved. The Applicant can also verify the mutation document in Ward Secretarait/CDMA/MeeSeva portal by entering application number.

6. The buyer will be provided with a new pattadar passbook and the property details will be added to Andhra Pradesh Land records.

7. The new owner of the property has to pay all property taxes under his name. The new owner (applicant) need to check pahani/Adangalrecords after receiving pattadar passbook to ensure information updated is correct.

Space being a limited resource needs to be taken into account while planning for sustainable development. The Property and Vacant Land Tax Information System (PTIS) is one of the key reforms introduced by the MAUD Department that ensures inclusive and strategic approach to property related issues, engagement of stakeholders, and streamlines property tax generation and collection measures in an accountable and transparent manner.

Property and Vacant Land Tax Information System (PTIS)

The Property and Vacant Land Tax Information System (PTIS) is a comprehensive web based software module that provides complete information pertaining to properties and also enables the municipal corporations to manage property and vacant land taxation efficiently and effectively.

The modules covered under PTIS are:

a. Property details
b. Property tax estimate
c. Mutation of property
d. Payments against the property
e. Demand Collection & Balance (DCB) of the property

The PTIS process is not linear but cyclic and some of the activities are conducted in parallel. In its current use, the PTIS has been enriched by incorporation of

spatial aspects necessary for the strategic spatial planning such as spatial diagnosis, envisioning exercise for tax calculation or the assessment of spatial impact of sector policies.

From Creating a new property, Creating a vacant land, Bifurcating a property – to - Adding or altering an existing property, transferring ownership of a property, Collecting property tax, Applying for revision petition and tax exemption, the revenue department of municipal corporation(s) conduct all key transactions in an accountable and transparent manner under a time frame.

PTIS Reports

PTIS provides different types of reports to monitor and manage all aspects of property and vacant land taxation that include:

- Audit Trail Report
- Boundary wise DCB details
- Daily Collection Report
- Boundary Wise Collection Report
- Application Workflow Status Report
- Property Usage Reports
- Defaulters Report
- Base Register

IMPACT:

22 Lakh+ Property Tax Receipts Issued

1000 Crore+ Property Taxes Collected

Property Tax Collection: 2015-16 Rs. 353 Crores

2017-18 Rs. 1003 Crores - 184% increase

Gains for ULBs:

- 31% increase in Property Tax Collection
- 80% reduction in Cycle Time for Service Requests
- 69% increase in Cashless Transactions

Water Charges Module

Achieving state-wide coverage of water supply and sanitation in a sustainable manner in all urban areas, is a key priority of the Government of Andhra Pradesh. The state is divided into 13 districts having 124 ULBs with 29 percent of the state's population living in urban areas. Around 71 percent of urban households in the State have access to improved water supply.

The Commissioner & Directorate of Municipal Administration (C&DMA) is the apex authority of MA&UD which provides guidance to ULBs in performing their day-to-day activities and coordinates with other departments regarding the delivery of urban civic services to the population. For water supply, MA&UD regularly coordinates with Atal Mission for Rejuvenation and Urban Transformation (AMRUT) to ensure and monitor regular supply to the ULBs.

The Government has laid emphasis on the ULBs to ensure that every household has access to a tap with assured supply of water and a sewerage connection.

For the optimum utilisation of drinking water and to increase the revenue from water distribution, the urban local bodies (ULBs) under AP AMRUT have made it mandatory to have a tap connection in every home.

As part of AMRUT scheme, the ULBs are now preparing to make sure every house gets drinking water and installing metres at water storage tanks and other joints of supply pipelines to record the consumption demand from each area and rationality in it. The ULBs set up teams to visit each house in town and approve applications for water tap connection from public.

The water tap connection and taxation is dealt by Revenue and the Engineering Section of the ULB. The citizens apply for water tap connections and all the water connections are charged at specific rates decided by the ULB. The major processes for water taxation are as follows:

- Receipt of application, inspection, processing and issue of water tap connection
- Levy of tax for the water used based on the type of connection
- Issue of demand notices
- Collection and monitoring of taxes and regularization charges
- Disconnection in cases of non-payment and illegal connections

New Pathways - Water Charges

With the objective of bringing both efficient and effective governance closer to the citizens by leveraging e-Governance and technology, the MA&UD Department has adapted Water Charges Information System (WCIS), a web-based software module that enables municipalities to create and manage water tap connections and collect water charges effectively.

WCIS enables municipalities to:

1. Record details of the tap connection
2. Generate demand for the water tap connection
3. Issue demand notice (integrated with Property tax)
4. Collect water charges of the applicant

WCIS brings in accountability and transparency in the decision making process of the revenue department of a municipal corporation. It provides comprehensive information about water charges such as:

- Water tap connection details
- Calculation of water charges
- Payments against the water charges
- Receipts
- Demand collection & balance (DCB) of the water tap connection

Main Transactions

Key tasks performed in WCIS are called Transactions that include:

1. New water tap connection
2. Additional water tap connection
3. Change in usage of water tap connection
4. Closure of water tap connection
5. Reconnection of water Tap
6. Monthly meter reading
7. Search water tap connection
8. Collecting water tap charges

Trade License Module

Trade License is certificate/document issued by the respective municipalities that grant the applicant, permission to carry on a particular trade or business for which it is issued, in a particular area/location.

It does not confer ownership of property or permission for any other activity than for which it is issued nor does it pass on any kind of property ownership to the holder of the license.

Purpose of Trade License:

- To ensure that the citizens are not adversely affected by Health Hazards and nuisance due to improper carrying of a Trade.
- Provides ULBs with a systematic approach to regulate the Trade Activities in its jurisdictional area.

Create New License

Dangerous and Offensive Trade licenses are issued by the Public Health and Sanitation section of the ULBs.

The processes involved in the issue of trade licenses are:

- Application for issuing of New Licenses/ Installation/ Permission/ NOC
- Modify an existing license
- Issue notices to licensee
- Renew/ cancel license
- Deactivate license
- Collect license fee
- Generate ‘due for renewal’ list

Trade License can be applied through Ward Secretariat/ Online/ MeeSeva/ Puraseva Centres.

The process of D&O trade license begins with the applicant applying for trade license. The applicant has to submit the application at Ward Secretariat Office or at the counter in a ULB, 30 days in advance. If the applicant intends to start more than one trade, he has to take the license for each trade separately.

Depending on the trade type ie., in case of Industry / Workshop / Machinery/ Factory, the applicant must obtain the NOC for installing the equipment before starting the trade.

On submitting the application, License Fee will be generated. Trader has to pay the license fee in order to process the application. On payment of Fee, license (without Digital Signature) will be generated and can be downloaded. Once, the application completes workflow and is approved by the competent authority, Digitally Signed Final Certificate will be generated.

As per the type of trade the applicant would like to go in, the processing of the application starts with the Sanitary Inspector inspecting the proposed trade premises and submitting his field verification details to the Commissioner/Approving Authority.

Based on the remarks received from the Sanitary Inspector, the Commissioner/Approving Authority takes a decision whether license is to be granted or not. If permission is granted, the license fee is collected and license is issued to the applicant.

In case of Industry / Workshop / Machinery / Factory, the applicant first applies for N.O.C for installation. The application is then scrutinized by the Health Officer / DM & HO (in case health officer is not available in the ULB, DM&HO will verify it). Once he is satisfied, NOC is issued to the applicant.

The rules and regulations for issuance of temporary licenses to businesses such as crackers shops during Diwali season etc., is also same as regular license except the validity period and license fee.

Validity of Trade License:

The official year for D&O Trade licenses is from April 1st to March 31st. The D&O trade licenses are issued for a period of one year only. Irrespective of the time, the license is issued, it is valid up to March 31st of every year. The license holders must apply for renewal of license between Jan 1st and February end.

For the citizens, Trade License has the following key features:

a. Know your Dues
b. How to file for Trade License
c. File your New Trade License
d. Renewal of Trade License

e. Closure of Trade License
f. Download Provisional/Renewal/Final Certificate
g. Know your Application status

Lease & Agreement Management System (LAMS)

Lease and Agreement Management System (LAMS) provides various features to manage the properties owned by the ULB that are given out on rent/lease to external entities.

The properties owned by the ULB are classified into different categories that include:

> Land given out on lease to external entities

> Shops in Shopping Complexes given out on rent.

> Markets that are given out on lease

> Kalyanamandapams given out on lease

> Parking spaces given out on lease

> Slaughter houses given out on lease

> Usfructs that are leased out

> Community toilets that are leased out

> Fish tanks that are leased out

LAMS enables to:

- Create /Modify of Shop Agreement
- Renewal of Shop Agreement
- Raise objection over Demand
- Eviction of Shop and Cancel Agreement
- Create and Modify Land Agreement
- Renewal of Land Agreement
- Create and Modify Market Agreement
- Remission of Market Agreement Value

FUNCTIONAL OVERVIEW

Create Agreement for Shops

A shopping complex has multiple shops that are owned and maintained by the ULB. The shops are rented for commercial purposes for revenue generation.

LAMS allows the user to:

- Create a new Shopping Complex and shops in the Asset Module.
- Create an agreement for the asset in Lease and Agreement Module.
- Since linking with the Asset Module is enabled, the system prompts the user to select the Asset Code from the Asset Module. The location and other master details of the asset are auto populated from the asset master.

How it works...

a. New Shop agreement is created between the ULB and Allottee based on the tender/auction responses received for the vacant shop.
b. An agreement is created in the system on getting the approval from all the concerned ULB officials. The user enters the allotment and agreement details based on the agreement signed between the allottee and ULB.
c. User can search an asset from Asset Module and create an agreement.

Demand Generation for Shop

Demand is generated monthly for all the shops with an active shop agreement based on the agreement signed between the ULB and Allottee. The demand amounts for the shop rent is fixed at the time of Creating Agreement.

Rent Collection for Shop/Land/Markets

Rent is collected for all the Shops/Land that are allotted to an allottee based on the agreement signed between the allottee and the ULB.

The rent amount is collected monthly based on the demand due. The collected rent amount is first adjusted against the oldest arrears rent and then towards the current rent by the system as defined by ULB rules

Online collection of Rent

Provision is available for the lessee to pay the rent online.

Renewal of Shop Agreement

The agreement is renewed for a further period of 3 years with fresh terms and conditions as agreed upon by ULB and the Allottee. To renew the agreement, the allottee has to clear all the demand dues against the shop.

Renewal can happen for a maximum period of 25 years. After that, a fresh tendering or auction will be conducted for the same.

Cancellation of Shop Agreement

Cancellation of Agreement is a process that is initiated either by the ULB or by the Allottee due to various reasons. The Shop Agreement can be cancelled by either party at any given point of time.

Eviction of Shop

In certain cases, the Court directs the ULB to evict the shop which was possessed by a lessee even after the agreement period was over. In those cases, user can capture the reason for eviction and the court ruling references from the system.

Objection of Demand during Renewal of Agreement

When renewal of agreement is done, the lessee might challenge the rise in rent at the court and the court may direct the ULB to collect the old rent which was collected during the previous agreement period till the final verdict is passed.

The Application will generate the demand for these types of cases with the old rent amount.

When the final verdict is given by the court and

- If it is in favor of the lessee – there is no change in demand; ULB will continue to collect the same rent amount as raised demand.

- If it is in favour of the ULB – then demand will be raised with effect from specific date given by the official and the lessee will have to pay the arrears.

SMS Notification

Mobile SMS is sent to the lessee when the rent is not paid within the stipulated time defined by the ULB. (The time will differ from ULB to ULB)

Mobile SMS is sent to the lessee for renewal of agreement one month before the expiry of the agreement (The time will differ from ULB to ULB)

Due Notice Generation

This is a bulk notice generation activity. ULB will fix a date before which leaseholders are expected to pay the rent to the ULB, failing which, the application generates individual notices for all the defaulters. This is saved as PDF and later dispatched manually to the leaseholders. It can also be generated at the ward or locality.

Create Agreement for Land

The Permanent Land Register (PLR) has the details of the lands owned and managed by the ULB. The ULB maintains a lease register wherein details of land given on lease to individuals or association of individuals are recorded. Recorded details of the Lease Agreement and the deed document are also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Market

Asset Masters contain the information of the markets present in the ULB. The ULB also maintains a lease register wherein details of market given on lease to individuals or association of individuals are recorded. Lease agreement details are recorded and along with the deed document, stored in the system. This provides the basis on which rent is collected from each lessee.

Remission of Agreement

Remission of agreement happens in two circumstances:

- If there is a cyclone or natural calamity in the city and market is closed for a period of time.
- If portion of market is absorbed by city development infrastructure like roads and flyovers.

Since the Lessee looses revenue in both the cases, the ULB does not claim the same rent that was agreed upon in the Lease Agreement.

ULB on getting the orders from the Commissioner/Standing Committee/ Council/Government, revises the rent amount of the markets.

Create Agreement for Kalyanamandapam

Asset Masters contain information pertaining to Kaylan mandapams present in the ULB. The ULB also maintains a lease register wherein details of mandapam given on lease to individuals or association of individuals are recorded. The deed document along with the recorded information is stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Parking Lot

Asset Masters contain the information of the parking lots present in the ULB. The ULB also maintains a lease register wherein details of parking lot given on lease to individuals or association of individuals are recorded. The Lease Agreements to this effect are recorded and along with the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Slaughter House

Asset Masters contain information of the slaughter houses present in the ULB. The ULB also maintains a lease register wherein details of slaughter houses given on lease to individuals or association of individuals are recorded. The recorded details of the Lease Agreement and the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Park

Asset Masters contain the information of the parks present in the ULB. The ULB also maintains a Lease Register wherein details of parks given on lease to individuals or association of individuals are recorded. Recorded details of Lease Agreement and the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Fish Tank

Asset Masters contain information of the Fish Tanks present in the ULB. The ULB also maintains a Lease Register wherein details of fish tanks given on lease to individuals or association of individuals are recorded. Lease agreement details are recorded and the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Usufruct

Asset masters will contain information of the usfructs present in the ULB. The ULB also maintains a lease register wherein details of usfructs given on lease to individuals or association of individuals are recorded. Lease agreement details are recorded and the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

Create Agreement for Community Toilet Complex

Asset masters contain information of the toilet complex present in the ULB. The ULB also maintains a lease register wherein details of toilet complex given on lease to individuals or association of individuals are recorded. Lease agreement details are recorded and the deed document is also stored in the system. It is on this basis that the rent is collected from each lessee.

LAMS helps improve the efficiency of the lease agreement in ULB by integrating with the following modules:

Employee Information System:

The details of staff in Land & Estate department are stored in the EIS system.

Collections:

The collection of license fee is done by the Collections Module that is part of the ERP.

Financial Accounting:

The changes in License Fee (Rent) are reflected in the accrual entries in Financial Accounting System.

Assets:

The immovable assets of ULB (existing and new ones) are linked to the Asset Module.

Trade License:

The trades executed in the rented shops are linked to LAMS.

Land DCB Report

The Land DCB Report gives an insight on total demand collection and balance land in the ULB. It can be drilled down from zone to ward and ward to individual land detail.

Land Register Defaulters Report

This report gives the list of defaulters who failed to pay the rent amount

Shop DCB Report

This report reflects the total demand collection and balance for shops in an ULB . It can be drilled down from zone to ward and ward to individual shop detail.

Shop Defaulters Report

This report gives the list of defaulters who have failed to pay the shop rent amount.

Shop Collection Summary Report

The report gives the collection summary for a date range, zone, and ward and at shop level.

Asset Management Module

Asset Management Module is designed to improve the efficiency of the assets operations in the ULB. The module gives comprehensive details of a Creation of asset, asset information and maintains a history of renewal details

The Module enables to:

- Create a new asset
- To know Asset details and Asset acquisition details
- Modify an existing Asset
- To Purchase a New asset
- Create Asset Capitalization
- Create Asset Revaluation
- Create Asset Depreciation
- Create Asset sale/disposal

Integration with other modules

The Asset Management Module is integrated with the following modules in the ERP Application suite:

- Financials:
  The financial transactions related to a specific asset is reflected in the Books of Accounts.
- Works:
  a. All Capital and Revenue Works which impact asset(s) are linked to the specific Asset.
  b. On completion of the Work, the change in the Asset value (or the creation of a new asset in case of new capital works) is reflected in the Asset Register.
- Stores:
  Purchase Orders that are issued to procure Assets are linked to the specific Asset. On the receipt against the PO, the new Asset is recorded in the Asset Register.

- Land & Estate:
  The land owned by Municipalities that are given on rent and lease is an asset of the ULB.

Create Asset

The asset master is the database of all the assets owned by the ULB that include Land, Building, Drains & Culverts, Waterworks, Street Lighting, Lakes and Ponds, Plant and Machinery, Vehicles, Shopping Complex, Market, Kalyana mandapam, Parking Spaces, Slaughter Houses, Parks, Fish Tanks, Usufruct, Community Toilet Complex and others.

Each asset belongs to a category. The attributes of the asset category are inherited by the assets within that category.

Grouping of the Asset details:

1. Asset Details
2. Location Details
3. Asset Acquisition details
4. Value Summary

Functional overview

Create Asset Revaluation

Assets may be periodically revaluated, based on market conditions (e.g. guidance from the Stamps and Duty department). Asset Revaluation is manual process where user searches an asset and enters the revaluation amount.

The revaluation details that are recorded for an asset are:

1. Revaluation Amount
2. Date of Revaluation
3. Type of change (increase or decrease)
4. Details of the user recording the revaluation.
5. In addition, the details required to generate the revaluation voucher are also recorded in the system.

On Revaluation the following actions are triggered:

- Update the asset capitalization value by revaluation amount
- Update Revaluation total with the revaluation amount

Output

a. Asset Value is revalued and the revaluation voucher is passed in the Financial Accounting System.
b. Asset Value will show the revalued amount.

Create Asset Depreciation

Calculation of Depreciation is user driven process.

- User enters the till date
- System will compute and initiate the Depreciation Batch process
  Depreciation is a batch process where a one step process is done to depreciate all the assets in the system except the ones that do not qualify for depreciation. This process needs to be repeated for each asset in the database.

To do this, the following conditions apply:

- Land should not be depreciated.
- Assets that have value Rs.1 should not be depreciated. The least value of an asset will be Rs.1. The minimum value of the asset and the extent of capitalization will be specified for each implementation. If the asset value reaches the minimum value or goes below it, it should be fully depreciated in the same year. The accounting vouchers will be aggregated based on the asset category and fund and other MIS parameters that are tracked in a voucher like Department. For each asset category and fund combination separate vouchers will be passed. All the accounting to the asset will be done for the Capital Fund. Depreciation is calculated using the below logic (Straight Line Method is supported)

Create Asset Sale/Disposal

Asset disposal is a separate transaction. Prior to disposal of an asset, asset will be depreciated. When user initiates the depreciation transaction, system will calculate depreciation for the current year and pass the relevant entries (pro-rated based on the current date).

On sale, the amount is calculated on a pro-rated basis (actual depreciation for the year). Assets in Capitalized status can only be sold or disposed.

Once an Asset disposal/sale is completed [Approved], system will mark the asset status as 'Disposed'.

Reports

Asset Register Report

Summary of Report

The Asset Register Report is a listing of the capitalized assets for a given set of search criteria. It is the list of the functional assets with the ULB. The asset register report contains only the capitalized and the disposed assets.

Asset Depreciation Report

Summary of Report

Asset Depreciation Report is a listing of the Assets that are depreciated for a given set of search criteria.

Council Management System

The primary role of the municipal council is that of political oversight of the municipality's functions, programmes and the management of the administration.

Municipal Organisation: The municipality consists of broadly

(i) Deliberative wing (ii) Executive wing.

The municipal council has the power to make by-laws that is done by the legislative authority, while the executive authority executes the laws.

Roles and Responsibilities of the Municipal Council within Local Government are:

- provide democratic and accountable government for local communities
- ensure the provision of services to communities in a sustainable manner
- structure and manage its administration and budgeting and planning processes:
  a. for social and economic development
  b. for safe and healthy environment

To do this, the Municipal Council sets:

- priorities to meet those needs
- organisational and delivery mechanisms
- overall performance in achieving the constitutional objectives outlined above

All the activities of the Municipal Council are organised through 3 Committees:

1. Council Committee
2. Standing Committee
3. Ward Committee

The ward members are part of the various Committees.

Council Meetings

The Municipal Council organises Ordinary Meetings, Urgent Meeting or Special Meeting as the case may be.

For Ordinary Meeting, 7 clear days statutory notice is given to the members to attend it.

For Urgent Meeting, 3 clear days statutory notice is given to the members.

Special Meetings take place once in a year or occasionally. For Special Meeting, 7 clear days statutory notice is given to the members to attend it.

Ex officio members of the Municipal Council's Committee Meeting are MP, MLA and MLC. They can attend the meeting and vote in the ULB under their jurisdiction. However, if their jurisdiction covers multiple ULBs, then the MP/MLA/MLC selects any one ULB as a vote authority in committee. They can attend meetings in other ULBs but cannot vote.

Functional Distribution in Municipality:

At a time when the municipal council services became exhaustive and the processes cumbersome to manage, Government of Andhra Pradesh made strides in easing administration processes by launching the Council Management System module.

The Council Management System module helps in promoting real-time tracking the activities conducted by the municipal council with improved quality of data and its access to the government and public for decision making and greater transparency.

The roles involved in Council Management System are:

a. Preamble Creator, who Creates preamble and submits for approval.
b. Preamble Approver, who reviews and approves the preamble and also edit or reject a preamble.
c. Council Clerk, who creates agenda for a council meeting, schedules a meeting and circulates the agenda, and circulates the Minutes of Meeting (MOM) and resolutions after the meeting.

Preamble is the starting step towards decision-making by the Council. It contains details of a draft suggestion or proposal to the Council to take decision on an issue related to one or more wards within the municipality.

For example:

If 'Works Department' is selected, the preamble could relate to 'Repair of roads' in the Ward, followed by calculation of expenses for road repairs, preparation of summary, budget variance report, etc.

After creating MOM, for a particular resolution number, the user can check the status of the respective work item.

Council Management System Module integrates with the following modules:

Employee Information System (EIS):

The details of the Municipal staff responsible for Council Management transactions are stored in the EIS system.

SMS Gateway:

The system integrates with the state SMS gateway for sending SMS to the concerned stakeholders from the system.

Infrastructure:

The Administrative Boundaries (Zone, Ward) and user roles creations are managed by the Infrastructure module.

Financial:

While creating approved preamble, user can check budget amount and other details in Financial module.

FUNCTIONAL OVERVIEW

Generation of Resolution Number:

Resolution number (H.S.C Number) is one of the core identities of the system. Whenever a new preamble is entered in the system and approved in meeting,

a resolution number is generated. The same uniquely identifies the Preambles and does not change during its lifecycle.

Each agenda item in the system is uniquely identified by a Resolution number. This is used for all communication on the committee meeting.

The format of the resolution number is the meeting date and serial number. Each resolution number is tagged to one item in the MOM.

For each Preamble one unique number is assigned for tracking. Once it is approved in Committee Meeting, a new Resolution number is generated.

The unique numbers are generated as per the respective ULBs.

New Preamble creation

1. The system allows the ULB user (with appropriate role in the system) to create new preamble with details in the system.
2. The preamble is forwarded to the Commissioner for approval.
3. After the preamble is approved by the Commissioner, it is considered as the item of the agenda for the meeting.
4. The Council Clerk makes a search for approved preambles and creates the agenda.
5. After creation of the preamble in clerk's login, a unique number is assigned to the preamble.
6. If the preamble gets rejected by the Commissioner, it is forwarded to the Clerk and it is not considered as preamble for the meeting.
7. Approved Preambles are taken up by the concerned section head to create GIST of Preamble.
8. While creating preamble, if financial integration is required, the system captures integration details. The user selects the budget account head from which the amount needs to be deducted.

New Preamble is created when:

9. A Committee or Standing Committee Meeting is scheduled.
10. The Commissioner creates the agenda.

The Preamble request is initiated in the following way:

11. Any Department Clerk can create preamble.
12. Once the preamble is created it goes through a workflow.
    a. From the Clerk, the preamble is forwarded to the Commissioner.
    b. If the Commissioner approves the preamble, it gets forwarded to the Council Clerk.
    c. The Council Clerk creates agenda with approved preambles.
    d. A unique acknowledgement number is generated in the system for each preamble.
    e. In Preamble screen, the system captures Gist of preamble and the expected expense amount for the implementation/execution of the preamble.

Create Agenda

All preambles in the list are displayed on the system. Only approved preambles are added into Agenda. List of all the items of an agenda are generated as Agenda Notice for Meeting. The Agenda of the meeting is provided along with invitation to the council members.

Meeting Invitation

- The User enters invitation matter on the screen.
- The system sends invitation/notifications to the council members present in the data base via SMS and Email.

Create Minutes of the Meeting (MOM)

***** After completion of the meeting, the Secretary creates MOM (Minutes of Meeting) in the system.

***** In the agenda, the user enters the list of agenda items that were approved by voting in the meeting, and those that were rejected.

* The user adds these in the MOM and provides resolution comments for each gist on the agenda.

* In case a new resolution is passed in the meeting, a Suo motu resolution is created in the MOM.

The MOM is emailed to all the committee members.

Suo motu Resolution

The Council can take decision in the meeting to pass resolutions that are not part of preamble. These are termed Suo motu resolutions. Suo motu resolutions can be passed without preamble in Committee Meeting. If required, the Commissioner can create a proposal for suo motu resolution. No approval is required for suo motu resolution. It gets directly approved in the system once it is entered and is displayed as part of MOM.

View MOM

The Council Management System provides the history of different meetings date wise, content wise agenda items discussed in the meeting.

Status of Resolution

The System displays status of all the resolutions.

- If the resolution belongs to Works module, then the Council Management module is integrated with the works module.
- The system displays the current status automatically along with the WIN number of the respective resolution number.
- If the resolution does not belong to works module, the status of the resolution is entered manually as:
  a. Initiated
  b. Agency finalized
  c. Work in Progress
  d. Closed

Enter Attendance

* System displays all the details of the council member including ex-officio members on the screen.

* The user enters the attendance details of all the council members including ex-officio members.

* The System saves the attendance details of the council members from different meetings.

View Attendance

- System saves the history of attendance from different meetings at different periods of time.
- The User can check attendance status of different council members from different meetings.

REPORTS

The following are the different reports available on the system:

13. List of Meetings that took place at different periods of time
14. Number of items passed in the Agenda
15. Attendance Report.
16. Ward wise preambles created

Legal Case Management System

Legal Case Management System (LCMS) has been designed and developed to provide access to legal information and a platform for handling legal cases and monitoring legal services to improve the efficiency of ULB's Legal Cell.

Legal Case Management module helps the Legal Cell of the Urban Local Body (ULB) to:

- Maintain all the information and updates regarding legal cases concerning the ULB electronically
- Assign Respondents and Standing Counsel
- Track the case from hearings to Interim Orders to implementation and closure.
- Send auto alerts (email & SMS) to respondents/concerned employees of the ULB on all important events related to Legal Cases
- Enable all stakeholders in ULB w.r.t. Legal Cases to have accurate and consistent information
- Record and track information on actions being taken on judgements

It is real-time monitoring tool to track the stage of the litigation cases filed in Courts where Municipalities/Corporations are as a party.

The module enables users to :

- Create Case
- Assign Case to Lawyers
- Assign Case to Department/Employees in ULB
- Counter Affidavit
- Hearings
- Track Case
- Search
- Standing Counsel Fee Module
    a. Retention Fee
- Generate Reports
    a. Reports between Due Dates
- Document Attachment

- Interim Order
- Judgment
- Implementation Details
- Document Attachment
- Notifications
  a. SMS
  b. Email
- Closing Case
- Appeal
- Add Standing Counsel

Integration with different Modules:

LCMS is integrated with different modules. This helps in:

- Timeliness and ease in legal administration with integrated data systems and applications
- Seamless service delivery to various stakeholders.
- Real-time governance through improved quality of data and its access for policy and decision making

Employee Information System :

Users of Legal Case Management System are the Employees of the Legal Cell of the ULB. They are managed by the Employee Management System. To enable them to operate LCMS, they are provided with User ID and Password details. Prioritizing the cases by Government, the employees of the Legal Cell map the respective user to the department and take decisions by analyzing various reports generated.

Financial Accounting:

The Legal Case Management System is integrated with Financial Accounting and Budgeting System. The Integration point helps make Case Fee payments to the Standing Counsel.

Property Tax:

Since LCMS is integrated with Property Tax System, the module validates the veracity if all the court cases relating to property tax.

SMS Gateway:

LCMS integrates with the state SMS gateway for sending SMS to the concerned stakeholders.

Mobile Integration:

LCMS also enables the following integration on mobile:

a. The citizens and lawyers can track their case status on mobile
b. The citizens can search and view the details of the respective case

View Important Dates:

The Legal Cell employee(s) can:

- check the important dates to know when the Legal Cell employee/officials need to attend the court for case hearings/judgement.
- Check the calendar of missed/attended events pertaining to court cases of previous months.

Court Types

LCMS classifies the Courts as:

a. Sessions Court
b. District Court
c. Civil Court
d. High Court

This enables the Legal Cell employee to enter in the system the various courts that the ULB deals with.

FUNCTIONAL OVERVIEW

Legal Case Registration

Legal Cell employee enters the following case details into the system using the 'Create Legal Case' screen:

- Case Number
- Case Date
- Court Details
- Case Category
- Petition Details

LCMS is designed to support multiple Petitioners and Respondents.

Assignment of Case to Employees:

In case an employee/Department is considered as a Primary Department, LCMS enables assignment of the case to an in charge from the Municipal Department. The System allows capturing of the date on which PWR details were received by each employee.

Assignment of case to the Standing Counsel: The system supports entry of Standing Counsel of the respective ULB.

By operating the LCMS module, the Legal Cell employee can:

a. capture the Counter Affidavit (CA) Due Date, Para wise Remarks (PWR) date and the date of receipt of PWR from various departments and such other details.
b. Edit all case details except the LC number using 'Edit Legal Case' functionality.
c. Change the case date can to any other date.

LCMS provides separate options to upload document for Para wise remarks (PWR) and Counter Affidavit(CA).

Counter Affidavit

The Legal Cell employee can enter in LCMS, the counter affidavit details of the respective case and update the hearing details of the respective case.

Once the counter affidavit draft version is created, the section head od the respective department sends it to the Municipal Standing Counsel (MSC).

The Municipal Standing Counsel creates the final Counter Affidavit and sends it back to the section head of the respective department.

If the MSC does not file the counter affidavit before due date, LCMS sends an SMS to the section head.

Hearings

LCMS has a provision to view existing date of hearing of the case, enter new date of hearing and modify the existing date of hearing, status of the case, summary, etc.

The Legal Cell employee can also upload softcopies of the hearing for future checking. The case goes through a number of hearings. The number of hearings that can be edited are controlled through configuration.

LCMS saves all the hearings details and tags to the respective case for history of a case. It also captures Employee details who attends the court.

Interim Order

LCMS enables the Legal Cell employee to enter Interim order for each case. The Legal Cell employee can upload Compliance order(Action taken order).

1 day before of the due date, LCMS sends an Alert as an SMS to the Head of the section.

Interim Order view access is given to the Municipal Standing Counsel (MSC).

The types of Interim Order are:

- Interim Order Dismissed
- Stay
- Status-Quo
- Stay Extended
- Status-Quo extended

The MSC can download the action taken document and submit it in court.

Action Screen

The Legal Cell employee enters in LCMS the points of action discussed or processed internally in the ULB on a particular case. This enables tracking of the discussions done or decisions taken on each case before hearing.

Record Judgement

The Legal Cell employee records the judgment of the cases in LCMS. The details of the judgement may vary from case to case. The Judgment outcome once recorded cannot be changed.

Judgment Implementation

After the judgment is passed, the case reaches the 'Judgment Implementation' status. The 'Implement Judgment' screen enables the Legal Cell employee to enter the Compliance Status and Details.

- In case of compliance, the system takes the date of compliance along with the Compliance Report.
- In Non Compliance, it captures the reason for non compliance and further action details.

If compliance report is not submitted on time, then a contempt petition may be filed by the respondent. The system provides the facility to capture the details of the contempt.

Appeals are filed by the ULB if the decision is not in favour of the ULB. These can be accepted or rejected. If the appeal is accepted, it results in the creation of a new case.

Close Case

The case can be closed at any point of time. Once the case is closed, the case details cannot be further modified. At the time of closure, Case Disposal date, disposal details and Date of consignment to the record room is captured in LCMS.

LCMS provides the following Search Options:

c. Case Number
d. LC Number

e. Case Category
f. Standing Counsel
g. Type of Court
h. Court Name
i. Case Start Date
j. Case End Date
k. Officer Incharge

View Case

On LCMS, 'View case' shows a single consolidated history of the case. The same can be printed at various points of time: viz. at the time of judgment to send to the departments for further action.

Access to Lawyers

The LCMS system is accessible to lawyers to:

- access the application by providing login ID and password.
- update status of the application and update hearing details of the case.
- search the case using different search criteria and update the status/remarks of the application.

Once the status is updated, respective officials and persons related to the case get notifications.

Notifications

After the case details are saved in LCMS, it sends Hearing reminders as **SMS and Emails** to Petitioners, Respondents and lawyers.

Calender Notifications

After the system syncs calendar with LCMS application, the calendar notifies the next dates where the official(s) need to be present for the court, the date of hearing, etc. The Legal Cell employee can also manually add into the calendar important dates and check the case dates.

Mobile App

Android app is available on LCMS application.

- The Lawyer or Officer in-charge can login using user id and password
- The Lawyer can update status and also update the hearing details of a respective case.
- The Officer in charge can check the next important dates for any respective case.

REPORTING

Abstract Report

Abstract Report shows the number of cases raised in a ULB, the number of cases closed and the number of cases in different stages.

Daily Board Report

The Legal Cell officer can search reports under different search categories. The search result displays the next hearing dates of the respective case.

Generic Reports

LCMS enables generation of large number of ad hoc reports under the Generic Report category. This can also be aggregated using various parameters. The Legal Cell officer can aggregate the cases on a single grouping parameter. 6.4

Report between Dates

LCMS enables the Legal Cell employees to view various reports between dates using this feature. The reports available are:

- Judgment Implementation: List of cases in a department where the Judgment needs to be implemented between given dates.
- PWR: List of cases in a department where the PWR are due between given dates.
- Counter Affidavit (CA) Due Date: List of cases where CA is due between given dates.

Reports Between Due Dates

Reports 'Between Due Dates' enables viewing the number of Legal Cases that have a due date in the specified date range for action by Legal Cell/ULB.

Time Series Reports

Time Series Report helps in viewing the number of Legal Cases entered into the system –year wise and month wise; and aggregated by Court Name / Court Type / Petition Type / Case Category / Case Status / In charge officer / Standing Counsel.

Time Series Reports show the number of cases aggregated between given dates. The aggregation can be done yearly or monthly and by any of the following parameters :

1. Case Status
2. Court Name
3. Section Number
4. Advocate
5. Petition Type
6. Case Category
7. Department
8. Court Type

ULB Portal

Every Urban Local Body (ULB) in Andhra Pradesh has its own ULB Portal. The ULB portals are linked to the CDMA portal, and integrated with the centralized main portal of Andhra Pradesh. The main portal consists of links that lead the user to their required local ULB portals.

All the ULB portals have the same theme; however, the content is customized as per the ULB it represents.

The portal supports two languages –English and Telugu to cater equally to all the citizens who are comfortable with either of the languages. The portal has the following set of users: CDMA User, CDMA Admin, ULB User, ULB Admin, ULB Staff and the Citizen. However, access to the system is role-based i.e access to the portal is on role basis. All users do not have similar access rights.

The system is designed to protect the data that is stored in a server. This enables prevention of data loss in case of a system malfunction/failure.

Each ULB Portal is integrated with all the Modules. The system is handled by a specific module for each of its activities, which in turn helps in the implementation of the system. Besides, each module runs as a standalone as well as in an integrated environment.

A common template is made available to the ULBs to access their respective portals to update the content on a monthly basis. The system sends out SMS notifications to the users related to various tasks.

The ULB portal has integrated links to citizen portal, employee official e-mail portal, and external links to the important sites like AP government portal, e-seva portal, meekosam portal, etc.

The portal displays newsletter. The system provides support to generate monthly news letter. The users can access the newsletters and can update them on a monthly basis.

Each ULB portal has its own local feedback form containing relevant information. This enables the portal to receive feedback from all its users.

Since the ULB portal is designed to be Mobile-Friendly, it is accessible across various mobile platforms and browsers.

Besides, the portals are integrated with social networking sites like Facebook, YouTube and Twitter. All videos on the portal are linked to YouTube. Any information added on to the portal is reflected on their respective Facebook page and Twitter handle.

The portal displays the Organization Chart that highlights the structure of the organization and the relationships and relative ranks of the hierarchy.

It also has a Citizen Charter that underlines the rights of citizens to redress their grievance on occasions when public service failed to meet the specified standards.

The portal keeps a track of the count of the number of visitors that include Site Update Time/Site Visitor Count.

A host of Online Services are listed out on the system that include services for contractors, bankers etc.

The portal(s) can be accessed by users via HTTPS. This helps to securely access information. All the transactions are safely carried out online vide payment gateways that in turn are secured through enabling Digital Signatures by the Certification Authorities.

On the Home page, the features available are: 1. About Us 2. Circulars & Orders 3. RTI Act 4. Tenders 5. Forums 6. Citizen Charter 7. Key Contacts 8. Site Map

Yet another feature on the portal is the ULB map that is integrated with GIS information . The portal provides key statistics like Property Tax, Water bills etc. and has provision for custom content, and an event gallery that is ULB specific. These cover events, meetings, etc of the concerned ULB.

CDMA Portal

https://www.cdma.ap.gov.in is an omnibus and a comprehensive portal designed to provide ease of access to citizens for availing various facilities in the department of Municipal Administration and Urban Development such as information, calculation, payment procedures etc. pertaining to:

- Property Tax
- Public Grievance Redressal
- Marriage Registration
- Land Tax (VLT)
- Water Charges
- Common Application for Water & Sewerage
- Trade Licenses

Links are provided to make online payment for services availed and to apply for required certificates.

The portal also gives government real time information to take informed decisions with various reports available in the dashboard section that include:

i. Property Tax
ii. Public Grievance Redressal
iii. Municipal Services
iv. Employee Information
v. Foundation Course
vi. BSMM
vii. DPMS
viii. Unified Dashboard
ix. GIS Survey Status
x. GIS 2 ERP
xi. HSCs

The portal has 10 cards for various services available to the citizens such as :

- Contacts
- Citizen Login
- Public Health & Municipal Engineering Department (PHMED)
- Director of Town & Country Planning (DTCP)
- CDMA Reports
- Mee Seva
- ULBs List (covering all the 110 ULBs in the State)

- General Information

  This pertains to:

  a. **Administrative Sections Of ULB**
  b. **C&DMA Powers & Functions**
  c. **Citizen Charter**
  d. **E-Governance**
  e. **Proforma Links**
  f. **G.O's , Circulars & Proceedings**
  g. **Whom To Contact**

Downloads relating to:

- MAUD White Paper (English & Telugu)
- Andhra Pradesh State Sanitation Strategy
- Legal Case Management System
- CRDA Act Gazette
- Property Tax Reforms in Andhra Pradesh

  Mobile Apps (that can be downloaded)
- Tenders
- H.R Information, etc

An informatics card details the demographic details, and promotional videos brings the citizens up to date on the development in the state.
It also has a card pertaining to tourism which has links to various transport facilities available for getting in and around Andhra Pradesh.

Marriage Registration

Marriage Registration [MR] Module registers the marriage events performed within the jurisdiction of the ULB. This module is bound to the "The Andhra Pradesh Compulsory Registration of Marriage Act, 2002 and Rules, 2003."

Marriage Certificate is issued by the ULB to a couple registering/recognizing the Marriage Event.

The MR Module enables the users to:

a. Apply for new Marriage Registration
b. Modify a Marriage Registration
c. Approve a Marriage Registration
d. Issue a Marriage Registration Certificate
e. Re-issue a Marriage Registration Certificate
f. Collect Registration Fee

The MR module gives details of a Marriage Registration such as:

1. Each Registration goes through a workflow process for approval.
2. Payment of amount (registration fee, if any) is done at the time of creation.
3. Marriage Registration Number is unique for a Marriage and is auto generated by system based on the format approved by ULB.
4. Full fee, if needed, is collected upfront at the time of application submission.
5. For Re-issue of already registered marriage, full fee is collected at the time of application submission.

Integration with other modules

Employee Information System

Users of Marriage Registration System are the Agency and employees of the ULB. They are managed by the Employee Information System.

Infrastructure

The user roles creations are managed by Infrastructure.

Collection

The fee generated from Marriage Registration module is fetched through Collections Module for creating Receipts made.

Calculation of Marriage Registration Fee

Marriage Registration Fee is based on the Date of Marriage and Date of Creating the Registration:

Difference in Days: Fee 0 – 30 No Fee

31 – 90 : Rs. 100/- as per Act.

> 90 : Application shall not be accepted

Financial Accounting

The fee generated, if applicable, is reflected in the accrual entries in Financial Accounting System.

Integration with Collection

The Marriage Registration module is fully integrated with the Collection Module for payment of registration fee, if applicable:

1. In the case of new application, which is applied after 30 days and before 90 days of marriage, the fee is Rs. 100/-.
2. For re-issue of already registered marriage, the applicant can search for the marriage registration and make the payment as required. The amount to be paid by the applicant is displayed to the user. In case a payment is made, the user is directed to the Collections module.
3. After successful payment, the Collection system generates the tax paid receipt.
4. The Collection module passes the relevant information to the Marriage Registration Module.
5. Records are updated to reflect the payments done by the user.

Marriage Registration system - Modes of Payment

Counter Collection:

The applicant makes payment in the ULB at the payment counter through cash, cheque or demand draft.

Generation of the Marriage Registration Number & Certificate Number

Each Marriage Registration in the system is uniquely identified by a Registration Number. It is referenced in all communications pertaining to Marriage Registration. A unique Certificate Number is generated at the time of issuing the Marriage Certificate.

Creation of New Marriage Registration

The system allows the Ward Secretariat User / ULB user (with appropriate role in the system) to enter New Marriage Registration details in the system. The application goes through an approval workflow before a marriage registration certificate is generated.

The system calculates the fee based on the date of marriage and date of creating the registration. Collection of fee, if applicable, happens at the time of creation of the marriage registration.

At the end of the approval process, the system generates:

- A unique Registration Number
- Marriage Registration Certificate

Workflow of New Marriage Registration initiated by Citizen Service Center

1. The Ward Secretariat / CSC creates the New Marriage Registration application.
2. The application is forwarded to the functionary.
3. The system picks the first available designation from there and it is forwarded to the next level.
4. The application can be either approved at the same stage or forwarded to Commissioner for approval.
5. If the application gets approved at Commissioner level, then the digital signature is done post approval.
6. Once digitally signed, the Marriage Certificate is generated.

7. SMS is forwarded to the applicant's mobile number along with a download link of the Certificate.

Modification of Marriage Registration Details

The system allows the user to modify certain details in a marriage registration at any stage, even after issuing the marriage certificate, if he finds that the details were entered wrongly. This facility is provided to the approver, in his jurisdiction.

Re-issue of Marriage Registration Certificate

In case applicant needs already Registered Marriage Certificate (on account of loss, damage), the system provides for issuance of the Certificate on payment of a fee as specified by the ULB. The ULB staff verifies the details in the system, accepts payment and reprints the Marriage Registration Certificate.

The Commissioner can view a variety of Reports related to Marriage Registrations:

- Statutory Reports
  As per the Andhra Pradesh Compulsory Registration of Marriage Act, 2002 & Rules 2003, there are two statutory reports:
  1. **Form-F** is Annual Consolidated Return to be furnished to the State Government at State Level.
  2. **Form-G** is Monthly return of Collections and remittance of fees and charges to the District Registrar of the ULB concerned District.
- Marriage Registration Certificates Report shows the number of Marriage Registrations created in the system. The list can be viewed by:
  a. Certificate Type (Registration/Reissue/Rejected)
  b. Zone
  c. Registration Unit
  d. Date range (the period of creating the registrations).
- Date wise Report
  Date Wise Report shows the number of Marriage Registrations for a specified date range . The data can be further filtered by Registration

Unit, Zone, and Application Status (Created, Approved, Digitally Signed, Rejected, and Cancelled).

Screen shot of Date wise Report

- Month wise Report
  Monthly Report shows the number of Marriage Registrations created in a month.
- Religion wise Report
  Religion Wise Report shows the number of Marriage Registrations in the system by the religion of the applicants.
- Age wise Report
  Screen shot of Month wise Report
  Age Wise Report shows the number of Marriage Registrations created in the system by age i.e., duration from the time of marriage to Registration application.
- Ageing Report
  Ageing Report shows the number of Marriage Registration Applications pending approval, with the break-up of their age i.e., number of days since creation.
- Collection Report
  Collection Report shows the total amount of fee collected through Marriage Registrations and Reissue of marriage Registration certificates – month wise.

TOMS Project /School ERP :

In the State of Andhra Pradesh, all Schools are following the guidelines given by SERT &SSA, including Municipal Schools. Along with that as a value addition to improve quality of education and to strengthen capacities of students and teachers, Municipal department is implementing TOMS (Transformation Of Municipal Schools) Project in all the Municipal schools of the state (Ref : G.O.MS.NO.295 &216)

Bellow are the various programs undertaken as part of TOMS Project :

Transformation of Municipal Schools (TOMs) is an all Inclusive Reforms Project and is being implemented in coordination with School Education Department. (GO Ms NO 295 of MA&UD Department Dt 22.11.2019)

1. TOMS Project:

Activity:

- Transformation of Municipal Schools project builds on successful reforms taken up in other states such as Delhi and targets improving the capacity of Faculty and all-inclusiveness in academic reforms.

Status:

- The Government in G.O.Ms.No.295, MA & UD (D1) Dept., dated 22.11.2019 approved Annual Education Work and Finance Plan 2019-20 (reforms in Municipal Schools) under the budget head of "Assistance to Municipalities for providing basic facilities in Municipal Schools"

- The Government in G.O.Ms.No.216, MA & UD (D1) Dept., dated 22.12.2020 approved Education Work and Finance Plan 2020-2021 (reforms in Municipal Schools).

- These reforms are christened Transformation of Municipal Schools (TOMS) Project and are in line with the overall policy of the Government such as introduction of English Medium.

- Major components include training and certification in Communication Skills to all Municipal faculty with the help of Cambridge University.

- Developed a Municipal School ERP and Learning Management System.

- About 12000 Municipal faculty were trained and certification completed.

- Stared School ERP in all 59 ulb's / Live stage and data entry commenced by the ULBs.

- Career Guidance Program to children of 8th, 9th and 10th Grade- nearly one lakh children were given career guidance counselling and orientation.

Go forward:

- As per the approved work plan, to set up
  - 14 Career Guidance Centers in 13 Districts and 1 in Pulivendula,
  - Learning Management System Content Development Studios and
  - Conducting an Olympiad for Municipal School Children.

- Child Performance Monitoring
- Faculty and Asset Management System
- E-Curriculum(Learning Management System)
- Social Engagement (CSR
- Career Education Program(CEP)
- Integrated Communication Skills Program
- Faculty Volunteers Program

Integrated Communication Skills Program:

Through ICS ,we associated with **Cambridge University ,UK** and provided 200 hours of training on LSRW Skills with Lingua skills Certification training to around 12000 teachers from 59 Ulb's in the state .

All the teachers qualified the Certification test conducted by Cambridge .this enhanced the communication skills of teachers which intern facilitated the smooth and efficient implementation of English medium schools in all the ULB.

Career Guidance Program :

Through this Career Guidance Program ,we provided training to 8th ,9th & 10th classes students in 59 ULB's the students are provided with counselling through career counsellors to choose their interested career with help of the program. Students can set their short term and long term goals for their better future .

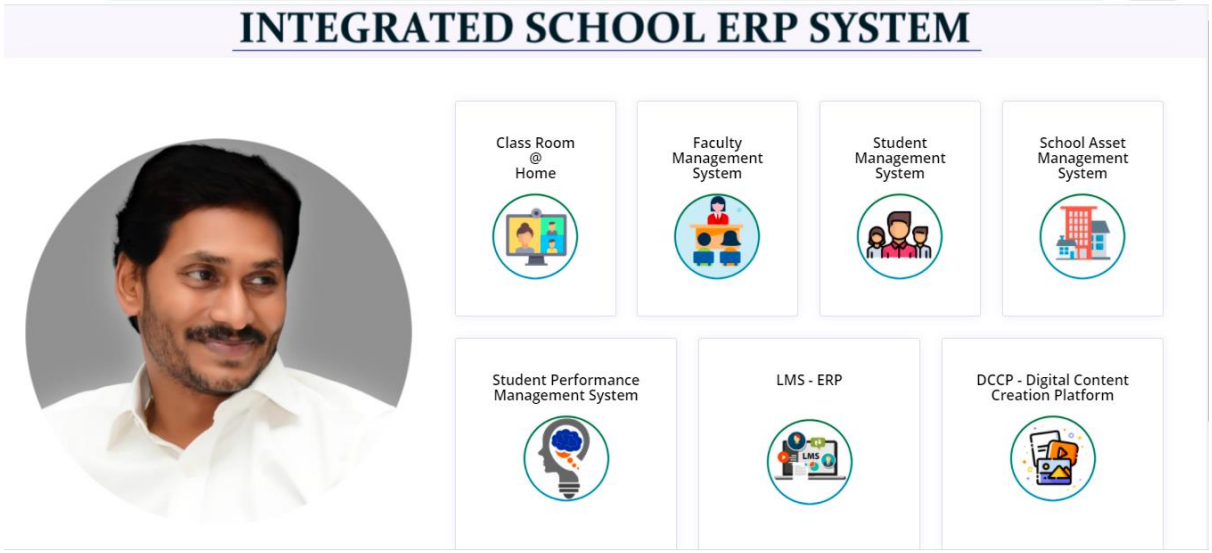
CDMA EASY ENGLSH APP :

After Completion of ICS Program in association with Cambridge, to improve communication skills of students and teachers CDMA-EASY ENGLISH APP is designed by municipal department. this APP is available in play store with 4+ rating, with this App we can track teachers and student's performances in state Dash Board.

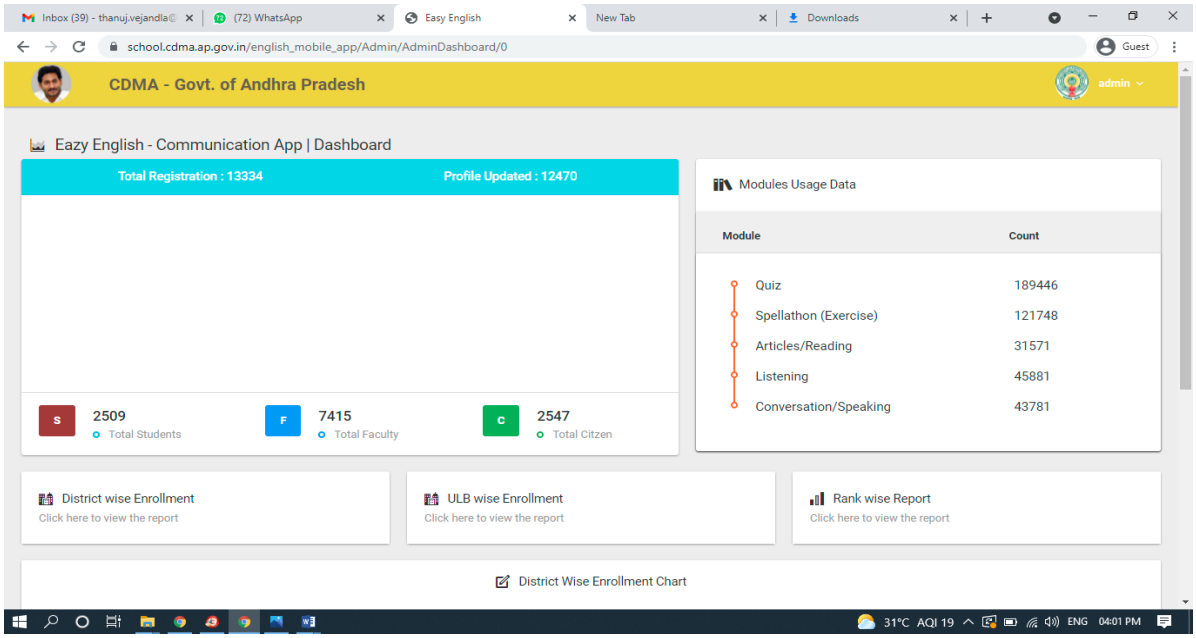
Olympiad Program for Students :

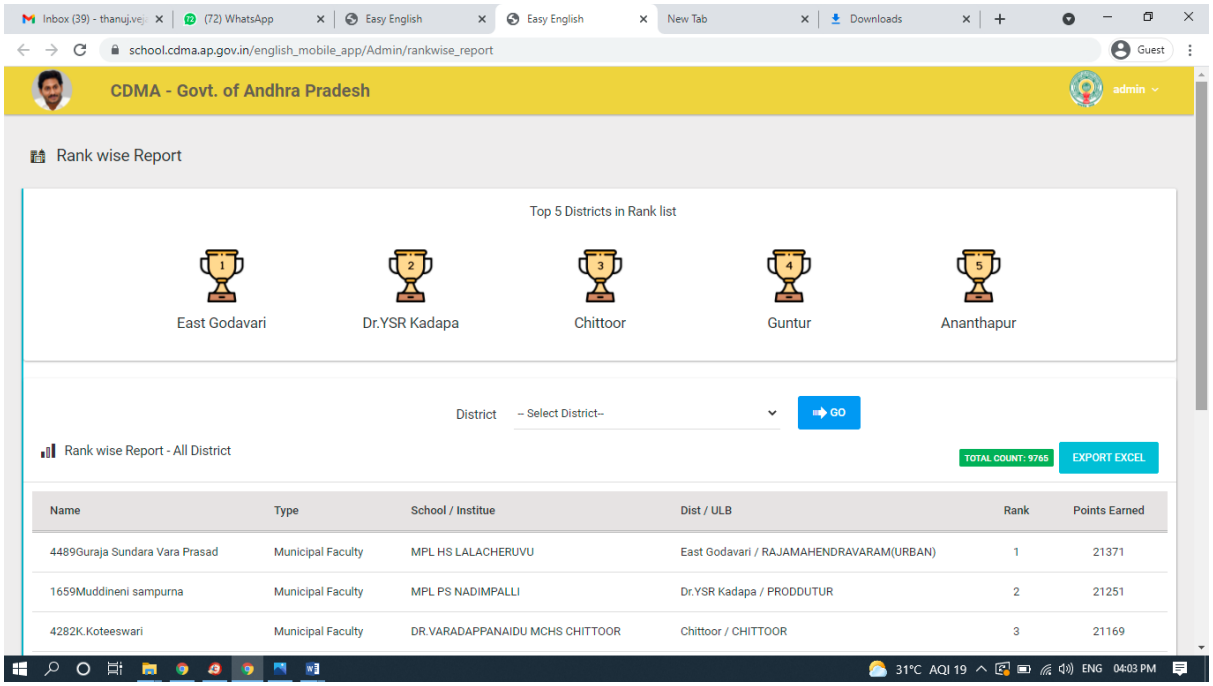
In Association with Cambridge ,we are planning to conduct Olympiad test for Municipal School Children. The toppers of this will given certificates and awards such as Laptops, Tablets etc.. by Cambridge University .The Awards/Certificates are given at various levels such as School Toppers, ULB Toppers& State Topers .The Awards will be handed over to state toppers by Cambridge Managing Director –Asia .

School ERP :



CDMA EASY ENGLISH APP :





SCHOOL ERP

School Enterprise Resource Planning.

I. PURPOSE

The School Management portal is a web-based application, where entire school manual process has been automated online which includes management of Teachers records, Students records, School Asset details, Students life cycle data which includes, Health records, academic scores, Attendance, Sports, Intervention events, as an output of automation process the entire Teacher performance and Students performance in all key arears and School physical & financial assets can be monitored by School Head master, ULB & State admin with analytical reports & Dashboards.

II. ROLES AND RESPONSIBILITY:

School admin / Headmaster can be able to perform following actions

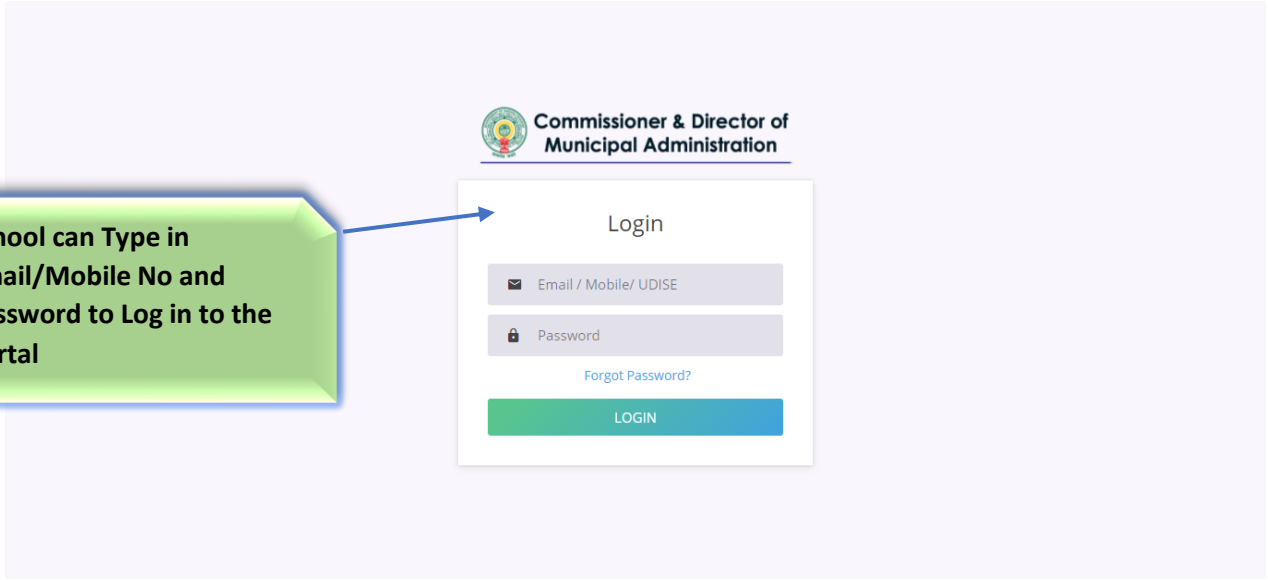
- Schools can add Teachers details
- Schools can add Student details
- View Teachers Records & Student records
- Add/Update attendance for teachers & Students
- Add/Update class promotion history
- Add/Update Students academic details, health records, Attendance, sports, Intervention
- Add School Intervention events details
- Map Teachers to Subjects for each Standards

- Manage Faculty development program by nominating teachers for training
- Manage funding details
- Monitor faculty performance.

III. LOGIN/SIGN IN

School will be created by State admin by adding School details.

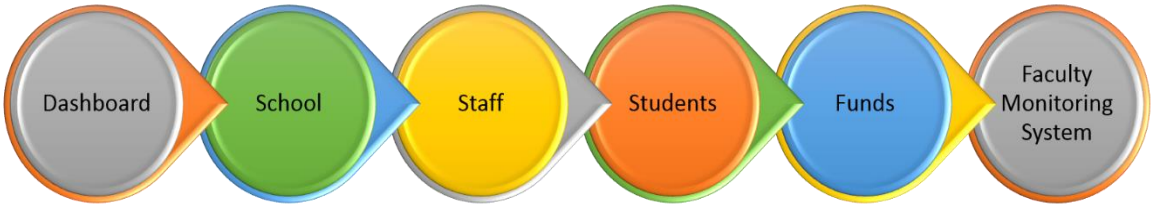
Login ID & Password will be sent via SMS & Email to the respective School officials



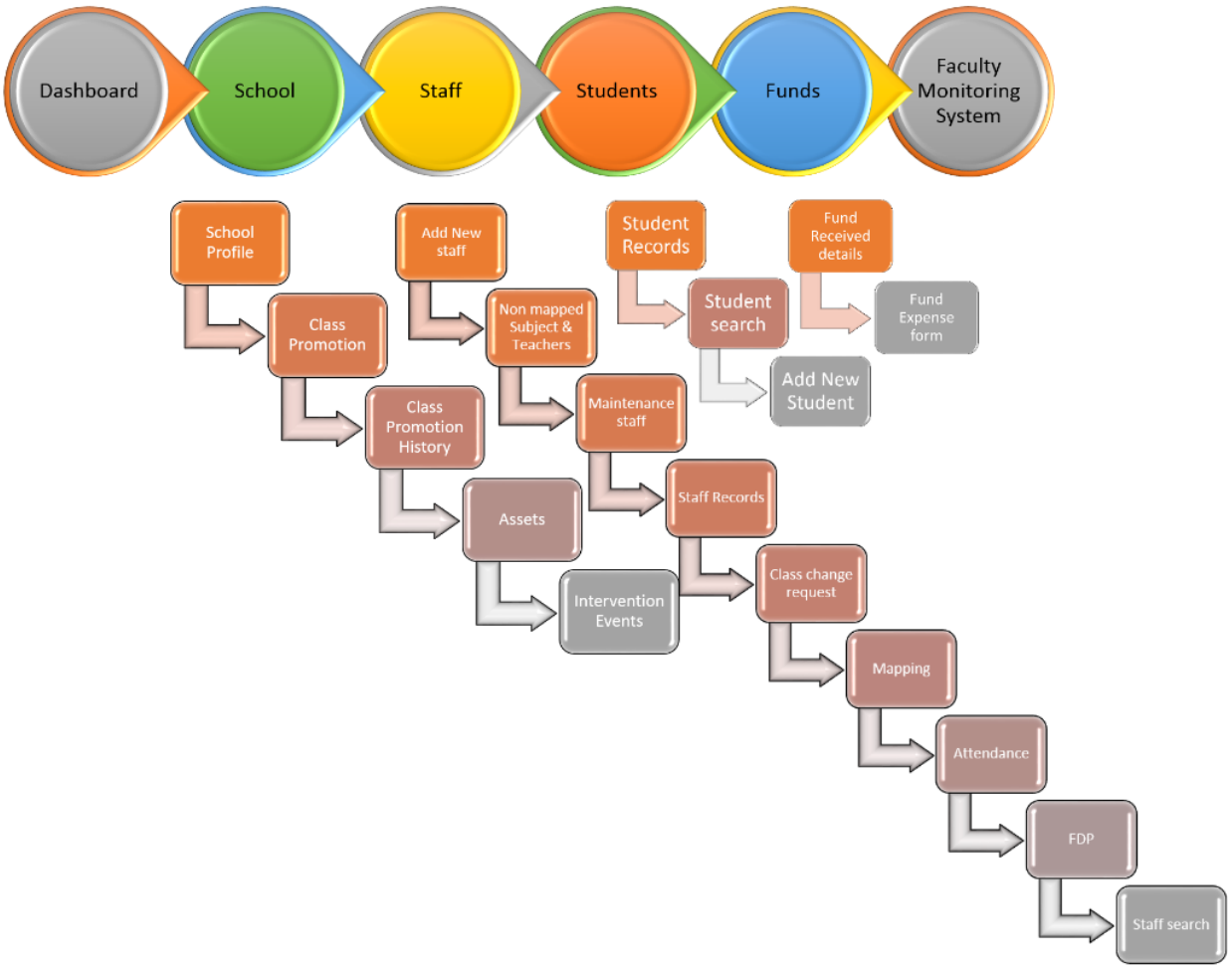
Screenshot 1 - Login

IV. MENU ACCESSIBILITY

On logging in School can access the following Main Menus



School can access the following Sub Menus



V. DASHBOARD

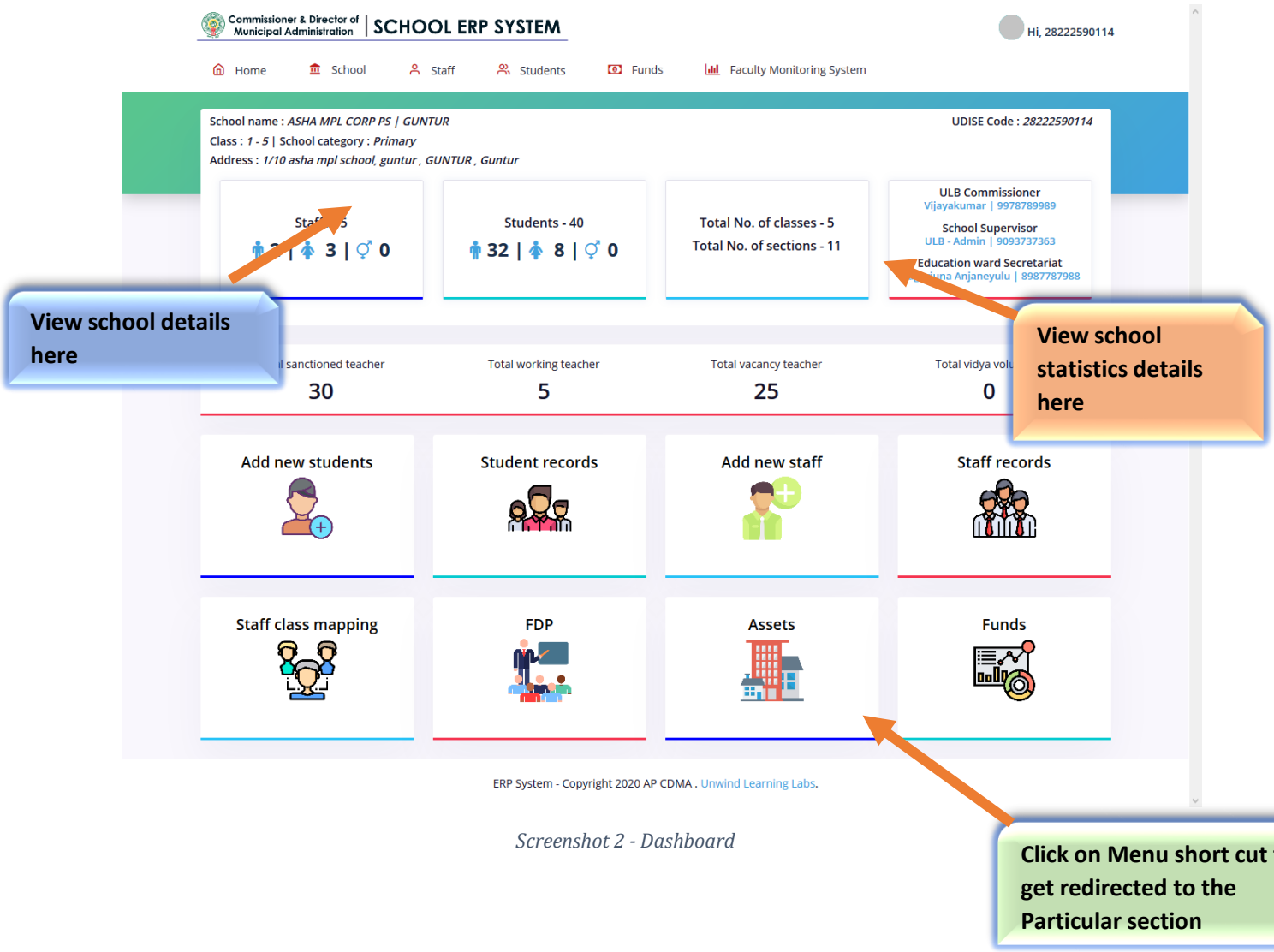
On logging in School default landing page would be Dashboard

Where Schools can view the following information

- School details & UDISE Code
- Total Staff counts
- Total Student counts
- Total number of classes & Sections
- Total Sanctioned teacher & Total Working Teachers, Total Vacancy, Total Vidya Volunteer
- ULB Commissioner, School Supervisor, Education ward Secretariat

Menu Short cuts

- Add New students
- Student Records
- Add New Staff
- Staff Record
- Staff class Mapping
- FDP
- Assets
- Funds



Screenshot 2 - Dashboard

VI. School Profile

Click on School Menu -> Add School Profile, to fill in School details

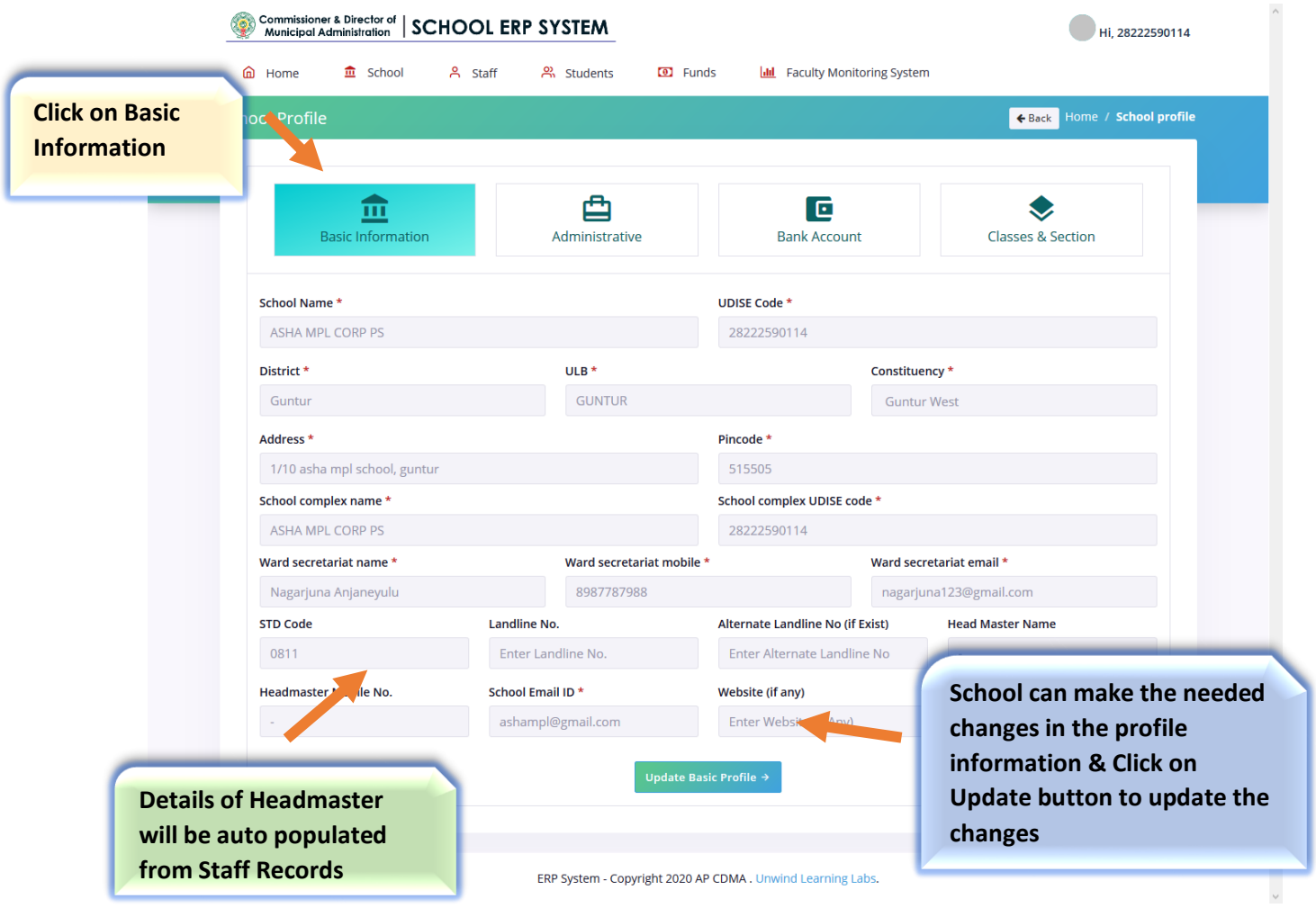
School Profile Information is categorized in to four type

A. Basic Information

- Basic information such as School Name, UDISE Code, District, ULB, Constituency, Address, Pin code, School complex Name, School complex UDISE Code, Ward Secretariat Name, Ward Secretariat Mobile Number, Ward Secretariat email, STD code, Landline number, Alternate Landline Number, Head Master Name, Head Master Mobile number, School email ID, Website Address and School Images can be uploaded.

.

C



Screenshot 3- School Profile – Add Basic Informatio

B. Administrative

School can Update Administrative Information as follows

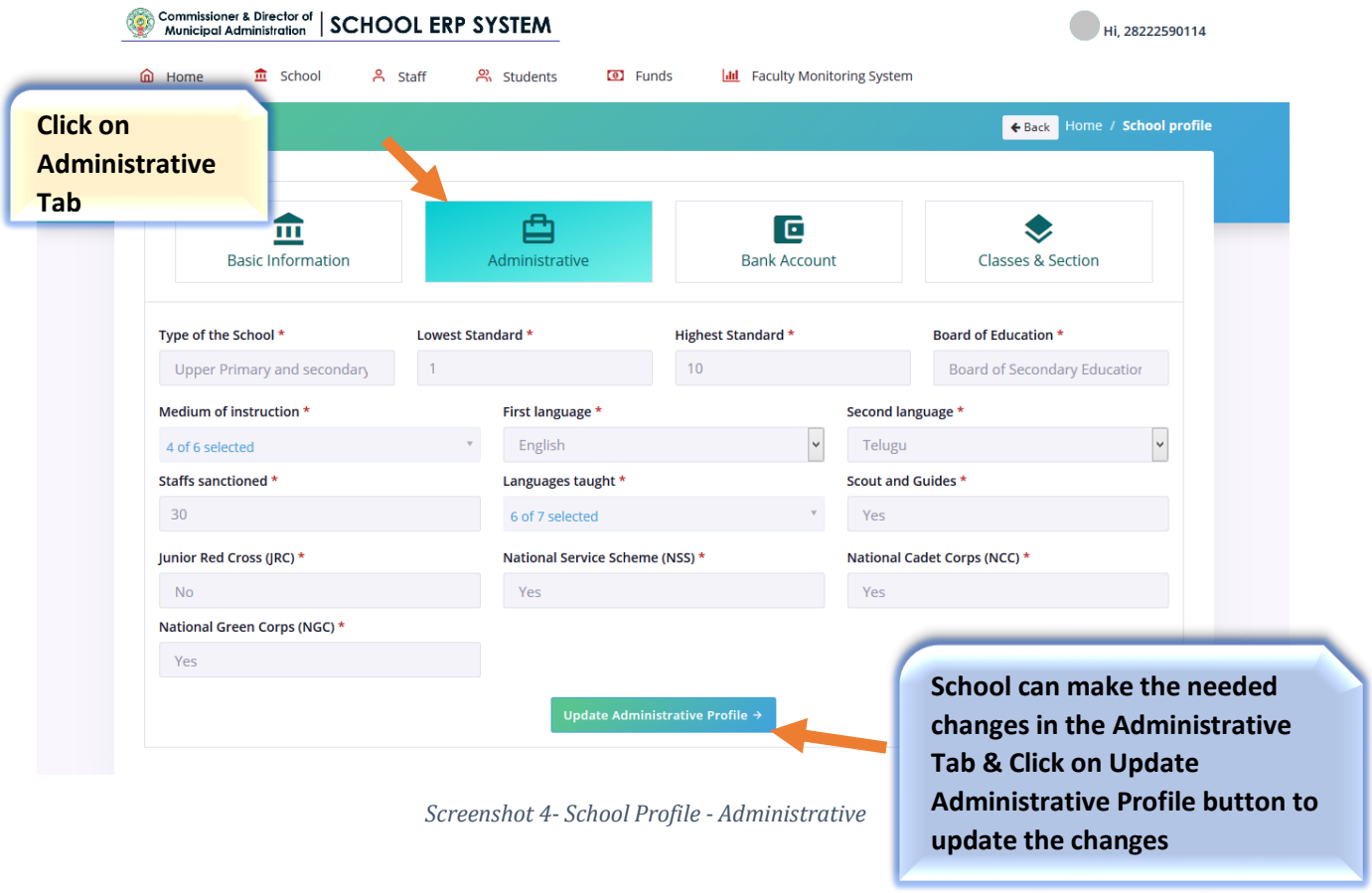
Type of the School – are Primary, Primary with Upper Primary, Upper Primary & Secondary

Lowest Standard & Higher standard- it totally depends upon the type of the School selected

- Primary School will have classes from 1 to 5
- Primary with Upper Primary will have classes from 1 to 8
- Upper Primary & Secondary will have classes from 1 to 10

Board of Education, Medium of Instruction, First Language & Second Language, Staff sanctioned, Languages Taught.

Scouts & Guide, JRC, NSS, NCC, NGC – Whether all these initiatives are available or not can be updated by the school



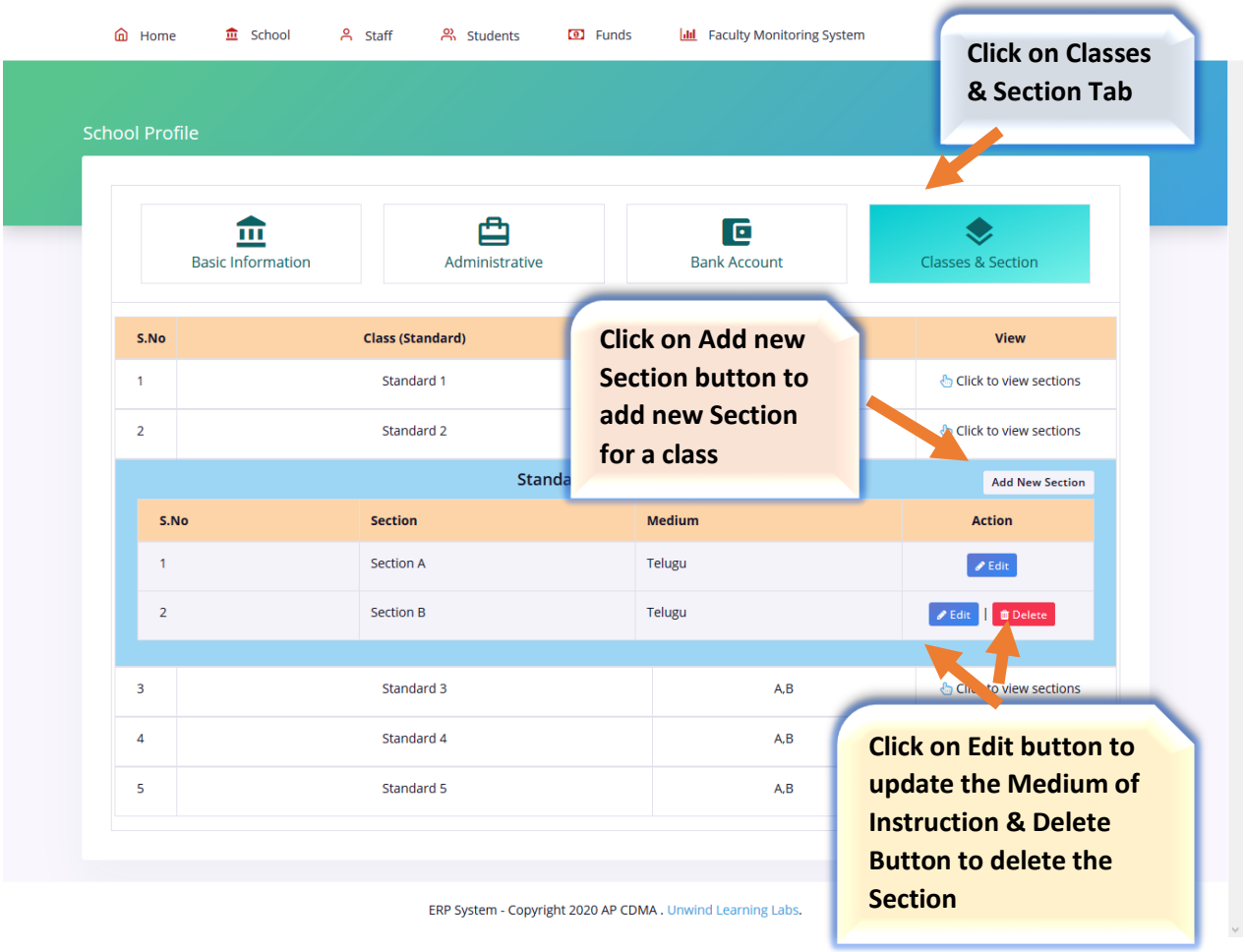
Screenshot 4- School Profile - Administrative

C. Classes & Section

Click on Classes & Section tab to ADD sections for a Classes

Based on the Type of School Updated in the School Administrative profile, classes will be displayed here

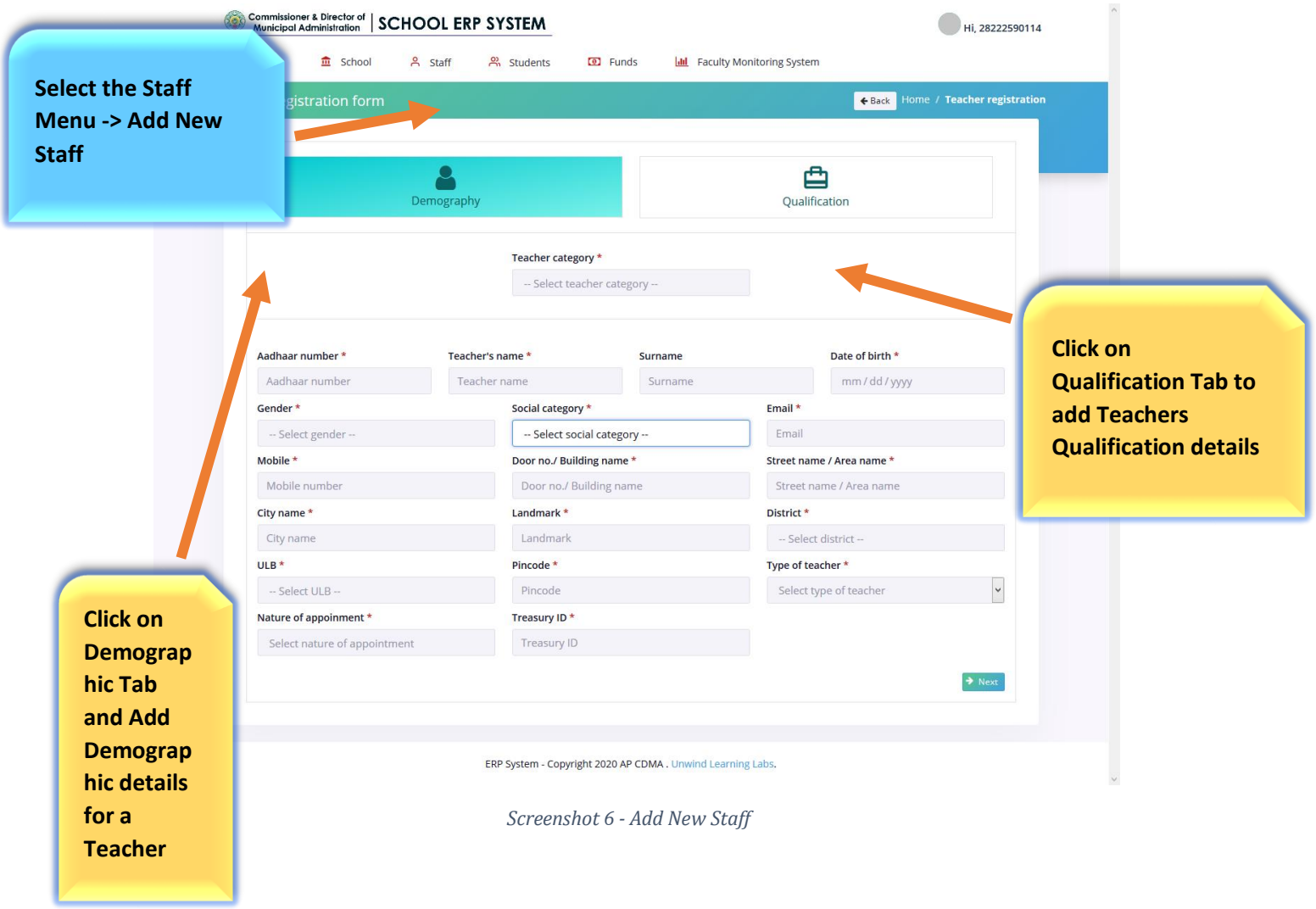
School can Add Section for a Class by Selecting medium of instruction, Multiple sections can be added for each class



Screenshot 5- School Profile -Class & Section

VII. ADD NEW STAFF

Click on Staff Menu & Select **ADD NEW STAFF** Menu to add List of Teachers details and their qualification.



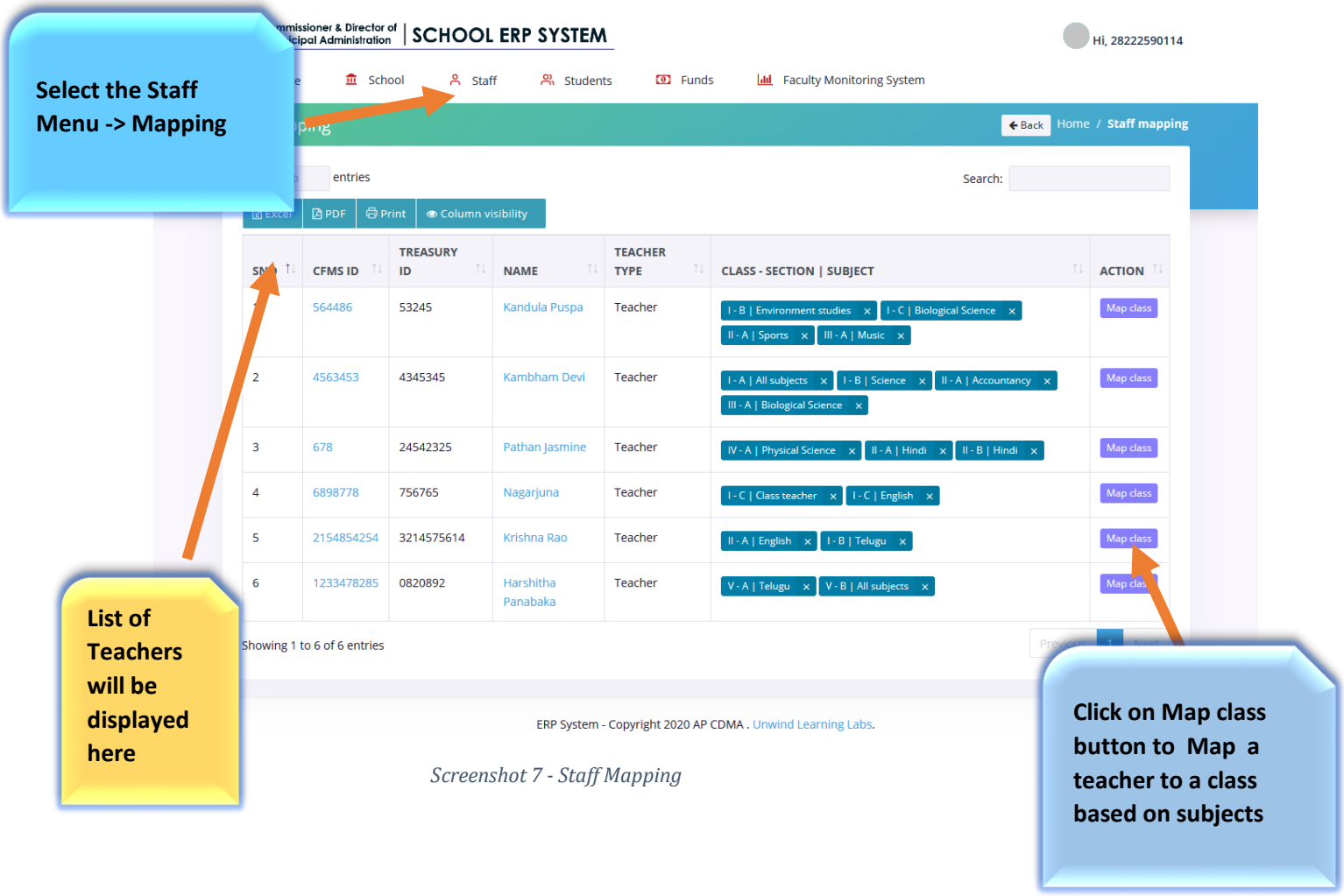
Screenshot 6 - Add New Staff

VIII. MAPPING

Click on Staff Menu ->Select **Mapping** menu to Map Teacher to a class based on subjects.

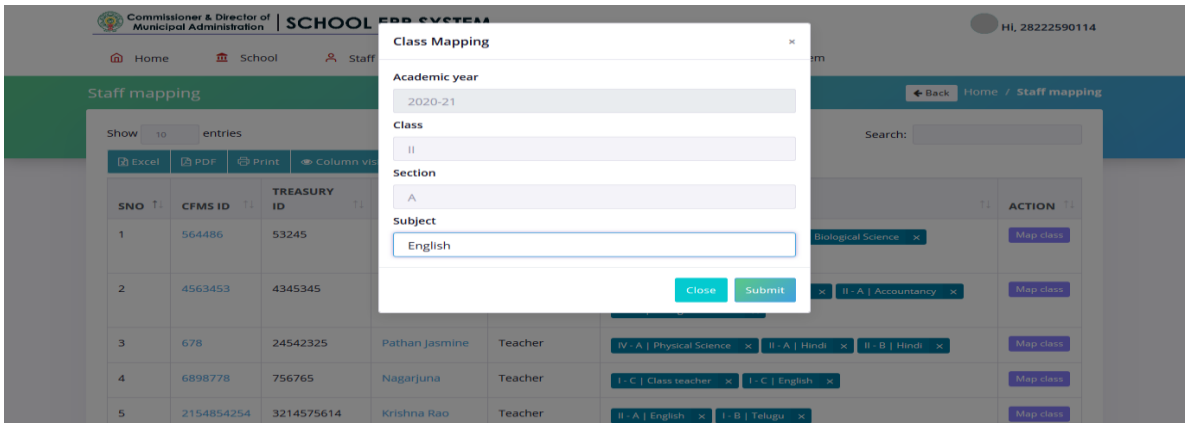
School can view the List of teachers, Click on **Map class** button for an individual teacher, a POP Appears, where the following details -> Class, Section & Subject needs to be entered

A Teacher can be mapped to multiple classes based on Subjects



Screenshot 7 - Staff Mapping

On clicking MAP CLASS button, the following screens will be displayed, where the School needs to select, Class, Section, & Subjects for which the teachers needs to be mapped and click on submit button to update the data.



Screenshot 8 - Class - Teacher - Subject Mappin

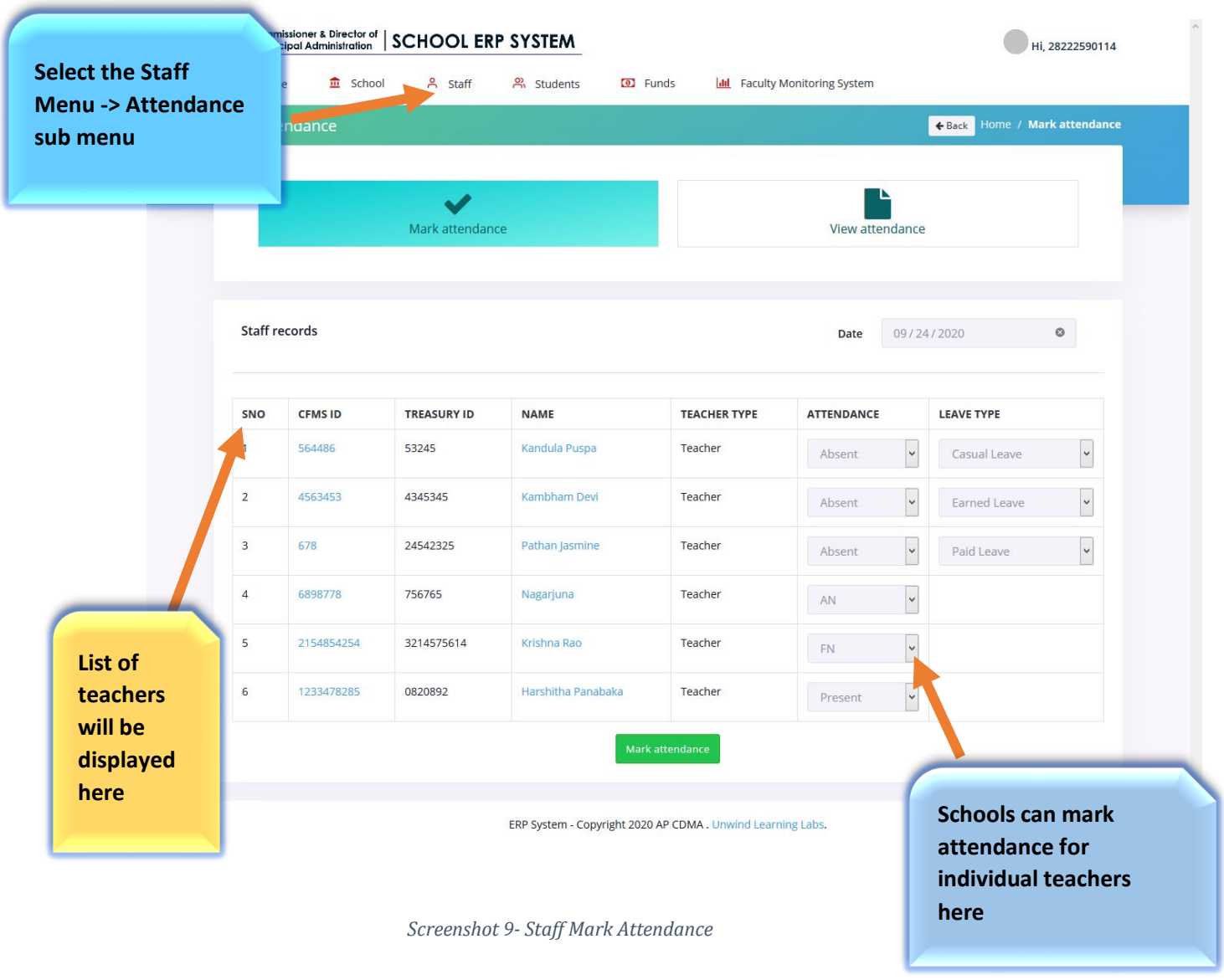
IX.ATTENDANCE

A. Mark Attendance

School can Mark attendance for the List of Teachers added for the school

Attendance is marked in four types Present, FN, AN, Absent

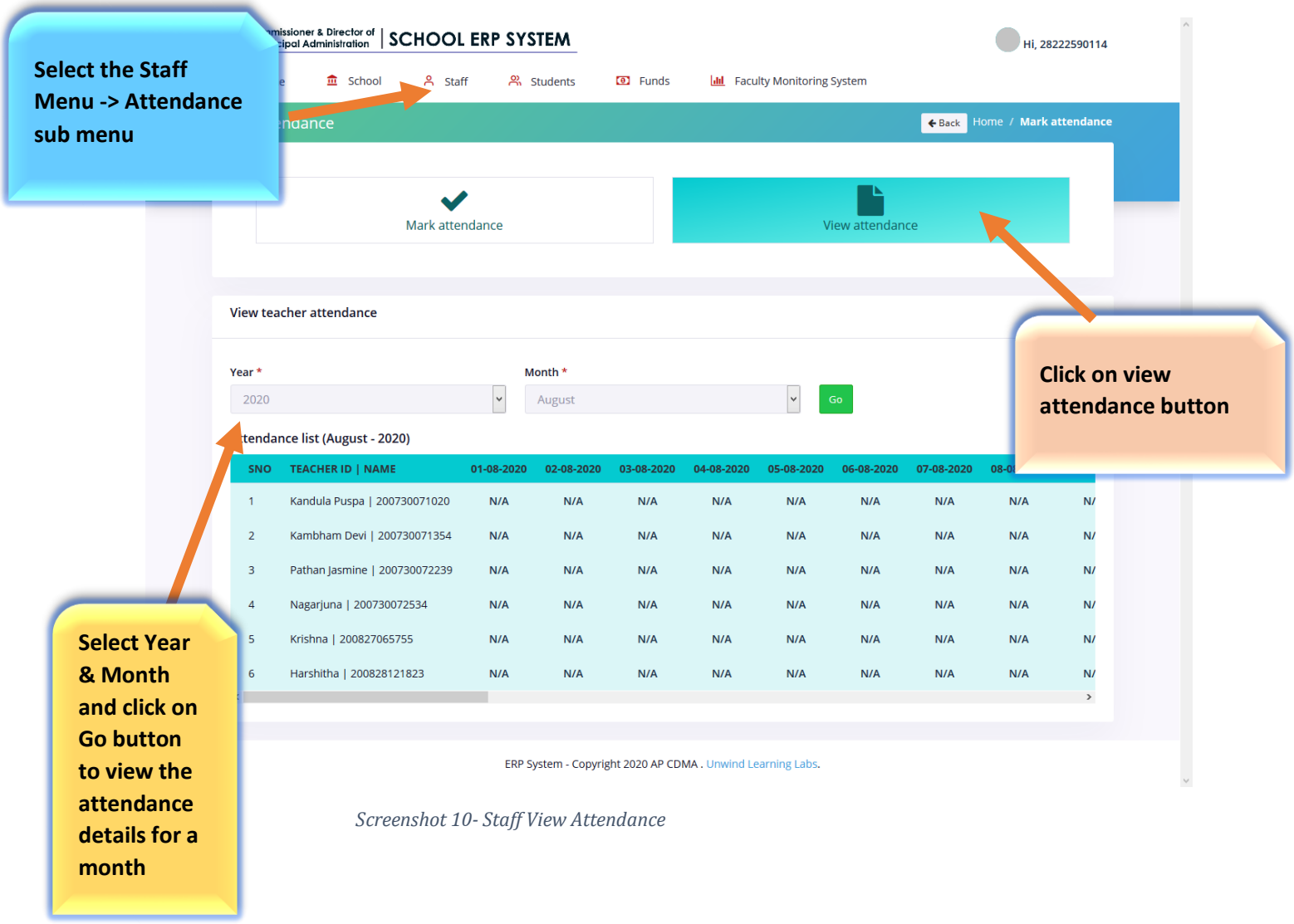
Absent can be marked whether it is Casual Leave, Earned Leave, Medical Leave and Loss of Pay



Screenshot 9- Staff Mark Attendance

B. View Attendance

Attendance marked for teachers every day can be viewed in VIEW ATTENDANCE TAB



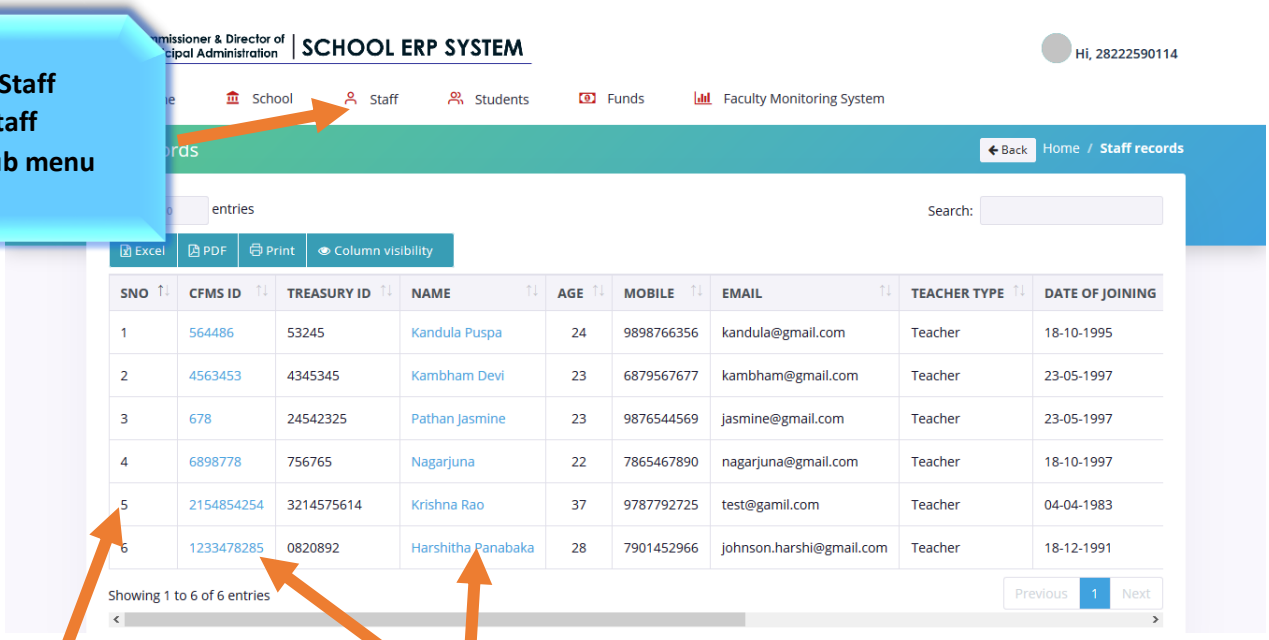
Screenshot 10- Staff View Attendance

X. STAFF RECORDS

Under the Menu **STAFF -> STAFF RECORDs,** School can view the list of teachers added

Click on the individual teacher name to view the Teachers details

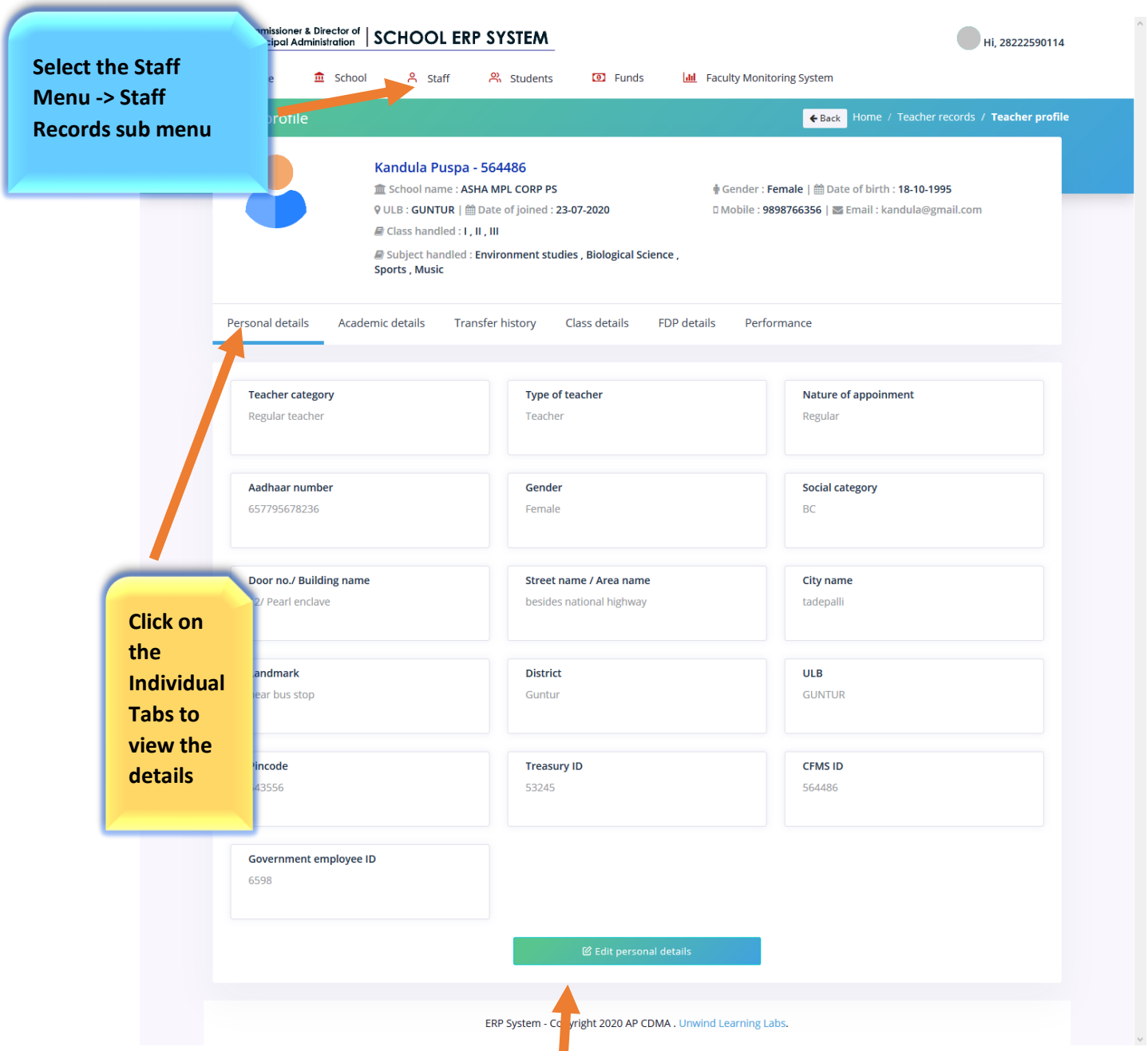
Select the Staff Menu -> Staff Records sub menu



Screenshot 11 - Staff Records

List of teachers added for the school will be displayed here

Click on CFMS ID or the NAME to view the Teachers details



Screenshot 12 - Staff detail page

XI.STUDENTS

A. Add New Students

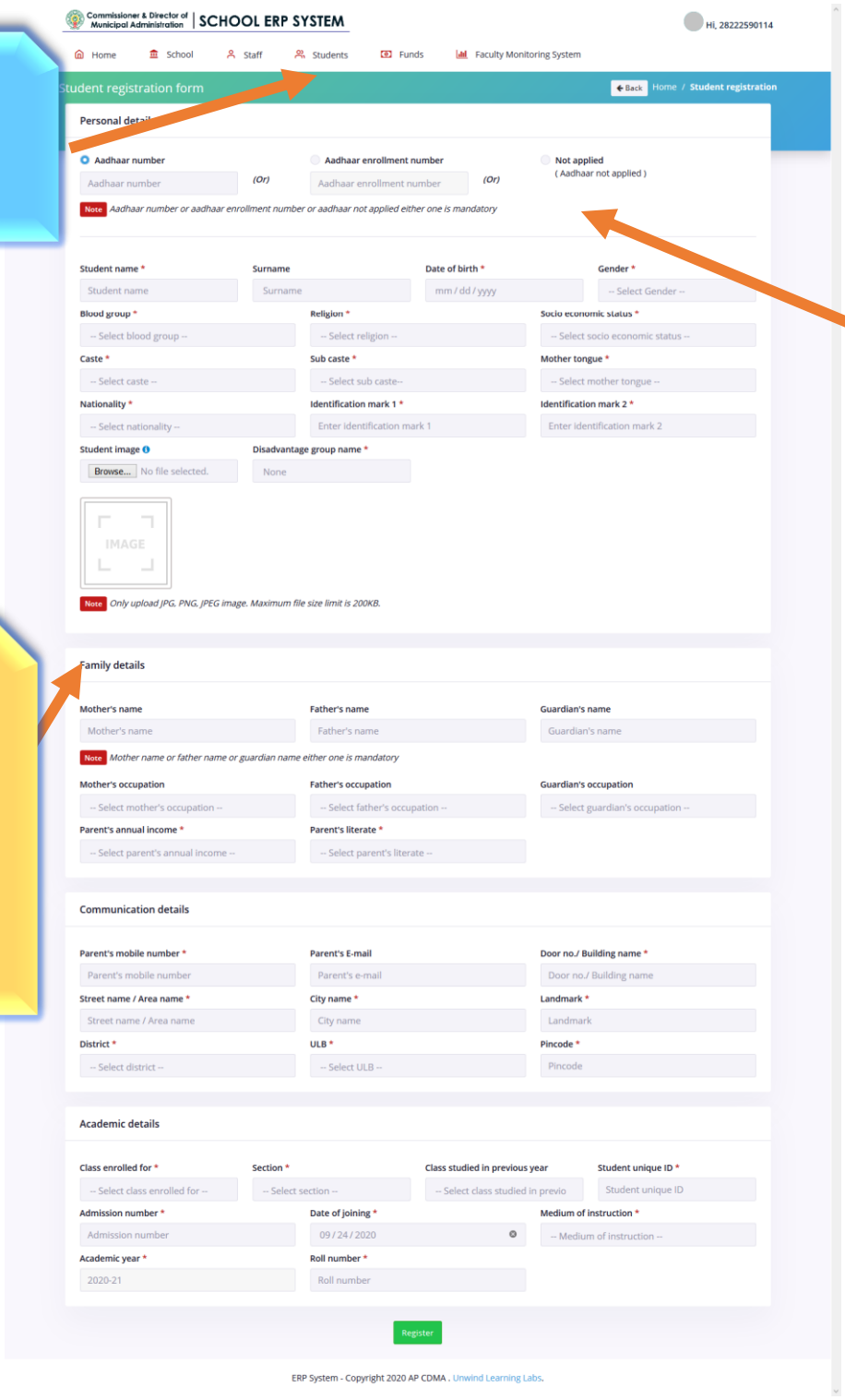
The Following details needs to be filled by School to add a new student

- Basic Details – it includes Student Name, DOB, Gender, Religion, Caste, Mother tongue, Nationality, Identification mark and can upload image for the students
- Family details –it includes Fathers name & Occupation and Mothers Name & Occupation, Guardian name & occupation

Select the Student Menu-> Add new student sub menu

School needs to add student details based on Aadhar number or Aadhar enrollment number or Aadhar not applied category

School can add the details students here such as basic details, Family details, communication details & academic details



Screenshot 13 - Add New Student

B. Students Records

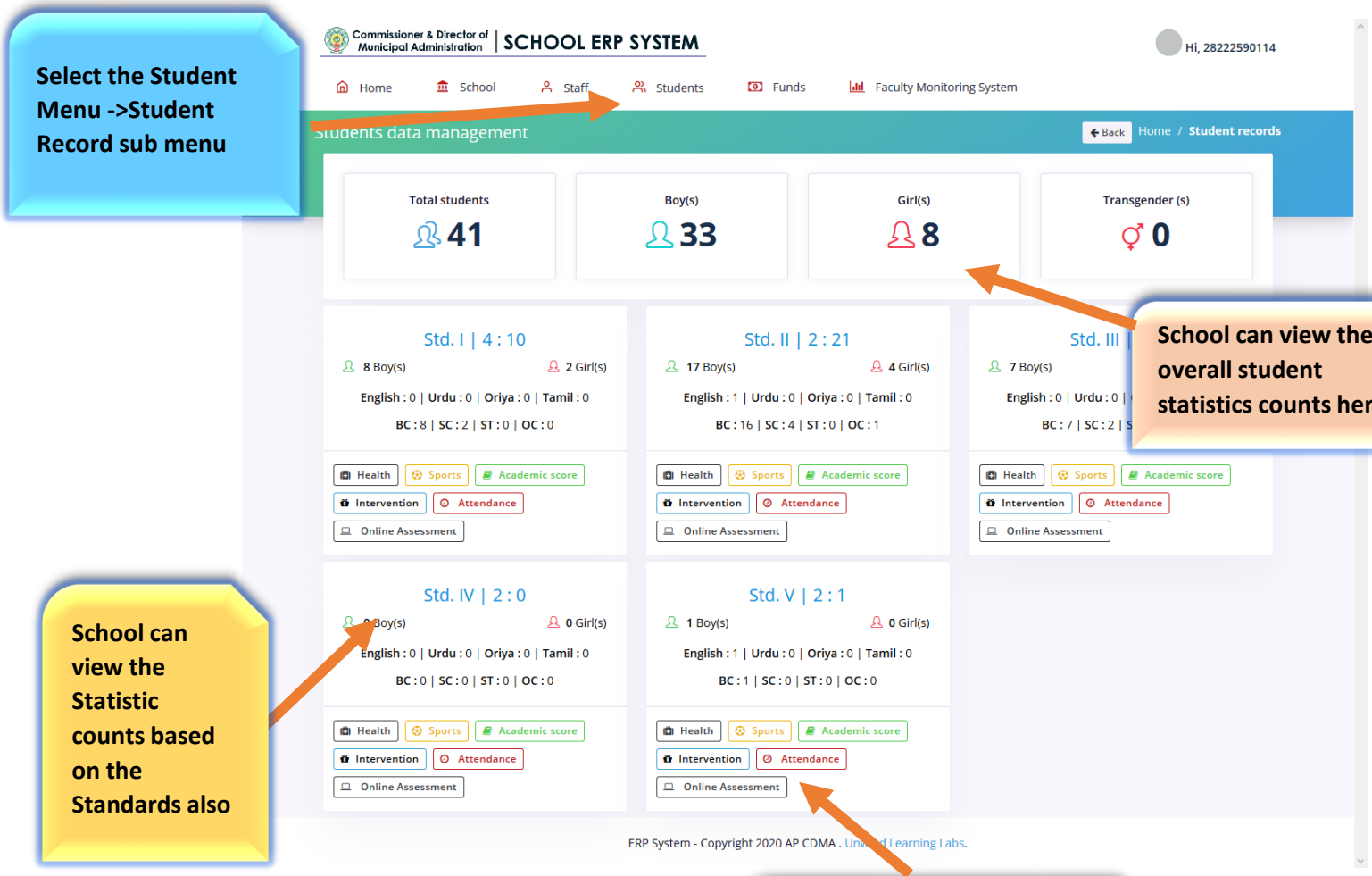
School can do the following actions in Student Record page for each Standards under each section

Health Records -

Sports Records

Academic Records

Attendance Records



Screenshot 14- Student Data Management

1. Attendance

School can mark attendance for individual students

Attendance is marked in four types Present, FN, AN, Absent

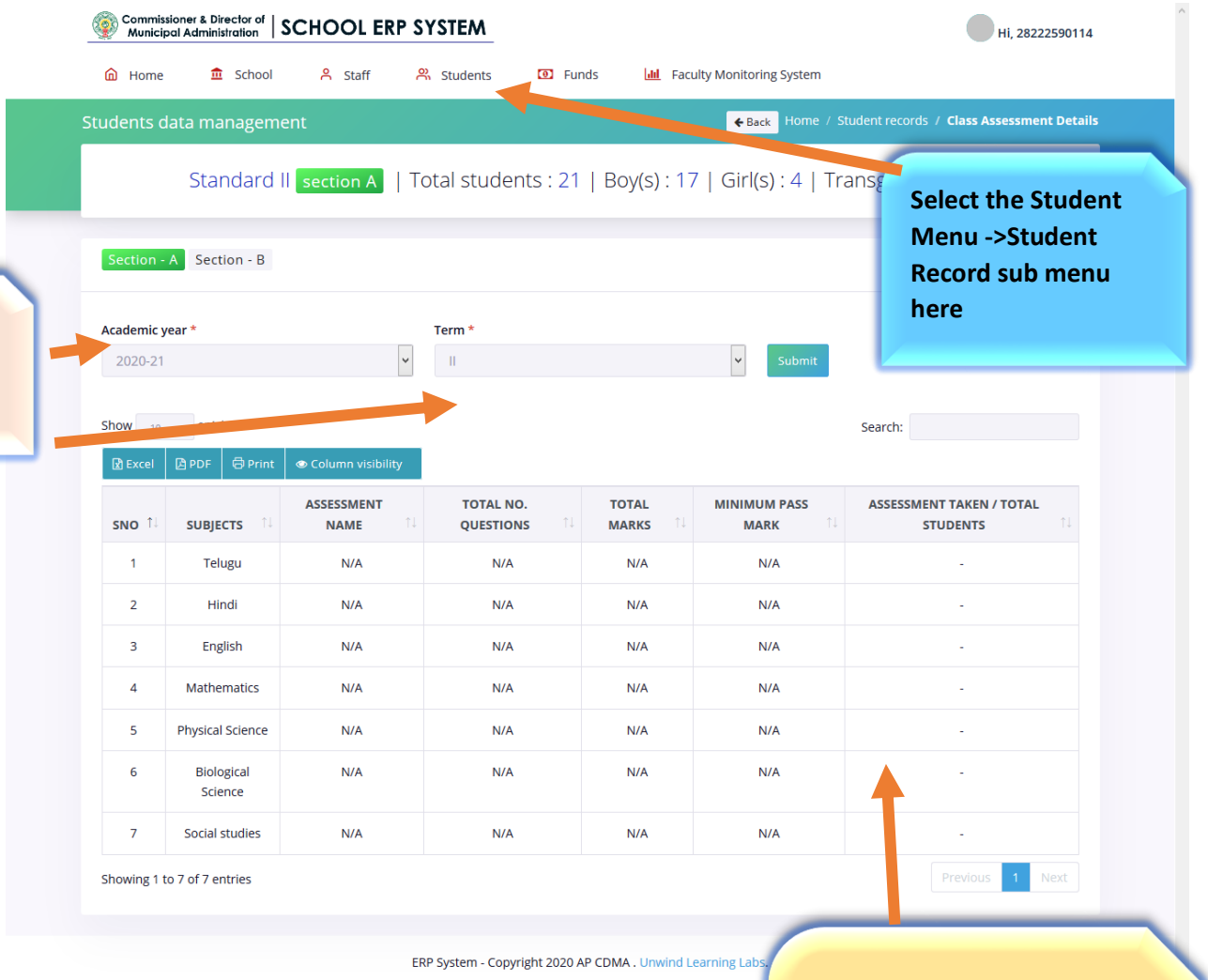
Absent can be marked whether it is Casual Leave, Medical Leave

Screenshot 15 – Add Student Attendance

2. Online Assessment

School can view the Assessment details for subjects in a class-Section.

The Details of Assessment for subjects includes Total number of Question, Total marks, Minimum Pass marks, Assessment taken & Total Students

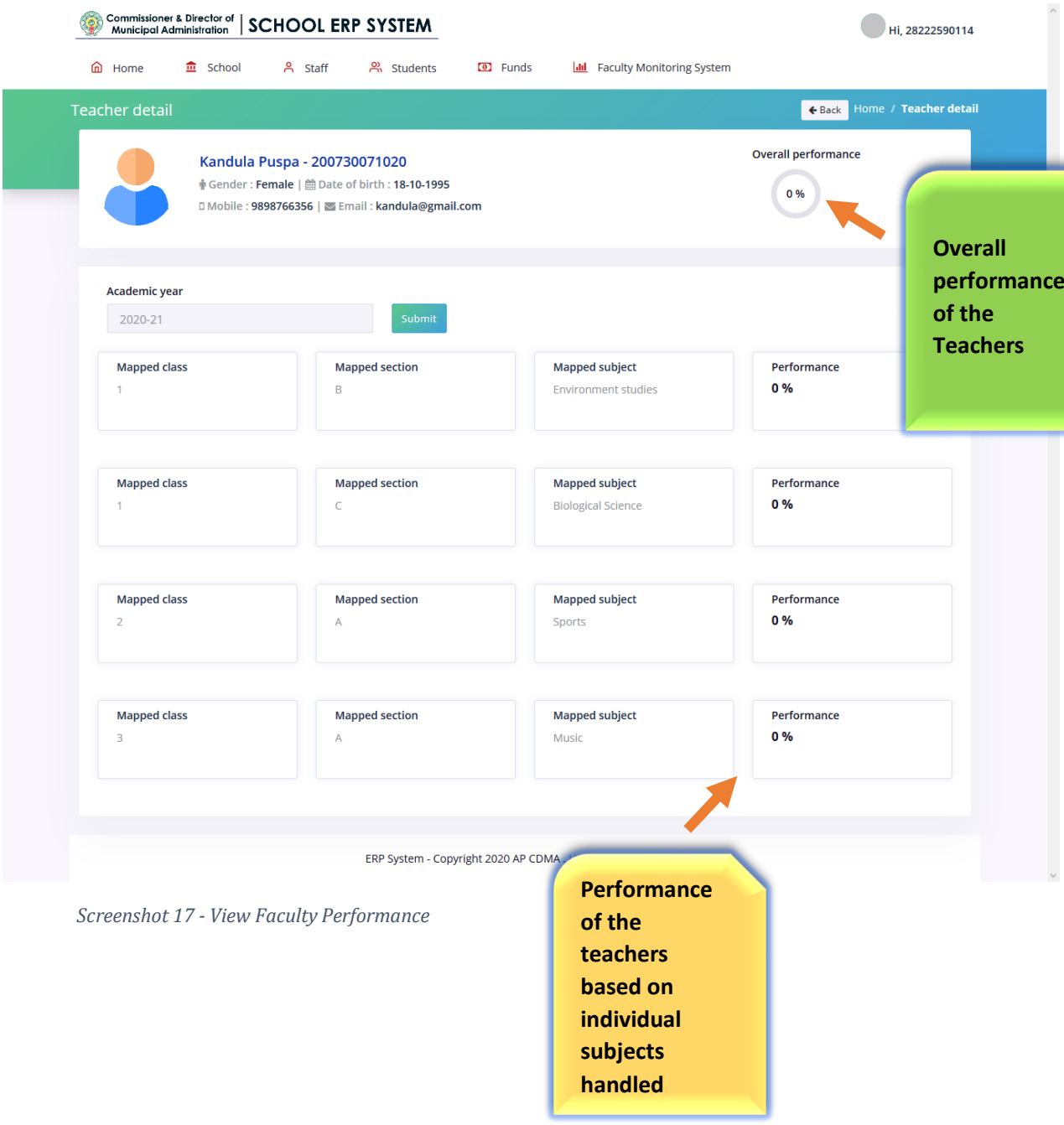


Screenshot 16 - Online Assessment

XII. FACULTY MONITORING SYSTEM

Click on the Faculty Performance Monitoring menu

Teachers Performance statistic is calculated based on Overall students' performance for the subjects handled and average of overall subjects handled scoring.



Screenshot 17 - View Faculty Performance

LMS: e-Learning Management System

There are 4 types of LMS users: ● Administrator (Admin), who is a super admin and responsible for system functionality and administers access rights, Approval rights, managing partners and courses that are created, etc.

● Content Partners, who has the leverage to create the course and content for the course. The course material can be in PDF, WORD, VIDEO etc..

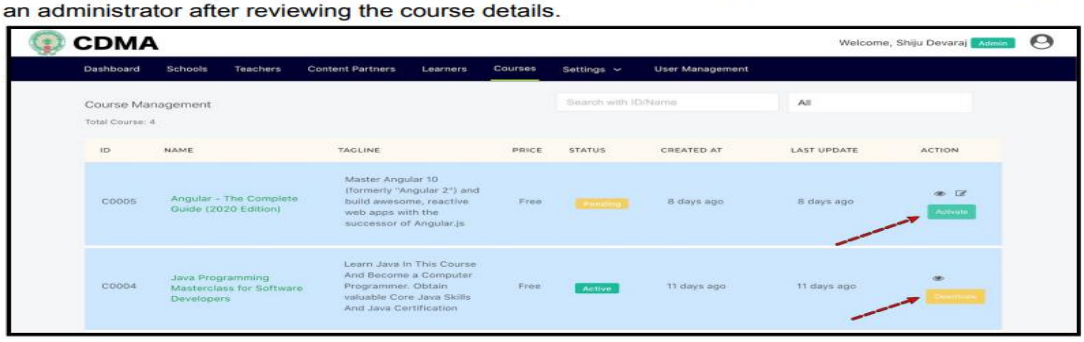
● Teachers, also known as professors, instructors, lecturers or evaluators, who are responsible for teaching the content published for the standards and activities and delivering the course.

● Students, who have access to the materials and activities made available on the site/platform for facilitating learning by the teacher or the person who teaches the course content.

i) Administrator Login & Management:

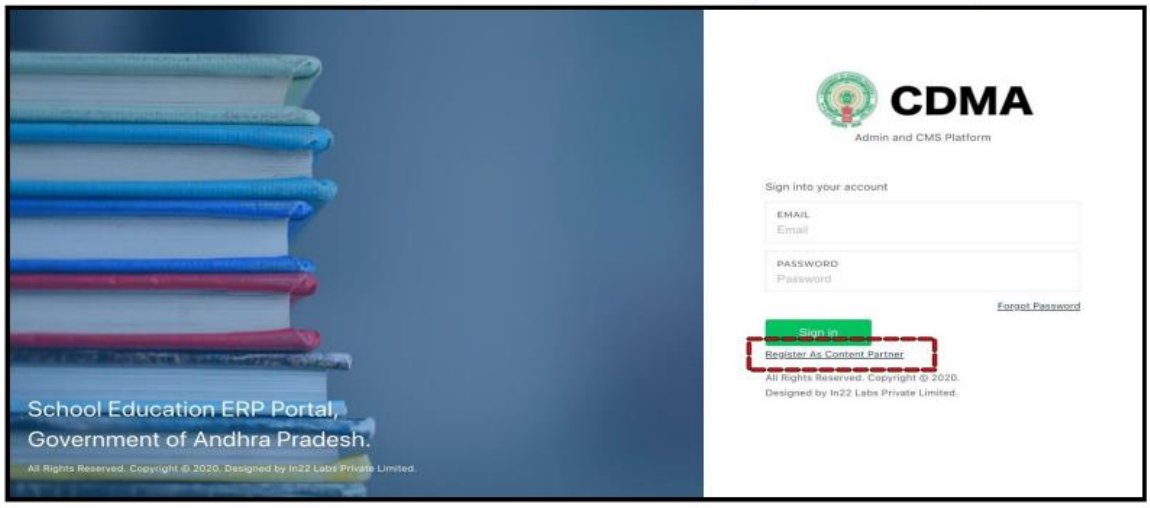
1. Admin Login: Login Screen for the Admin user with Email and Password.

11.1. The courses which are created by the content partner can be activated or deactivated by an administrator after reviewing the course details.

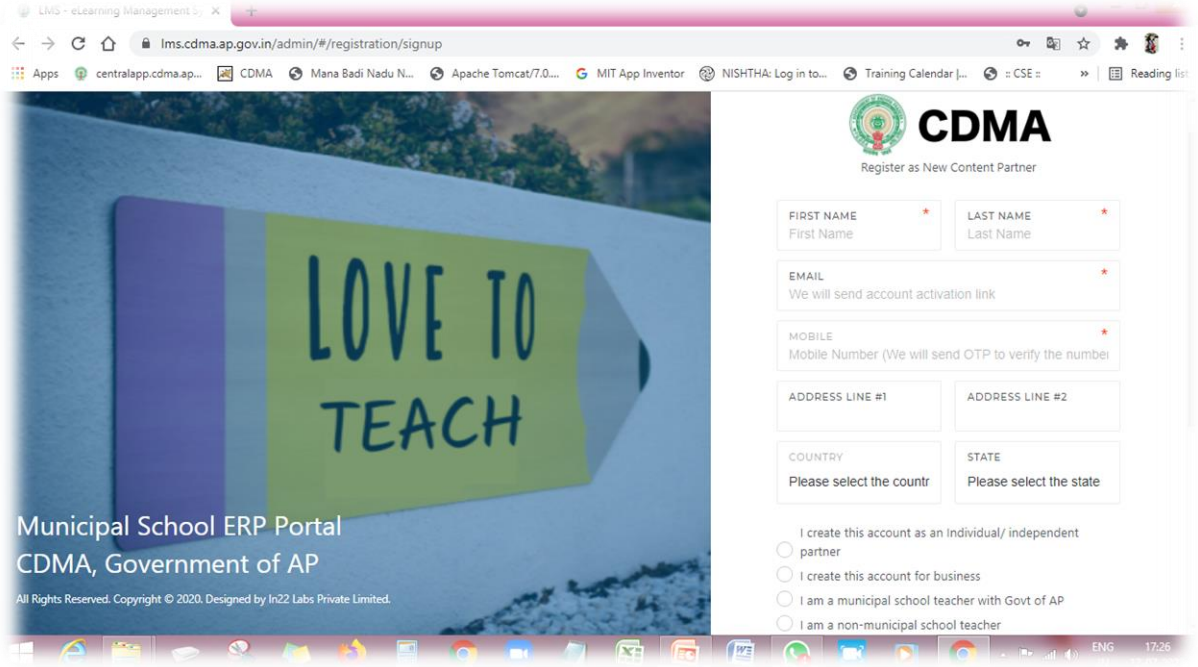


ii) Partner Login & Management:

1. Register as Content Partner: In the sign in portal screen there is an option **"Register As Content Partner"** below the sign in button. Click that URL to register as a content partner.

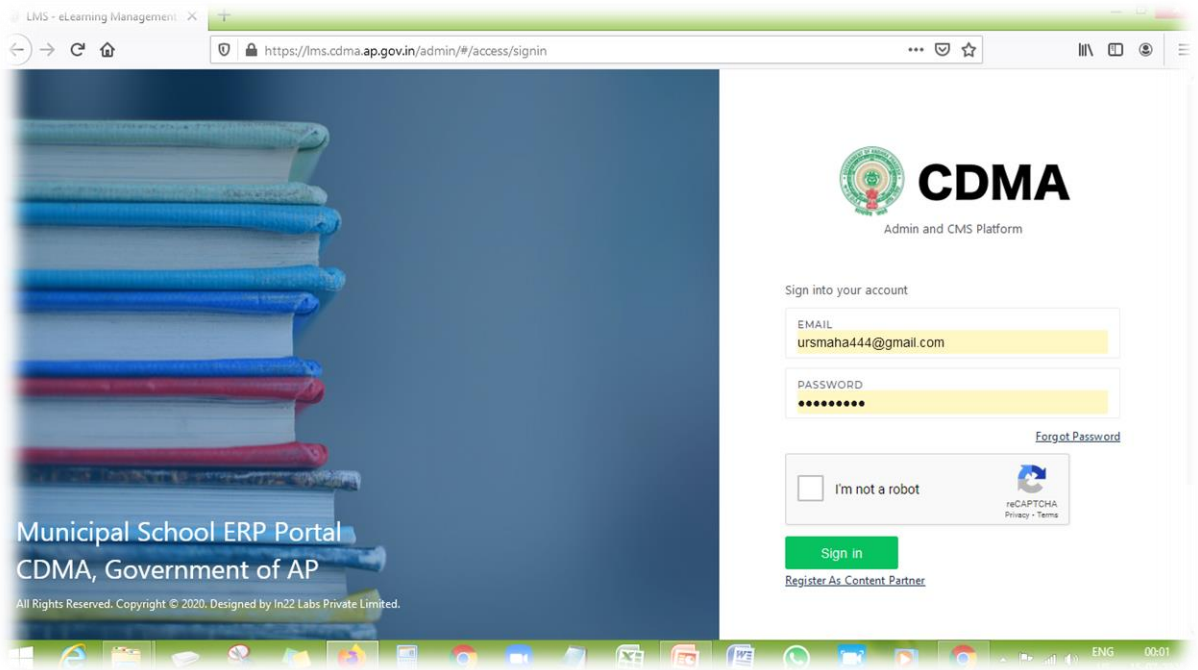


Register as content partner.

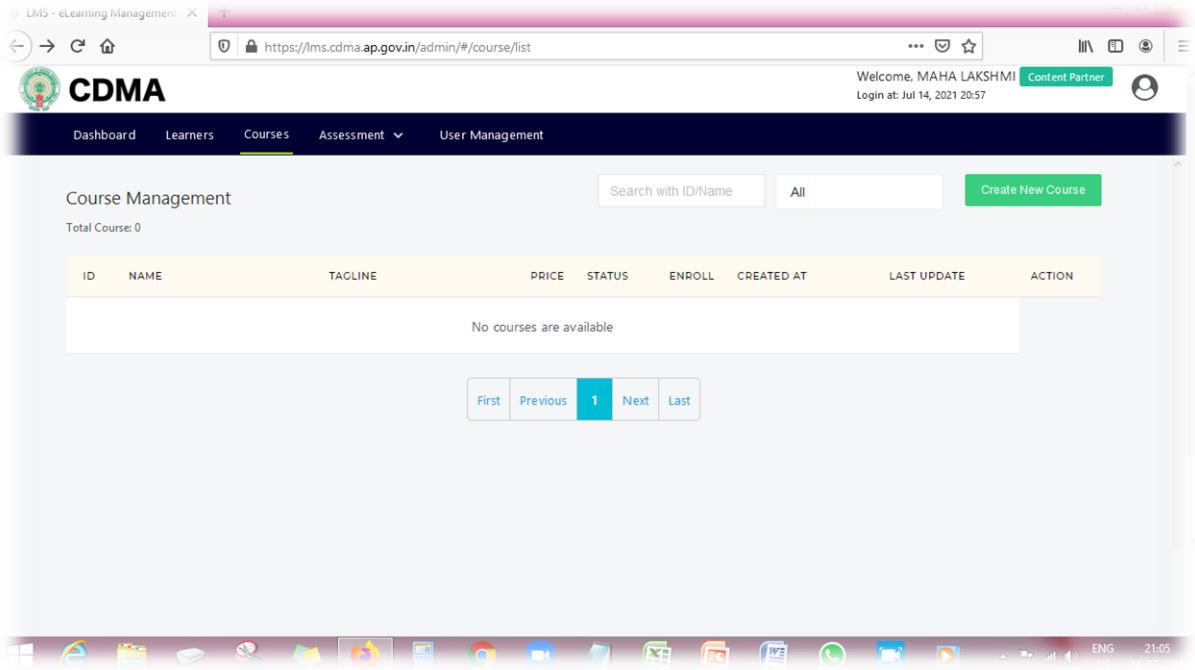


Upload content:

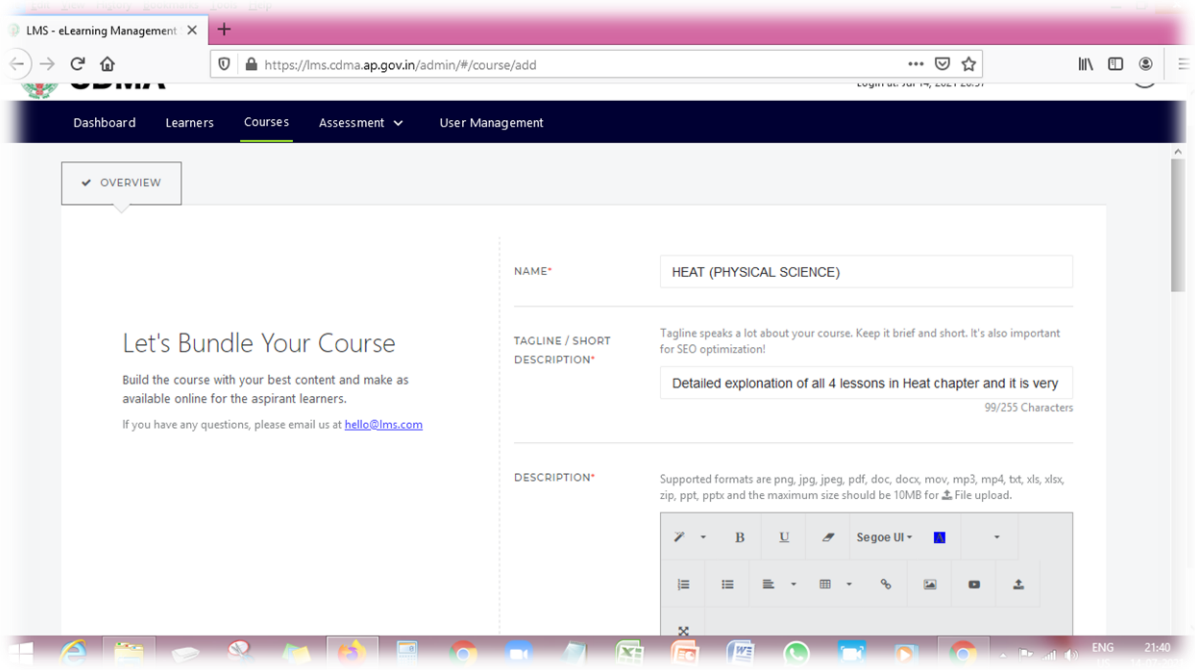
Login with ID& Password.



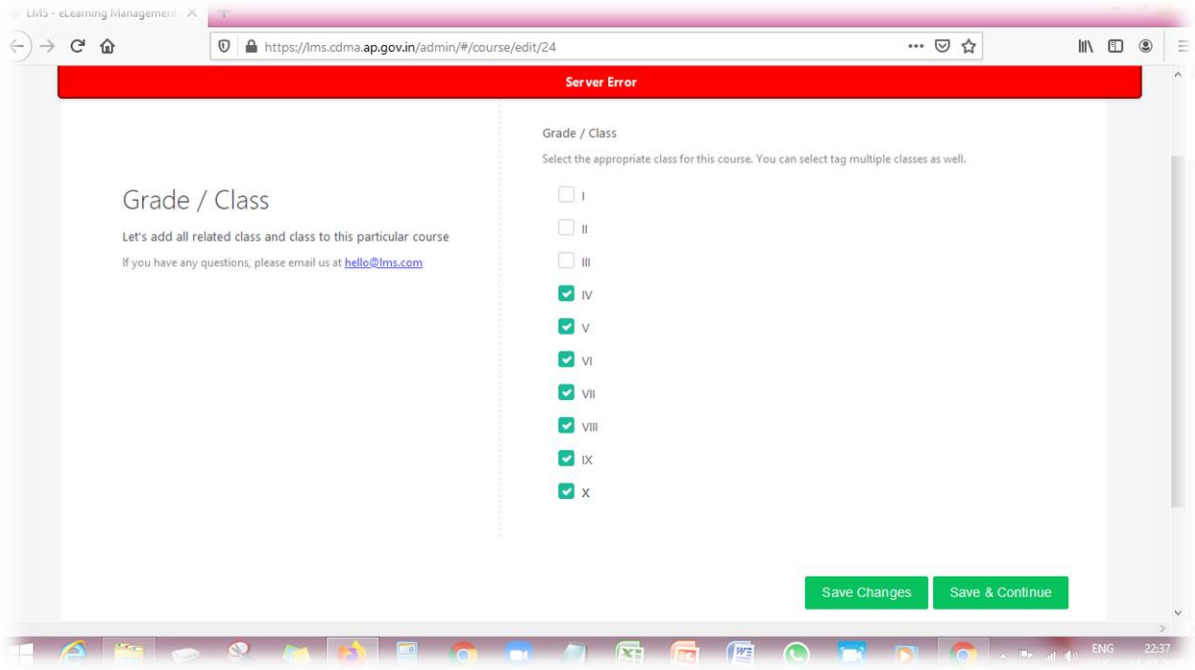
Create new course



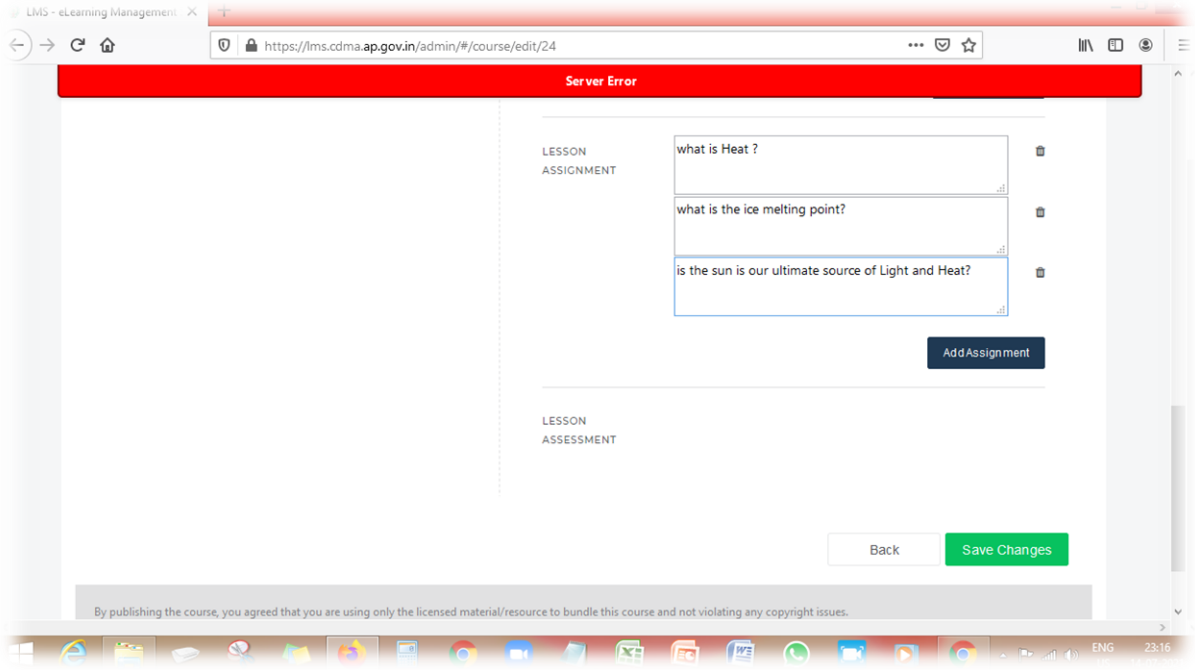
Chapter details



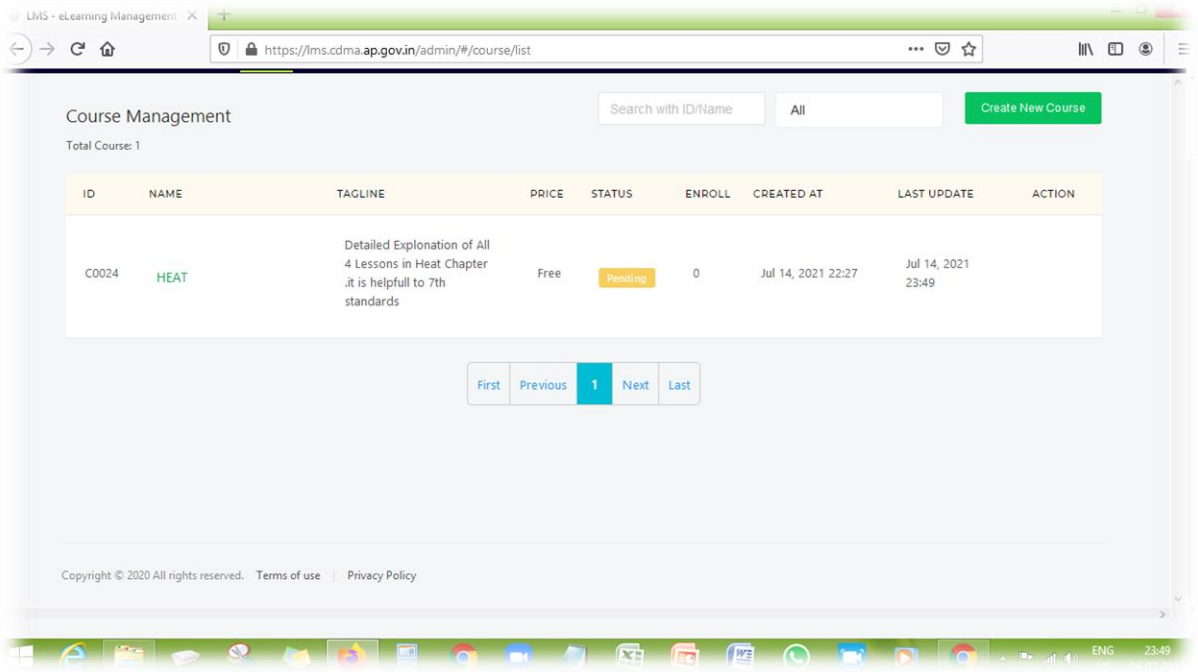
Select class/grade



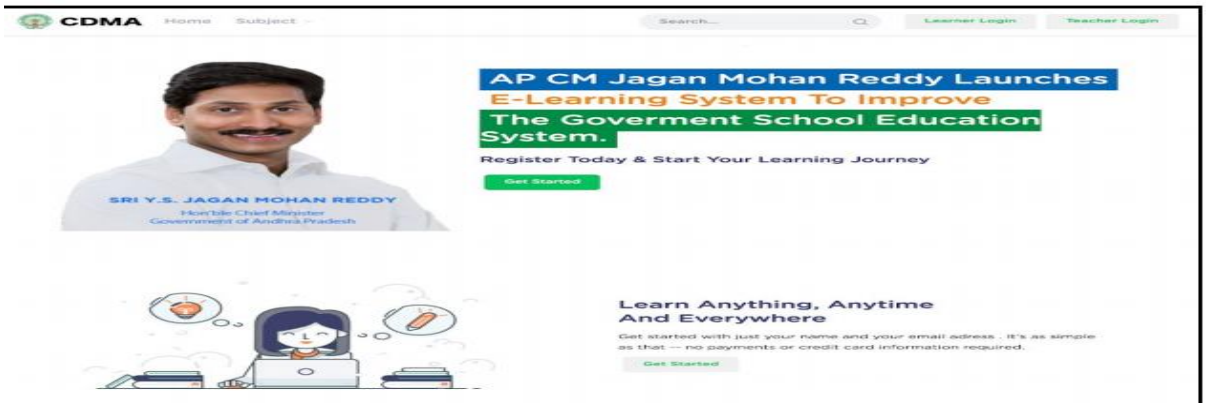
Add assignment



Send for Publish



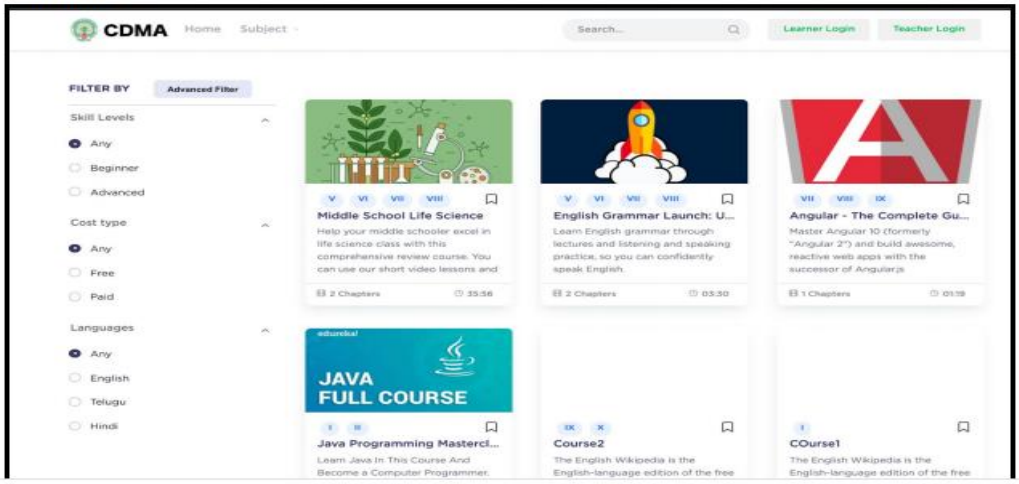
iii) LMS consumer login



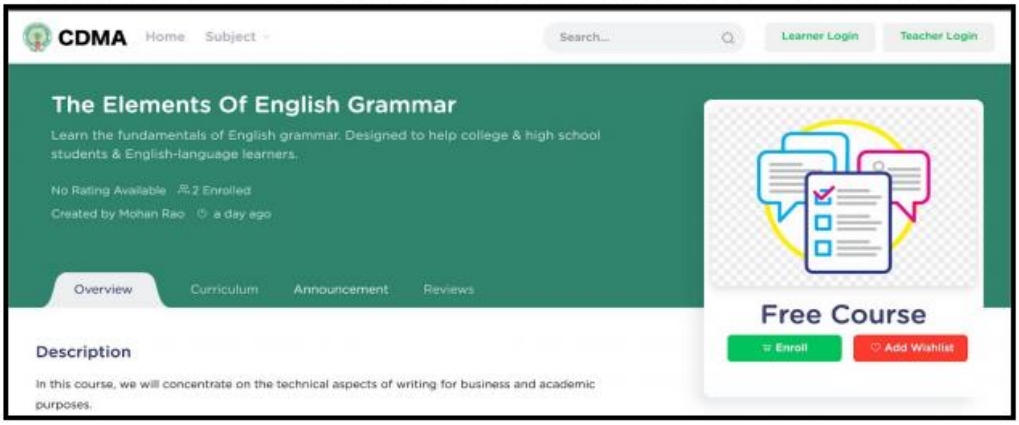
Introduction: CDMA e-Learning Management System can use it to access all types of learning including online learning, classroom training and learning resources through one highly intuitive integrated solution. A learning management system does not generally include authoring capabilities (for creating one‟s own content), rather is focused on the management of content created different sources.”

y

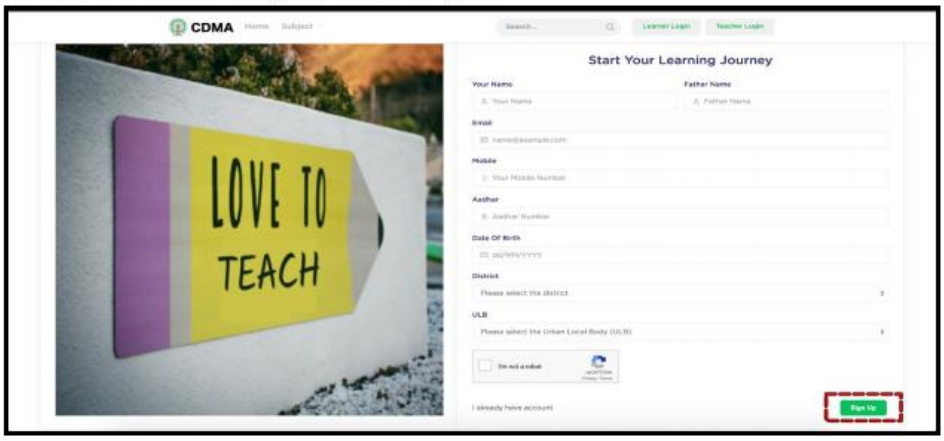
By clicking on the “View More Course” button on the home page it will take you to the list of all courses. In this screen you can filter the courses by **“Skill Level”**, **“Cost - Free/Paid”** and **“Languages”**



From the list of Learners/Students can choose the course and click to view the course details. The course view gives you a detailed description about the courses like Overview, Curriculum, Announcement and Review. He/she can enroll the course or add it to their wishlist to learn later.

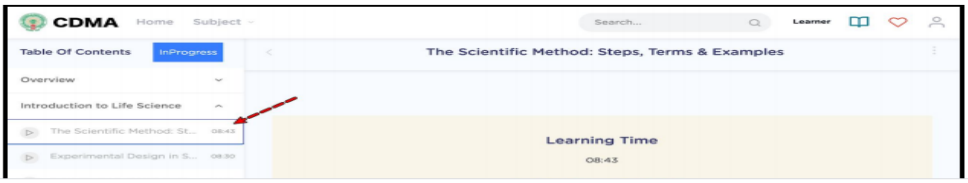


1. Learner Registration: The learner/student can register using their Name, Father Name, Email, Mobile Number, Aadhar, Date of Birth, District and ULB. After typing all the details select the captcha and click the "Sign up" button to register.



Once it is started the course will be **"In Progress"** state.

The Learner/Student can start learning the lesson in each chapter by clicking on the **"Start The Lesson"** in each lesson. The duration of each lesson will be displayed in the Learning Time section.



IV) ASSESSMENT

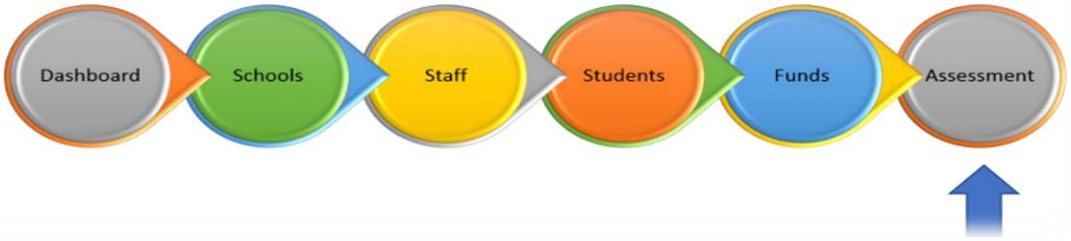
I. PURPOSE The School Management portal is a web-based application, where entire school manual process has been automated online which includes management of Teachers records, Students records, School Asset details, Students life cycle data which includes, Health records, academic scores, Attendance, Sports, Intervention events, as an output of automation process the entire Teacher performance and Students performance in all key arears and School physical & financial assets can be monitored by School Head master, ULB & State admin with analytical reports & Dashboards.

ASSESSMENT CREATION

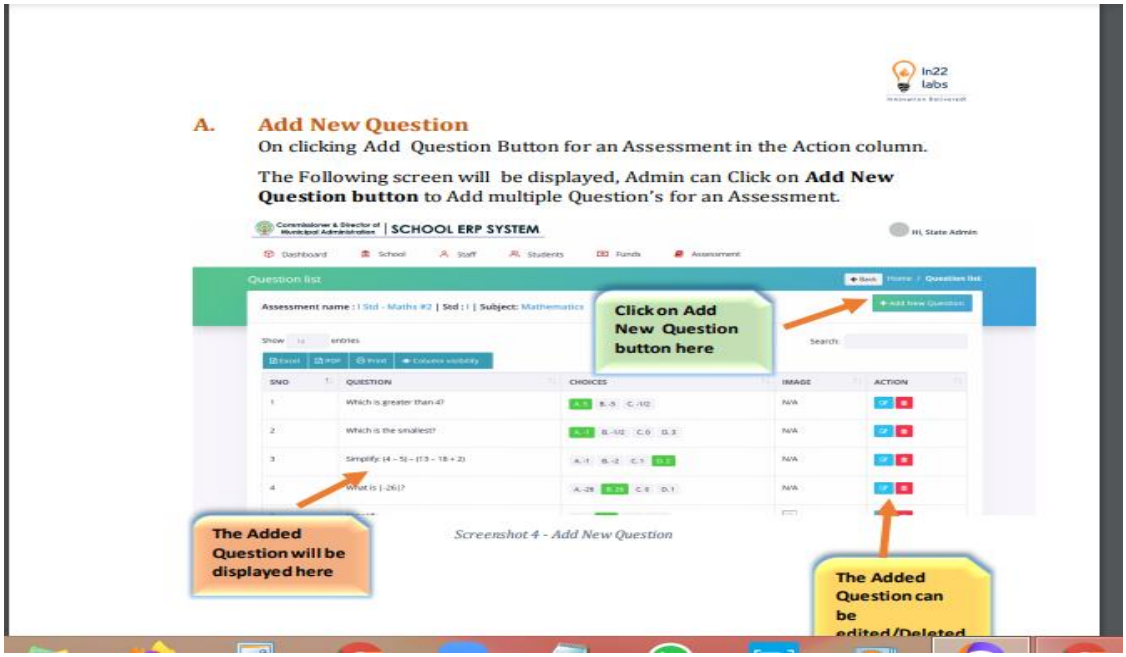
Assessment can be created from State Admin module, created Assessment can be viewed in Assessment APP. Steps to create Assessment • Login to the State Admin Module • Click on Create Assessment Menu • Click on Add New Assessment to add Assessment based on Term, Standard & Subject

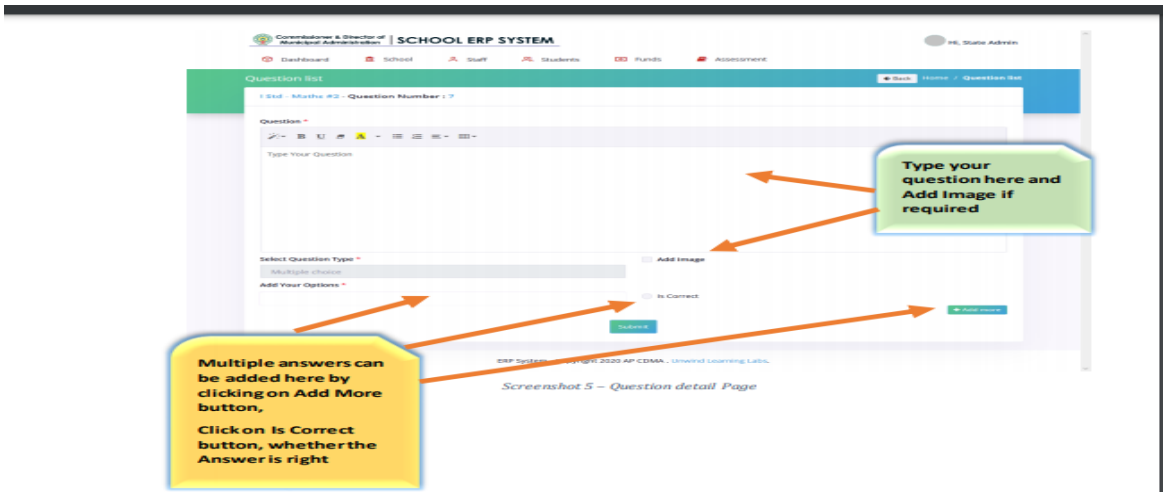
V. MENU ACCESSIBILITY

On logging in State Admin can access the following Main Menus



VI. ADD NEW ASSESSMENT

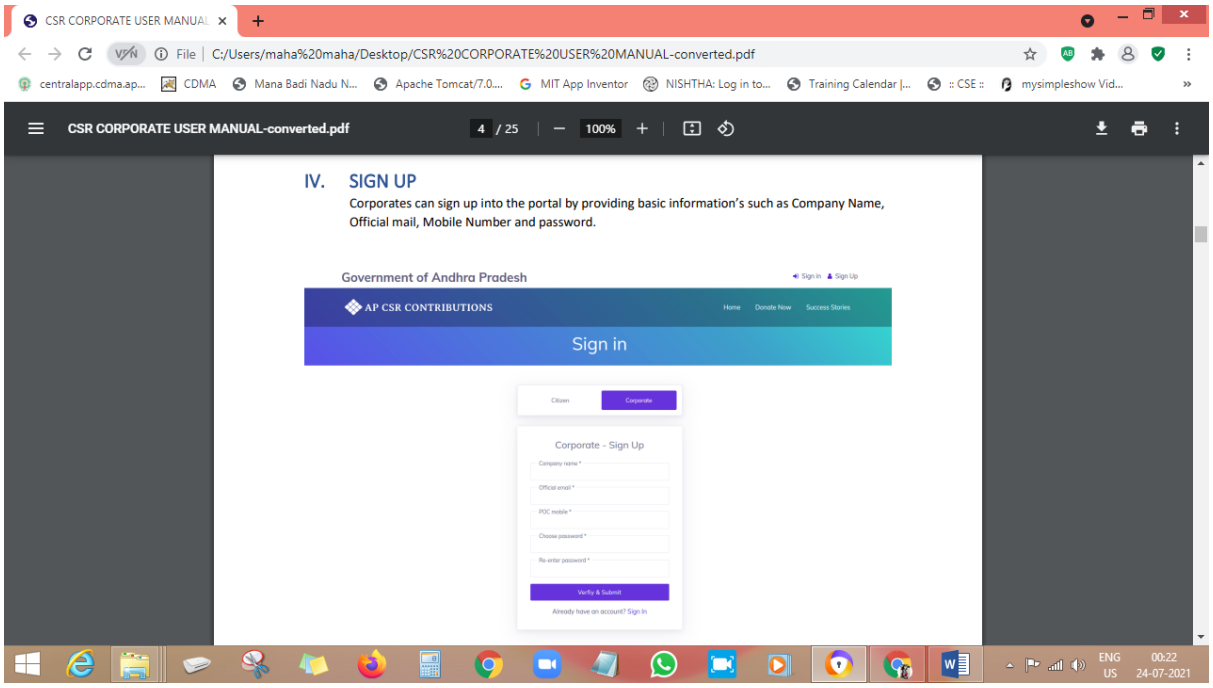


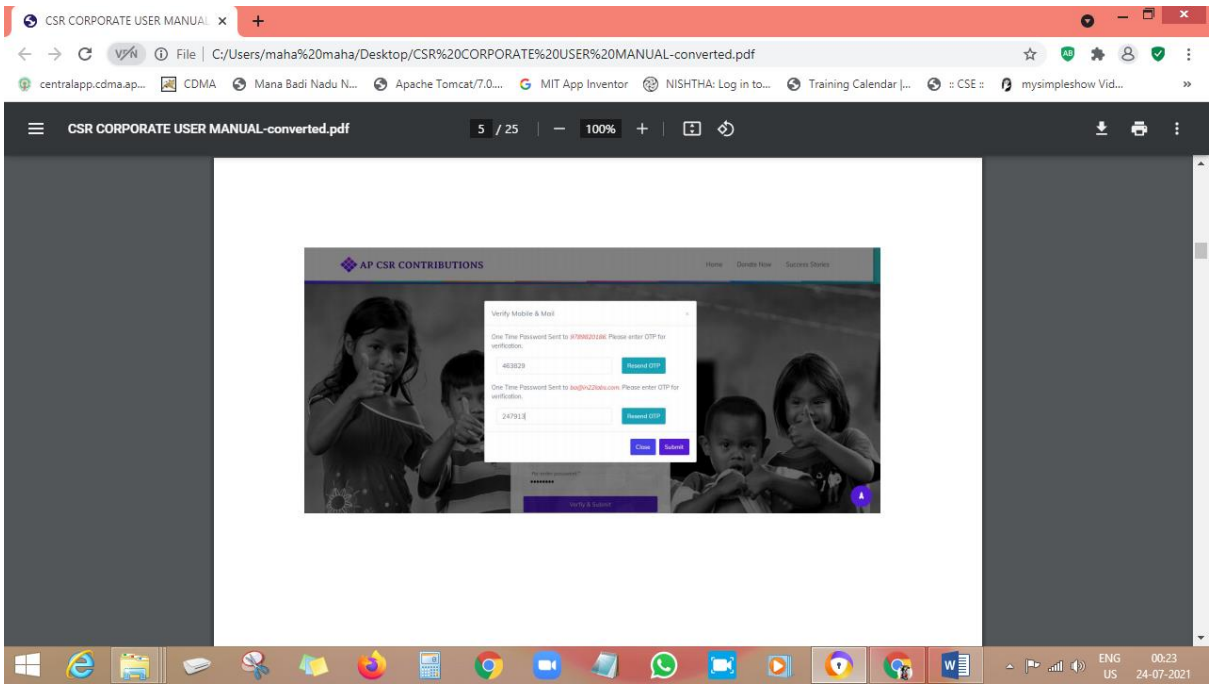


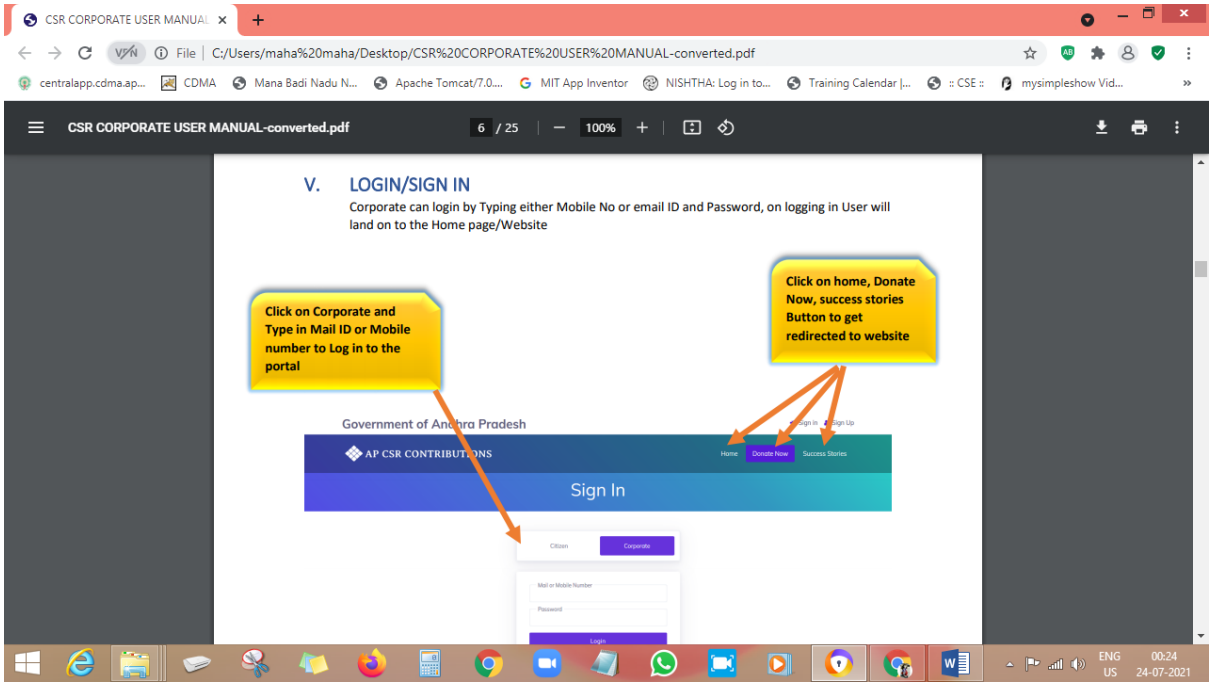
CSR:

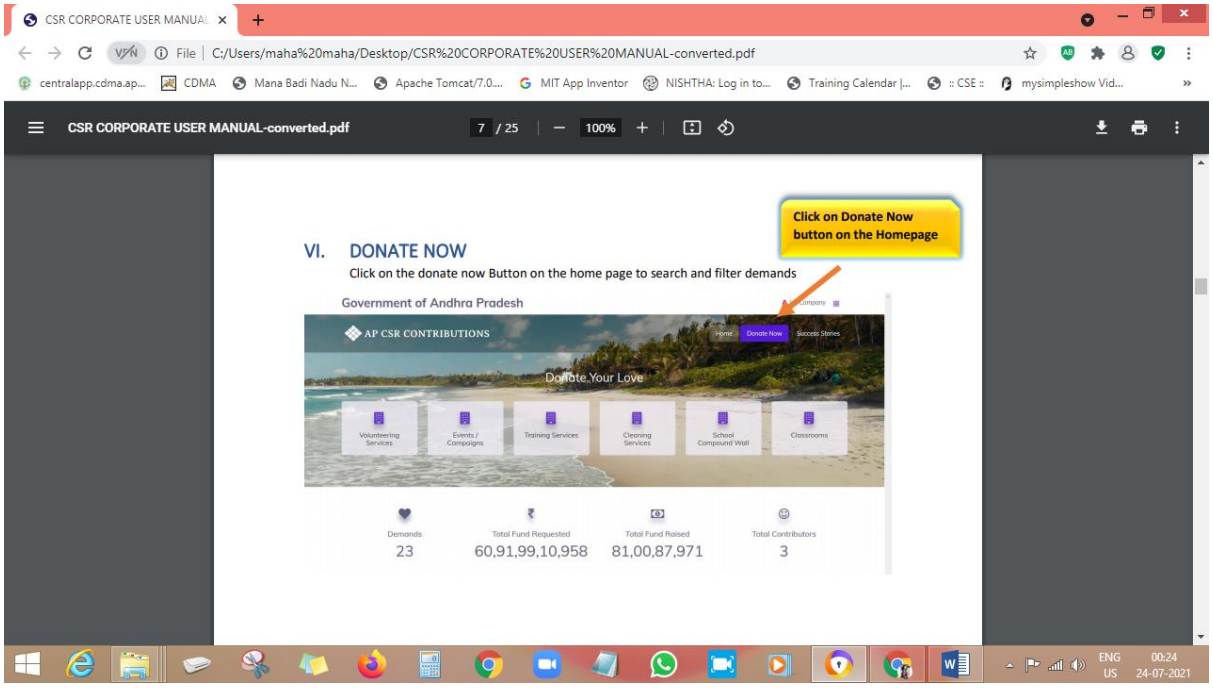
Purpose Fund Raising Platform/ CSR Portal aims to bring out the needs & wants of the department/Organization and reach out to the people who can contribute to them, such that every need is being satisfied and it can improvise the welfare of the society, on the other hand the people who wants to contribute can find their respective incumbent such that every contribution made reaches out to the needy at right time & place II. Scope of the Project It is a platform which involves Demand side and Supply side actors in a common place, where the demand side actors would be the Andhra Pradesh School education department, which has total of 2600 schools mapped to a districts, who is in need of requirements such as Service need, Infrastructure needs & Material needs and Supply side actors are the General Public or Corporates who can contribute to the needs of

School education Department. Demand side actors can post their requirements which reaches out the corporates and publics and in addition Corporates can also post their individual willingness to promote/support the growth of school education / (Act of CSR) This Portal make sure that Demand and Supply matches evenly.






CSR CORPORATE USER MANUAL
File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf
CSR CORPORATE USER MANUAL-converted.pdf
6 / 25
100%
V. LOGIN/SIGN IN
Corporate can login by Typing either Mobile No or email ID and Password, on logging in User will land on to the Home page/Website
Click on Corporate and Type in Mail ID or Mobile number to Log in to the portal
Click on home, Donate Now, success stories Button to get redirected to website
Government of Andhra Pradesh
AP CSR CONTRIBUTIONS
Home
Donate Now
Success Stories
Sign In
Citizen
Corporate
Login


CSR CORPORATE USER MANUAL
File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf
CSR CORPORATE USER MANUAL-converted.pdf
7 / 25
100%
VI. DONATE NOW
Click on the donate now Button on the home page to search and filter demands
Click on Donate Now button on the Homepage
Government of Andhra Pradesh
AP CSR CONTRIBUTIONS
Home
Donate Now
Success Stories
Donate Your Love
Volunteering Services
Events / Campaigns
Training Services
Cleaning Services
School Compound Wall
Classrooms
Demands
23
Total Fund Requested
60,91,99,10,958
Total Fund Raised
81,00,87,971
Total Contributors
3

CSR CORPORATE USER MANUAL

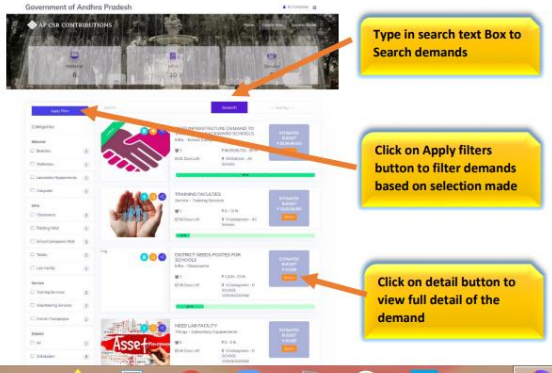
File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

CSR CORPORATE USER MANUAL-converted.pdf 8 / 25 100%

VII. DONATE NOW PAGE – SEARCH / FILTER DEMAND

Corporates can search demand by typing in the search text box, or Apply filter based **on Demand Type** – Material, Infra, Service, **Demand Category** based on Demand type, Based **Districts** and Based on **Budget** after selecting required filters click on **APPLY FILTERS** button to fetch demand based on selection made.



ENG US 00:25 24-07-2021

CSR CORPORATE USER MANUAL

File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

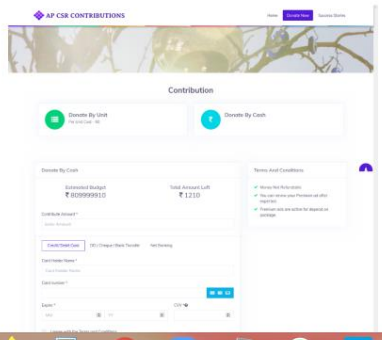
CSR CORPORATE USER MANUAL-converted.pdf 12 / 25 100%

B. DONATE BY CASH

Corporates can donate for a demand in Cash, by entering the Contributing amount and Selecting the choice of Payment.

Payment can be done in three Modes.

- Credit/ Debit Card
- DD/ cheque/Bank Transfer
- Net Banking



ENG US 00:26 24-07-2021

CSR CORPORATE USER MANUAL

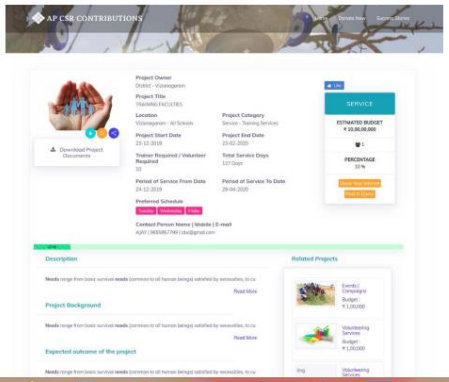
File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

CSR CORPORATE USER MANUAL-converted.pdf 13 / 25 100%

X. SHOW INTEREST FOR SERVICE DEMANDS

Corporates can show Interest or Post a query for the Service demands posted and Wait for Admin approval to contribute for Service demands.



ENG US 00:27 24-07-2021

CSR CORPORATE USER MANUAL

File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

CSR CORPORATE USER MANUAL-converted.pdf 15 / 25 100%

XII. MY CONTRIBUTION

Corporates can view the list of contribution made by clicking **"MY CONTRIBUTION BUTTON"**

CSR CORPORATE USER MANUAL

File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

CSR CORPORATE USER MANUAL-converted.pdf 16 / 25 100%

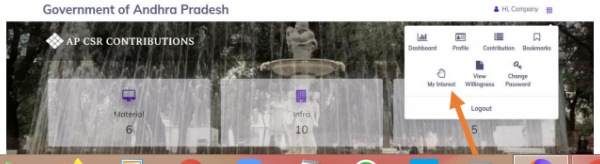
XIII. POST A WILLINGNESS/INTEREST

Corporates can post a Willingness by clicking on " **My Interest** " button and by selecting Willingness type ->Materials, Infra and Service and mapping to category.

For example, Admins can post a willingness by selecting

- **Willingness/ Interest type** – Infra and **Infra category** "Classrooms", School gate, School compound wall, Toilets, Lab facility, Playground facility and others .etc.
- **Willingness/ Interest type** - Service demand and Service **Category** -Training services, Volunteering services and Cleaning services and others
- **Willingness/ Interest type** – Materials and **Materials Category** – Fan, Lights, Benches, Stationery, Fire extinguishers, Sports equipment's, computer, Books and other

Corporates needs to wait for State admin approval to make further contribution/proceedings



CSR CORPORATE USER MANUAL

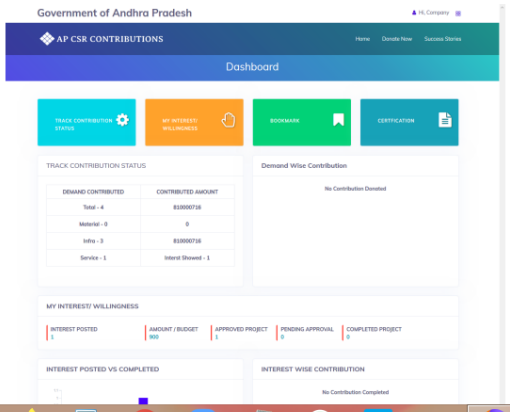
File | C:/Users/maha%20maha/Desktop/CSR%20CORPORATE%20USER%20MANUAL-converted.pdf

centralapp.cdma.ap... CDMA Mana Badi Nadu N... Apache Tomcat/7.0.... MIT App Inventor NISHTHA: Log in to... Training Calendar |... :: CSE :: mysimpleshow Vid...

CSR CORPORATE USER MANUAL-converted.pdf 25 / 25 100%

XV. DASHBOARD

Dashboard analytics has been given to view the Total contribution made, Contribution made based on Demand Type, Total willingness posted and its completed project count.



ENG US 00:28 24-07-2021

Online Building Permission System (OBPS)

User Manual
For
Occupancy Certificate Module

Date: 25-07-2017
Last updated: 25-09-2019

MA&UD

సంచాలకులు,పట్టణ మరియు గ్రామీణ ప్రణాళికా శాఖ
DIRECTORATE OF TOWN & COUNTRY PLANNING
Government of Andhra Pradesh

SoftTech
Empowering Transformation

Table of Contents

1 Introduction 2

2 Getting Started 3

3 User Login 4

4 Apply for Occupancy Certificate 5

4.1 Online submission of Application 5

5 Application Verification by TP staff 10

5.1 Document Verification by Town planning Staff 10

5.2 Drawing verification 10

5.3 Document verification 11

5.4 Site Inspection 11

5.5 Note sheet preparation 13

5.6 Approval by commissioner 14

5.7 Occupancy Certificate 15

5.8 Release mortgage 15

6 View approval status 16

7 Search application 18

1 Introduction

This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal or to know the present status of their applications and what are the steps to be taken while applying.

Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the process flow is same.

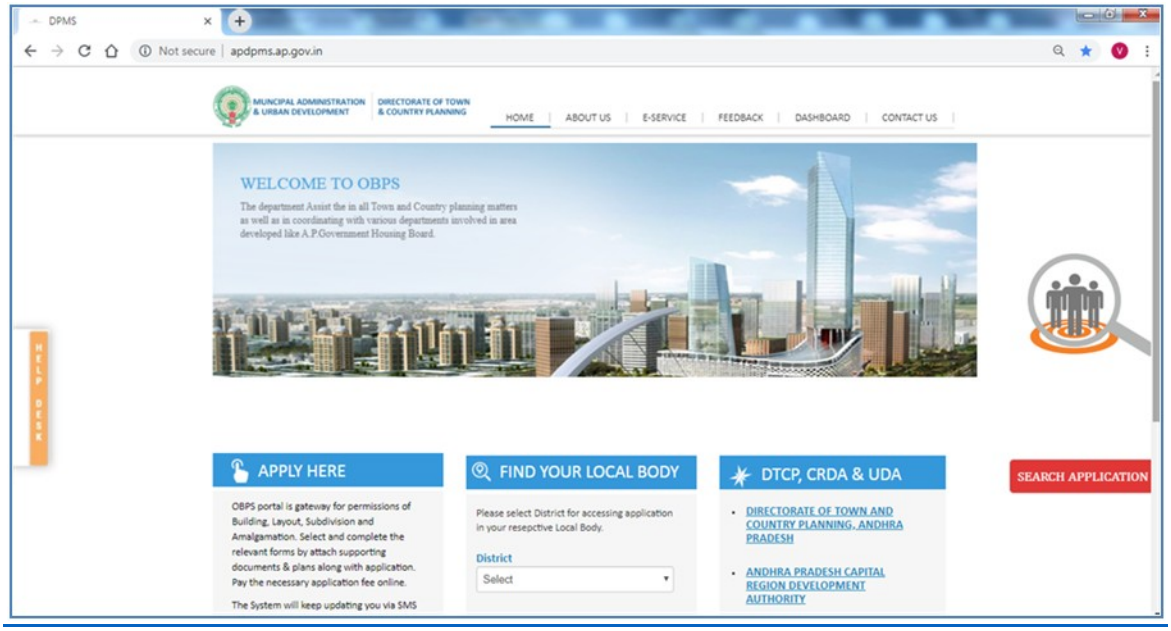
Before applying, please refer to GO's & Acts, procedures for submission of building and layout permissions through OBPS system, guidelines for submission of building and layout plans.

ULBs and UDAs are not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements

To avoid mistakes & to apply successfully, please check notifications and latest updates provided in OBPS website.

2 Getting Started

- Open your web browser
- In the address bar at the top, type www.apdpms.ap.gov.in



- **Home page** will be displayed by default as shown above
- **Eservice** –provides instant access to G.Os, Circulars, guidelines, OBPS user manuals etc.
- **Dashboard**s – displays the real-time data of building permissions, Layout permissions and occupancy certificate of all 110 Ulbs and UDAs across the state.
- **Feedback** – provides feedback form for user suggestions/grievances
- **Search application** – displays current status of application for a given application number without Logging into the system
- **Find your local body** – directs the user to the selected ULB to apply for permissions
- **DTCP , CRDA and UDA** – directs the user to the selected UDA to apply for permissions

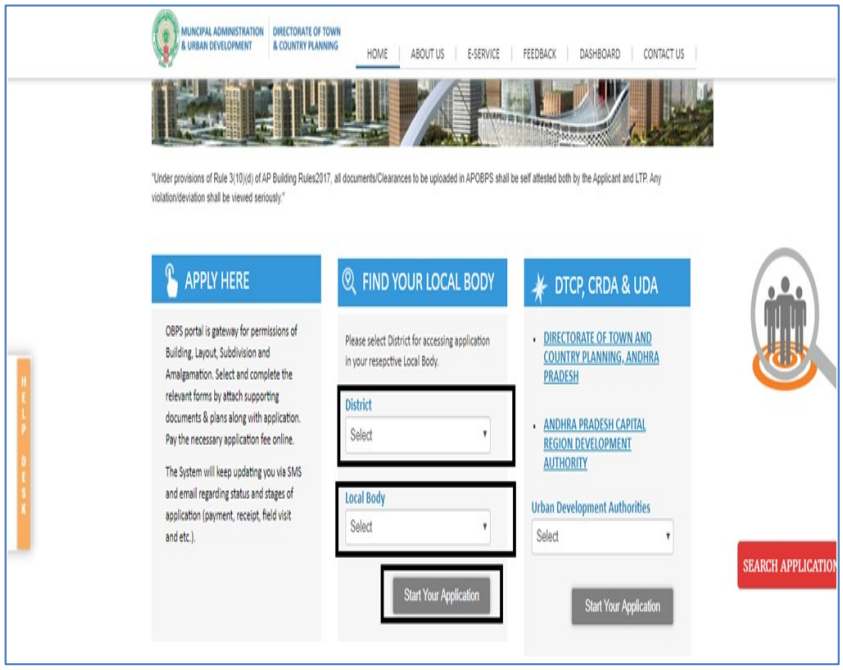
3 User Login

1. Select **District** from the dropdown list. All ULBs for the selected district will be displayed under Local body

2. Select **ULB name** from Local body

3. Click on **"Start your application**"

4. Navigates to the Login page

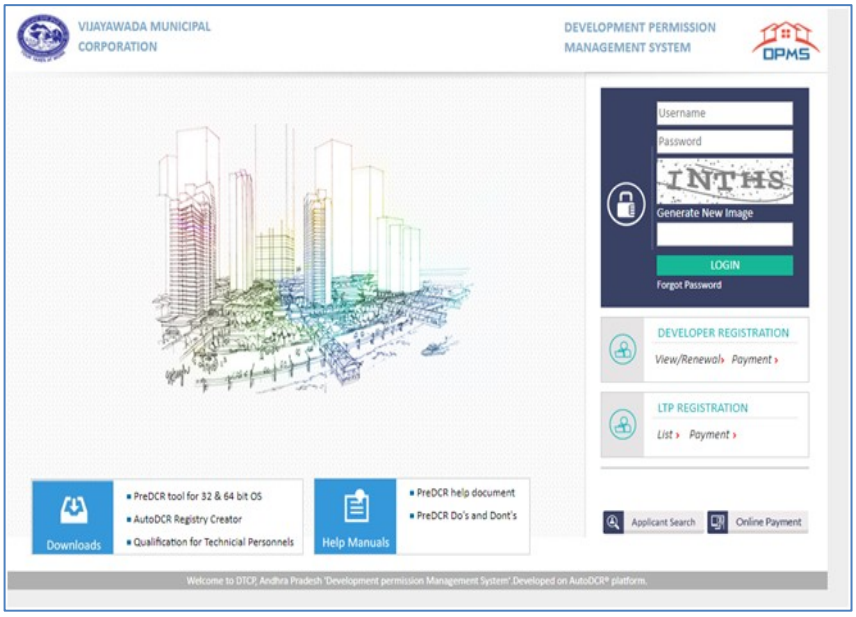


5. Enter **User Name,** Password and captcha

6. Click on "Login" button

   Note: User cannot login until their account is successfully activated

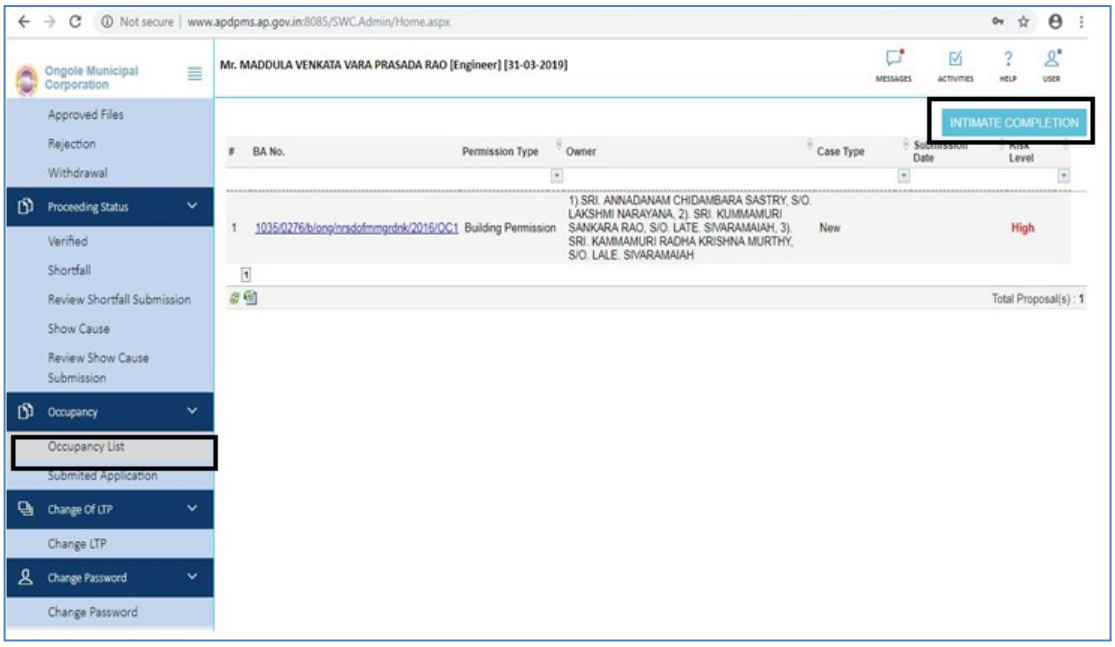
7. After successful login the LTP will be directed to his console/ dashboard to submit application, view status, make payments etc



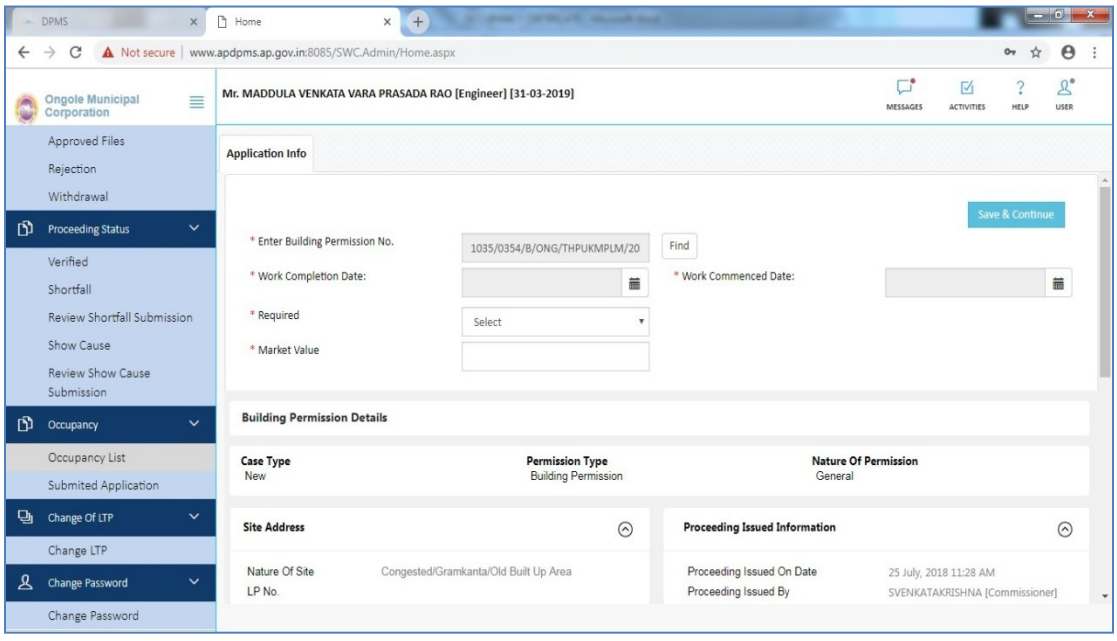
4 Apply for Occupancy Certificate

4.1 Online submission of Application

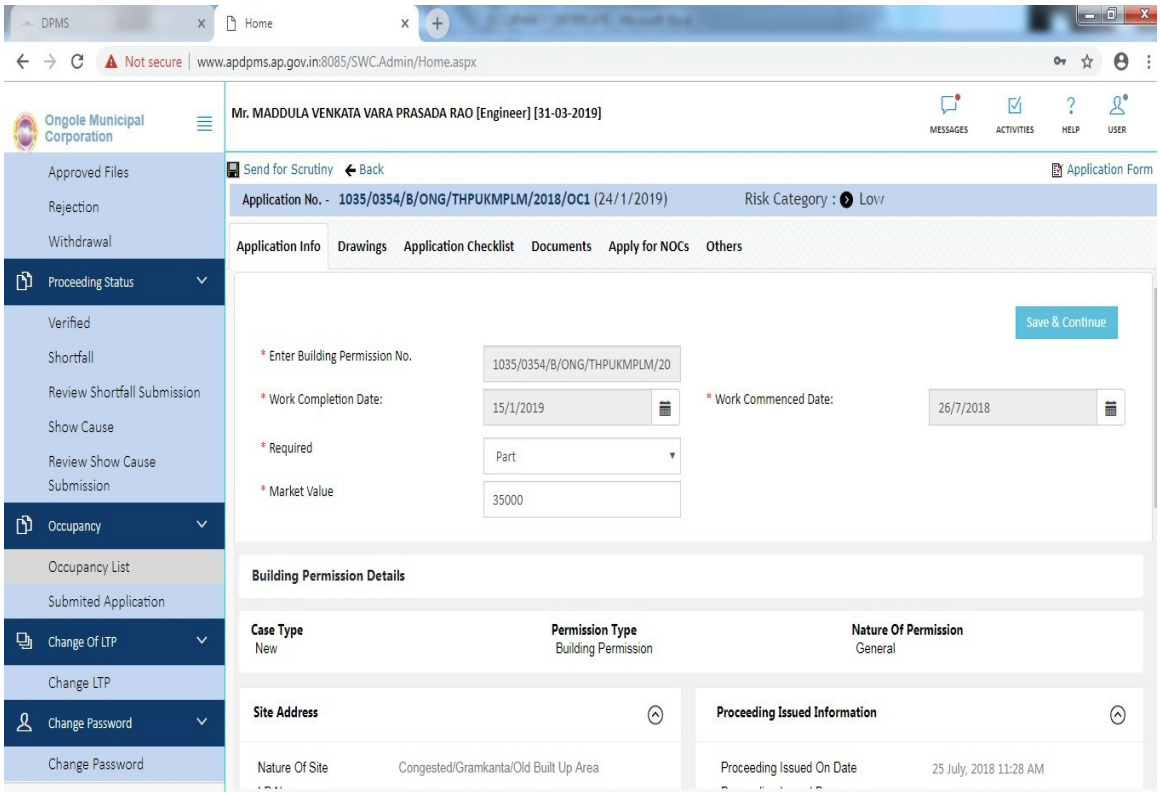
1. In the left side menu options
   - Go to **Occupancy** > **Occupancy list**
   - select “INTIMATE COMPLETION” Option at Top Right Corner



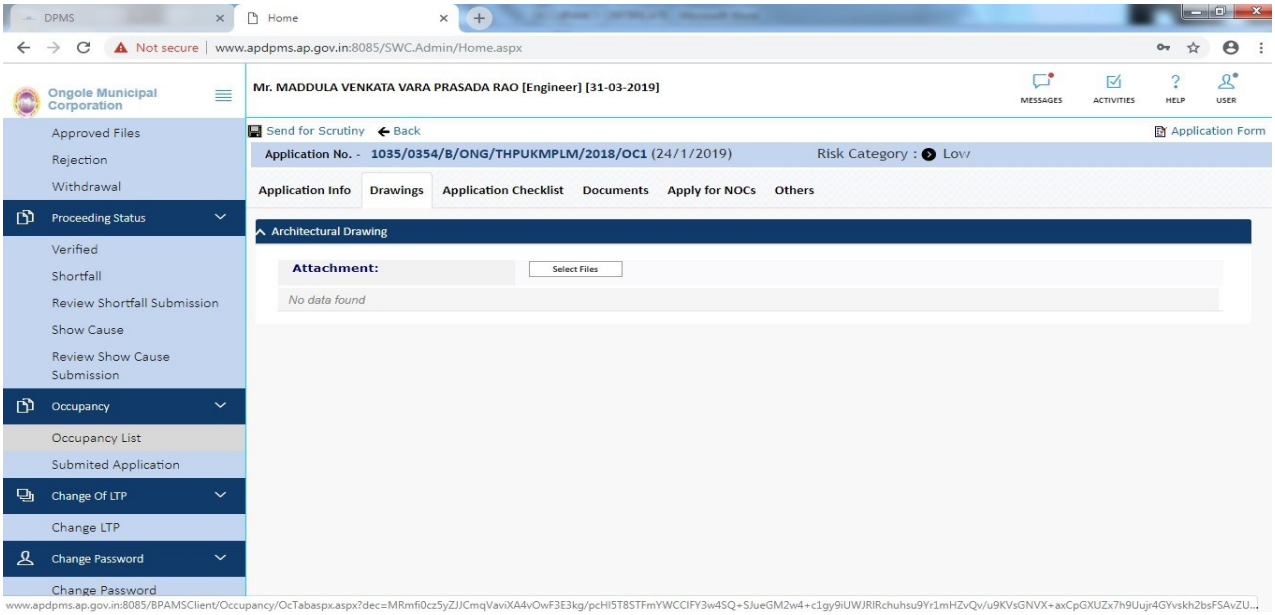
2. Directs to the application Info page



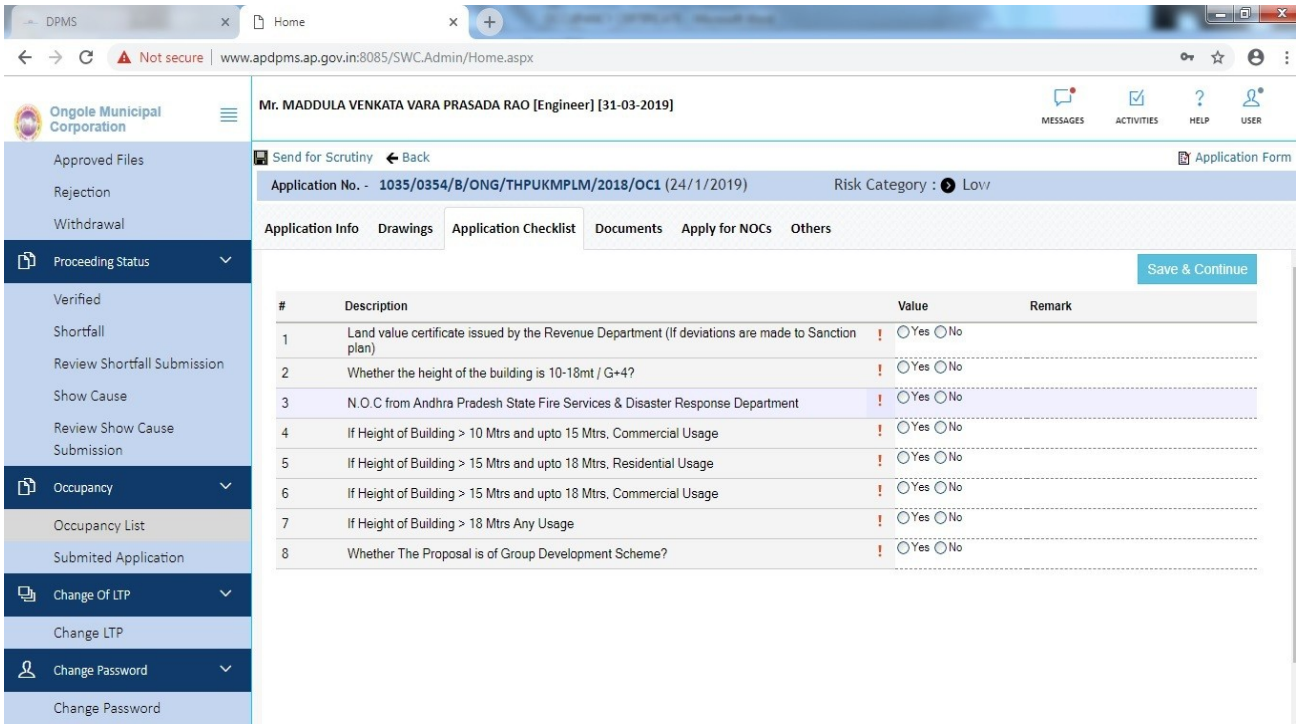
- Enter BA number & click on Find button
- Application details of the entered BAnumber is displayed
- Then enter the required details i.e.,
  - Work Commenced date – construction commenced date
  - Work completion date – construction completion date
  - Market Value – market value of construction Site
  - Required Certificate option (Either Full or Part) as shown below- owner can apply for full or partial occupancy
- Click on **Save & Contuinue** button.
- In File Number OC1 will be added to previous number
- All other Tab will enable.



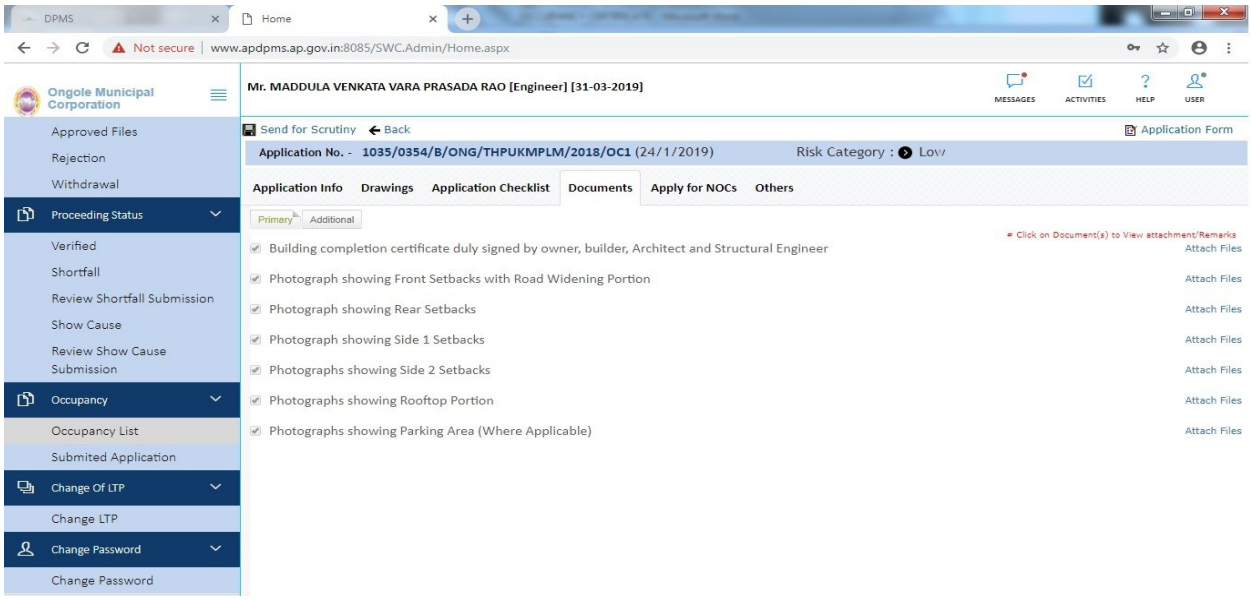
3. Attach Drawing from Drawing Tab



4. Fill Application checklist & Click Save & Continue.

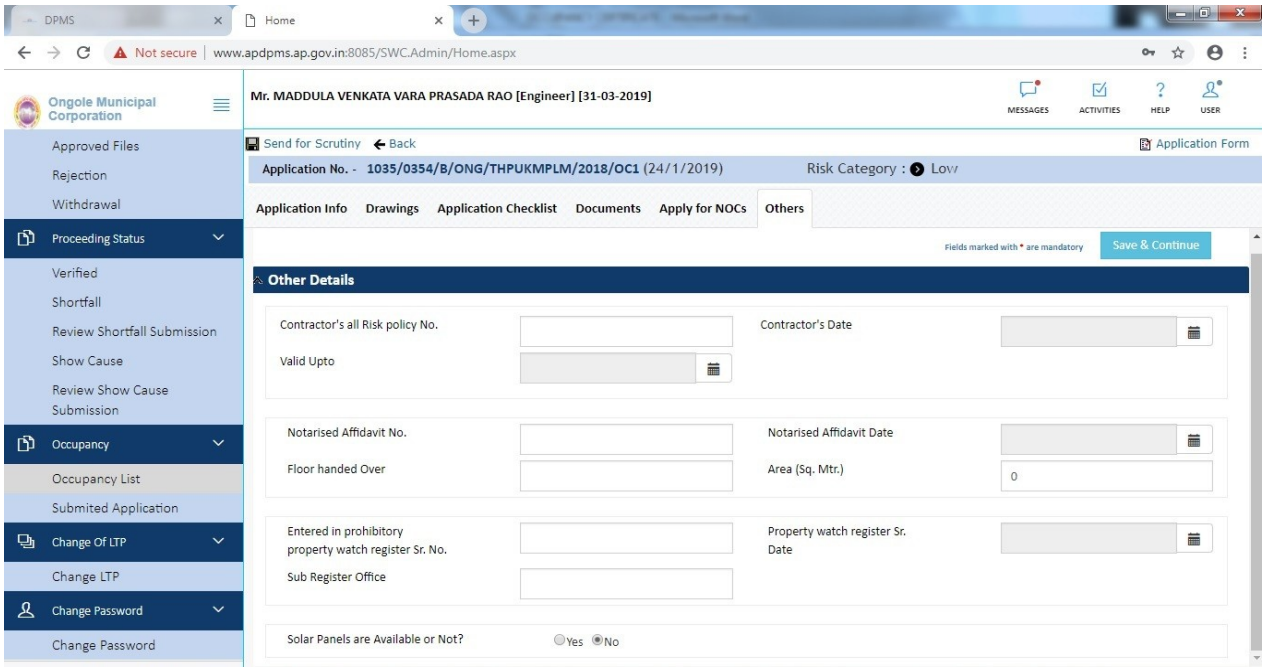


5. As per the checklist Additional Documents will generate in the Documents Tab



- Attach the primary and additional documents as per document checklist
- click on Save button

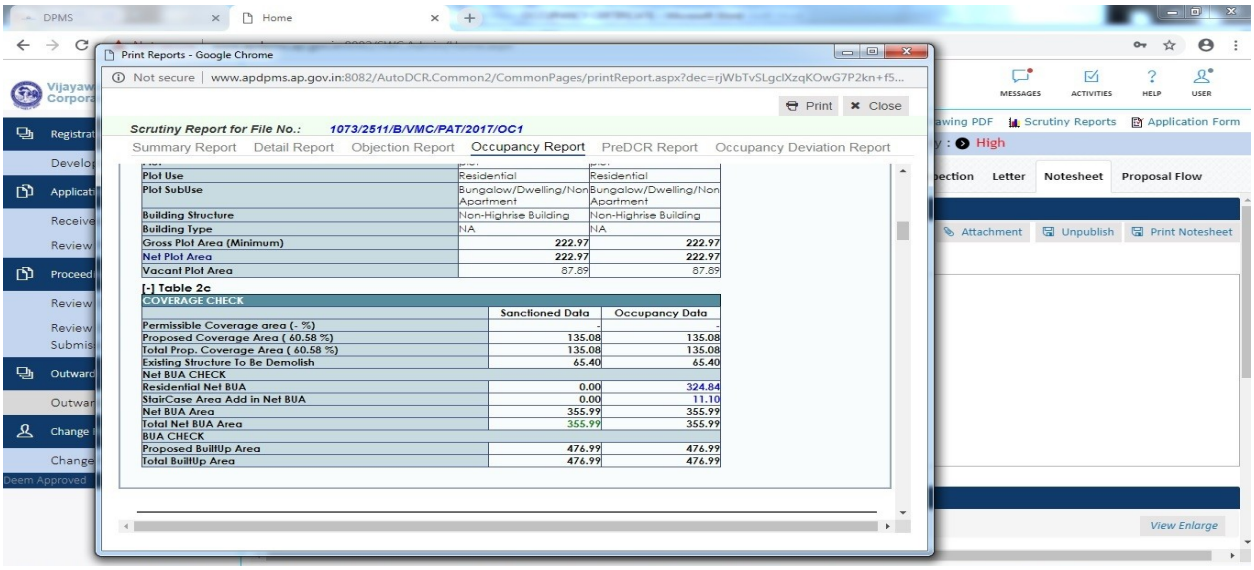
6. Enter Mortgage details in Others tab



- Notarized Affidavit no- As mentioned in the mortgage document

- Notarized Affidavit Date - Date specified in the mortgage document
- Floor Handed over -
- Area - Mortgage area as specified in the building plan
- Prohibitory watch register no – register number
- Prohibitory watch register date –date
- Sub register office

7. Send Drawing for Scrutiny.
8. The application is moved to "Submitted Applications" (left side Menu option)
9. Once scrutiny is completed, scrutiny report is generated and LTP and Applicant will receive an SMS alerts on registered mobile
   - ✓ In case drawing has failed, application is displayed under "**Objected Files"** (left side Menu option) says "Drawings has failed in rules"
   - ✓ Click on scrutiny report to view the details
   - ✓ Correct the drawing and resubmit the file for approval

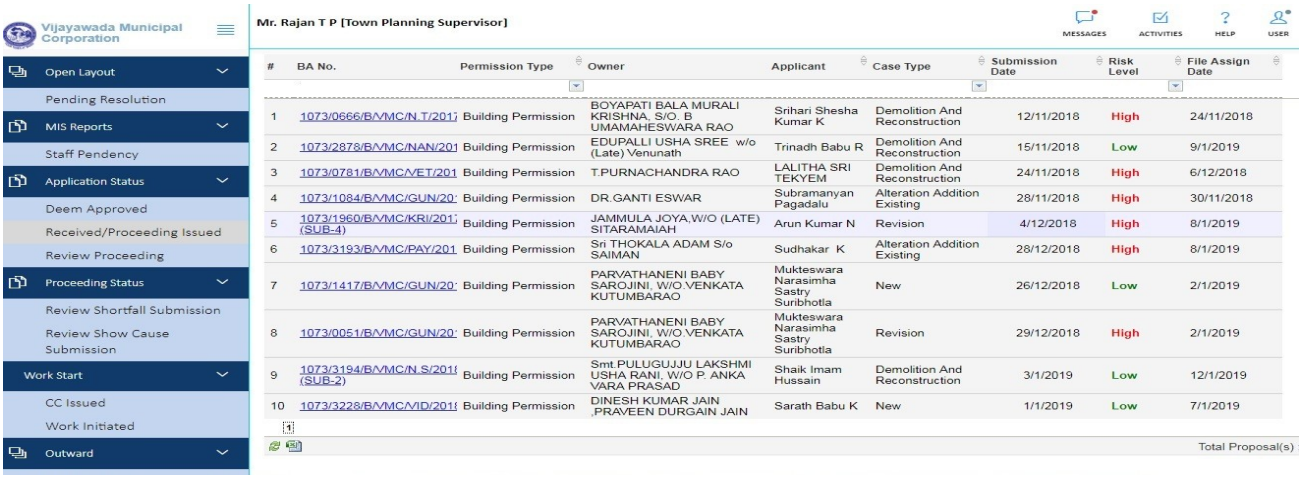


- Once the Scrutiny is successful, Deviation Report and drawing PDF will be generated.

5 Application Verification by TP staff

5.1 Document Verification by Town planning Staff

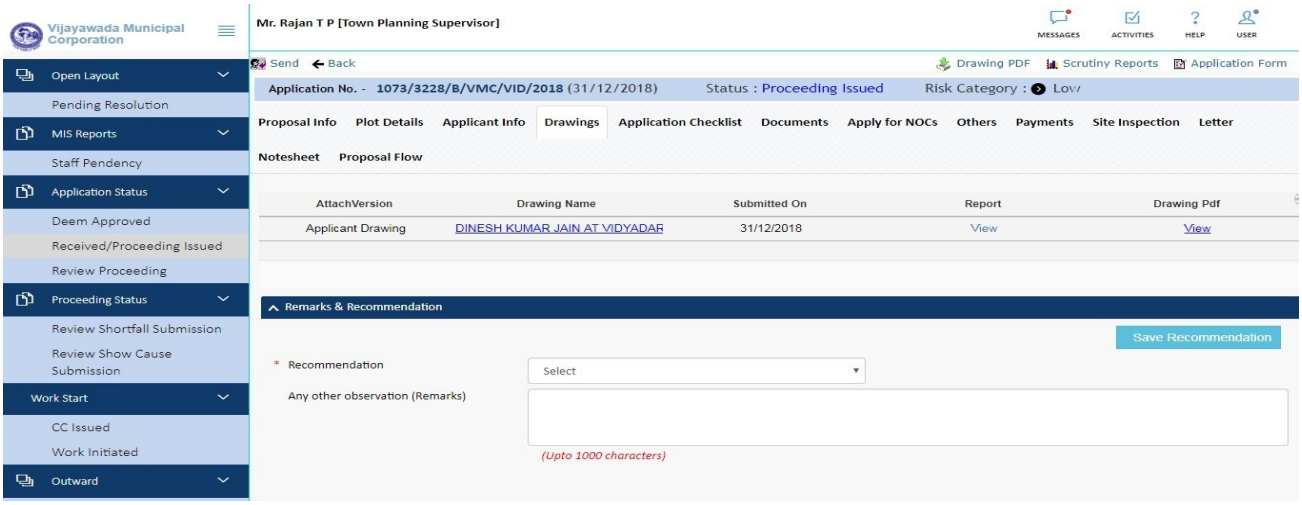
1. The application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.



- The file is displayed under the left side menu **"Received/Proceeding Issued"**
- The TPBO/TPS has to verify the data and provides recommendation for Drawings, Documents and Site Inspection - 'Approve', 'Revoke' or 'Shortfall'.

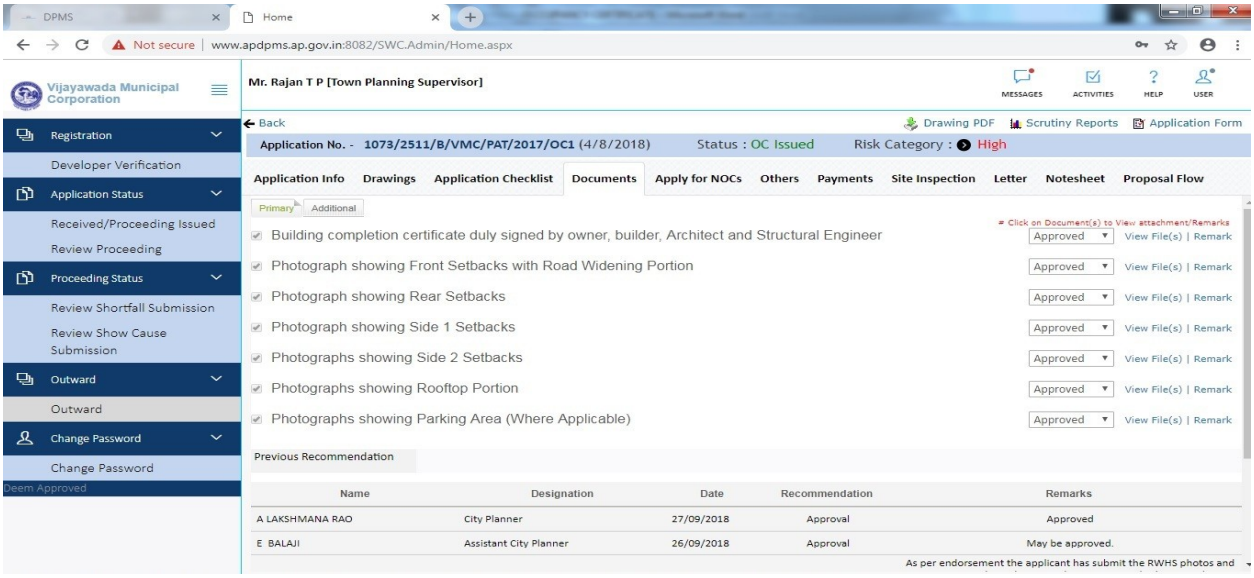
5.2 Drawing verification

- ✓ Select **Drawings tab**, verify the drawing and can give remarks and recommendation, and has to click on "Save Recommendation"



5.3 Document verification

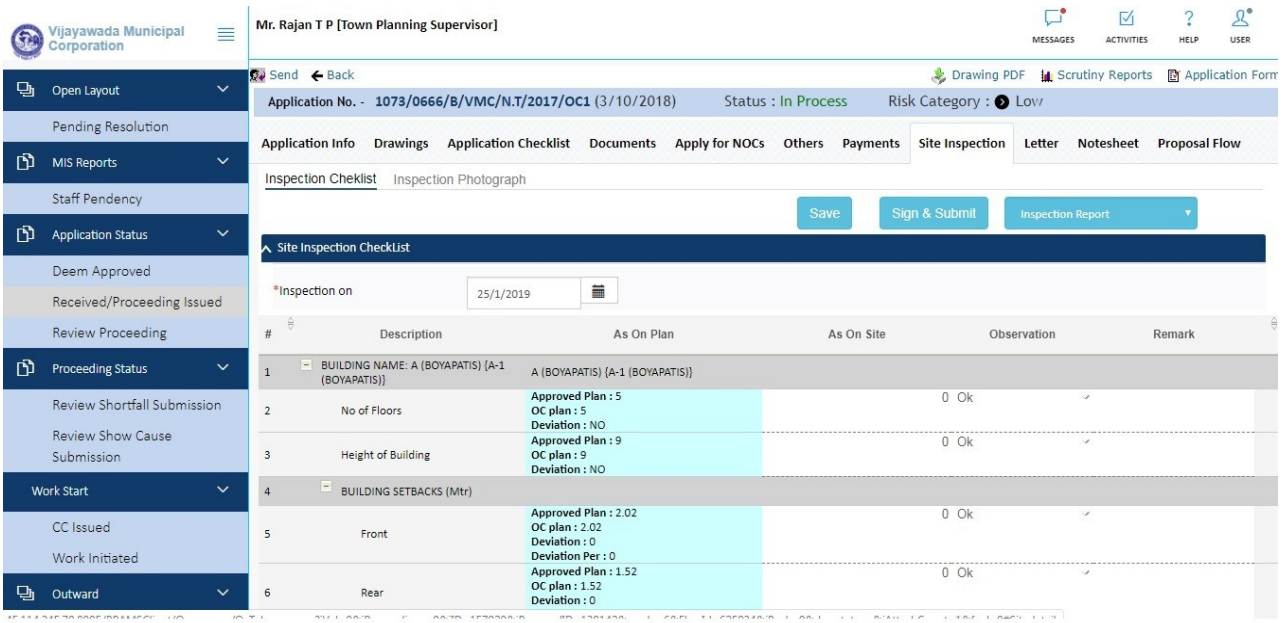
✓ Select '**Documents tab**



➢ verify both 'Primary' and 'Additional' documents and provide the recommendation

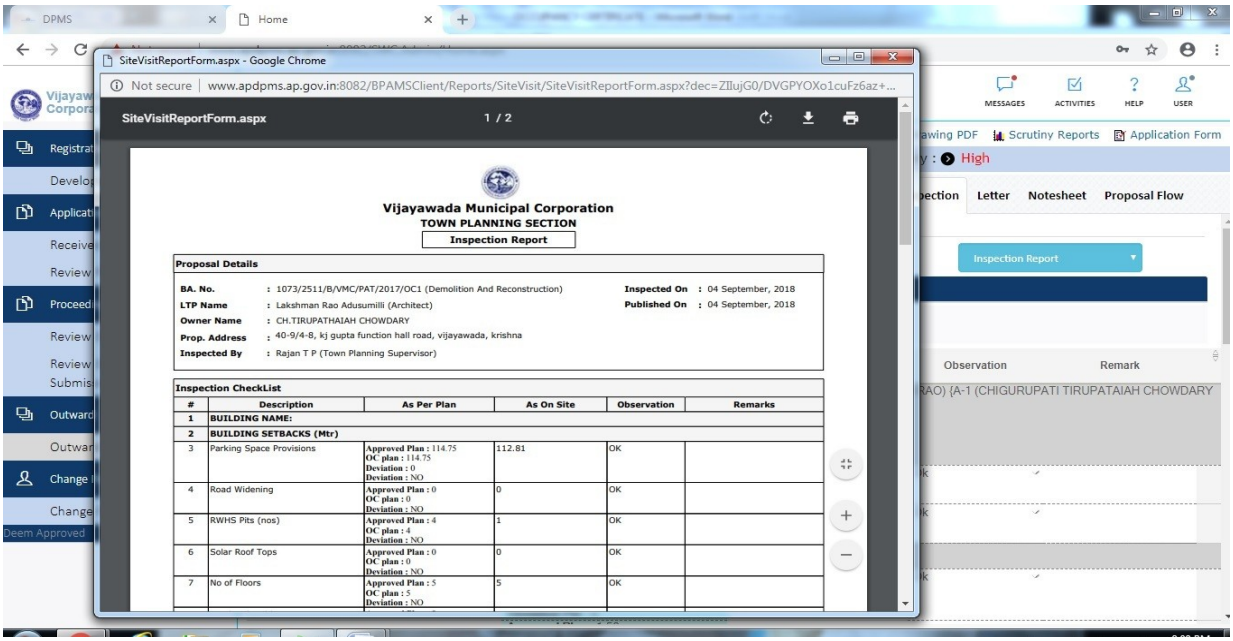
5.4 Site Inspection

✓ **"Site Inspection" tab**, the TP staff has to visit the Site and should give their remarks and Observations.

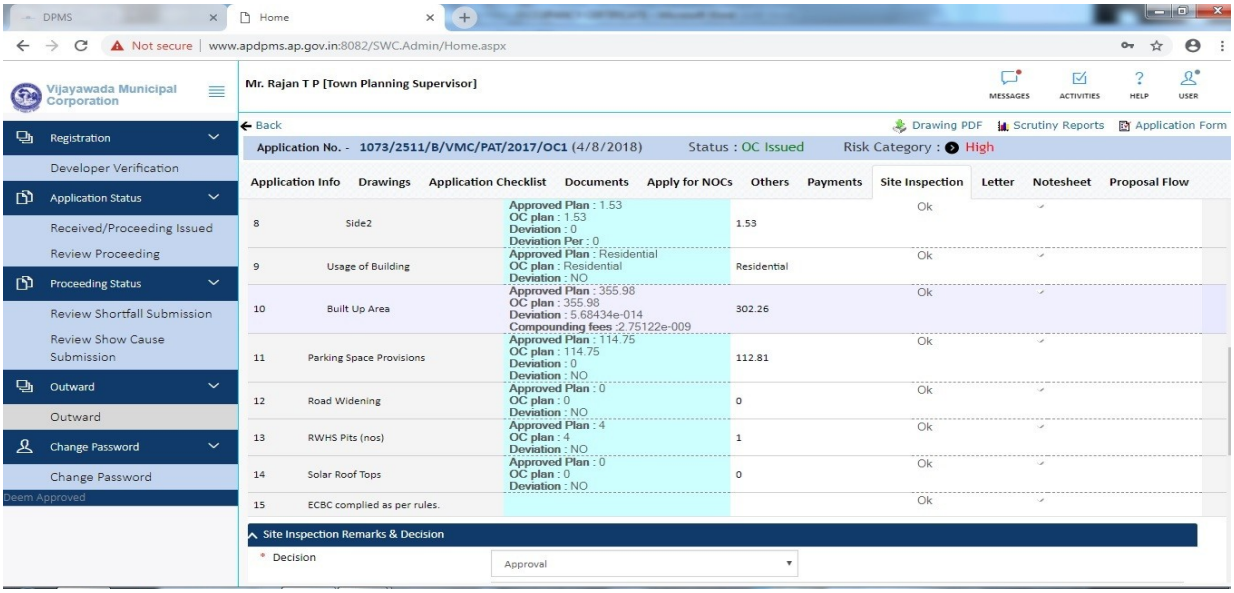


✓ Enter the observations in the checklist during the site inspection

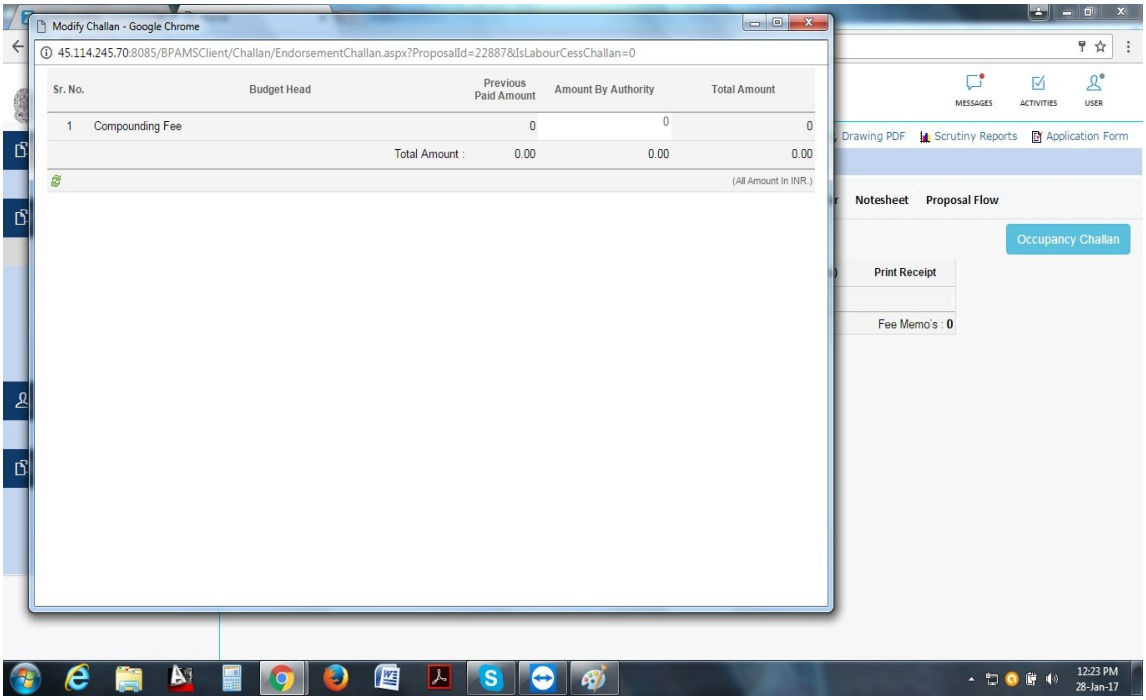
- TP staff can select '**Save**' button If he needs to cross verify the data before generating the site inspection report
- TP staff can select **"Sign & Submit"** after adding his recommendations. The data cannot be edited after digital signature.
- They can view the report by clicking on "Inspection Report"



- ✓ After signing inspection report, compounding Fee will be generated (if any) automatically if there is any permissible deviation in the BUA (as per inspection report point no. 10.)



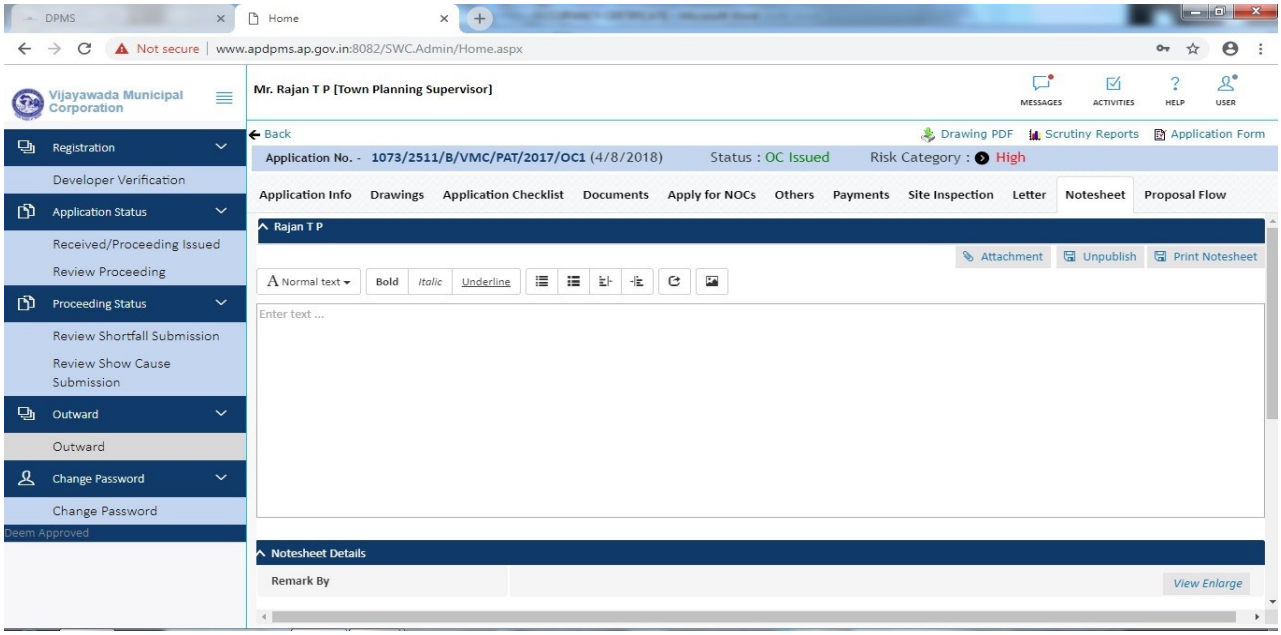
✓ Select Occupancy Challan in paymet tab. A popup window will open



➢ Add/Edit compounding charges if the drawing is in Deviation.

5.5 Note sheet preparation

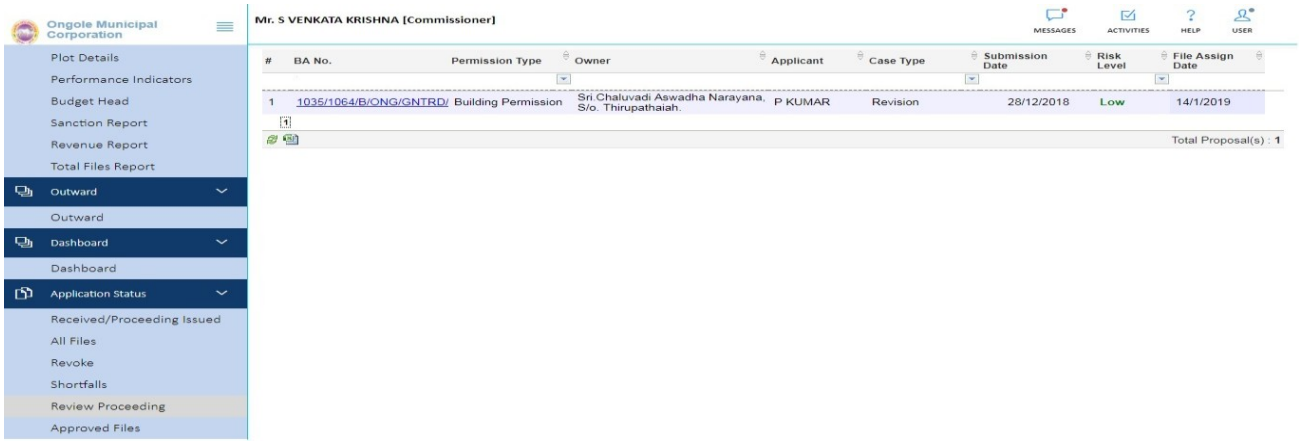
✓ Select **'Note sheet'** tab.



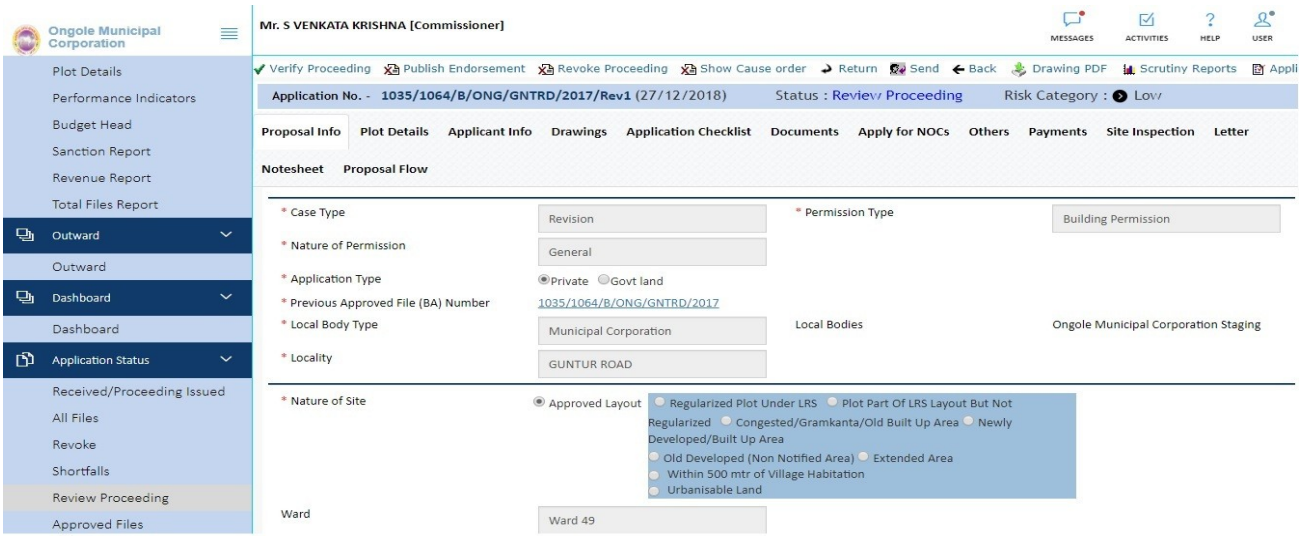
- Enter recommendation/ remarks and select 'Save'
- Select **'Publish'** the note sheet, so that it is visible to everyone who involves in the file.
- Click on '**View Enlarge'** to view the Note sheet in full screen
- Select **'Send'** button so that the file is moved to higher officials as per the workflow

5.6 Approval by commissioner

Application is received in commissioner login after HOD recommendation



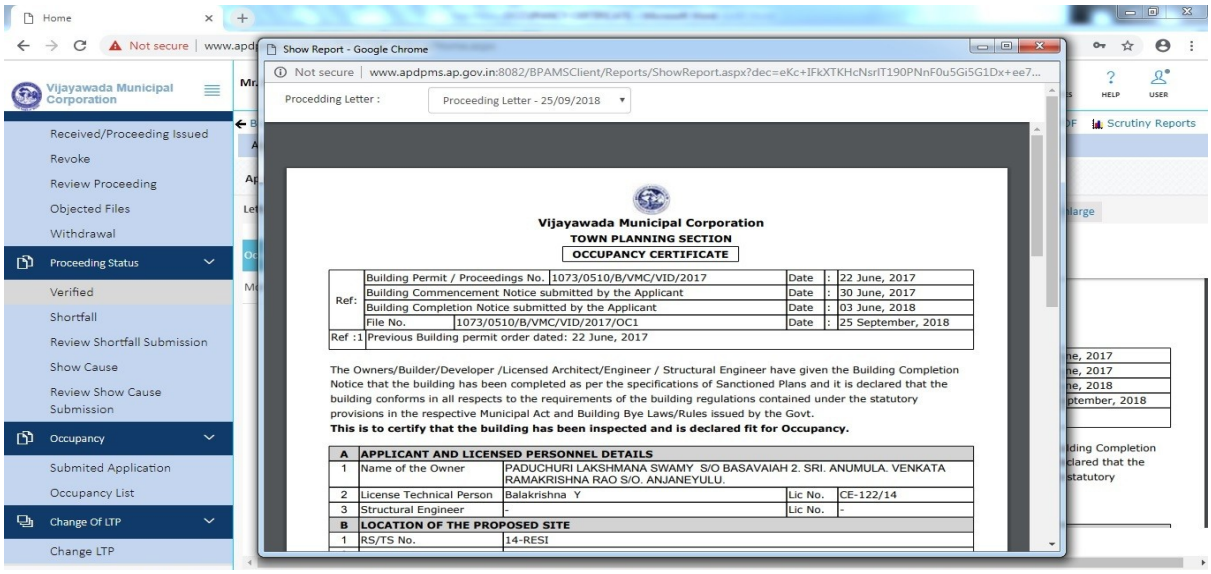
- Select **"Review Proceeding**" from left menu option.
- Displays the list of files pending for approval
- Select the file from the list



- Verify the recommendations/remarks given by his officers and selects
  - 'Approve – to generate occupancy certificate
  - 'Revoke – to reject the application
  - Showcause - generates show cause letter before revoking the permission
  - 'Shortfall' – generates shortfall letter if any shortfalls identified in application

5.7 Occupancy Certificate

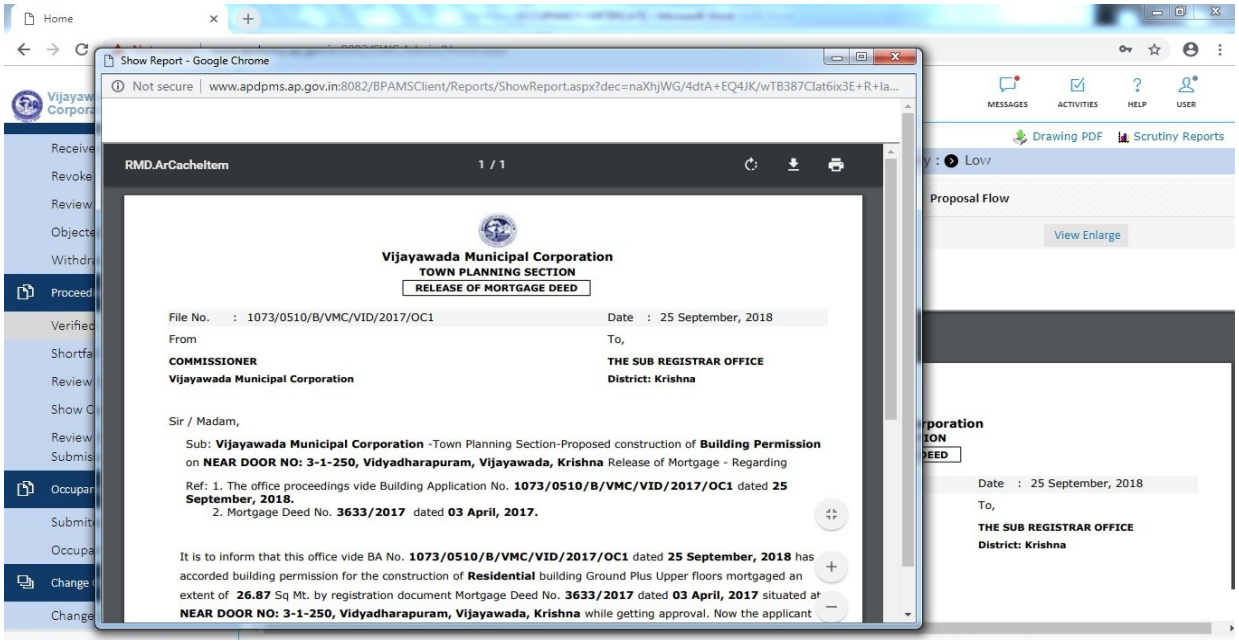
- Once commissioner approves the application, occupancy certificate (part/full) is generated



5.8 Release mortgage

If LTP has applied for full occupancy then the Mortgage release Letter is also generated automatically along with the occupancy certificate.

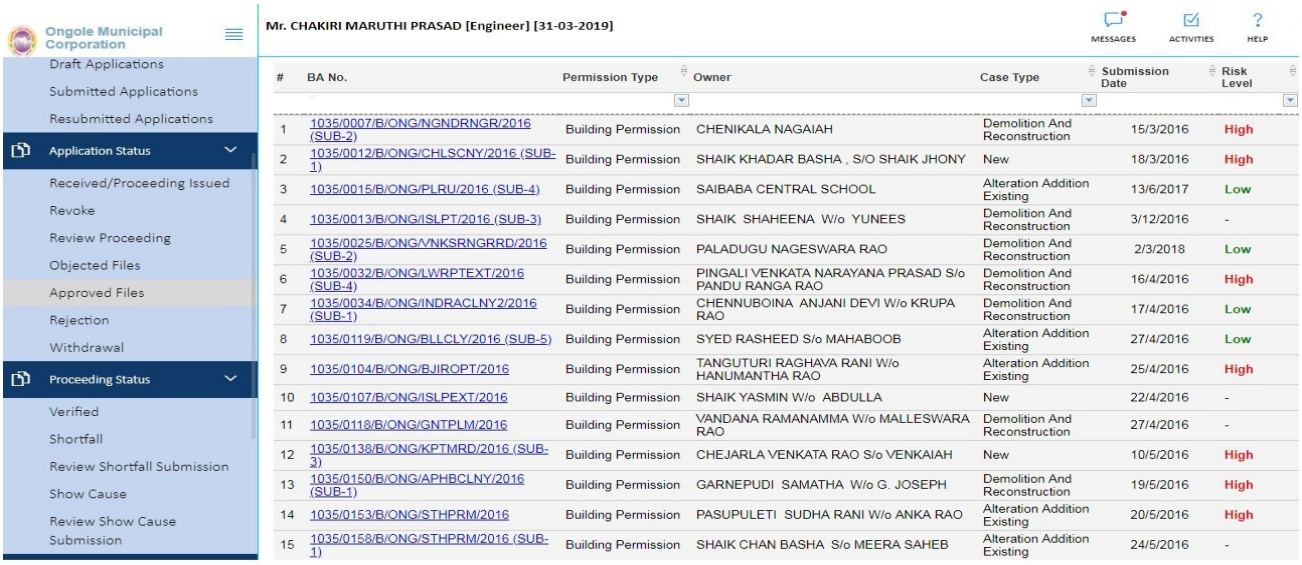
Note: Mortgage letter is not generated if LTP has applied for Part occupancy



6 View approval status

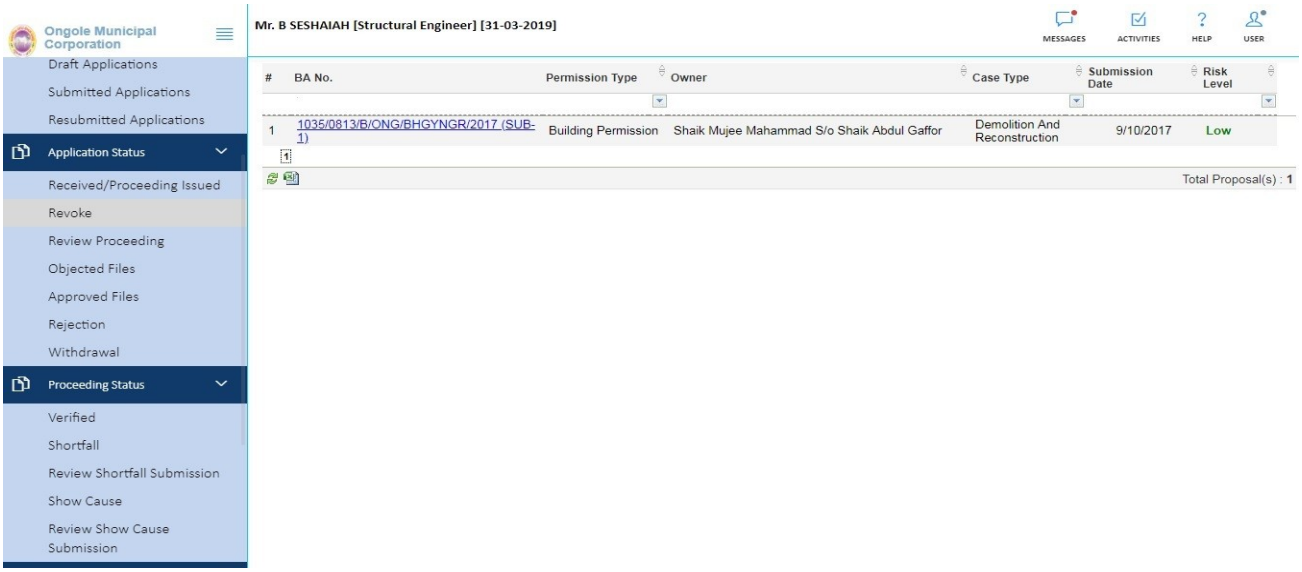
After the Commissioner/VC approval, application is forwarded to the concerned LTP console

- **If approved** – application is viewed from **"Approved files"** menu option



#	BA No.	Permission Type	Owner	Case Type	Submission Date	Risk Level
1	1035/0007/B/ONG/NGNDRNGR/2016 (SUB-2)	Building Permission	CHENIKALA NAGAIAH	Demolition And Reconstruction	15/3/2016	High
2	1035/0012/B/ONG/CHLSCNY/2016 (SUB-1)	Building Permission	SHAIK KHADAR BASHA , S/O SHAIK JHONY	New	18/3/2016	High
3	1035/0015/B/ONG/PLRU/2016 (SUB-4)	Building Permission	SAIBABA CENTRAL SCHOOL	Alteration Addition Existing	13/6/2017	Low
4	1035/0013/B/ONG/ISLPT/2016 (SUB-3)	Building Permission	SHAIK SHAHEENA W/o YUNEES	Demolition And Reconstruction	3/12/2016	-
5	1035/0025/B/ONG/VNKSRNGRRD/2016 (SUB-2)	Building Permission	PALADUGU NAGESWARA RAO	Demolition And Reconstruction	2/3/2018	Low
6	1035/0032/B/ONG/LWRPTEXT/2016 (SUB-4)	Building Permission	PINGALI VENKATA NARAYANA PRASAD S/o PANDU RANGA RAO	Demolition And Reconstruction	16/4/2016	High
7	1035/0034/B/ONG/INDRACLNY2/2016 (SUB-1)	Building Permission	CHENNUBOINA ANJANI DEVI W/o KRUPA RAO	Demolition And Reconstruction	17/4/2016	Low
8	1035/0119/B/ONG/BLLCLY/2016 (SUB-5)	Building Permission	SYED RASHEED S/o MAHABOOB	Alteration Addition Existing	27/4/2016	Low
9	1035/0104/B/ONG/BJIROPT/2016	Building Permission	TANGUTURI RAGHAVA RANI W/o HANUMANTHA RAO	Alteration Addition Existing	25/4/2016	High
10	1035/0107/B/ONG/ISLPEXT/2016	Building Permission	SHAIK YASMIN W/o ABDULLA	New	22/4/2016	-
11	1035/0118/B/ONG/GNTPLM/2016	Building Permission	VANDANA RAMANAMMA W/o MALLESWARA RAO	Demolition And Reconstruction	27/4/2016	-
12	1035/0138/B/ONG/KPTMRD/2016 (SUB-3)	Building Permission	CHEJARLA VENKATA RAO S/o VENKAIAH	New	10/5/2016	High
13	1035/0150/B/ONG/APHBCLNY/2016 (SUB-1)	Building Permission	GARNEPUDI SAMATHA W/o G. JOSEPH	Demolition And Reconstruction	19/5/2016	High
14	1035/0153/B/ONG/STHPRM/2016	Building Permission	PASUPULETI SUDHA RANI W/o ANKA RAO	Alteration Addition Existing	20/5/2016	High
15	1035/0158/B/ONG/STHPRM/2016 (SUB-1)	Building Permission	SHAIK CHAN BASHA S/o MEERA SAHEB	Alteration Addition Existing	24/5/2016	-

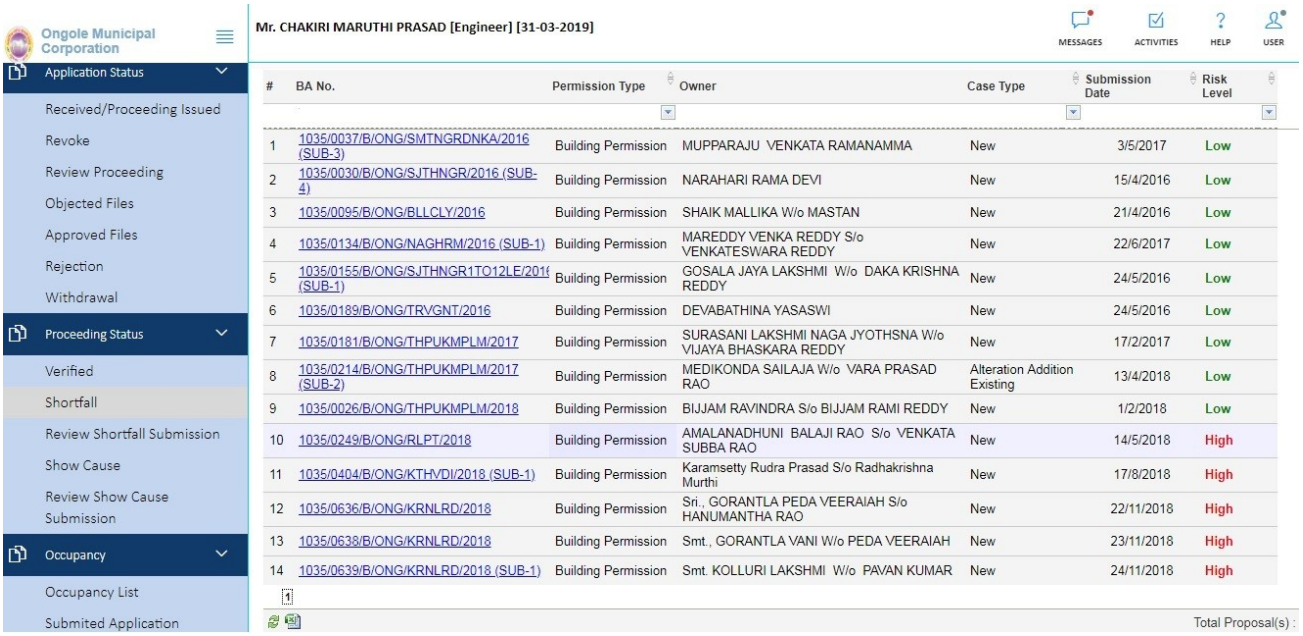
- If **Rejeted** - application is viewed from **"Revoke"** menu option



#	BA No.	Permission Type	Owner	Case Type	Submission Date	Risk Level
1	1035/0813/B/ONG/BHGYNGR/2017 (SUB-1)	Building Permission	Shaik Mujee Mahammad S/o Shaik Abdul Gaffor	Demolition And Reconstruction	9/10/2017	Low

Total Proposal(s) : 1

- If shortfall – application is displayed in **"Shortfall"** of left menu option

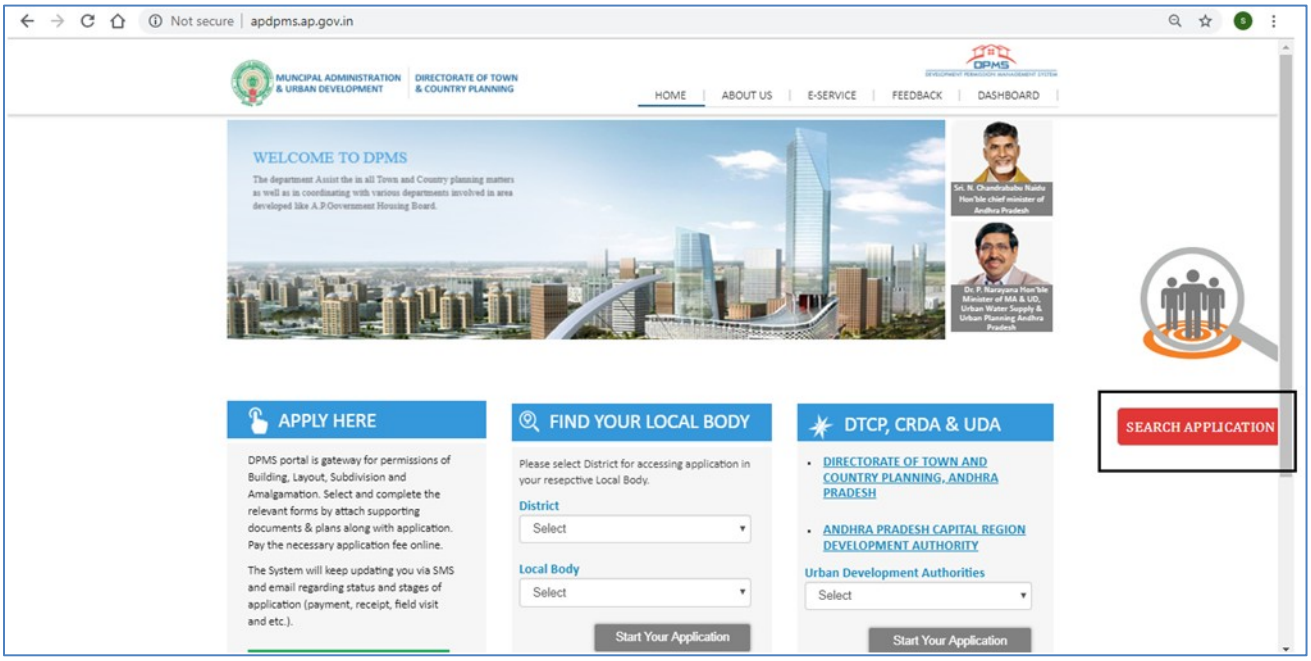


#	BA No.	Permission Type	Owner	Case Type	Submission Date	Risk Level
1	1035/0037/B/ONG/SMTNGRDNKA/2016 (SUB-3)	Building Permission	MUPPARAJU VENKATA RAMANAMMA	New	3/5/2017	Low
2	1035/0030/B/ONG/SJTHNGR/2016 (SUB-4)	Building Permission	NARAHARI RAMA DEVI	New	15/4/2016	Low
3	1035/0095/B/ONG/BLLCLY/2016	Building Permission	SHAIK MALLIKA W/o MASTAN	New	21/4/2016	Low
4	1035/0134/B/ONG/NAGHRM/2016 (SUB-1)	Building Permission	MAREDDY VENKA REDDY S/o VENKATESWARA REDDY	New	22/6/2017	Low
5	1035/0155/B/ONG/SJTHNGR1TO12LE/201((SUB-1)	Building Permission	GOSALA JAYA LAKSHMI W/o DAKA KRISHNA REDDY	New	24/5/2016	Low
6	1035/0189/B/ONG/TRVGNT/2016	Building Permission	DEVABATHINA YASASWI	New	24/5/2016	Low
7	1035/0181/B/ONG/THPUKMPLM/2017	Building Permission	SURASANI LAKSHMI NAGA JYOTHSNA W/o VIJAYA BHASKARA REDDY	New	17/2/2017	Low
8	1035/0214/B/ONG/THPUKMPLM/2017 (SUB-2)	Building Permission	MEDIKONDA SAILAJA W/o VARA PRASAD RAO	Alteration Addition Existing	13/4/2018	Low
9	1035/0026/B/ONG/THPUKMPLM/2018	Building Permission	BIJJAM RAVINDRA S/o BIJJAM RAMI REDDY	New	1/2/2018	Low
10	1035/0249/B/ONG/RLPT/2018	Building Permission	AMALANADHUNI BALAJI RAO S/o VENKATA SUBBA RAO	New	14/5/2018	High
11	1035/0404/B/ONG/KTHVDI/2018 (SUB-1)	Building Permission	Karamsetty Rudra Prasad S/o Radhakrishna Murthi	New	17/8/2018	High
12	1035/0636/B/ONG/KRNLRD/2018	Building Permission	Sri., GORANTLA PEDA VEERAIAH S/o HANUMANTHA RAO	New	22/11/2018	High
13	1035/0638/B/ONG/KRNLRD/2018	Building Permission	Smt., GORANTLA VANI W/o PEDA VEERAIAH	New	23/11/2018	High
14	1035/0639/B/ONG/KRNLRD/2018 (SUB-1)	Building Permission	Smt. KOLLURI LAKSHMI W/o PAVAN KUMAR	New	24/11/2018	High

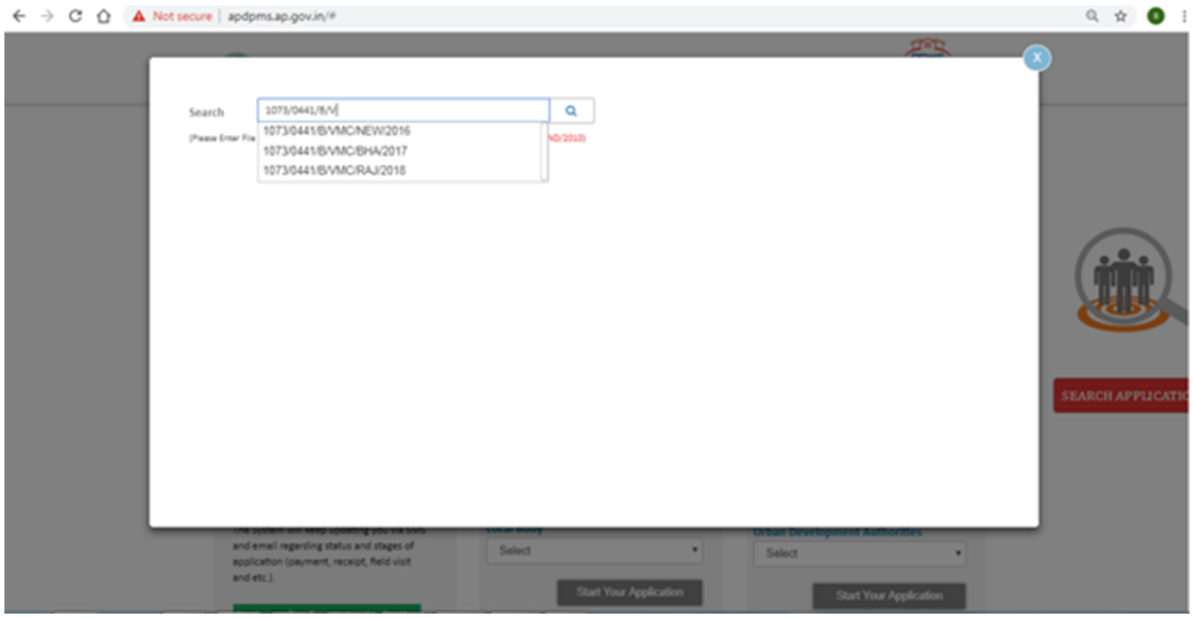
- LTP can view the application and download the occupancy certificate and shortfall/ rejection letters
- LTP and Applicant receives SMS alerts on approval status to their registered mobile numbers

7 Search application

- Applicant can check the status of the application from Home page without logging into application

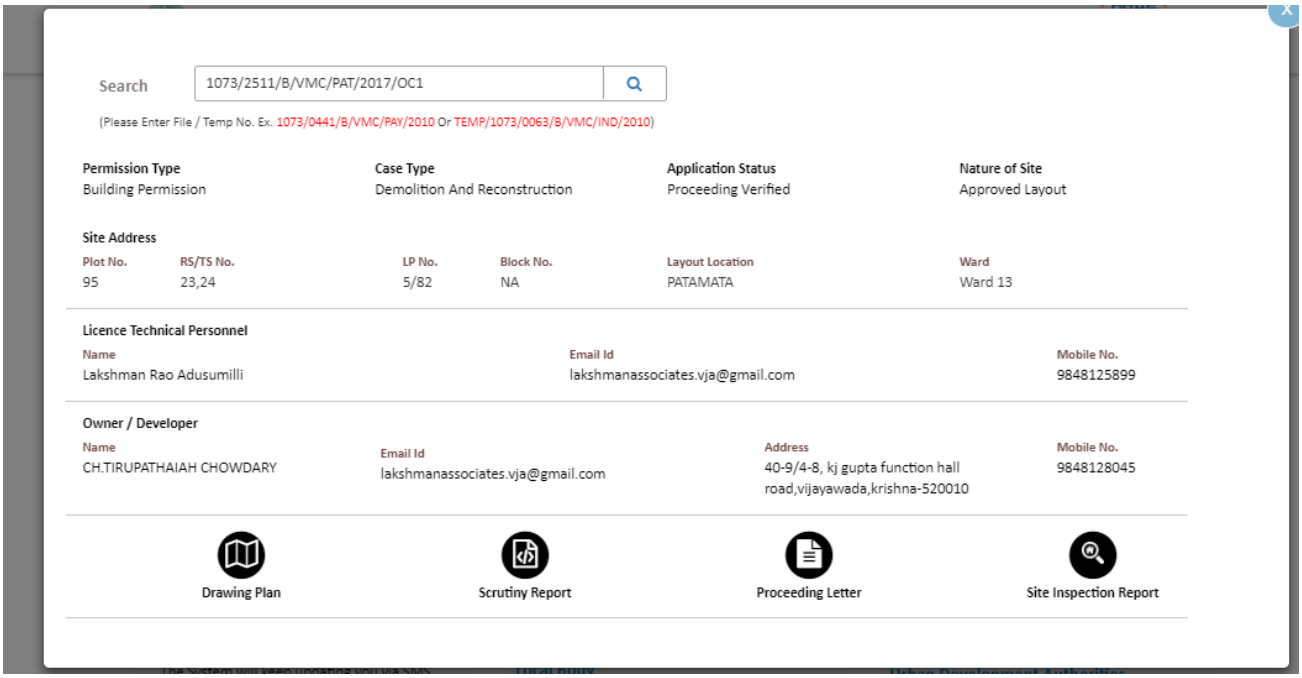


- Click on search application button
- Window will popup prompting user to enter application number



- Enter application number and click on search icon

- Application details and current status of the application are displayed as shown below



- View Download approved drawing plan, proceeding letters, scrutiny report and site inspection report from portal anytime anywhere.

Online Building Permission System (OBPS)

User Manual
For
Layout Permission Module

Date: 18-7-2017
Last updated: 30-11-2018

MA&UD

సంచాలకులు,పట్టణ మరియు గ్రామీణ ప్రణాళికా శాఖ
DIRECTORATE OF TOWN & COUNTRY PLANNING
Government of Andhra Pradesh

SoftTech
Empowering Transformation

Table of Contents

1 Introduction 2

2 Getting Started 3

3 User Login 4

4 Apply for Layout Permissions 5

4.1 Online submission of Application – Tentative Layout plan (TLP) 5

4.2 Drawing Scrutiny 12

4.3 Payments 13

4.4 Generate TLP Proceedings 13

5 Post verification 14

5.1 Application verification by TP Staff 14

5.1.1 Drawing verification 14

5.1.2 Document verification 15

5.1.3 Site Inspection 15

5.1.4 Notesheet preparation 16

5.2 Approval by commissioner 17

5.2.1 Approve 18

5.2.2 Reject 20

5.2.3 Shortfall 20

6 Apply for Final layout pattern 21

7 FLP verification by TP staff 23

7.1 Document verification 23

7.2 Final approval 25

1 Introduction

This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal or to know the present status of their applications and what are the steps to be taken while applying.

Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the process flow is same.

Before applying, please refer to GO's & Acts, procedures for submission of building and layout permissions through OBPS system, guidelines for submission of building and layout plans.

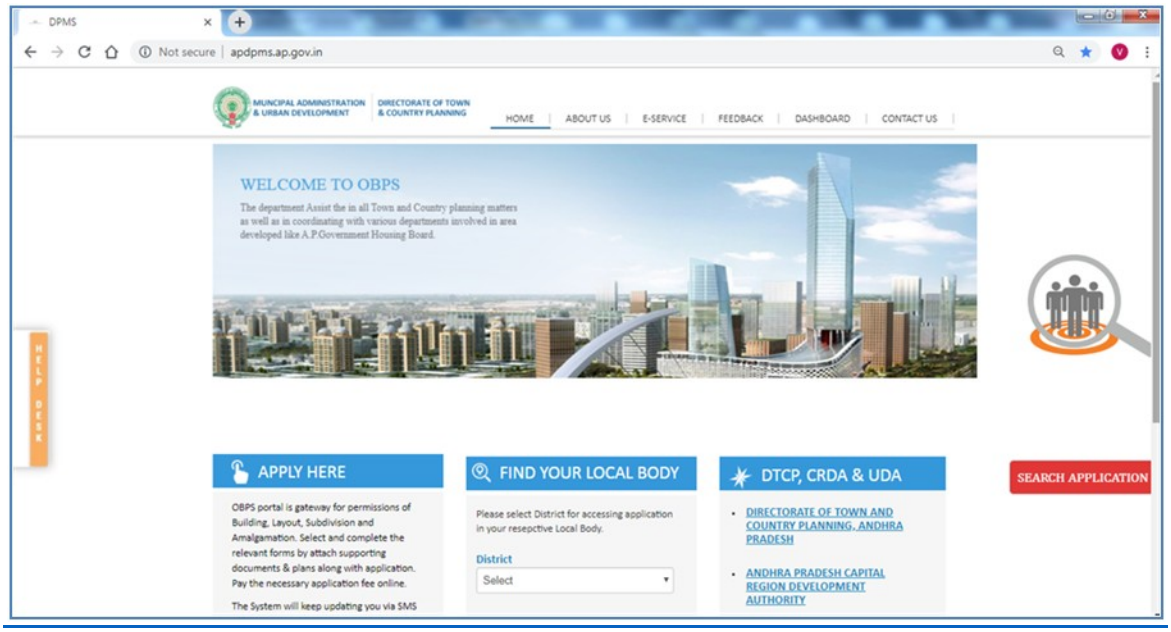
ULBs and UDAs are not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements

To avoid mistakes & to apply successfully, please check notifications and latest updates provided in OBPS website.

2 Getting Started

- Open your web browser

- In the address bar at the top, type www.apdpms.ap.gov.in



- **Home page** will be displayed by default as shown above
- **Eservice** –provides instant access to G.Os, Circulars, guidelines, OBPS user manuals etc.
- **Dashboard**s – displays the real-time data of building permissions, Layout permissions and occupancy certificate of all 110 Ulbs and UDAs across the state.
- **Feedback** – provides feedback form for user suggestions/grievances
- **Search application** – displays current status of application for a given application number without Logging into the system
- **Find your local body** – directs the user to the selected ULB to apply for permissions
- **DTCP , CRDA and UDA** – directs the user to the selected UDA to apply for permissions

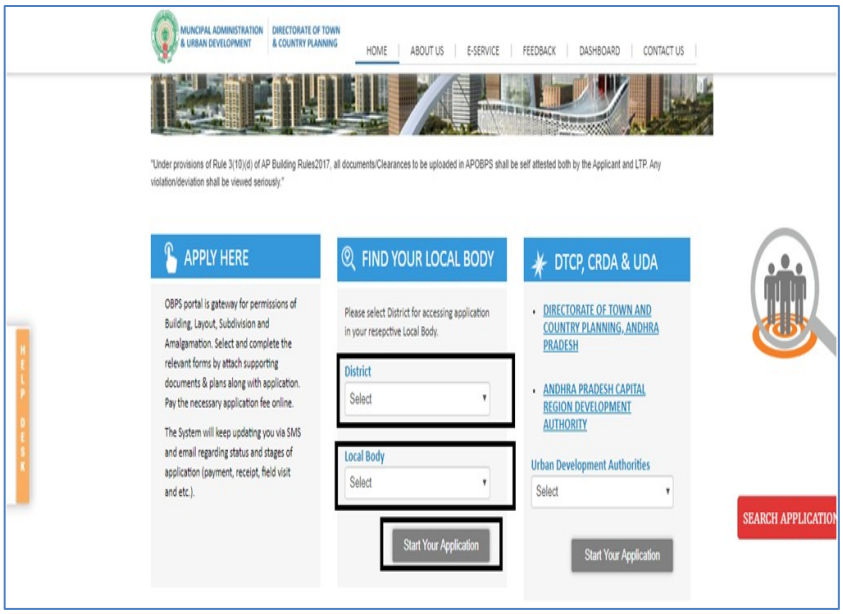
3 User Login

1. Select **District** from the dropdown list. All ULBs for the selected district will be displayed under Local body

2. Select **ULB name** from Local body

3. Click on **"Start your application"**

4. Navigates to the Login page



5. Enter **User Name,** Password and captcha

6. Click on "Login" button

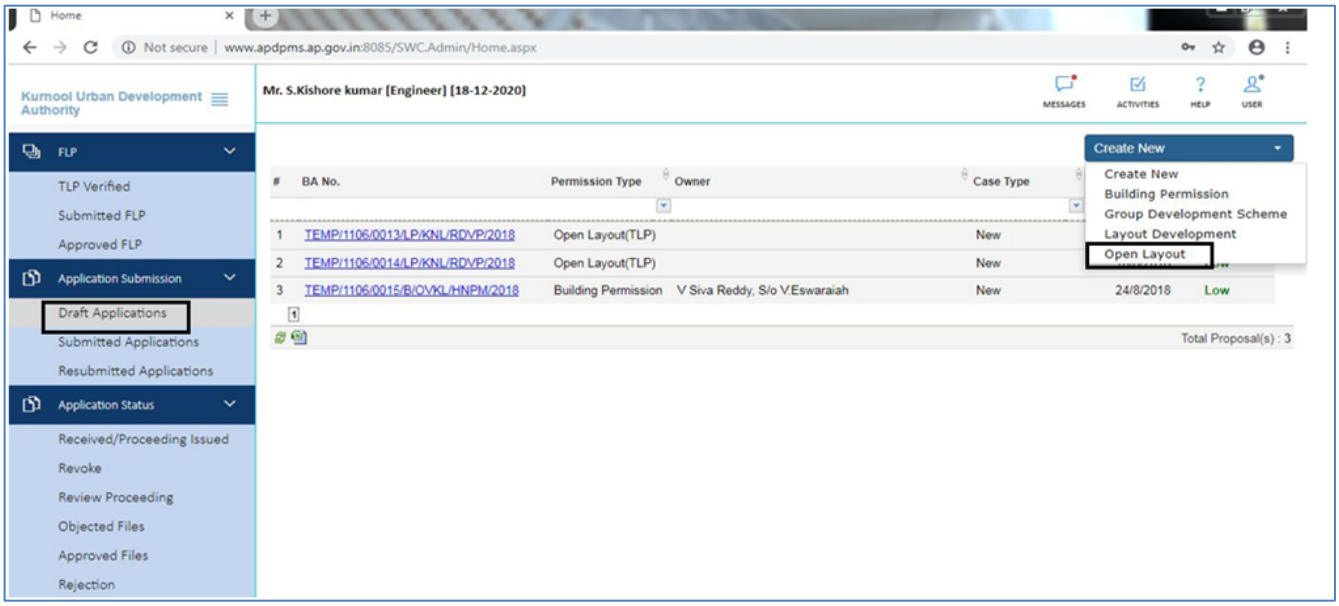
   Note: User cannot login until their account is successfully activated

7. After successful login the LTP will be directed to his console/ dashboard to submit application, view status, make payments etc

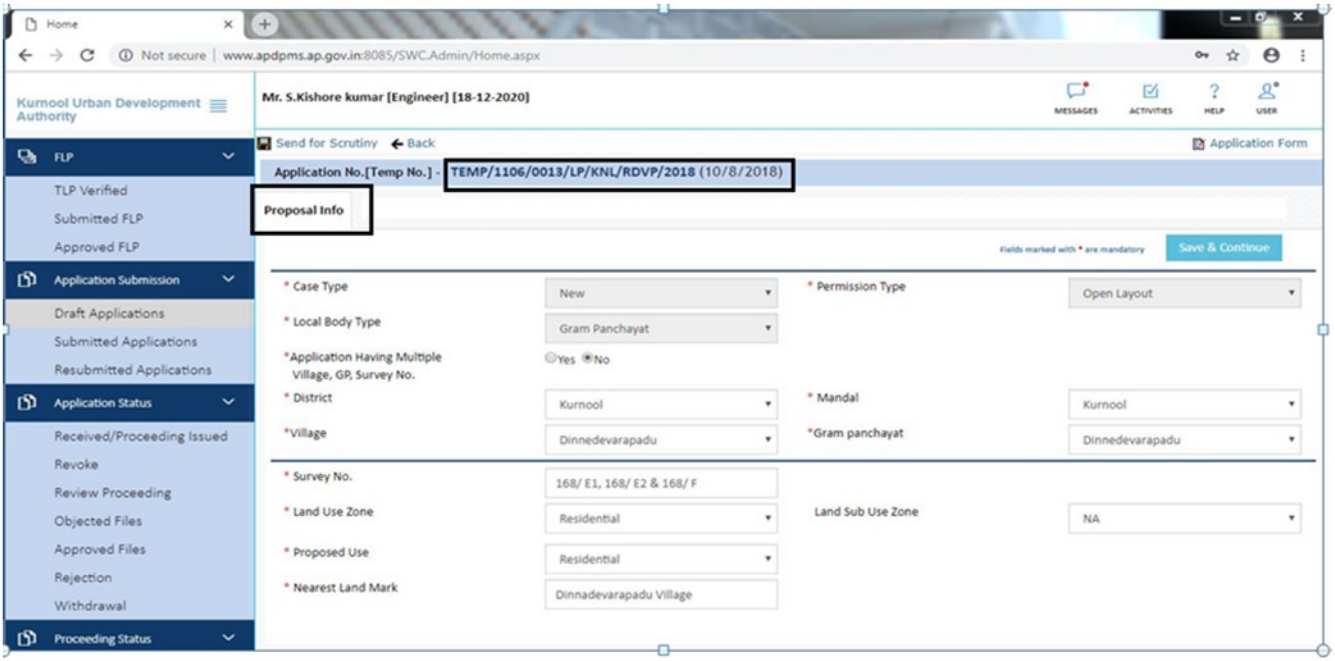
4 Apply for Layout Permissions

4.1 Online submission of Application – Tentative Layout plan (TLP)

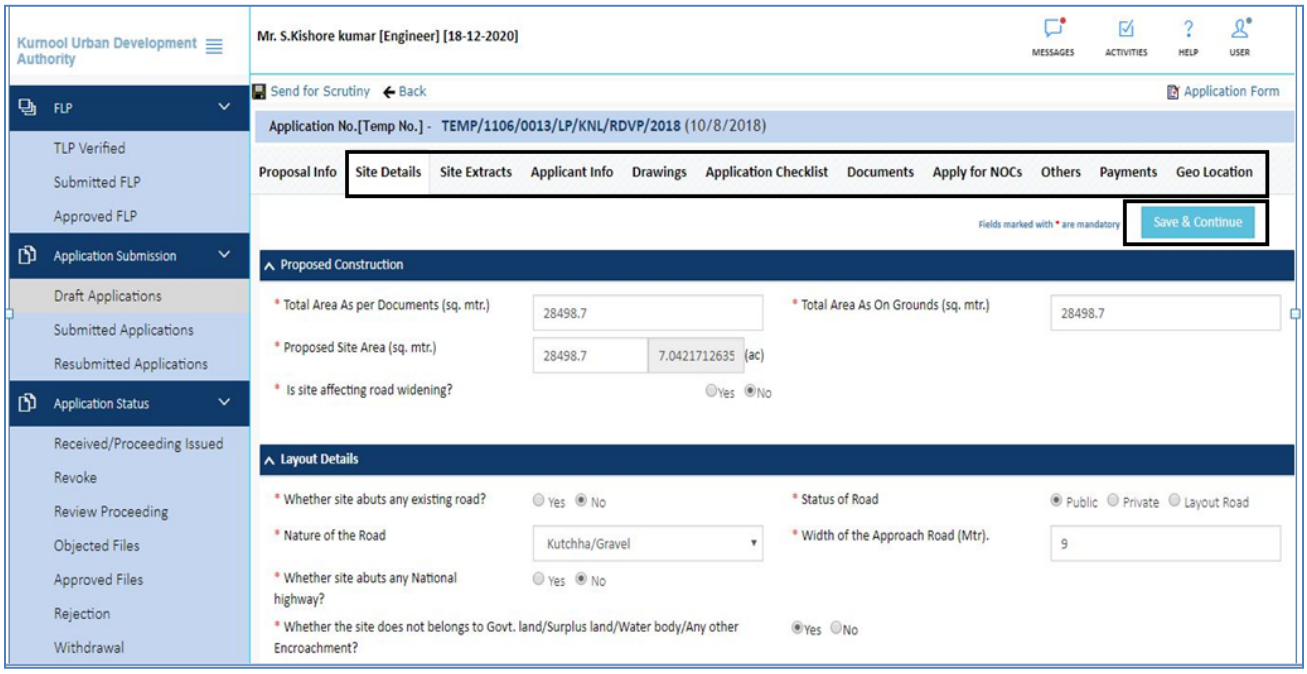
1. In the left side menu options
   - Go to **application submission** > **Draft applications**
   - select "**Create New"** button at Top Right Corner
   - Select "Open Layout"



2. Directs to the application – **Proposal Info page**

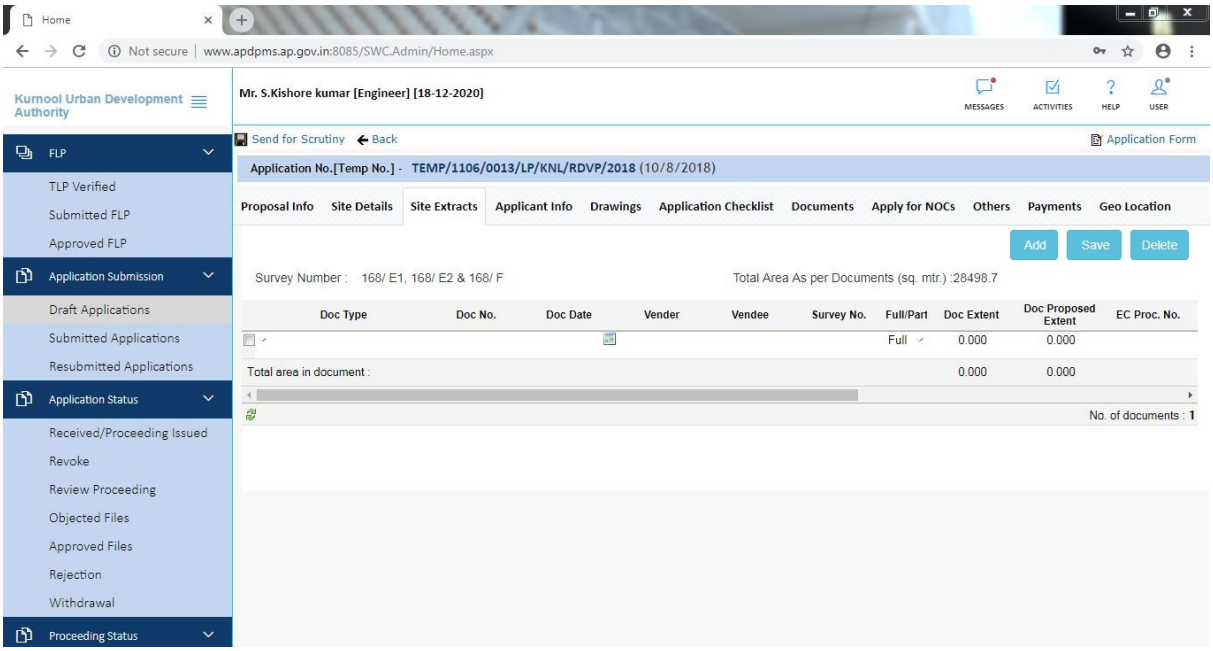


- **Application having multiple villages**
    - select “Yes” if plot is falling under multiple villages/mandals/ Gram pachayats
    - Select “No” if plot is falling under single village/mandal/Grampanchayat
- **Land use :** enter correct land use
- **Proposed land use** : select the correct land use as the drawing is processed based on this input
- **Survey numbers** – enter correct survey numbers. These survey numbers will be displayed in proceedings
- Enter all other fields - village, Mandal, Gram panchayat etc
- Click on “Save & Continue”, a temporary BA number will generate.
- Once the Proposal Info got saved then other tabs are enabled



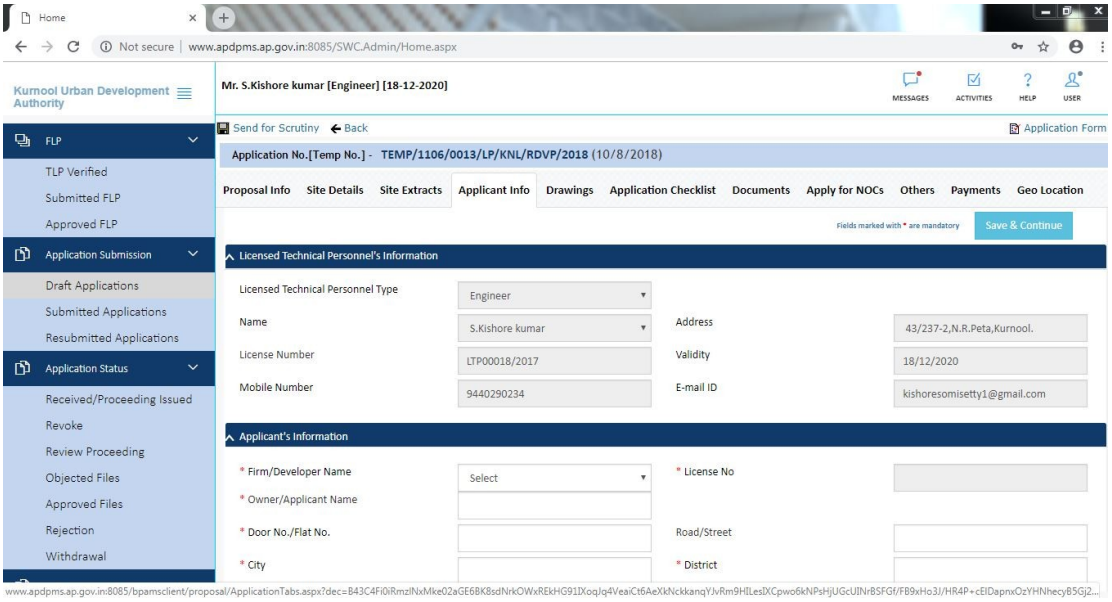
3. Enter **Site details** and Click on **Save** button
    - **Proposed Site Area** - Enter total site area proposed for layout permissions
    - **Total area as per documents** – Enter area as mentioned in the ownership document
    - Total area as on ground (sqmt)- Enter area as per the ground
    - Enter layout details -
        - Whether site abuts any existing road
        - Status of road – public /private/layout road
        - Nature of Road
        - Width of approach Road – enter correct data as planned as processed based the input provided
        - Whether the site belongs to any govt land/surplus land/water body/any oth

4. Fill **Site Extract** details by selecting add option document wise and click on **Save** button



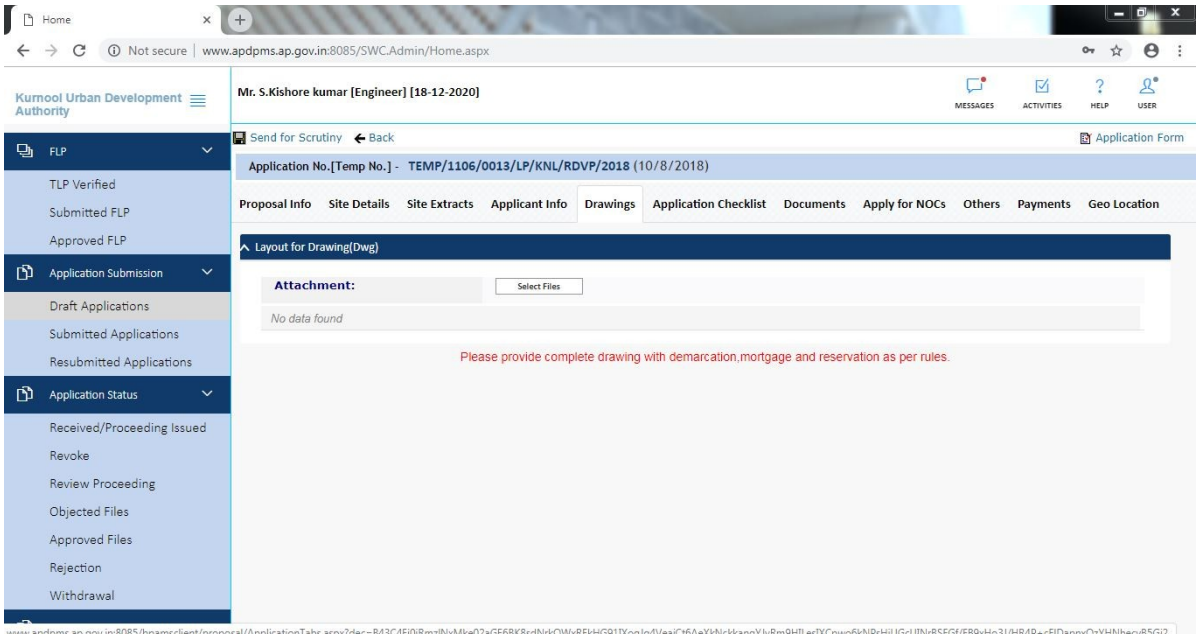
- ❖ Document Type- sale deed/ title deed
- ❖ Doc no & Date - as mentioned in the selected document type
- ❖ Vender & Vendee details
- ❖ Survey no – survey numbers , Full/Pasrt
- ❖ Doc Extent & Proposed Extent – site extent
- ❖ EC proc no. Date & Area
- ❖ LC Proc no. Date & Area

5. Fill **Applicant info** Details and click on **Save** button

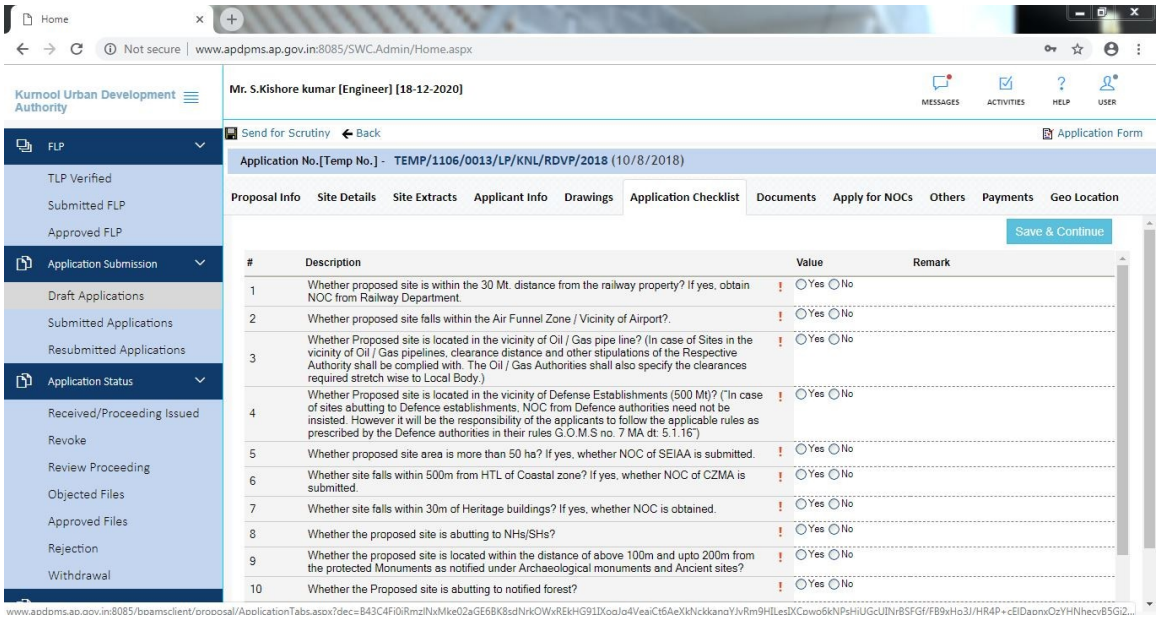


- LTP Information – these details are fetched from the system and displayed
- Applicant information
    - Firm/developer Name
    - License number
    - Owner/applicant Name
    - Address – Door No, Street , City and district details
    - Aadhar number

6. Attach layout drawing in **Drawing Tab**



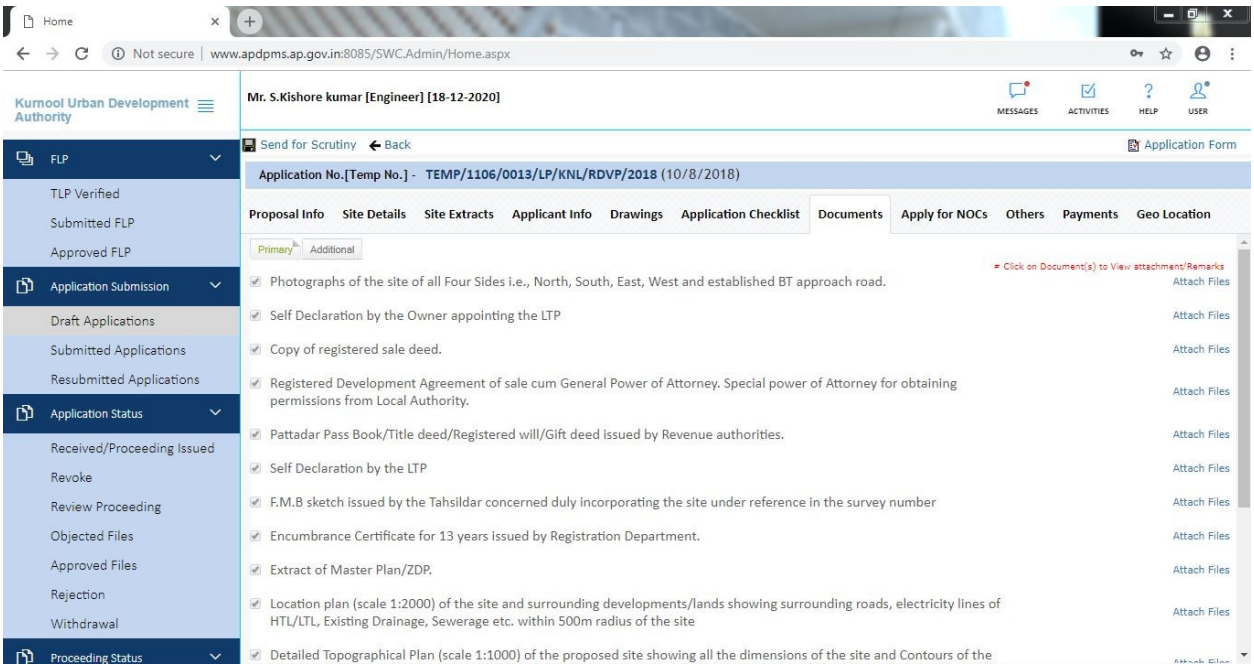
7. Fill **Application checklist** and click on **save and continue**



- Ensure correct details are provided as application is processed based on the inputs provided by the User.
- Document checklist is generated based on values selected in the checklist

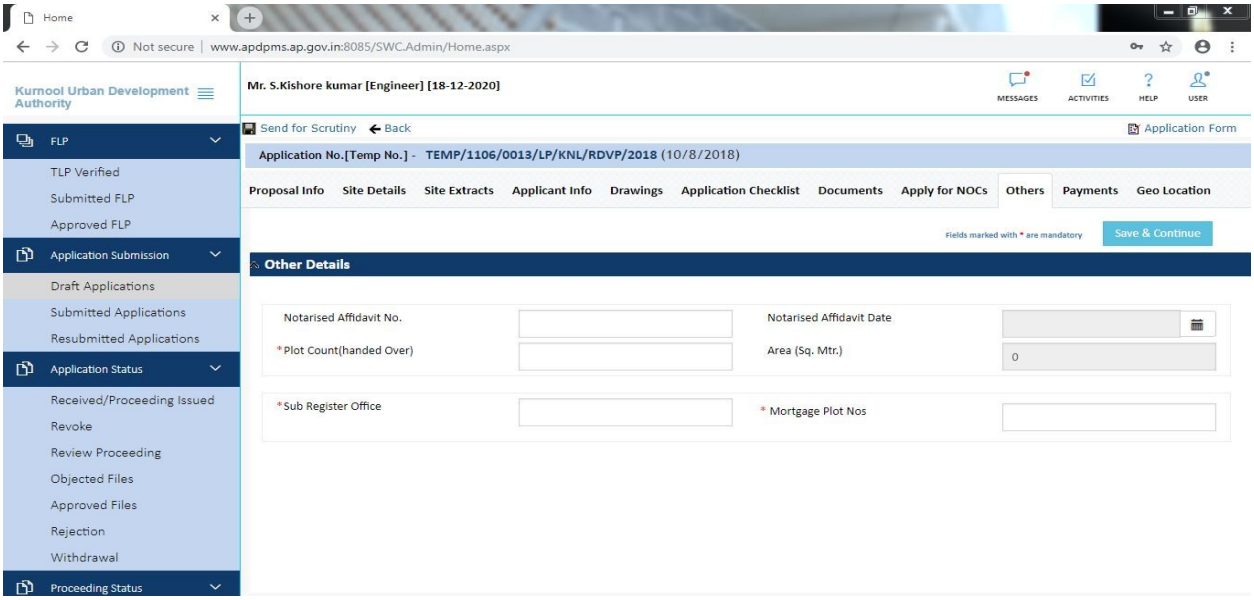
Note: Application can be revoked if wrong data is entered

8. Attach Primary and additional documents from **Documents** Tab



Note: please ensure valid and complete documents are uploaded in the system

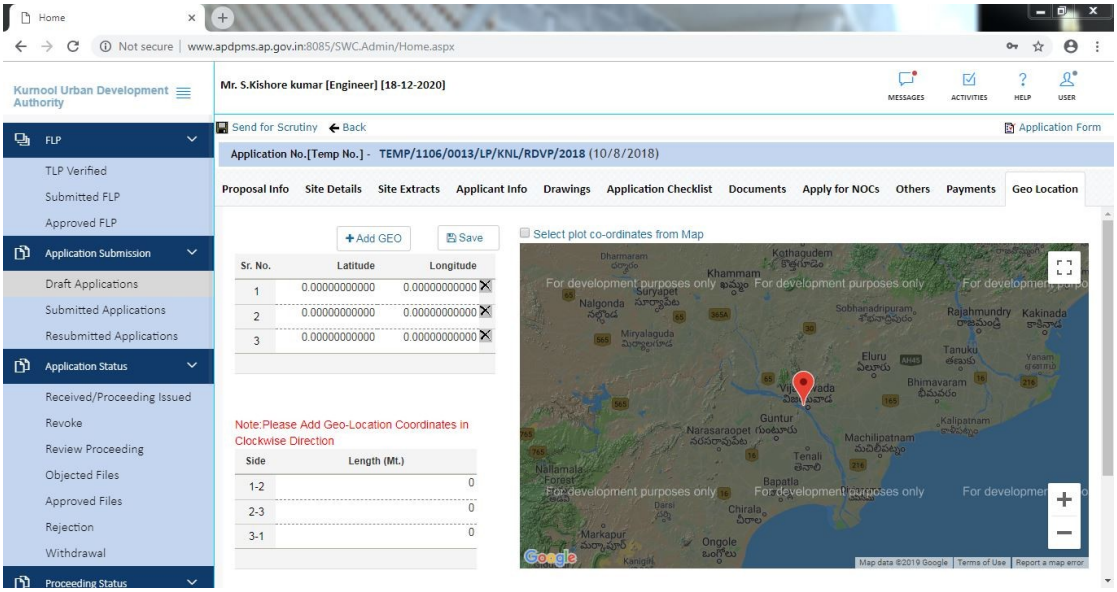
9. Enter mortgage details in **others tab** and click **"Save and Continue"** button



- Notarized Affidavit no- As mentioned in the mortgage document
- Notarized Affidavit Date - Date specified in the mortgage document
- Plot count – Number of plots mortgaged
- Area- Total Mortgage area as specified in the layout plan
- Mortgage Plot Nos – provide the plot numbers that are mortgaged

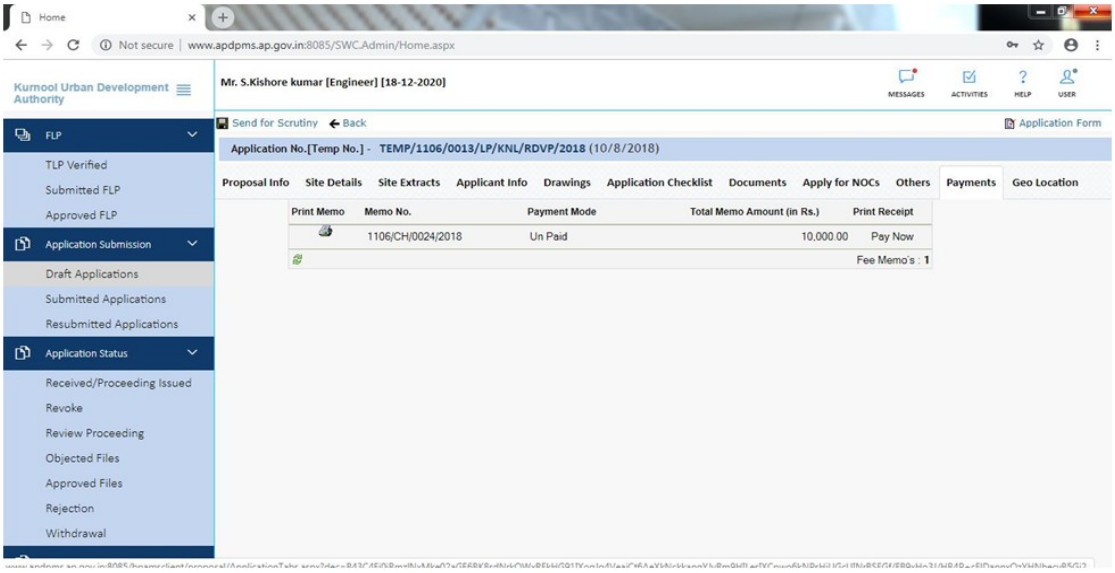
10. Geo location tab

- Add Geo Location directly from Google page or you can add through “Add Geo” option with lengths and then click on save



11. Payments tab

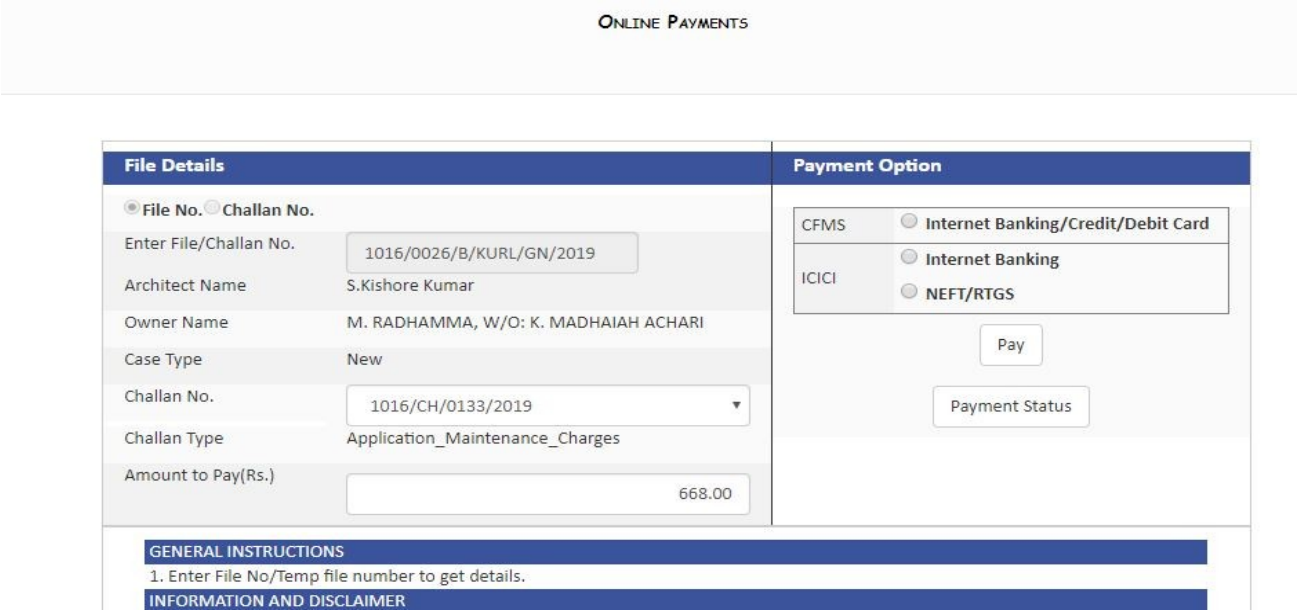
System will generate the Challan for Initial fee which can be viewed in payment tab



- Click on “Pay now” button to make the payment
- Page directs to online payment gateway

12. **Online payments**

User can make payment through ICICI or CFMS gateway



- Net banking
- Debit/credit card
- NEFT/RTGS

13. Submit application

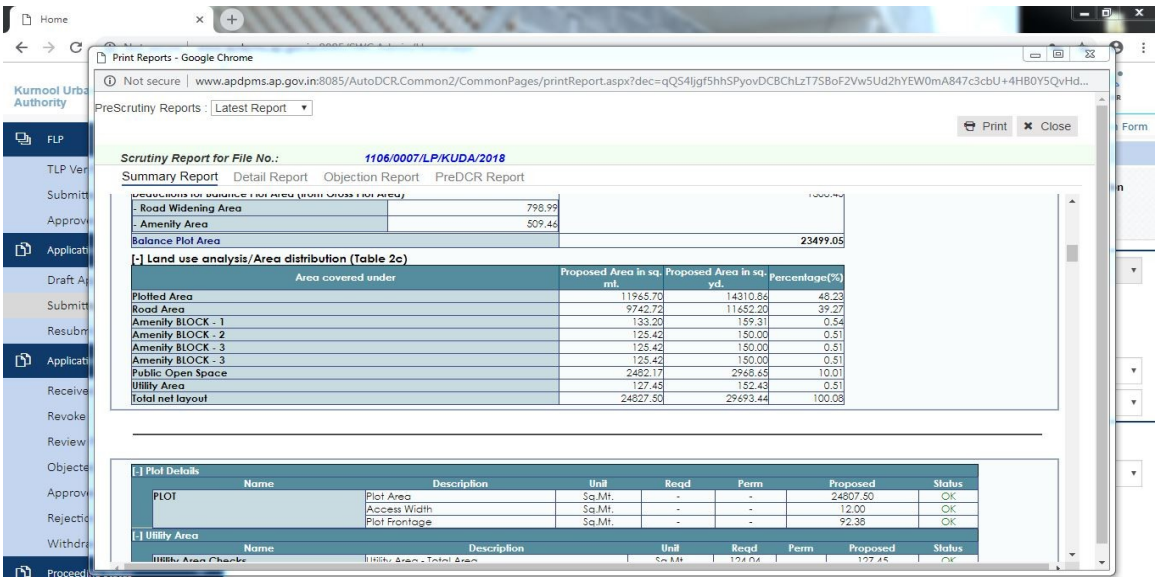
- Click on send for scrutiny.
- TLP Number will be generated as below format “**1106/0002/LP/KUDA/2018”.** This number is used for future communication purposes
- File will be displayed under “**Submitted Applications**” menu option of LTP console

4.2 Drawing Scrutiny

After scrutiny is completed, LTP and Applicant will receive an SMS Alerts to the registered mobile number

Drawing Failed

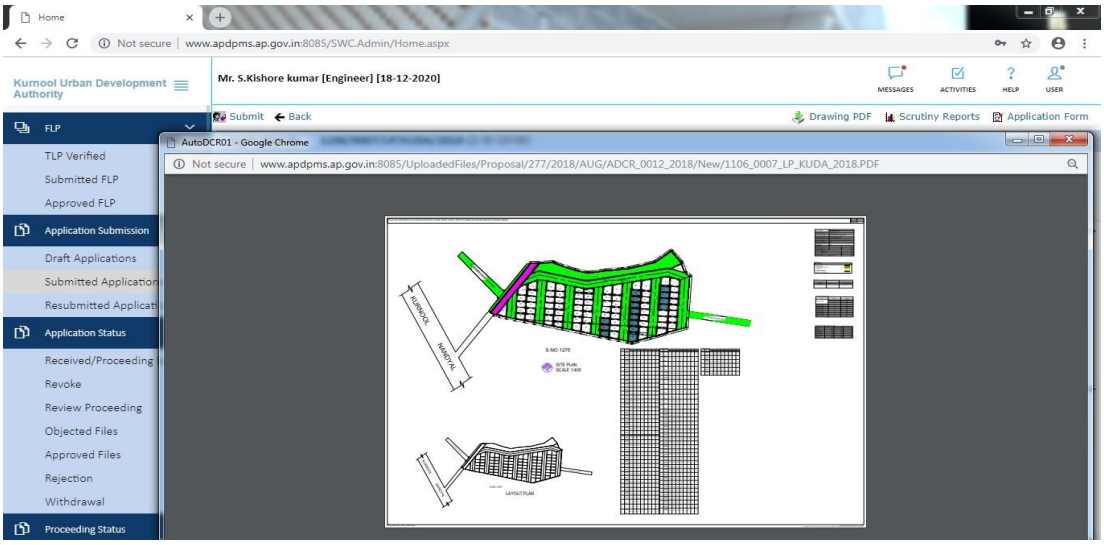
- Applicant is displayed under **Objected Files** says that “Drawings has failed in rules”



- Click scrutiny report to verify the details
- Correct the drawing and resubmit the application

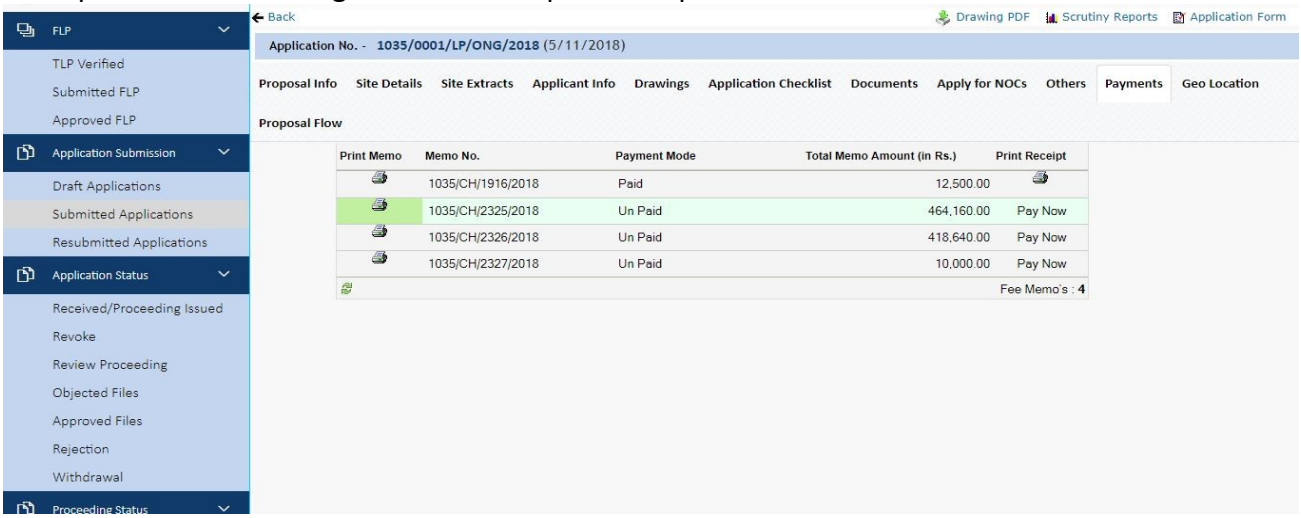
Drawing Passed

- When drawing is passed in rules, system generates drawing pdf and scrutiny report
- View /download scrutiny report and Layout plan
- Upload pending documents (if any) and submit application for final payment



4.3 Payments

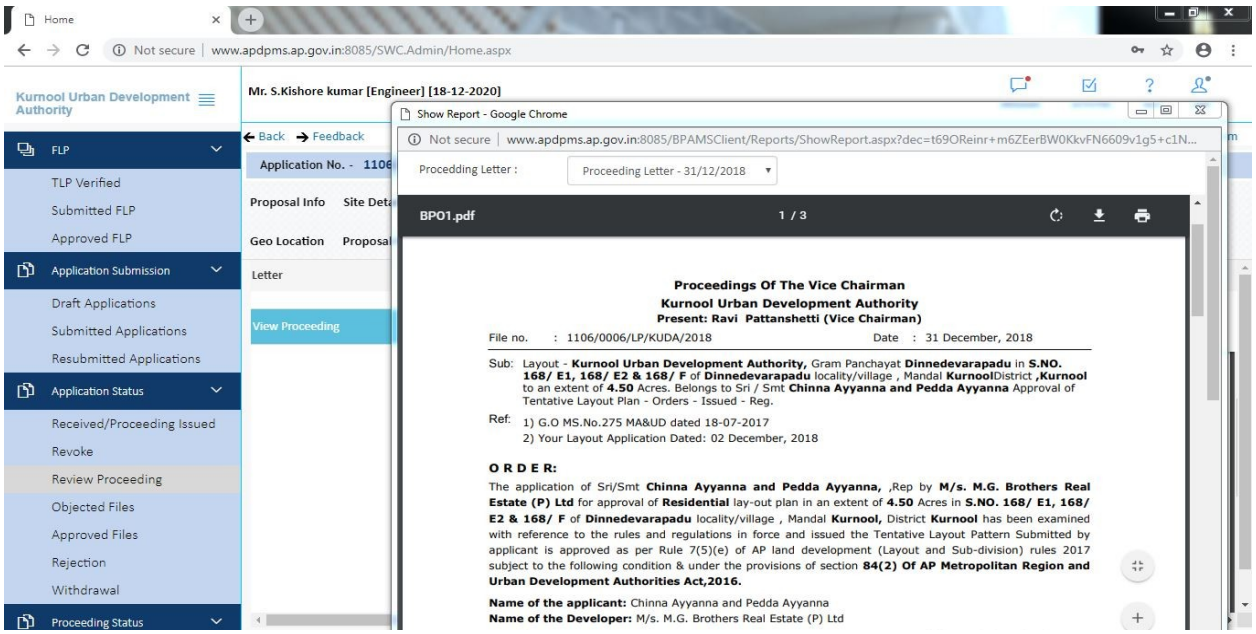
- Layout fee is generated which is displayed in payment tab
- Separate challans are generated for separate department



- Pay fee online – Refer Page #11 , point no 12 for online payment options

4.4 Generate TLP Proceedings

- After payment of total fee, TLP Proceedings will be generated automatically and fileis forwarded to the concerned Town planning staff

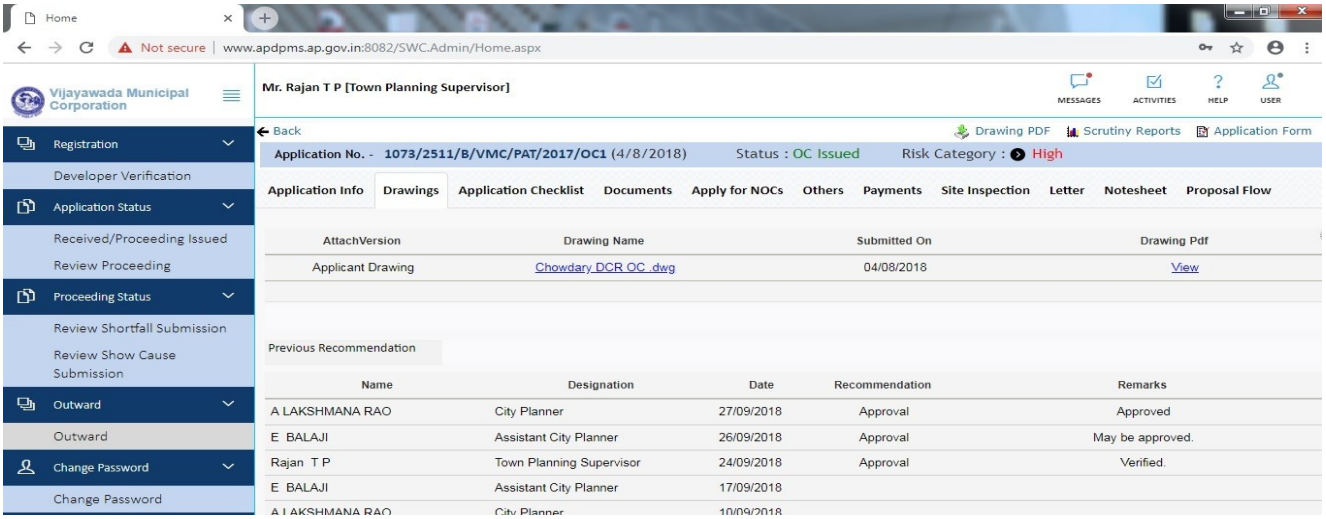


- In TP staff dashboard/console the application is displayed under left side menu option **"Received/Proceeding Issued"**
- In LTP console file is displayed under left side menu option - **"Proceeding issued"**

5 Post verification

5.1 Application verification by TP Staff

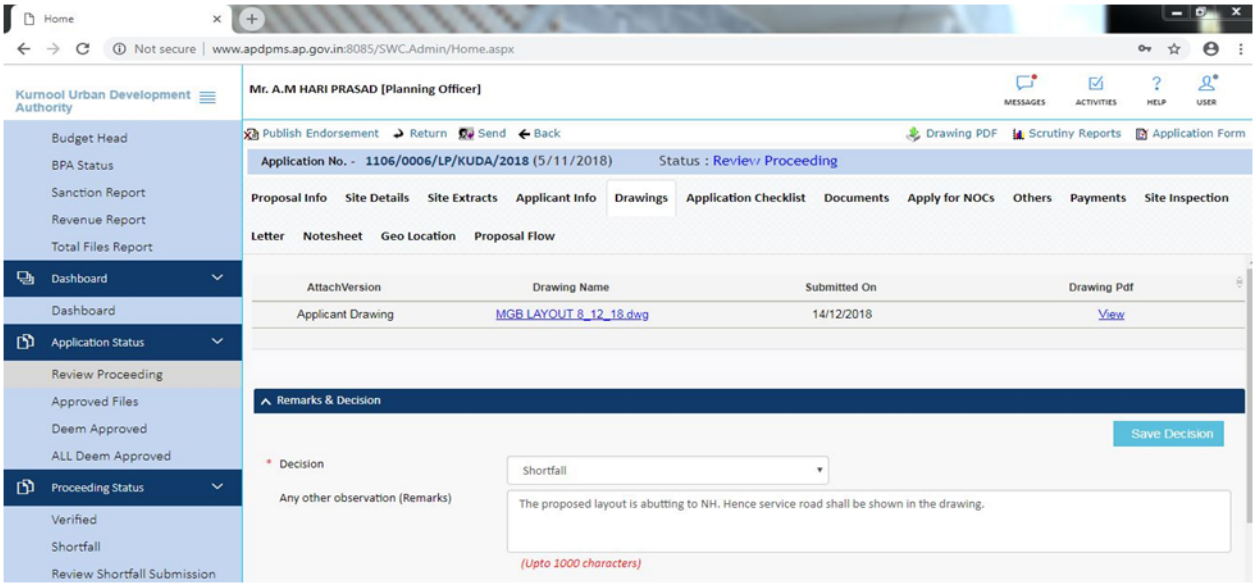
After proceeding is generated, application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.



- The application is viewed under the left side menu **"Received/Proceeding Issued"**
- The TPBO/TPS has to verify the data and provide recommendation for Drawings, Documents and Site Inspection - 'Approve', 'Revoke' or 'Shortfall'.

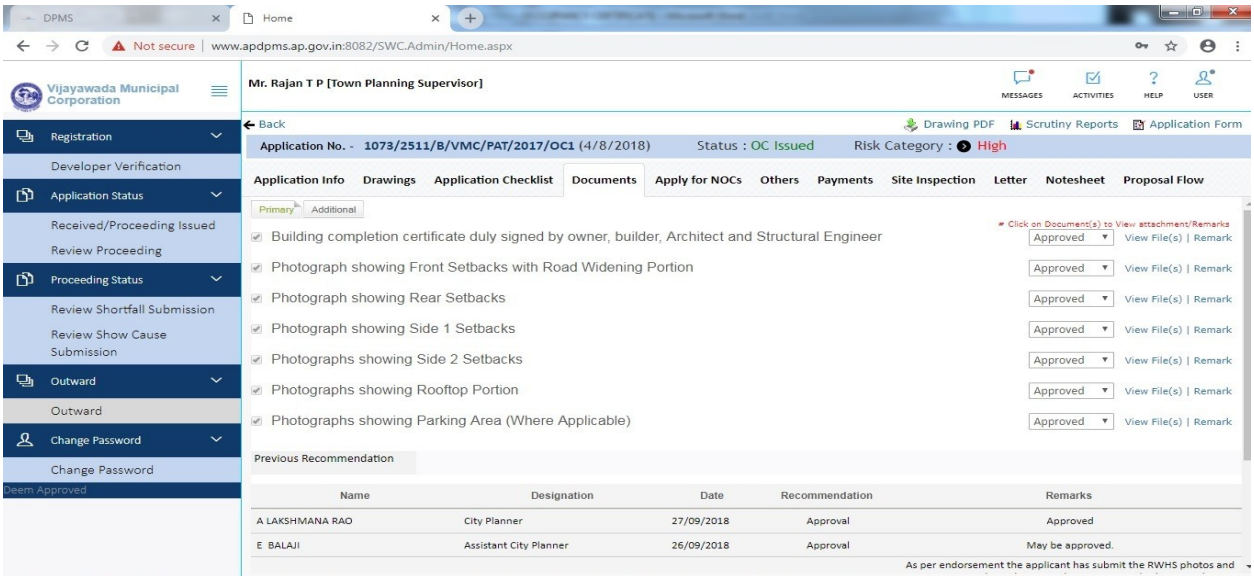
5.1.1 Drawing verification

- ✓ Select **Drawings tab**, verify the drawing and can give remarks and recommendation, and has to click on "Save Decision"



5.1.2 Document verification

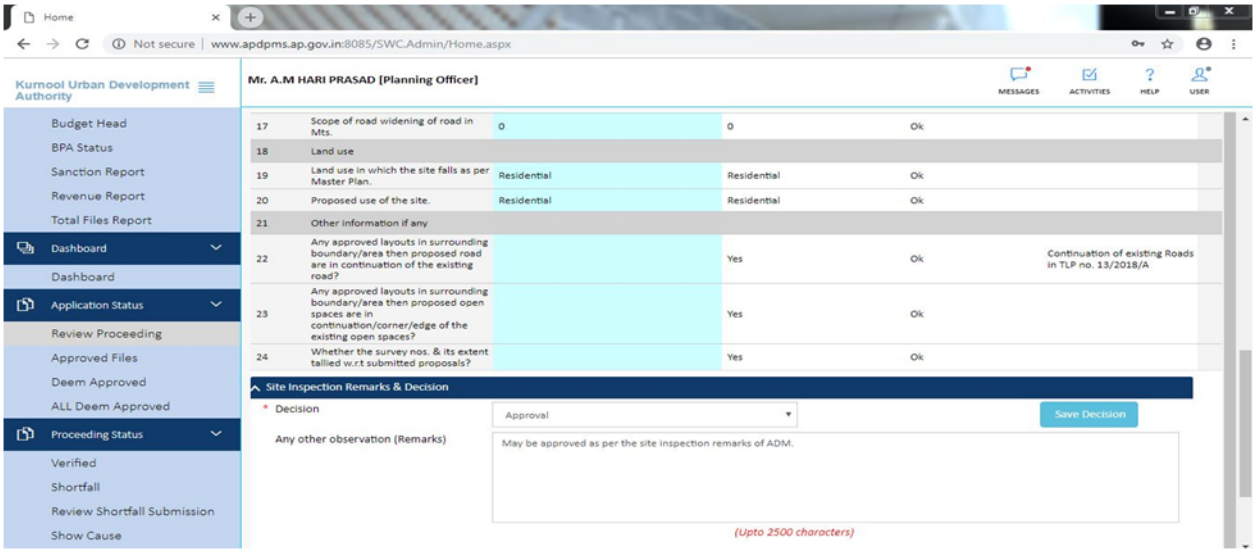
✓ Select '**Documents tab**



- Verify both 'Primary' and 'Additional' documents and select the **Decision.**
- Add observations and click **"Save Decision"**

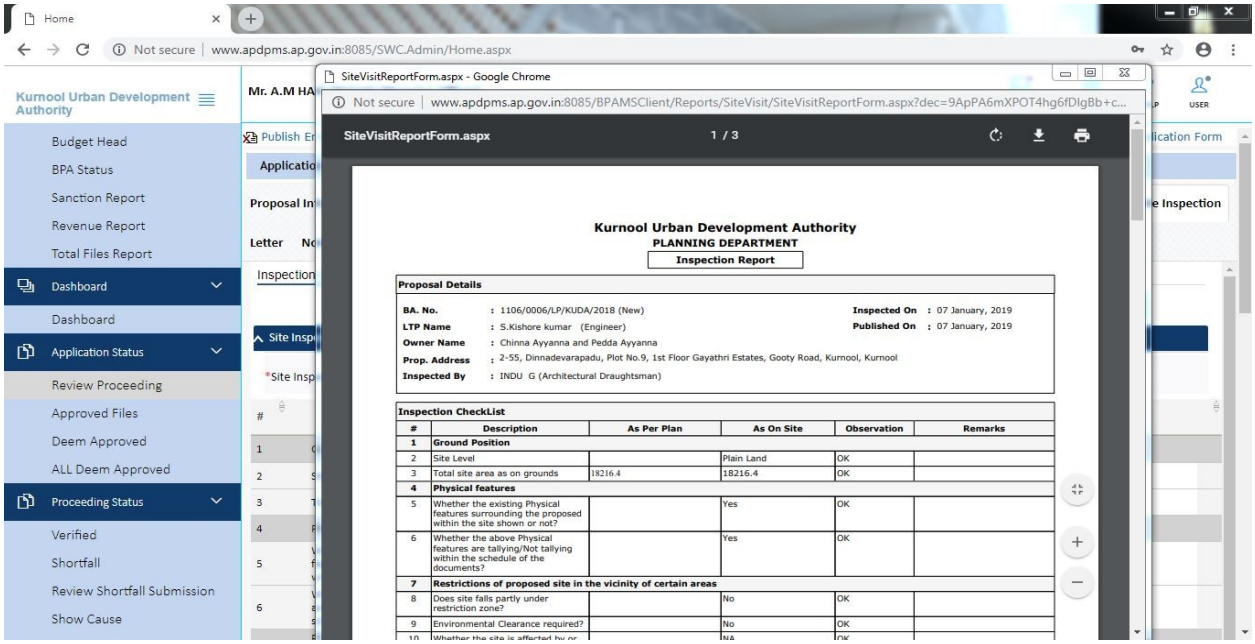
5.1.3 Site Inspection

✓ **"Site Inspection" tab**, the TP staff has to visit the Site and should give their remarks and Observations.



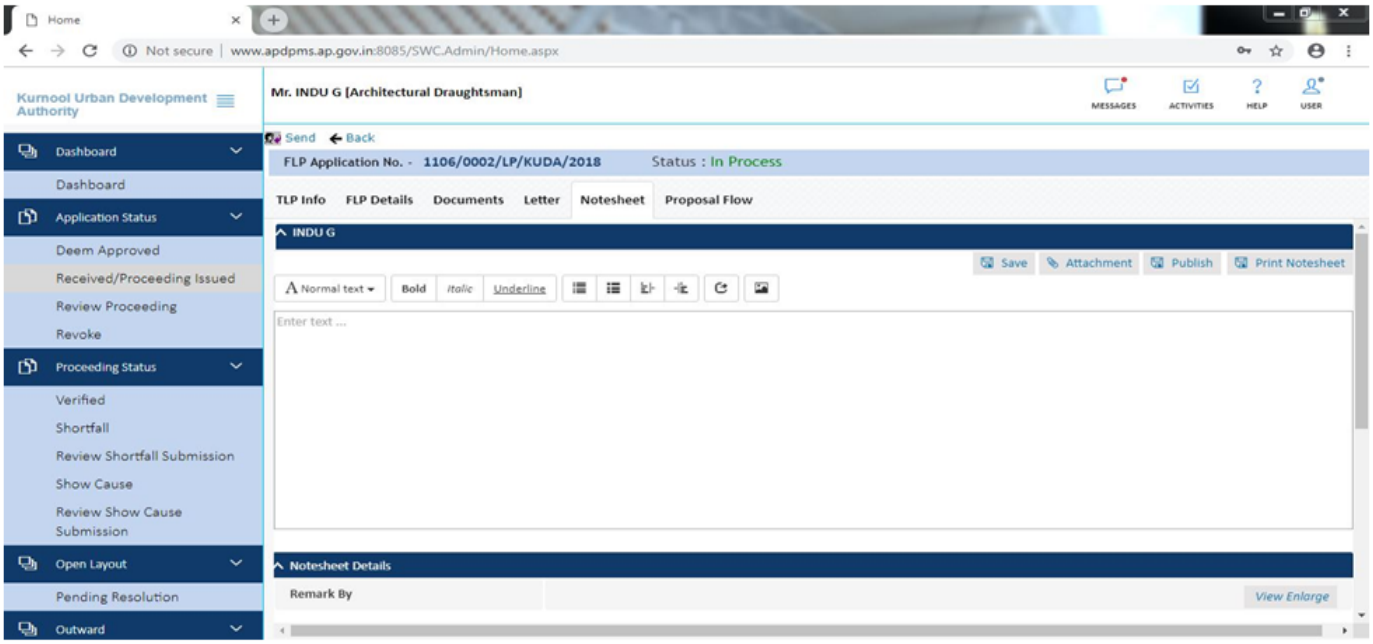
- Fill the checklist during the site inspection and enter his observations
- Attach photographs from mobile
- Select '**Save decision** ' button If he needs to cross verify the data before generating the site inspection report

- TP staff can select **“Sign & Submit”** after adding his recommendations. The data cannot be edited after digital signature.
- They can view the report by clicking on “Inspection Report”

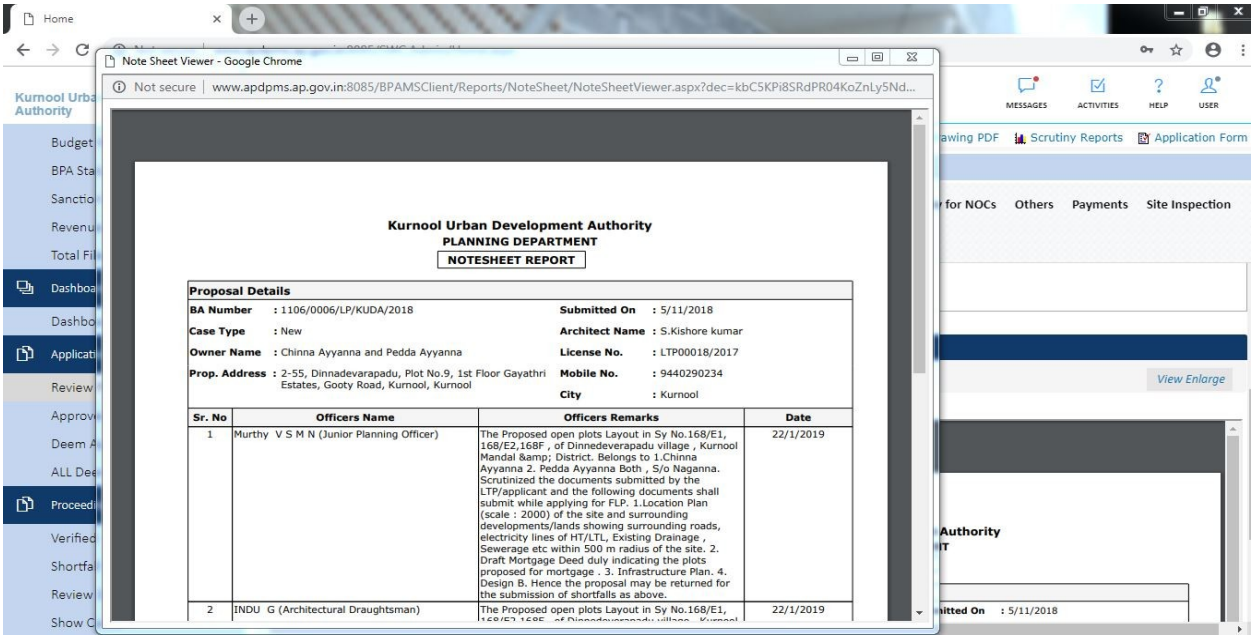


5.1.4 Note sheet preparation

- ✓ Select **‘Notesheet’** tab.



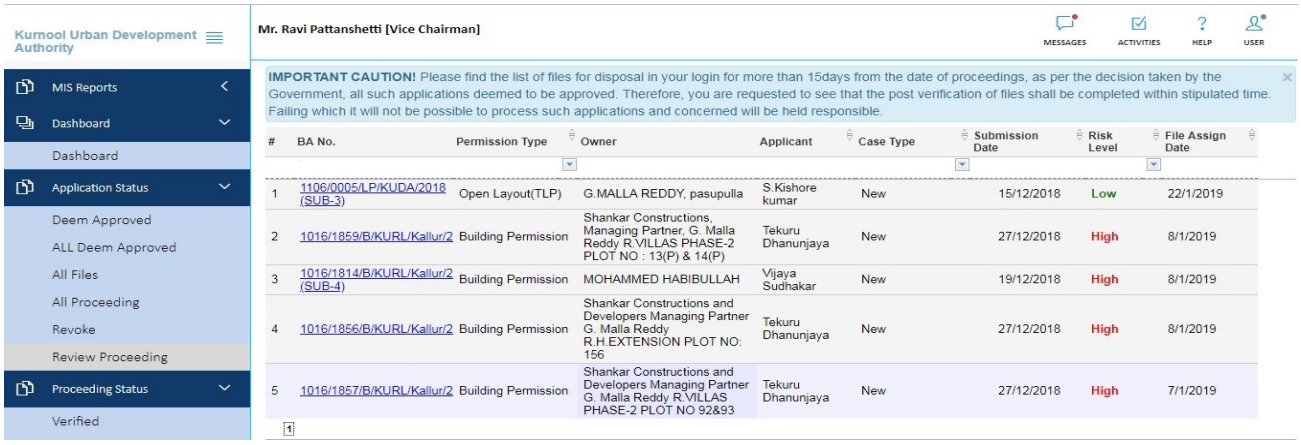
- Enter recommendation/ remarks and select ‘Save’
- Select **‘Publish’** the note sheet, so that it is visible to everyone who involves in the file.
- Attachment – can add any relevant documents



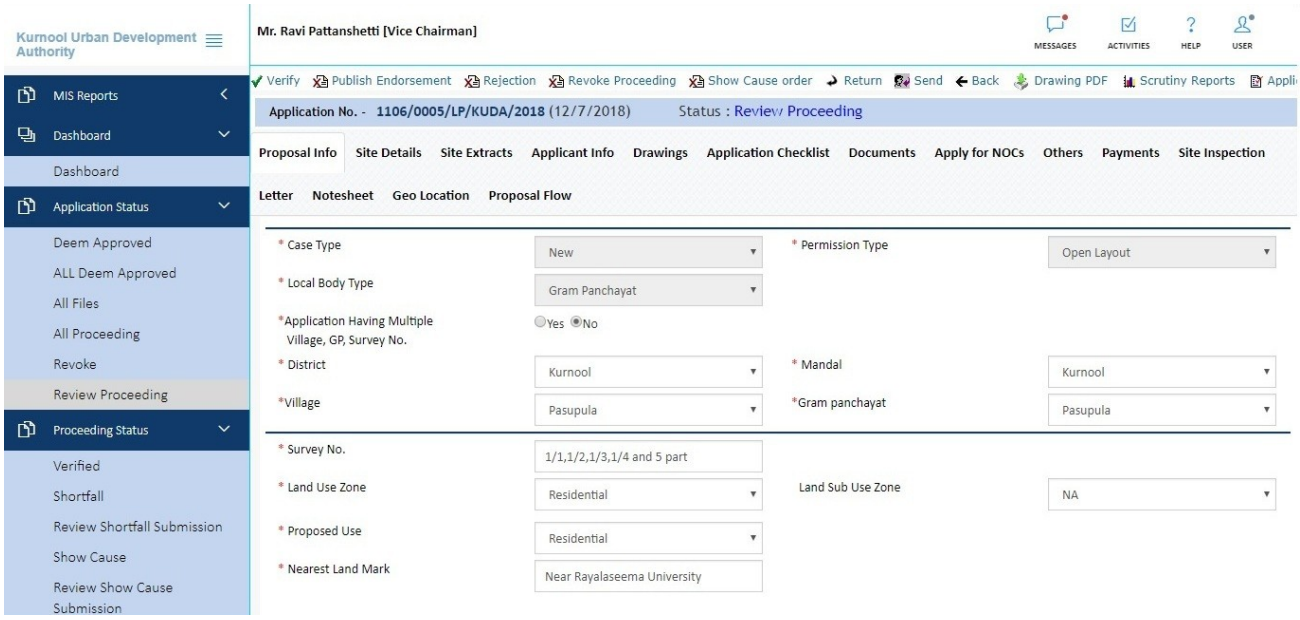
- Click on '**View Enlarge'** to view the Note sheet in full screen
- Select **'Send'** button so that the file is moved to higher officials as per the workflow and hierarchy.

5.2 Approval by the commissioner/VC

After recommendations from officers, the file is forwarded to the commissioner

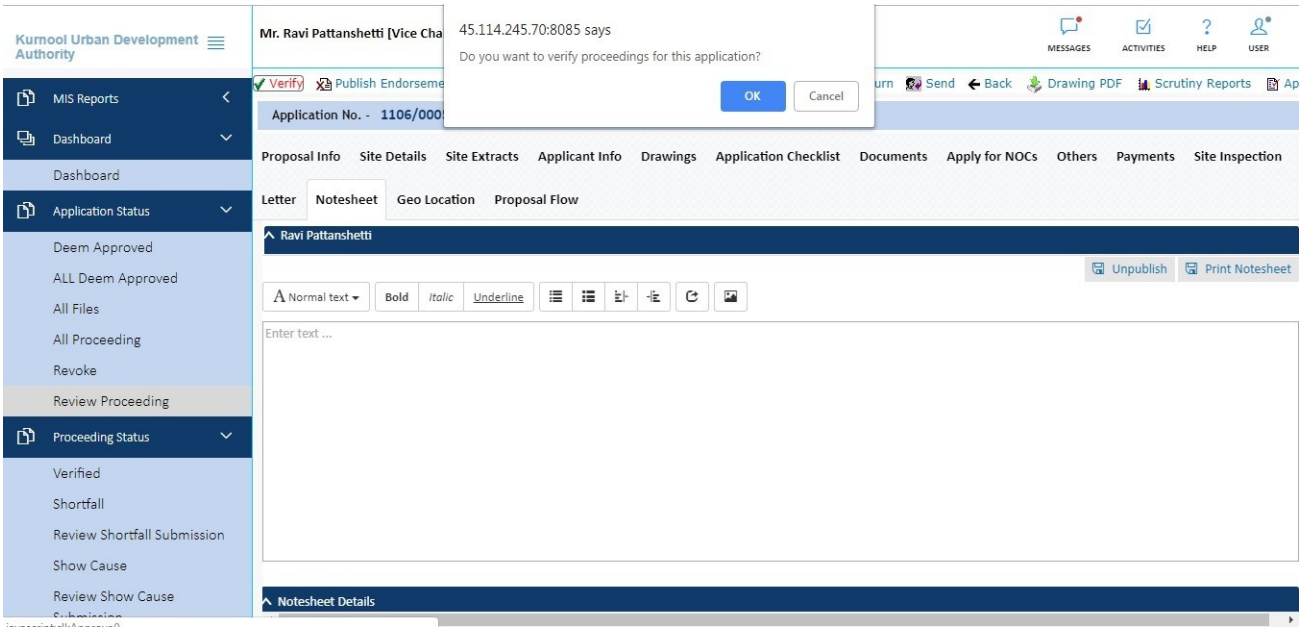


- Select **"Review Proceeding**" from left menu option.
- Displays the list of files pending for approval
- Select the file from the list

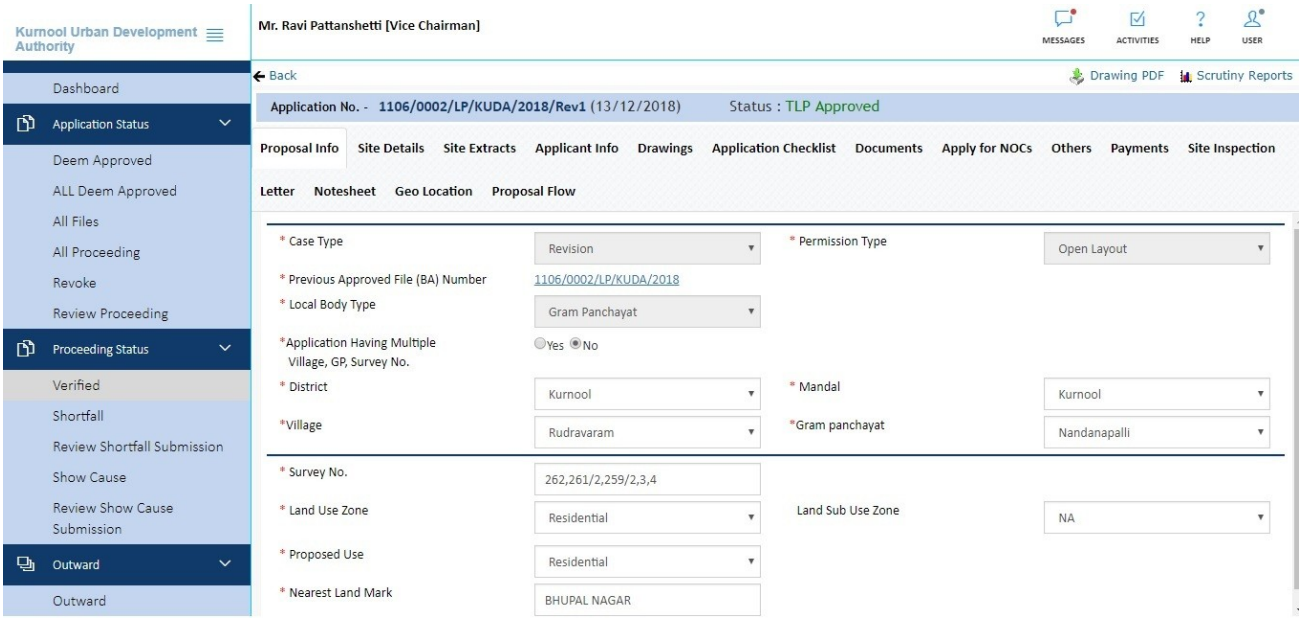


- Verify the recommendations/remarks given by his officers and selects
  - 'Approve – proceedings are verified
  - 'Revoke – to reject the TLP proceedings
  - Showcause - generates show cause letter before revoking the permission
  - 'Shortfall' – generates shortfall letter if any shortfalls identified in application

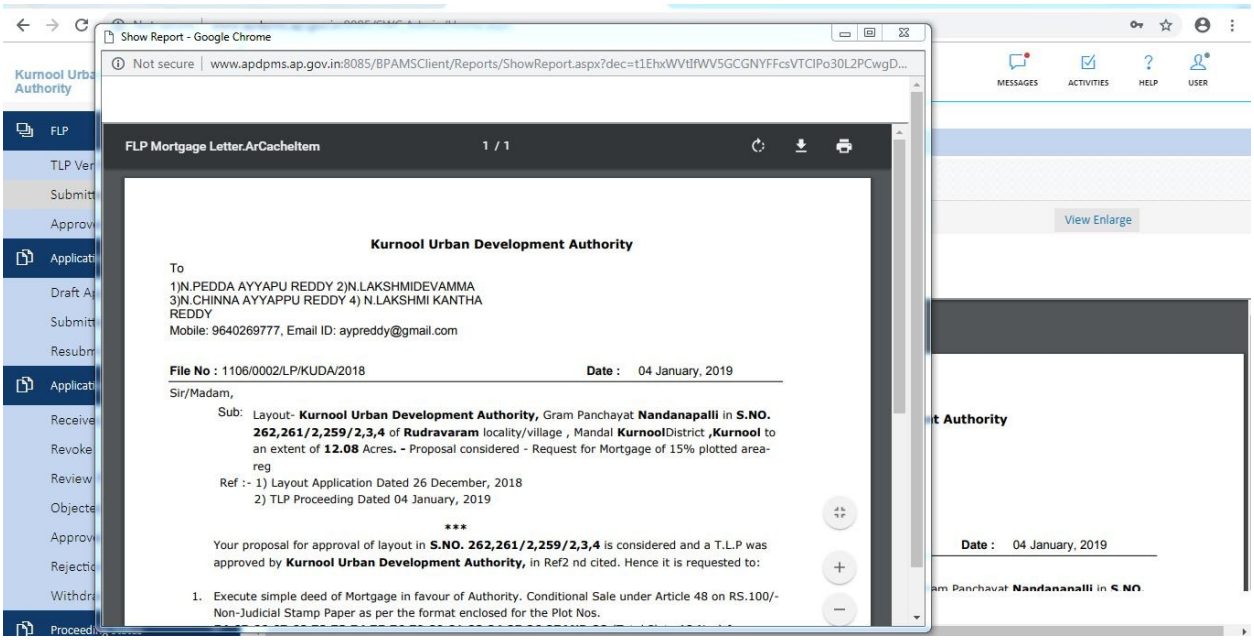
5.2.1 Approve



- Verify the recommendations of the officers and select "Approve" button

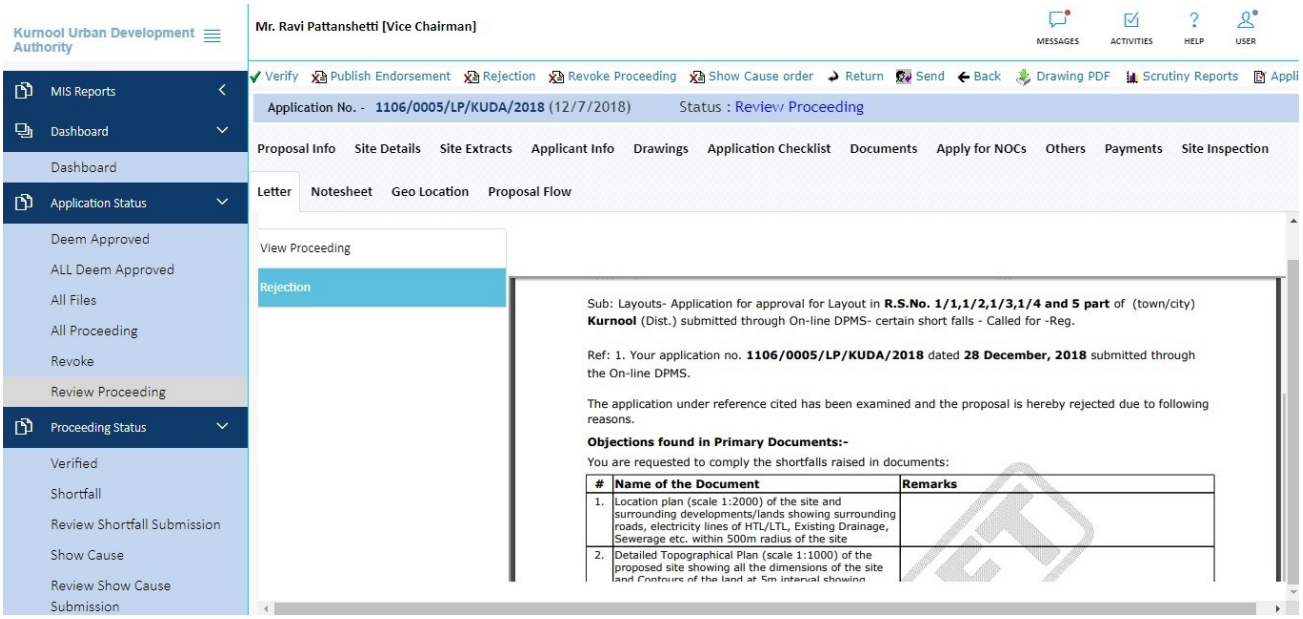


- System will generate the letter for Mortgage registration of plots

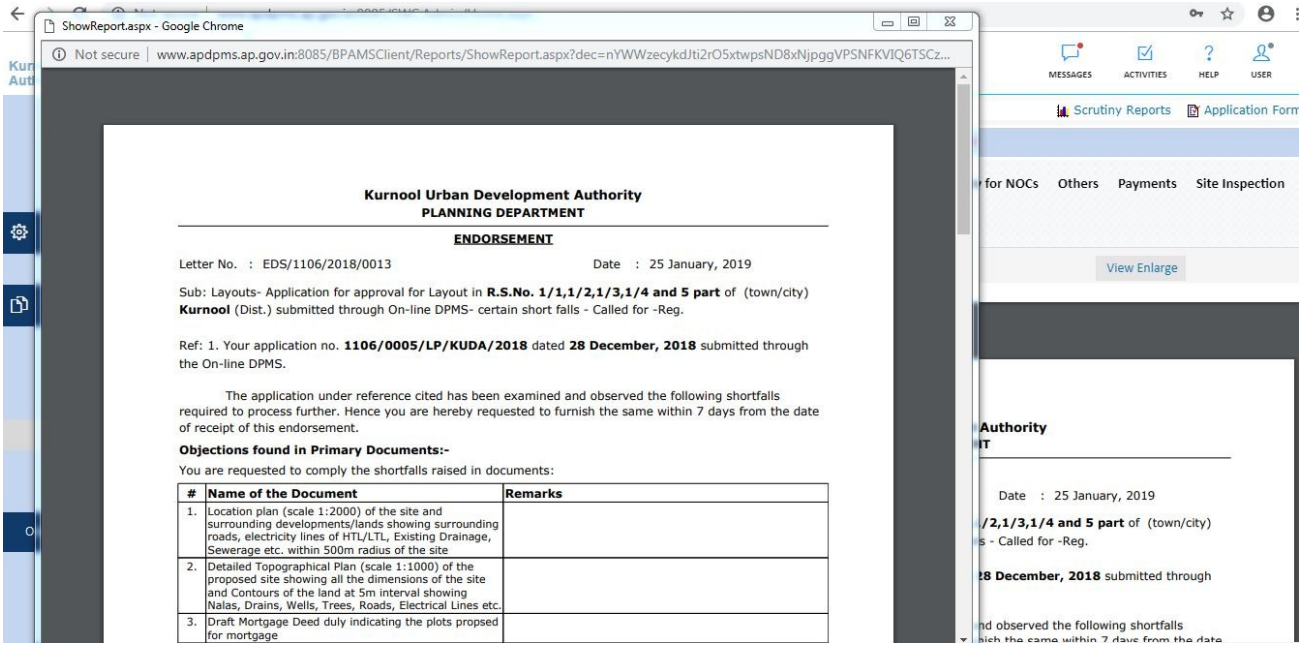


- Application is forwarded to LTP console and is displayed on left side menu - "**TLP verified"**
- Application is forwarded to LTP console and is displayed under **Approved files** menu

5.2.2 Reject

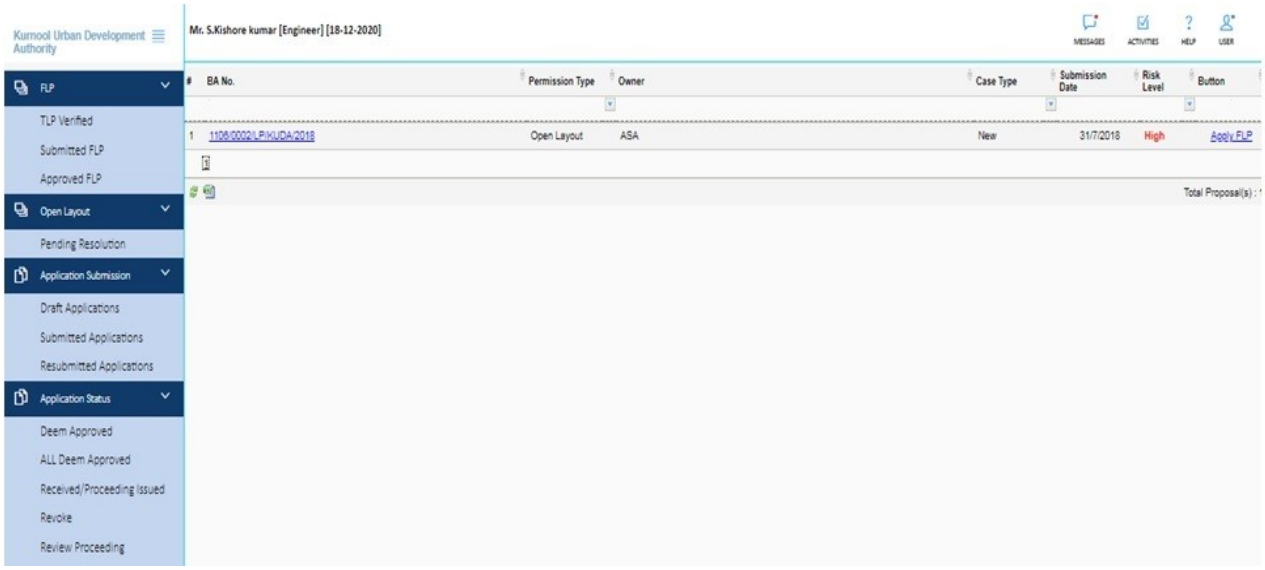


5.2.3 Shortfall

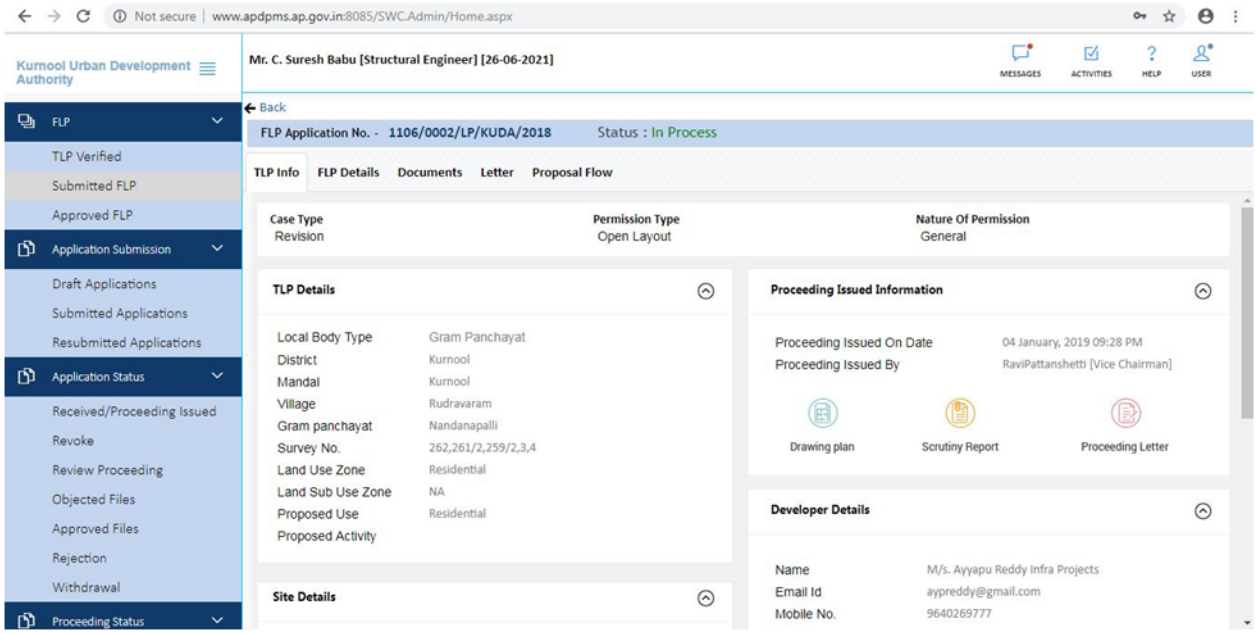


6 Apply for Final layout pattern

- Once TLP is approved, application is forwarded to LTP for Mortgage registration
- Application is displayed under left menu option -**TLP verified**

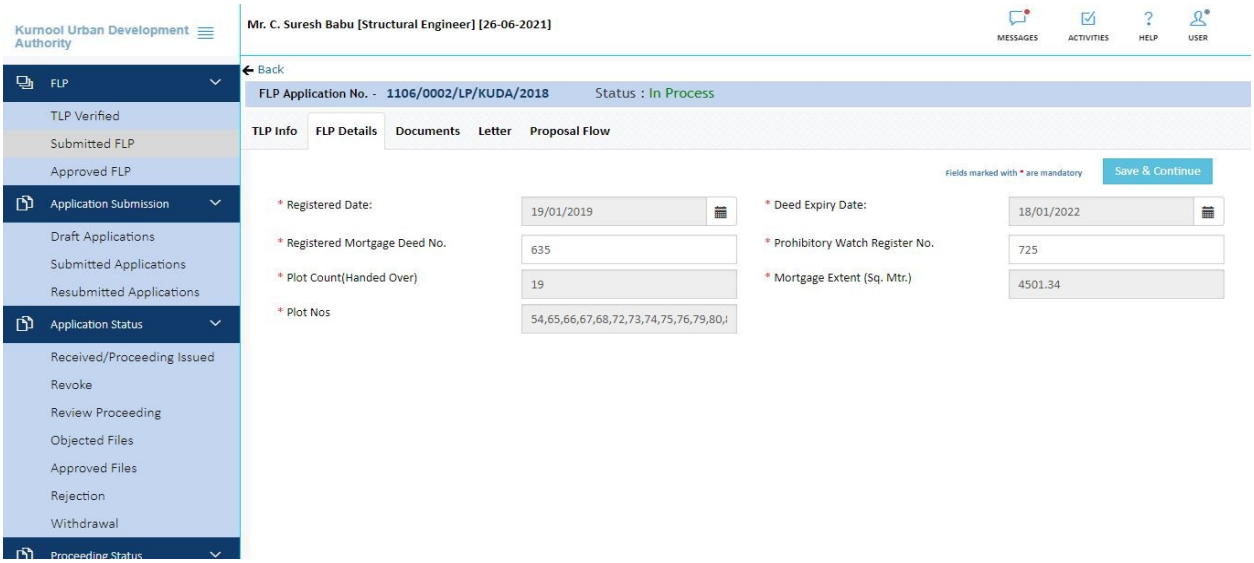


1. LTP execute the mortgage deed and upload the details in OBPS
   - click on “Apply FLP”
   - Application is displayed with various tabs – TLP info, FLP details, documents, letter and proposal flow



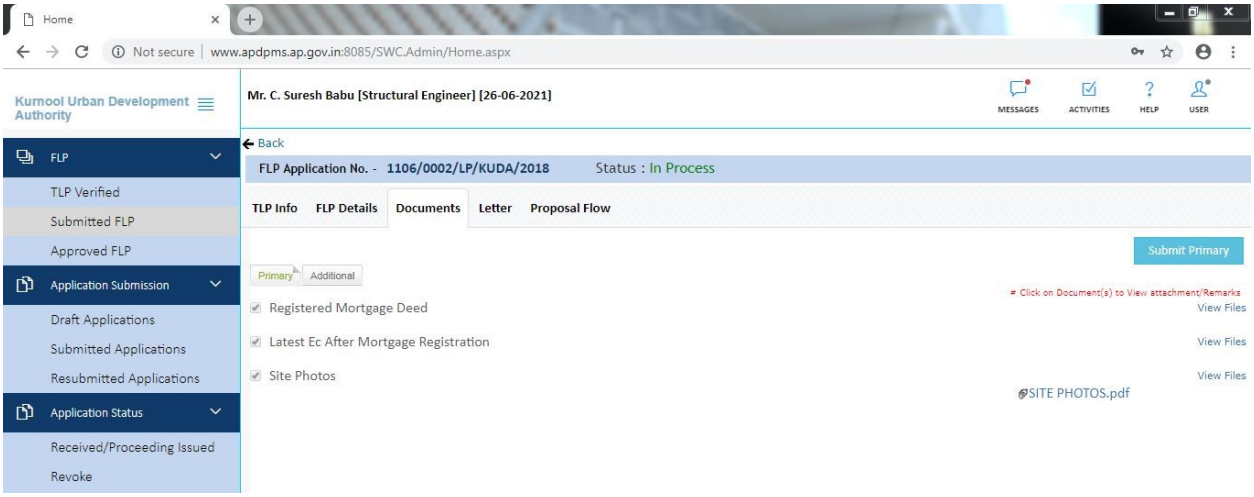
   - View application details in TLP info tab

2. Enter Mortgage details in FLP tab and click on **save and continue**



- Registered Date – Mortgage registered date
- Deed Expiry Date – deed expiry date
- Registered Mortgage Deed no- deed no as mentioned in the registered document
- Prohibitory Watch Register no.
- Plot Count(Handed/Registered plots) – No of plots mortgaged
- Mortgage area in sqmts – total mortgage area
- Plot no's(Handed/Registered plots) - plot numbers that are mortgaged

3. Attach Documents and click on **Submit** button

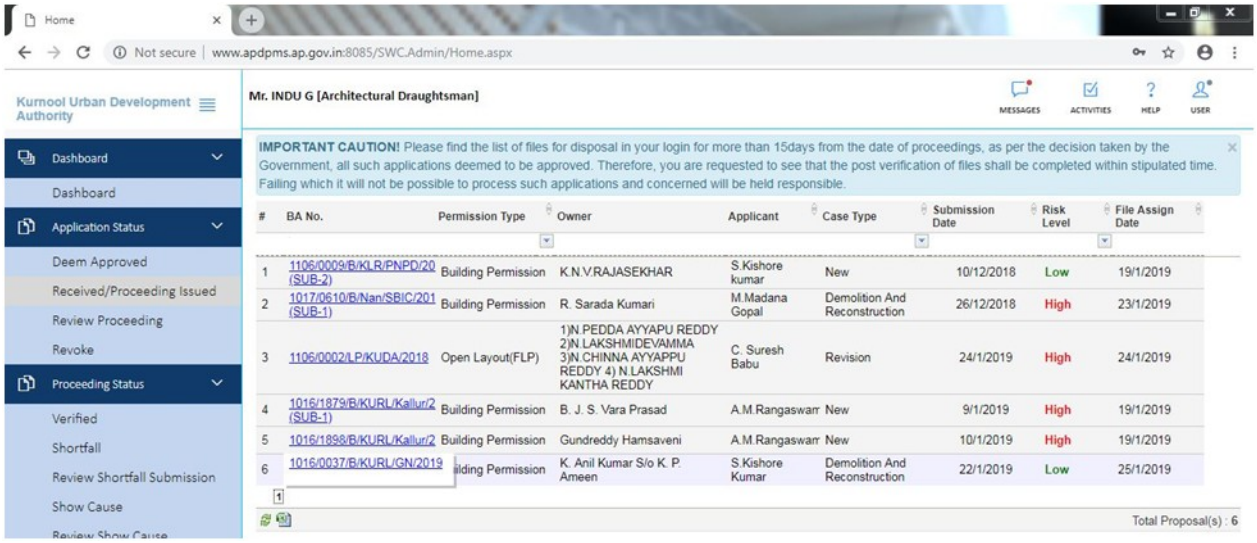


- Registered Mortgage Deed
- Latest EC after Mortgage Registration
- Site Photos
- Click on **Submit primary** button
- Application is viewed under left menu - "S**ubmitted FLP"**

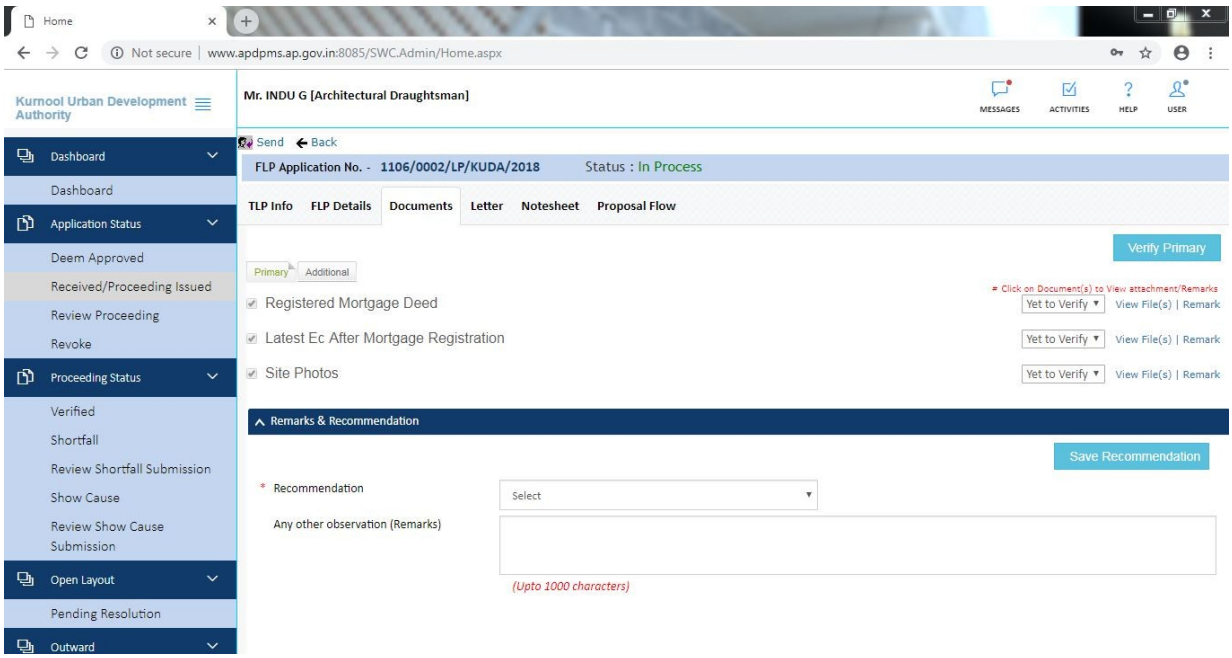
6.1 FLP verification by TP staff

6.1.1 Document verification

1. The file is being received by TPBO/TPS under the menu "**Received/Proceeding Issued**"

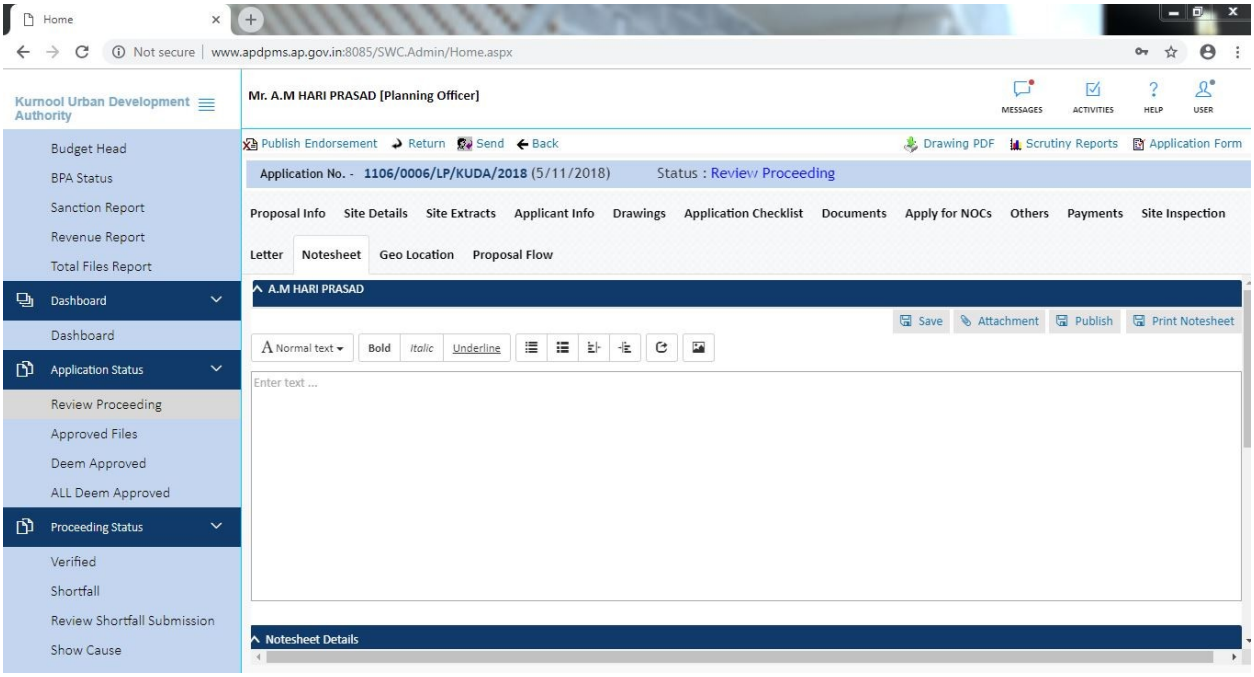


2. Select the application from the list to verify the details

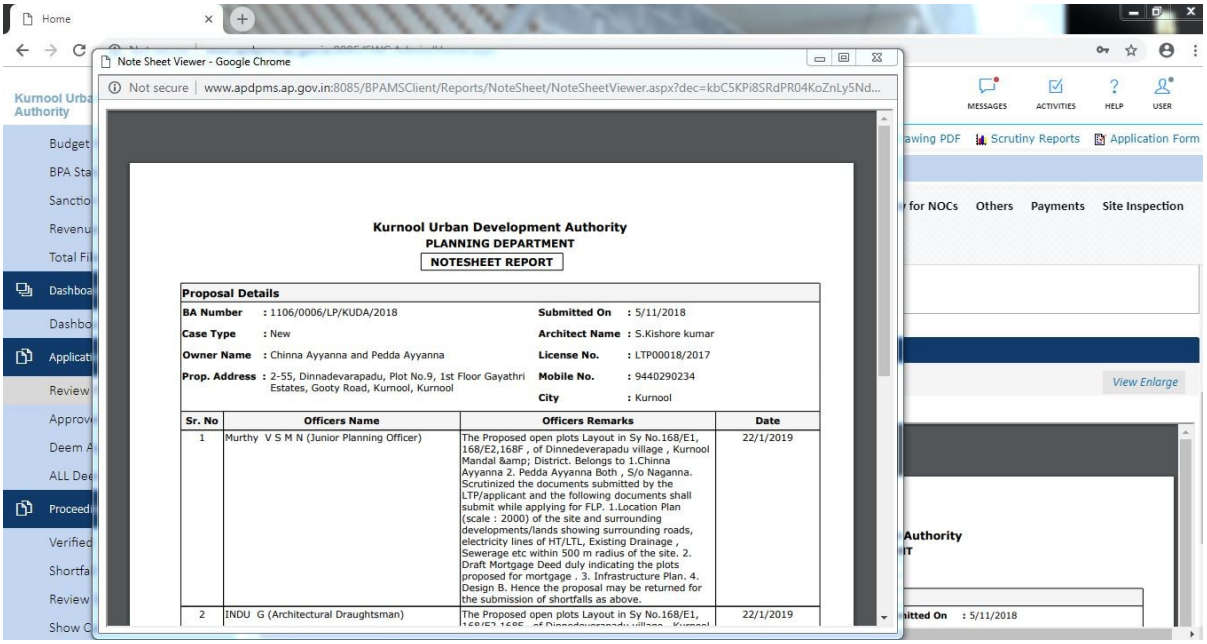


- Verify primary and additional documents
- Enter remarks
- Select recommendation
- Click on "Save recommendation"

3. Prepare Notesheet



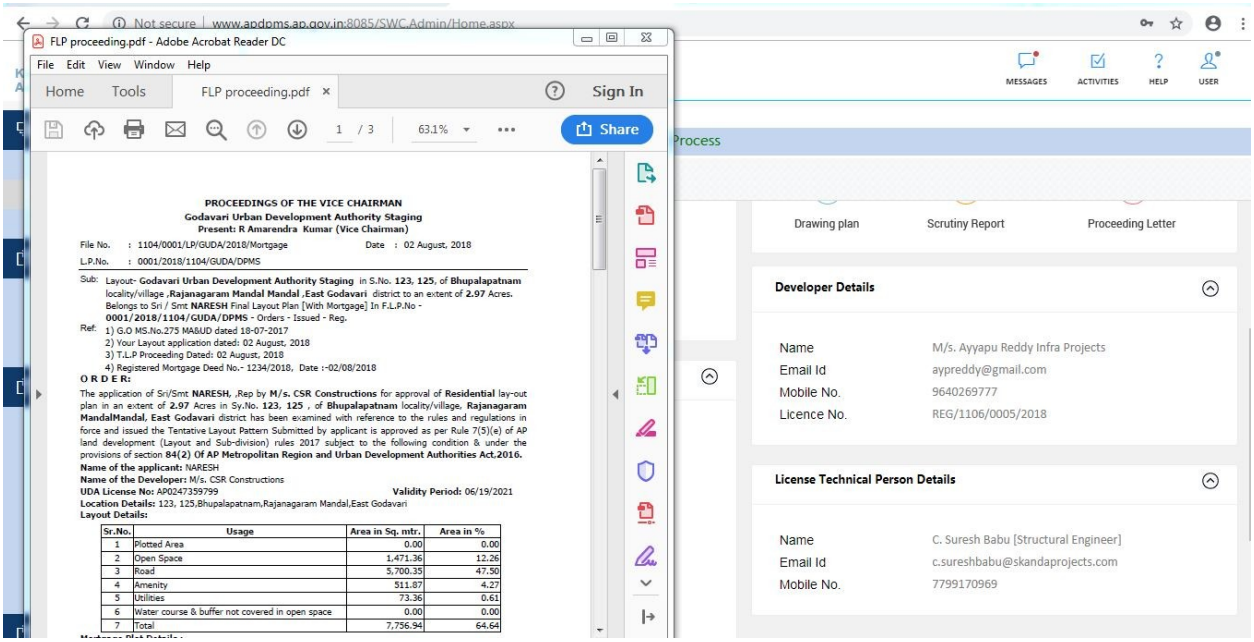
- Enter remarks in the notesheet and click on Save button
- Select Publish button to publish the notesheet



- click on ‘Send’ button so that the file is moved to higher officials as per the workflow

6.1.2 Final approval

- The commissioner receives the file under the menu **“Review proceeding”.**
- Verify the remarks and recommendations of TP staff in the notesheet and ‘selects Approve’, ‘Revoke’, ‘Showcase’ or ‘Shortfall’ options
- If Approved then Final layout proceeding letter is generated with LP number.



- File number is displayed with Mortgage
- The File No and LP number are displayed in the Plan
- File is forwarded to LTP console and is displayed under “**Approved FLP”** tab
- LTP can view/ download the proceedings and approved details

Online Building Permission System (OBPS)

User Manual

For

Building Permission Module

Date: 18-11-2016
Last updated: 26-09-2019

MA&UD

సంచాలకులు,పట్టణ మరియు గ్రామీణ ప్రణాళికా శాఖ
DIRECTORATE OF TOWN & COUNTRY PLANNING
Government of Andhra Pradesh

SoftTech
Empowering Transformation

Table of Contents

1 Introduction 2
2 Getting Started 3
3 User Login 4
3.1 After login 5
4 Apply for Building Permissions 5
4.1 Online submission of Application 5
4.2 NOC integrations 12
4.2.1 External Fire NOC: 12
4.2.2 Airport Authority of India (AAI) NOC: 14
4.3 Initial fee payment 16
4.4 Drawing Scrutiny 18
4.5 Payments 19
4.6 Proceeding Letter 20
5 Post verification 21
5.1 Application verification by TP Staff 21
5.1.1 Login to User Console 21
5.1.2 Verify application data 22
5.1.3 Verify Drawing 24
5.1.4 Verify Documents 25
5.1.5 Verify Payments 27
5.1.6 Site Inspection 27
5.1.7 Notesheet 32
5.2 Approval by the commissioner/VC 33
6 View approval status 35
7 Search application 36
7.1 Search Application at Home page 36
7.2 Search application at login page 38

1 Introduction

This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal or to know the present status of their applications and what are the steps to be taken while applying.

Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the process flow is same.

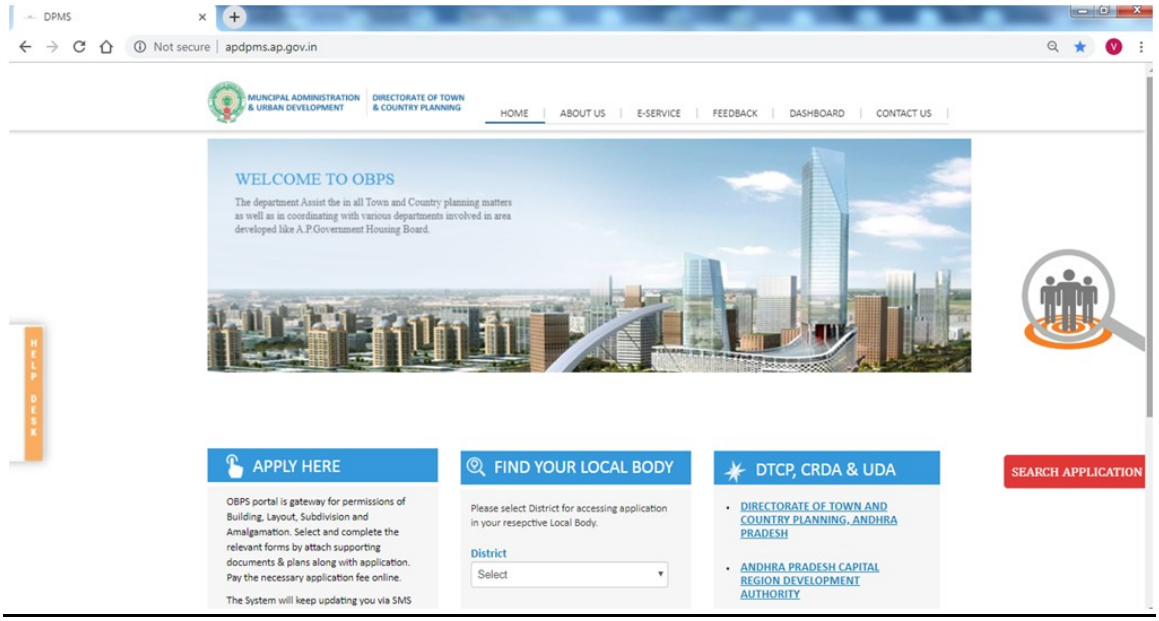
Before applying, please refer to GO's & Acts, procedures for submission of building and layout permissions through OBPS system, guidelines for submission of building and layout plans.

ULBs and UDAs are not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements

To avoid mistakes & to apply successfully, please check notifications and latest updates provided in OBPS website.

2 Getting Started

- Open your web browser
- In the address bar at the top, type www.apdpms.ap.gov.in



- **Home page** will be displayed by default as shown above
- **Eservice** –provides instant access to G.Os, Circulars, guidelines, OBPS user manuals etc.
- **Dashboard**s – displays the real-time data of building permissions, Layout permissions and occupancy certificate of all 110 Ulbs and UDAs across the state.
- **Feedback** – provides feedback form for user suggestions/grievances
- **Search application** – displays current status of application for a given application number without Logging into the system
- **Find your local body** – directs the user to the selected ULB to apply for permissions
- **DTCP , CRDA and UDA** – directs the user to the selected UDA to apply for permissions

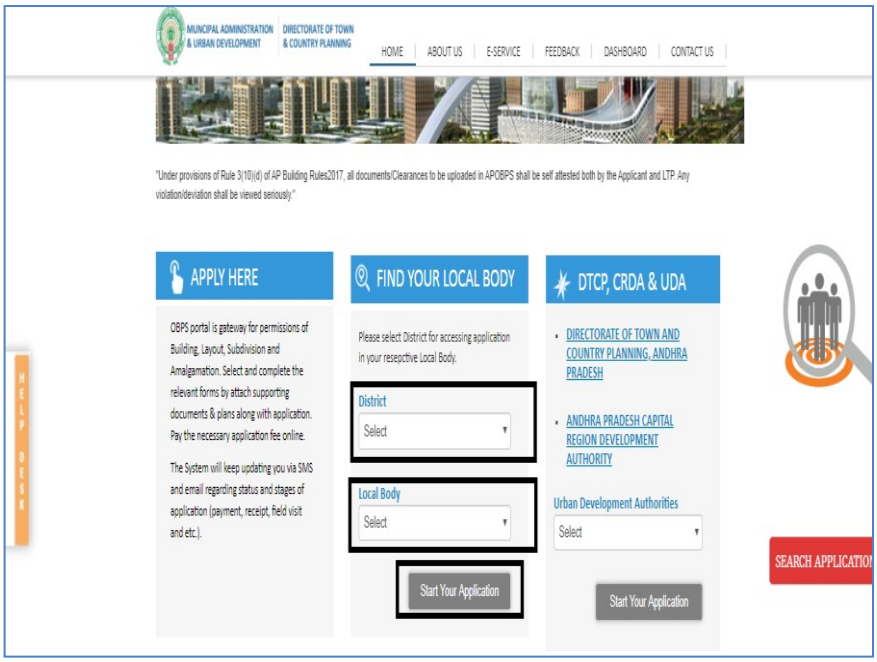
3 User Login

1. Select **District** from the dropdown list. All ULBs for the selected district will be displayed under Local body

2. Select **ULB name** from Local body

3. Click on **"Start your application"**

4. Navigates to the Login page

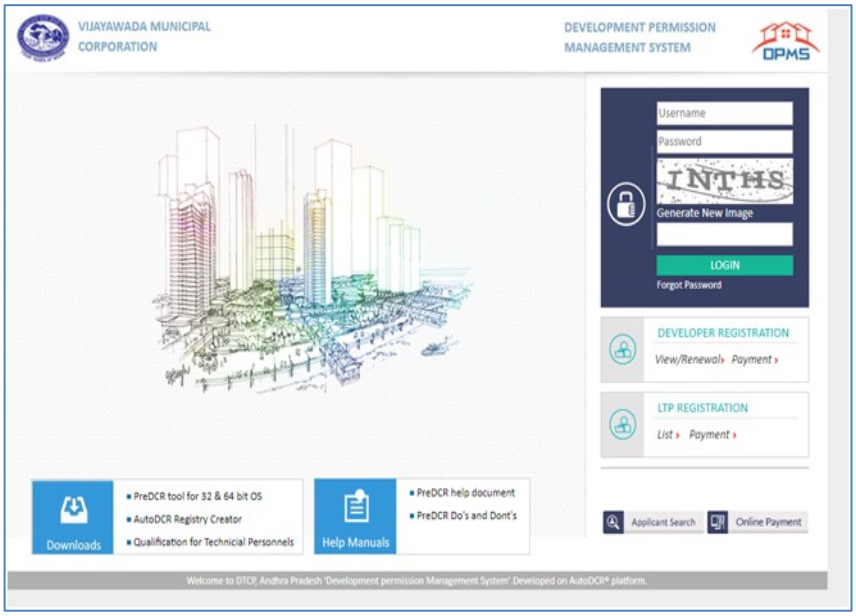


5. Enter **User Name,** Password and captcha

6. Click on "Login" button

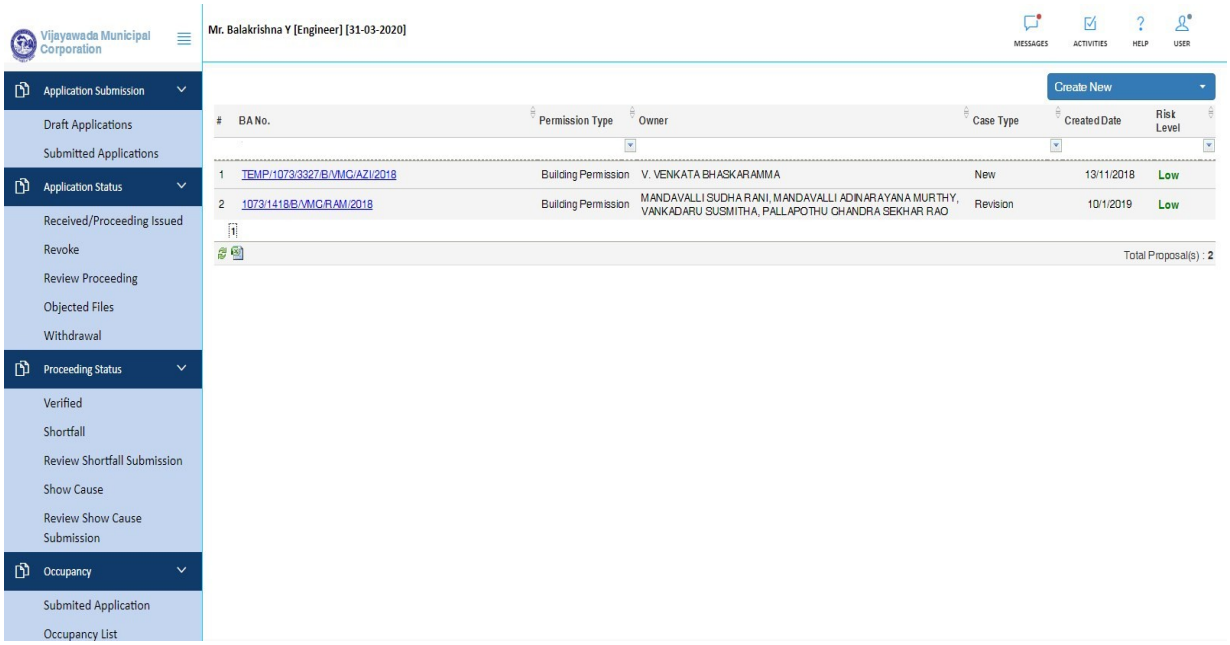
   Note: User cannot login until their account is successfully activated

7. After successful login the LTP will be directed to his console/ dashboard to submit application, view status, make payments etc



3.1 After login

- Separate console/ dashboard is provided to the User to apply, view application status & make payments for the applications and download approval letters and plans.
- By default, draft applications page will be displayed.



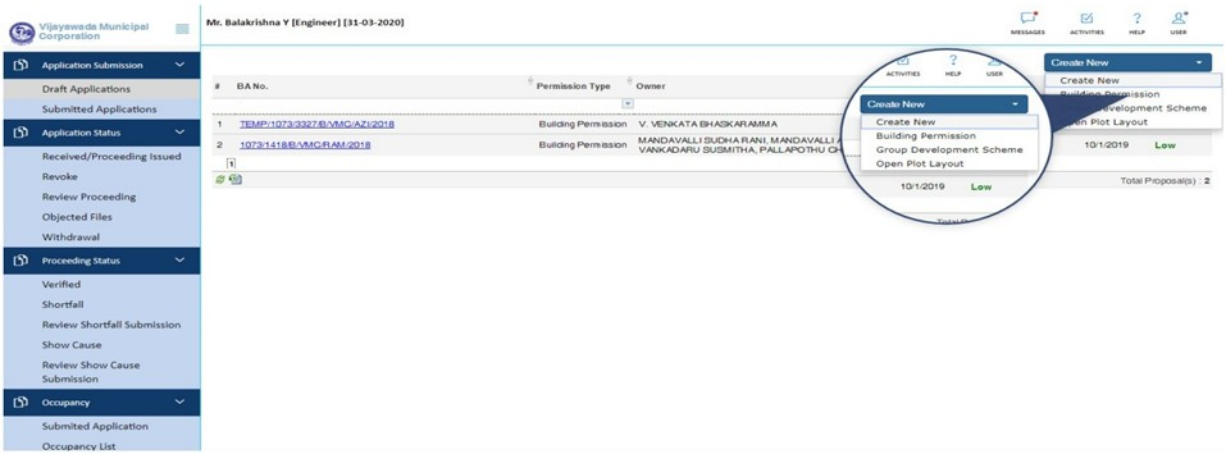
To the left side of the page you can see menu options.

- Application Submission
- Application status
- Proceeding status
- occupancy files

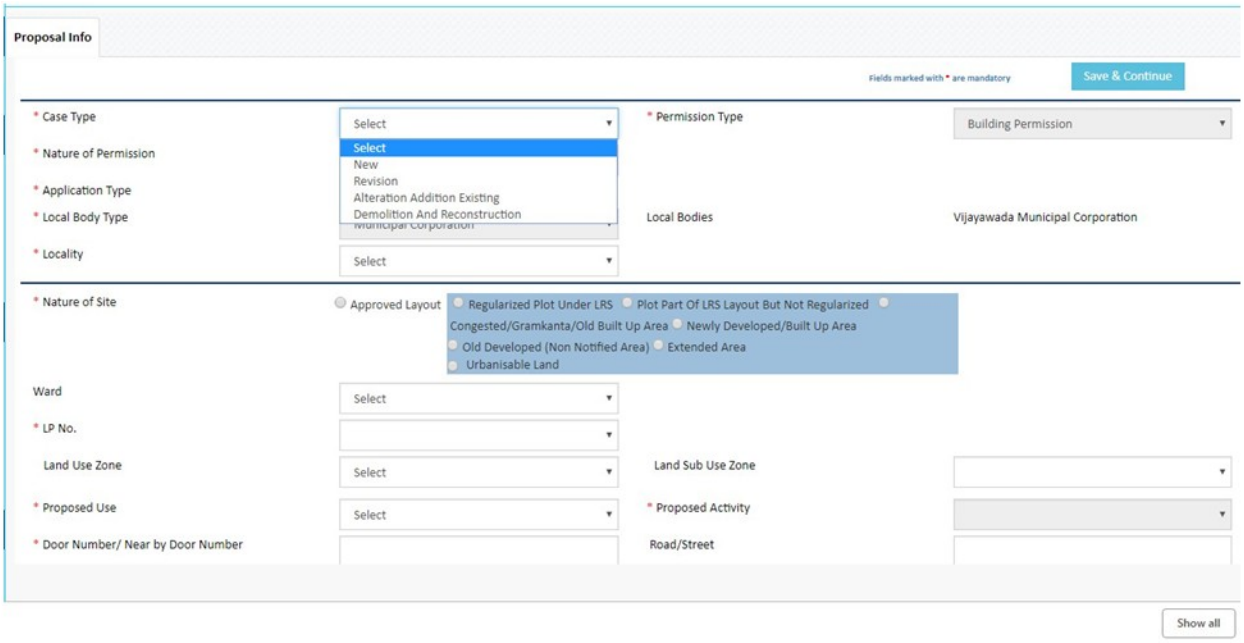
4 Apply for Building Permissions

4.1 Online submission of Application

1. In the left side menu options
   - Go to **application submission** > **Draft applications**
   - select "**Create New"** button at Top Right Corner
   - Select "Building Permission"



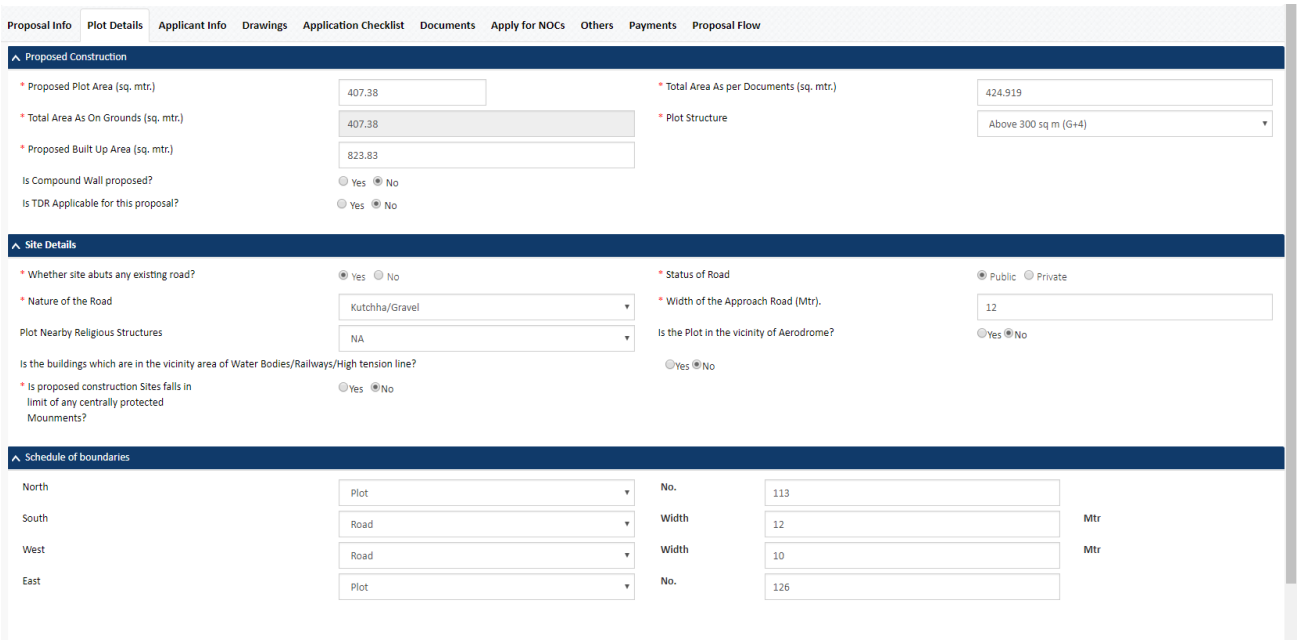
2. Directs to the application – **Proposal Info page**



- **Case type ：** should select the case type as mentioned below
  - **New –** for construction of new building
  - **Revision –**if user wants to make any changes in the approved drawing
  - **Alteration addition exiting-** Building exists but proposes to construct additional floors
  - **Demolition and reconstruction** – demolish existing building and construct new building
- Permission type
  - For the information of your permission type such as Building Permission/Open Layout/Group Development.
- Application type
  - **Private -** To apply the Permission for site falls under other than Government Land
  - **Govt Land –** To apply the permission for site falls under Government Land.
- **Locality/Village**

- If Site falls under Local Bodies - Select the site location as per Master Plan
- If Site Falls under UDAs – Select the site Village & Gram panchayat as per ZDP/Master Plan.

- Nature of site – select correct nature of site as rules and fee are generated on this input. Note: application may be revoked due to wrong input of data
- **Land use zone :** Select the correct land use as per ZDP/Master Plan
- **Land sub use zone :** Select the sub use zone if applicable as per ZDP/Master Plan
- **Proposed use** : Select the proposed use as per Land use zone & Zoning Regulation.
  (Example : if Land use is residential, must be selected residential proposed use).
- **Proposed activity :** Proposed activity to be shown depend upon proposed use.
- Click on "Save & Continue", a temporary BA number will generate.
- Once the Proposal Info got saved then other tabs are enabled

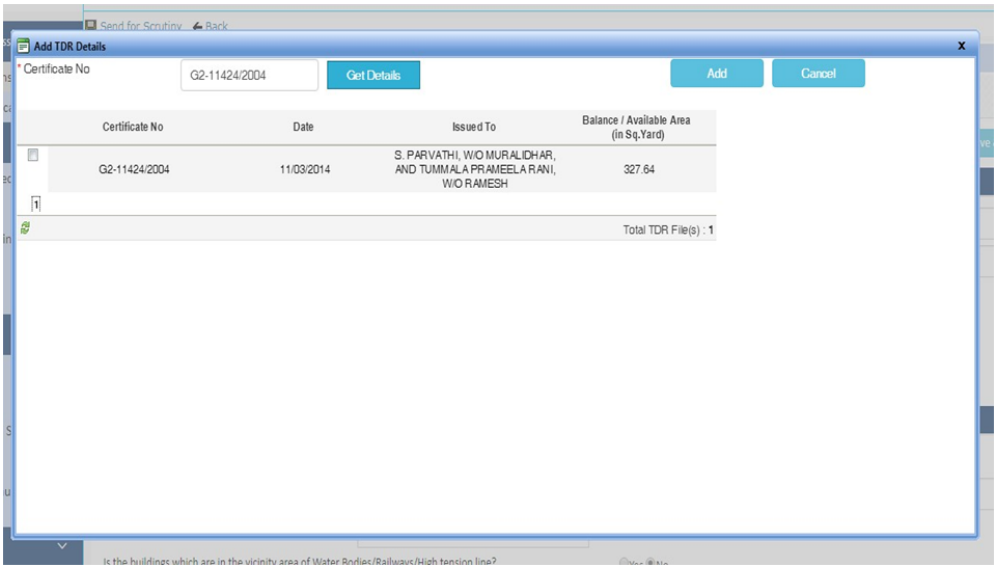


3. Enter **Plot Details** tab and Click on **Save** button after filling the correct information of Plot/Site Details

<u>Proposed Construction</u>(sq.mtr)

- Proposed plot Area - Enter the proposed site area for building permissions, ensure that proposed site area should be same as on document and ground.
- Total area as per documents – Enter the site area as mentioned in Ownership document.
- Total area as on ground - Enter area as on ground
- Plot structure – Proposed Structure size and Height should be selected
- Proposed Built-up Area - same area as mentioned in the drawing should be provided
- Is compound wall proposed (yes/No) – If yes should be provided in Running meter

- Is TDR applicable for the proposal? yes /No
  - If you want to utilize the tdr bonds then you can select as **Yes.**
  - Add TDR details window will popup to add TDR details.



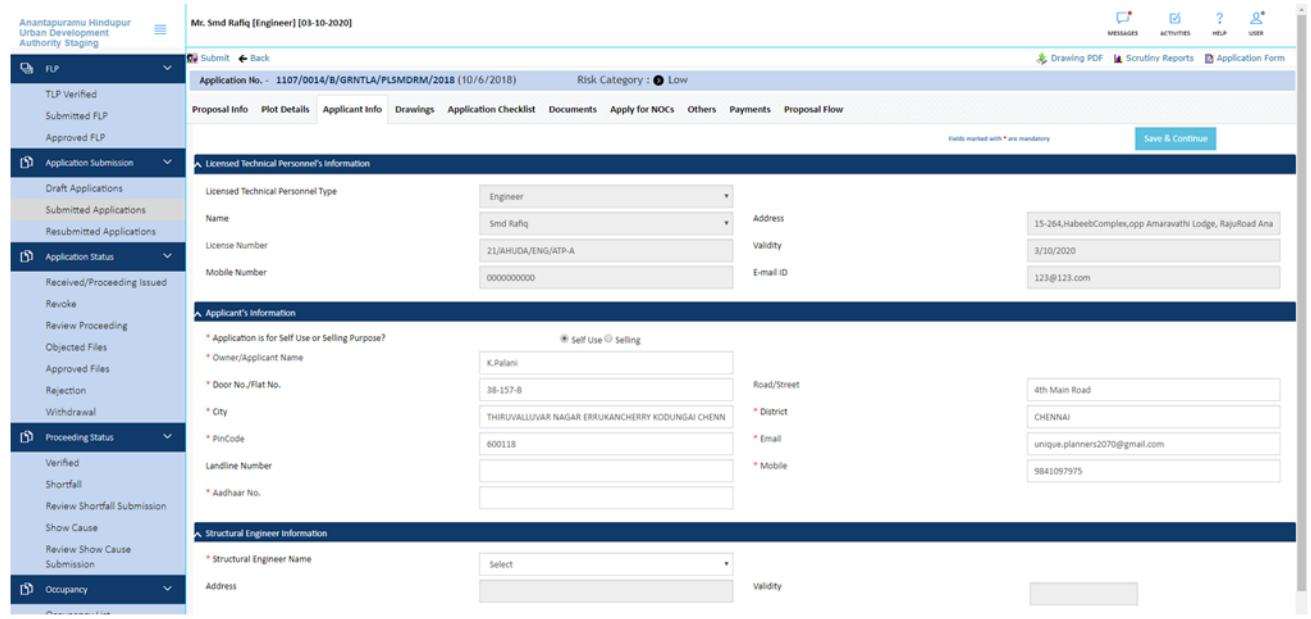
  - Enter bond details and extent you are using for drawing and payment adjustment.
  - after entering details TDR, close the pop up window
- **Site details**
  - Whether site abuts any existing road? yes /No. – Select the
  - Status of road – Select the road whether public /private as per site condition.
  - Nature of Road – Select the nature of road as per abutting to the site.
  - Width of approach Road – Enter the width of Existing road width in Mtr.
  - Is plot nearby religious structure ? yes /No. if yes, Should get the NOC from National Monument Authority.
  - Is plot in the vicinity of aerodrome ? yes /No. If Yes, You can apply to NAAI.
  - Is buildings which are in the vicinity of waterbodies/railways? yes /No. NOC needs to be upload as required.

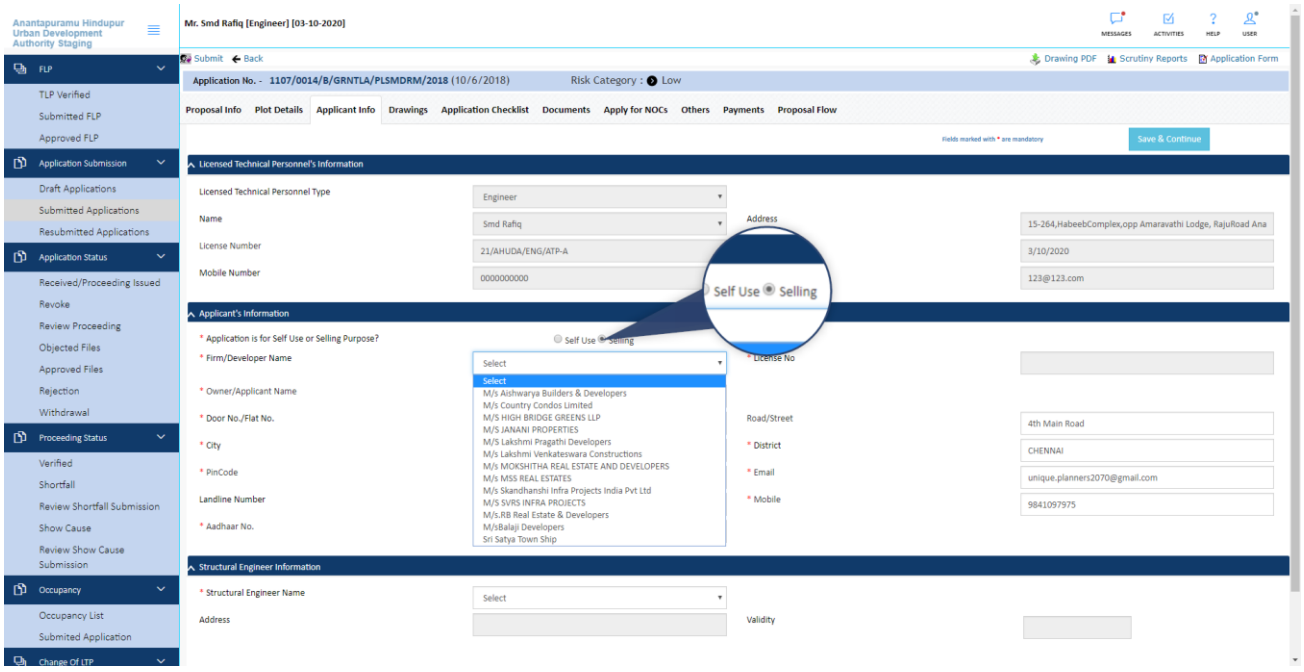
- **Schedule of boundaries**
  - Should be Selected the Site boundaries type such as Vacant Land/Plot No./Existing Building/Road for 4 Directions (North/South/East/West).

4. Fill **Applicant info** Details and click on **Save** button

   Provide the applicant information such as name/firm's name, Address and contact details. This tab is divided into three sections named, Licensed technical personnel's information , applicant's information and structural engineer information.

   Note: This name is going to be reflected on all the letters which will be issued by the corporation. This information will not be changed once application is submitted.



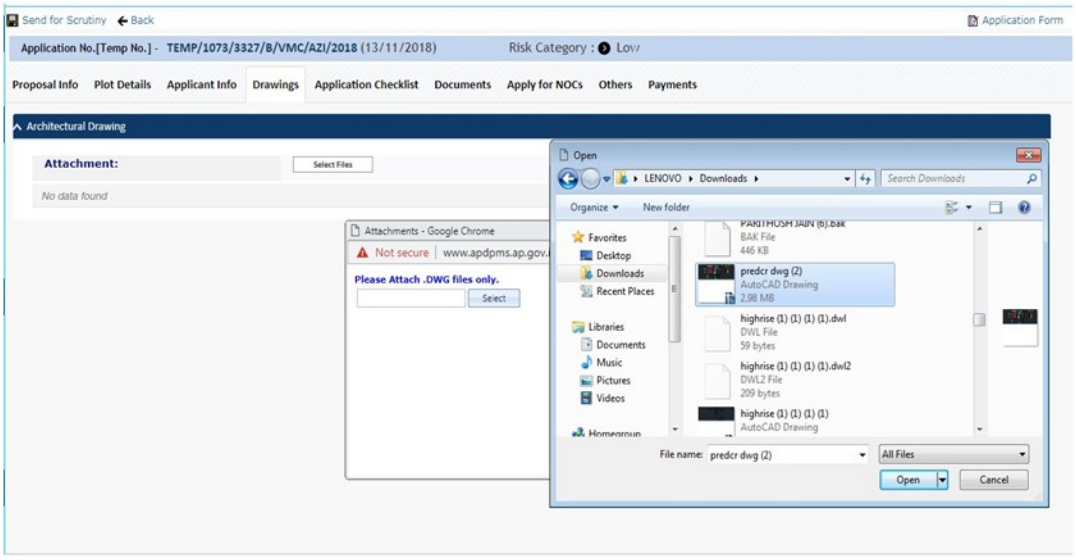


- **LTP Information –** these details are fetched from the system and displayed for your information

- **Applicant information**
    - Application for self use or selling purpose ?
        - If "**Selling"**
            - Firm/developer Name
    - License number
    - Owner/applicant Name
    - Address – Door No, Street , City and district details
    - Aadhar number
- Structural engineer Details

5. Attach building drawing in **Drawing Tab**

   Here you can submit the pre formatted(pre-DCR) AutoCAD drawing file of your proposal. It accepts only file formats with .dwg type extension. This file issued to verify your proposal plan, whether it meets all the requirements or it is violating rules. To submit your drawing

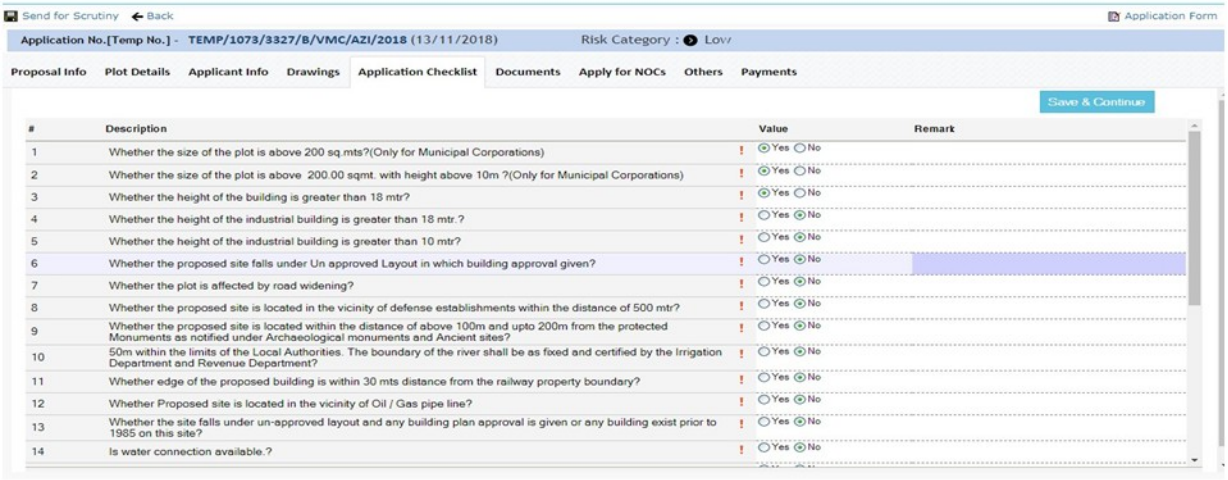


- Click Select files. A pop up window appears, click Select.
- Choose the respective drawing file(.dwg) from your computer and click Open. The drawing gets uploaded and the date of upload is displayed to the right of your attachment.
- Please refer Predcr manual for any clarifications on AUTOCAD drawing

6. Fill **Application checklist** and click on **save and continue**

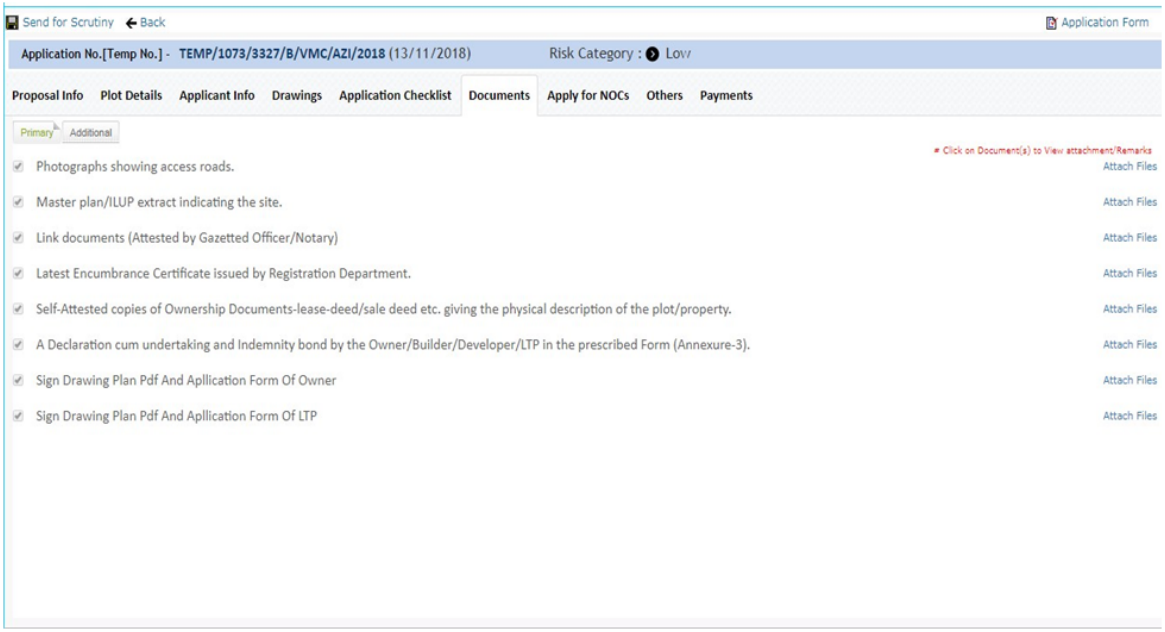
   This section consists of questions(Yes/No) related to submission of NOCs based on vicinity (area nearby or surrounding) of the proposal site. If the proposal site is near to any government property, Natural resources, water bodies, Monuments, Gas/pipelines, High

Tension lines, etc., the applicant/owner should obtain NOC(No objection certificate) from their specific authorities and submit a copy (PDF format only) in **Documents** section.



- Ensure correct details are provided as application is processed based on the inputs provided by the User.
- Document checklist is generated based on values selected in the checklist
  Note: Application can be revoked if wrong data is entered

7. Attach Primary and additional documents from **Documents** Tab
   submit the required documents online (in pdf format only).The documents required are based on the type of your proposal and the information/details you have provided in previous sections. If you wish to change the details provided by you in the previous sections, you can go back, edit and save the changes.

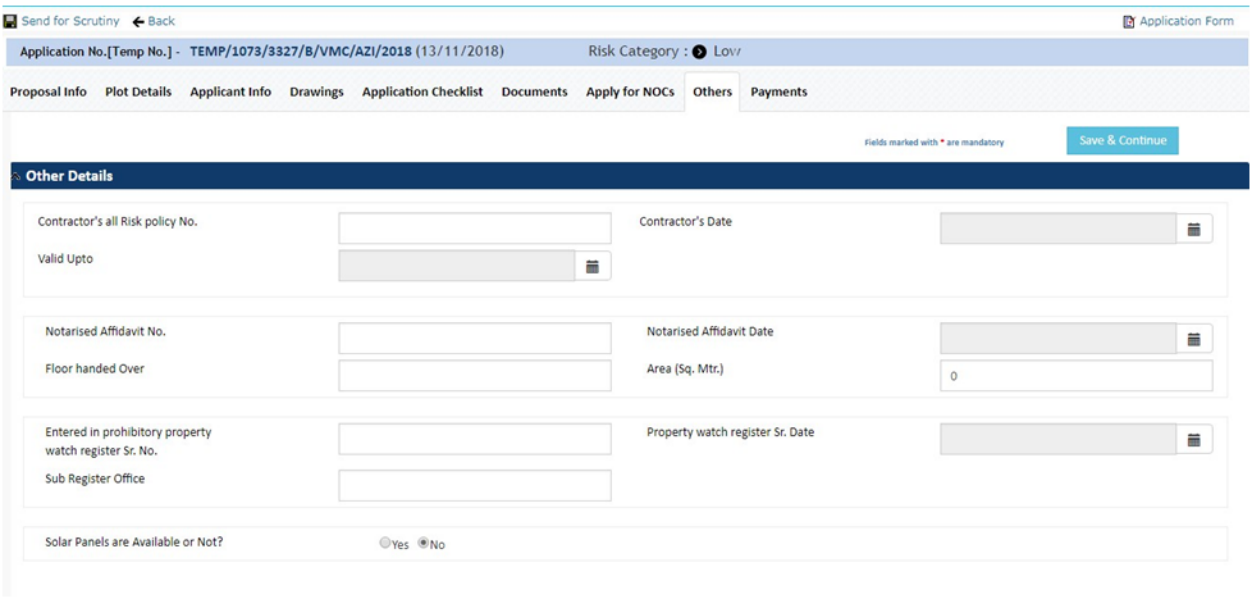


- Attach Primary and additional documents and click on Save
- ***Note: please ensure valid documents are uploaded in the system***

8. Apply for NOCs
   In this section, you can apply for required NOCs.

   Please refer NOC integration section 4.2 of this document

9. Enter mortgage details in **others tab** and click **"Save and Continue"** button
   If Proposal has the contactors risk policy details and is applicable for mortgage, then you can fill the details in the others tab. One can fill this tab before the drawing is passed in rules or even after the drawing is passed in rules



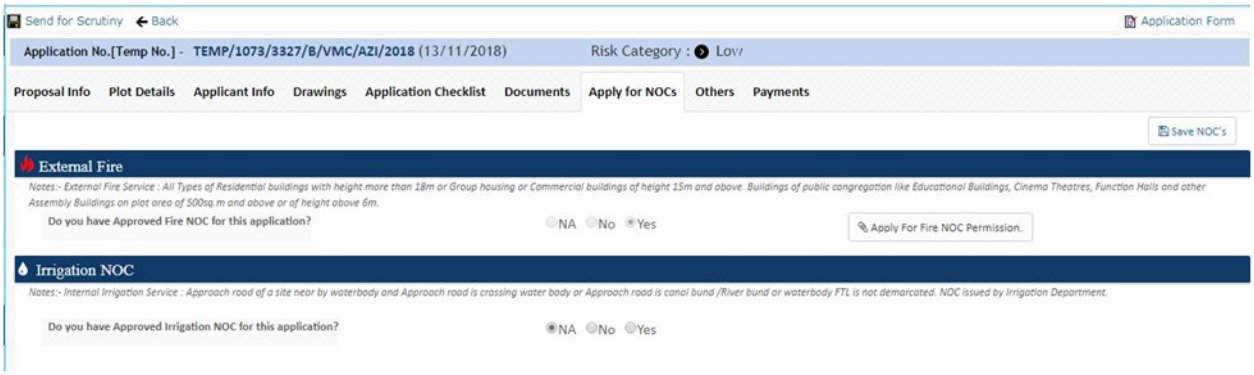
- Notarized Affidavit no- As mentioned in the mortgage document
- Notarized Affidavit Date - Date specified in the mortgage document
- Plot count – Number of plots mortgaged
- Area- Total Mortgage area as specified in the layout plan
- Mortgage Plot Nos – provide the plot numbers that are mortgaged

4.2 NOC integrations

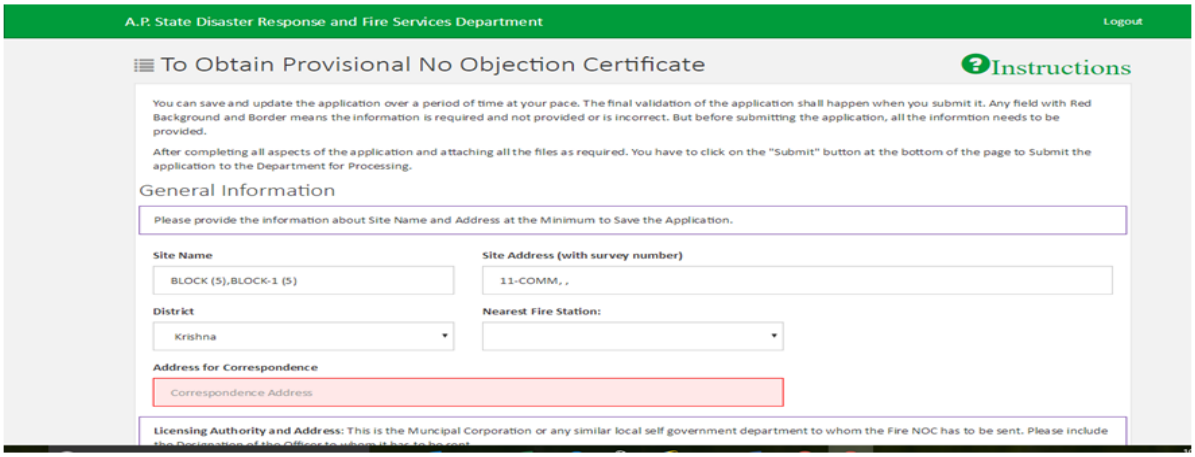
In this section, you can apply for required NOCs.

4.2.1 External Fire NOC:

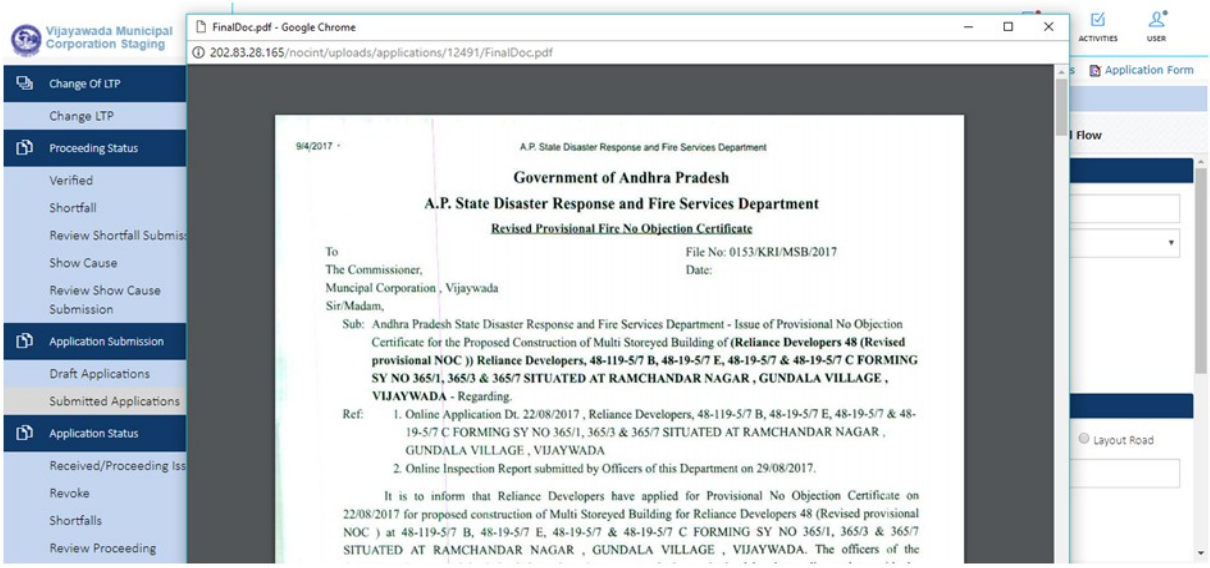
- After Scrutiny, AutoDCR identifies that this proposal attracts NOC from fire department basing on building height and proposed activity
- upload NOC if you have it, else you can apply from OBPS system for NOC from Fire Department



- To obtain NOC online select "**No"** button
- Click on '**Apply for fire NOC permission'** button
- Application automatically redirects to Fire Department Portal where you can fill remaining details and submit the application for Provisional NOC.



- Once the Fire Department officials have issued NOC then it will be visible in your console automatically. Also Status and Remarks of Fire Department are updated.

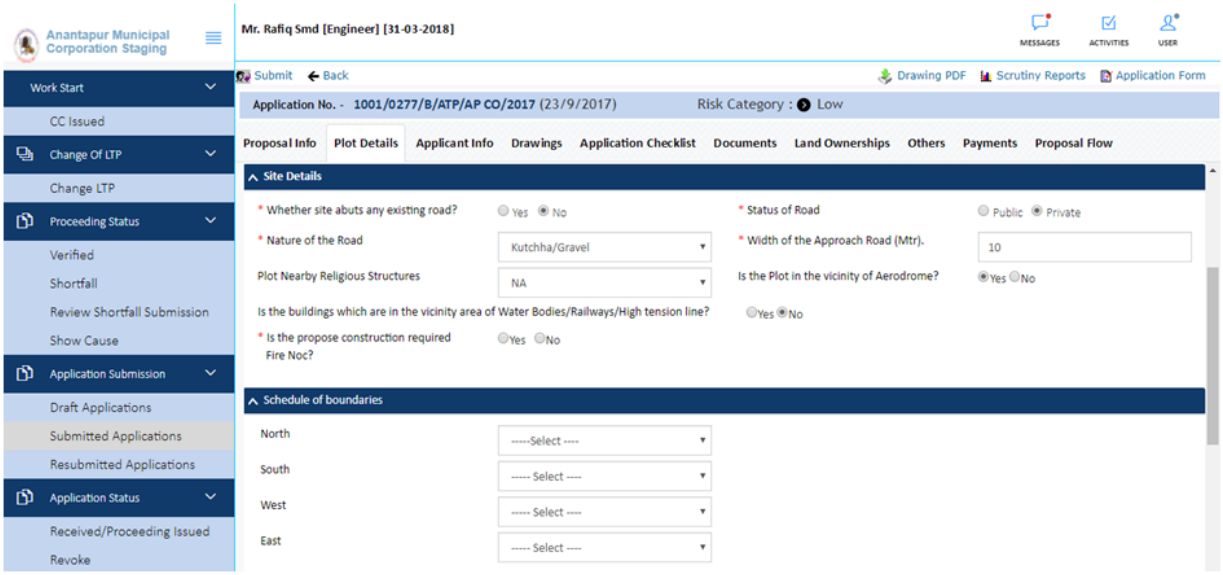


- On clicking the View NOC Letter, LTP can check and download the Provisional Fire NOC.

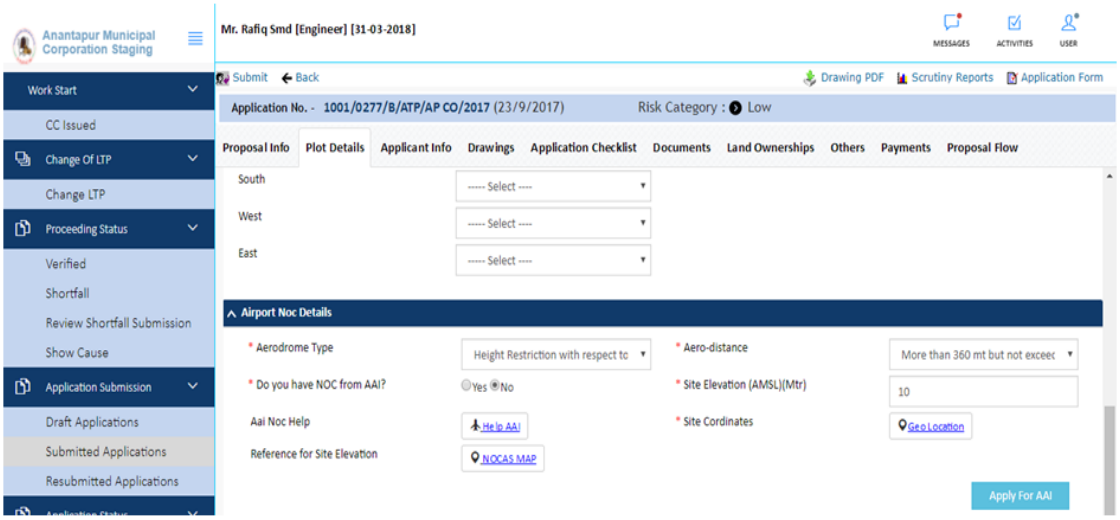
4.2.2 Airport Authority of India (AAI) NOC:

You can apply for NOC from AAI from OBPS system.

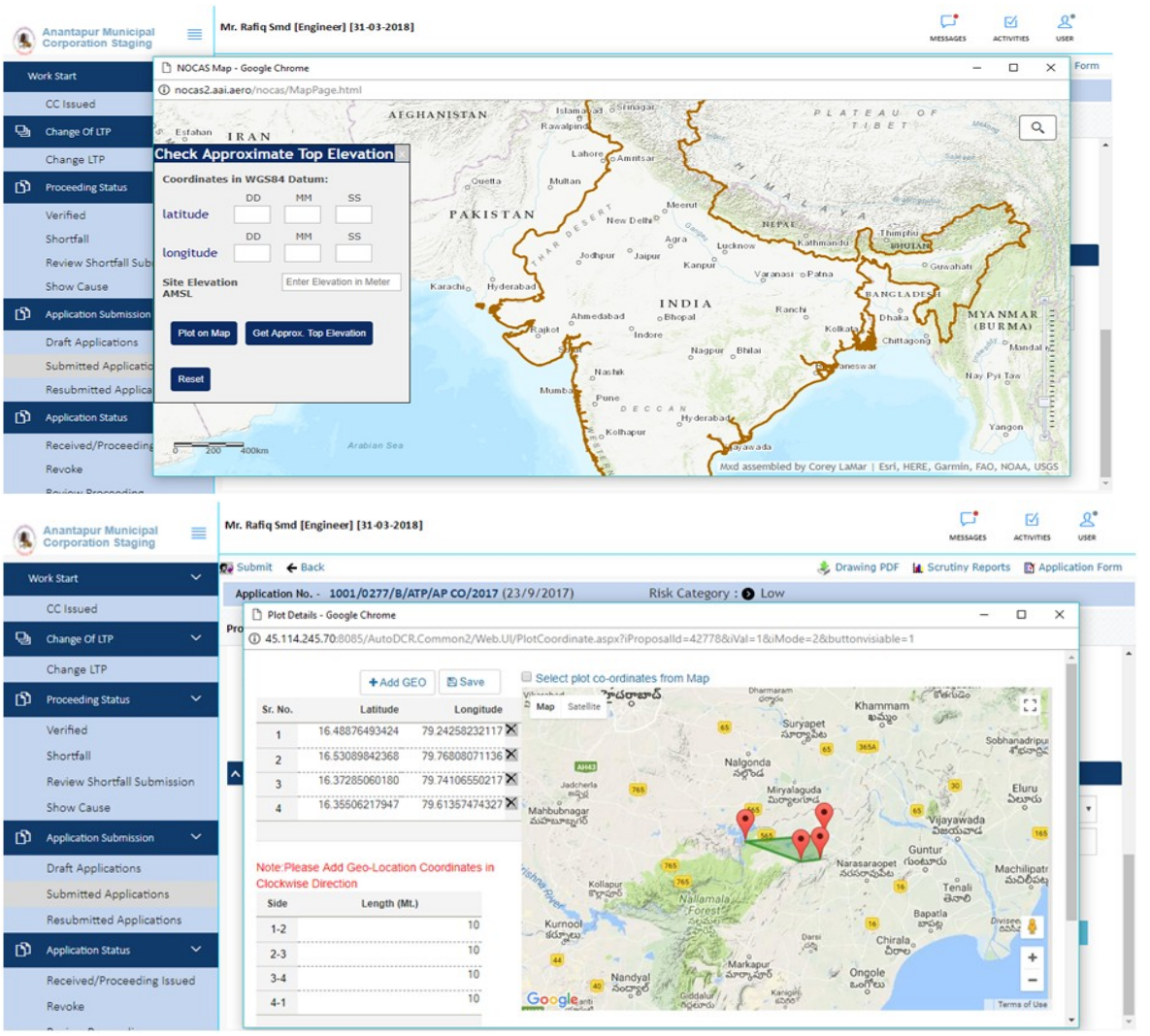
This NOC option is enabled when you select a question “whether the plot is in the vicinity of Aerodrome as Yes” in site details section of application form



- Once Drawing Scrutiny is passed in AutoDCR, then a module to apply for AAI NOC is enabled.

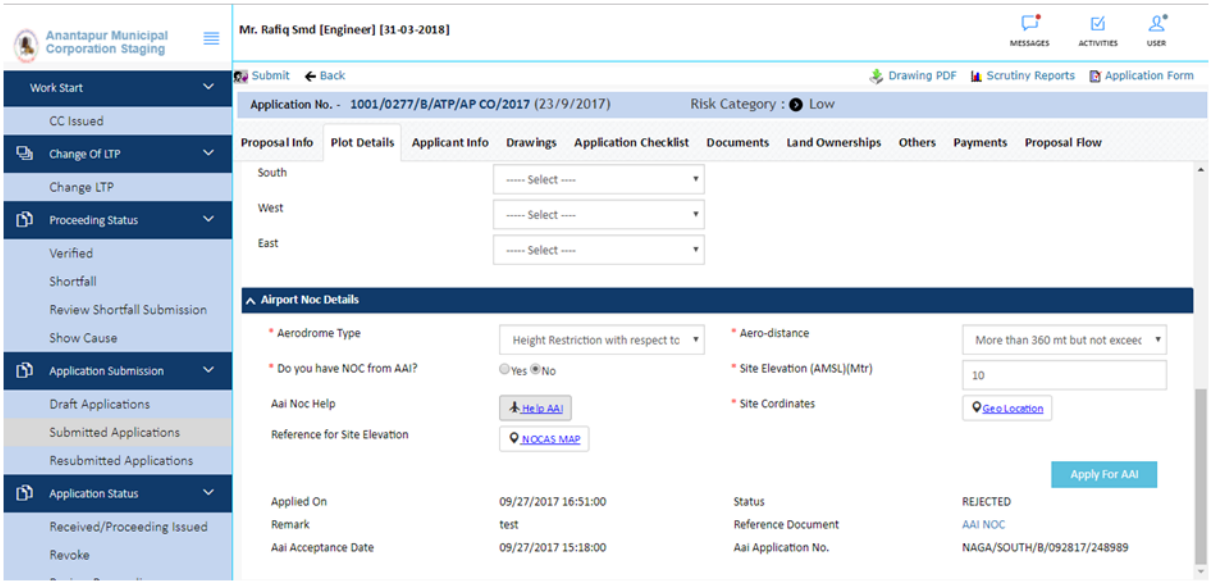


- Enter the Site Elevation (AMSL) in Mtr.
  Note: AAI has provided a NOCAS Map module to help you get accurate elevation details.
- Enter the Latitude & Longitude Coordinates of 4 corners of the plot



- For any query, he can directly access the AAI home page for more clarity.

- Once NOC is issued by AAI, then the Status, Reference Document, AAI Application No., Remarks, etc., are visible in OBPS Portal.



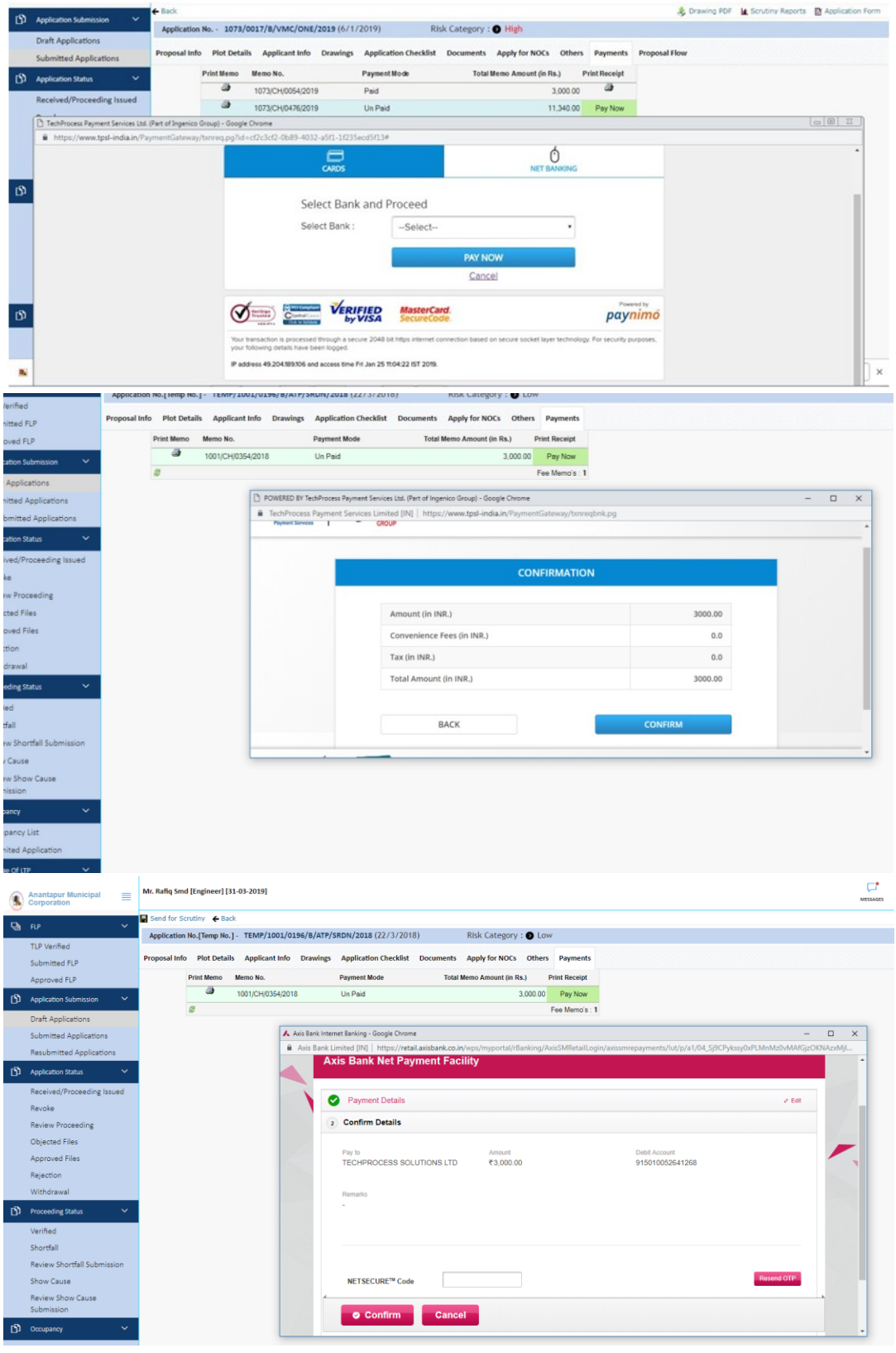
4.3 Initial fee payment

- LTP/applicant has to pay an initial payment depending upon the site area.
  - Rs. 3000/- for site area <= 300sq.Mts
  - Rs. 10,000/- for site area >300 sqmts.
- System will generate the Challan for Initial fee which can be viewed in payment tab

  - Click on “Pay now” to make the payment
  - Page directs to online payment gateway

Online payments

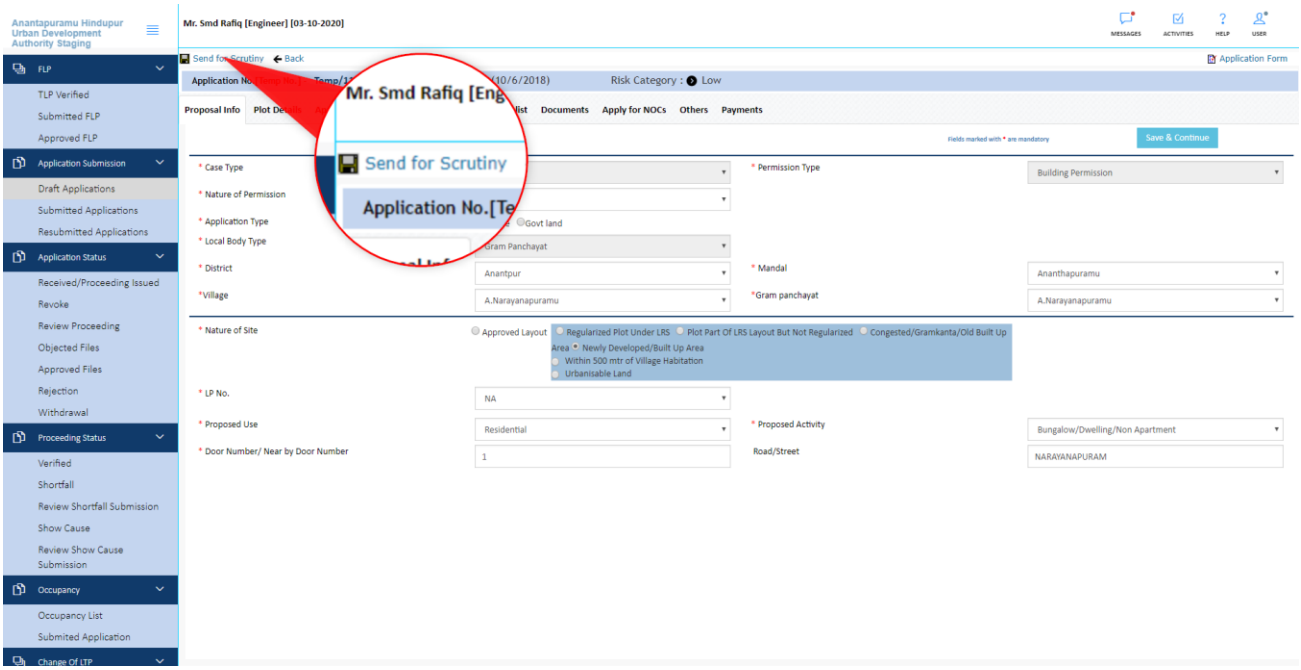
- User can make payment through ICICI or CFMS gateway
  Payment can be made through
  - Net banking
  - Debit/credit card
  - NEFT/RTGS



- Once the payment is done then you can proceed the file to send for scrutiny.

10. Submit application

- Click on **Send for scrutiny** button to submit the drawing for AutoScuriny



- BA Number will be generated .This number is used for future communication purposes
- File will be displayed under "**Submitted Applications**" menu option of LTP console

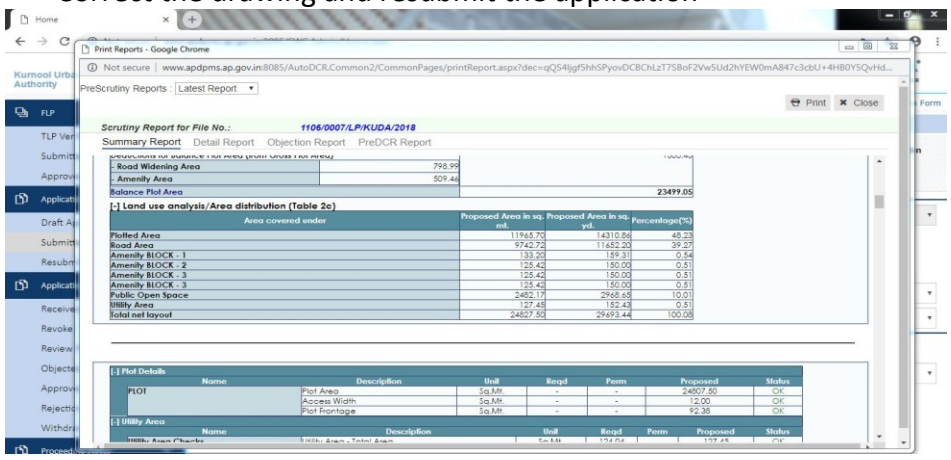
4.4 Drawing Scrutiny

After drawing is scrutinized LTP and Applicant will receive an SMS Alerts to their registered mobile number

Drawing Failed

In case, the scrutiny is unsuccessful/ failed,

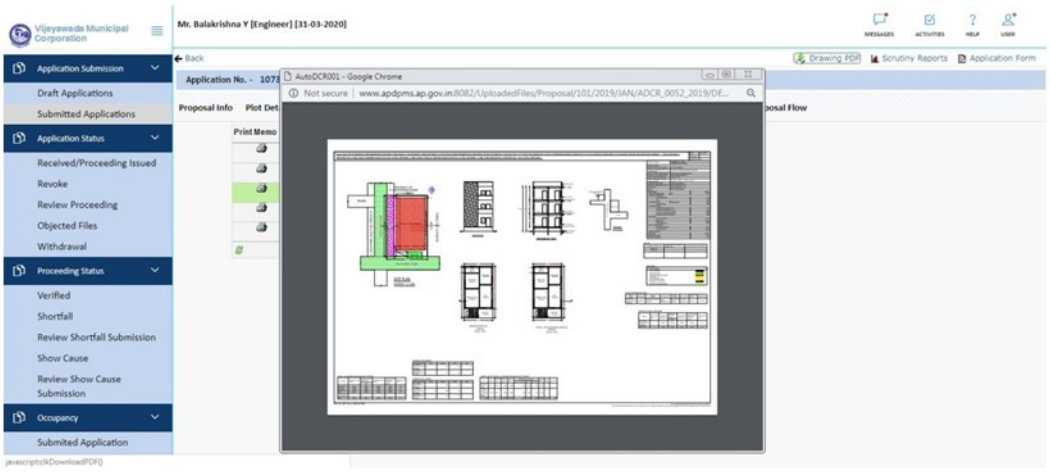
- Application is displayed under left menu option - **Objected Files** says that "Drawings has failed in rules"
- Select the application and Click scrutiny report to verify the details
- Correct the drawing and resubmit the application



Drawing Passed

When drawing is passed in rules, system generates drawing pdf and scrutiny report

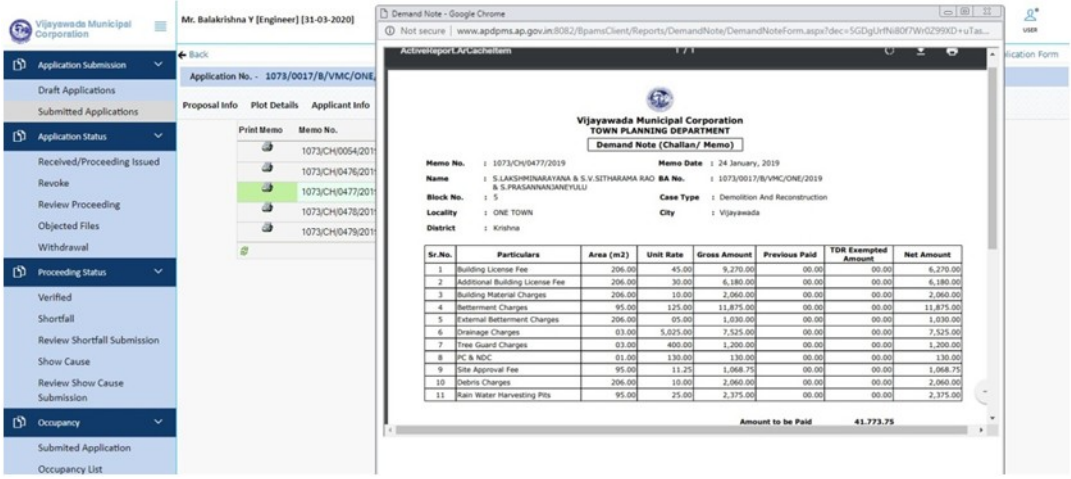
- View /download scrutiny report and building plan



- Verify all details, upload pending documents (if any) and submit application for final payment

4.5 Payments

Fee (budget head wise) will be generated automatically and can be viewed in payments tab



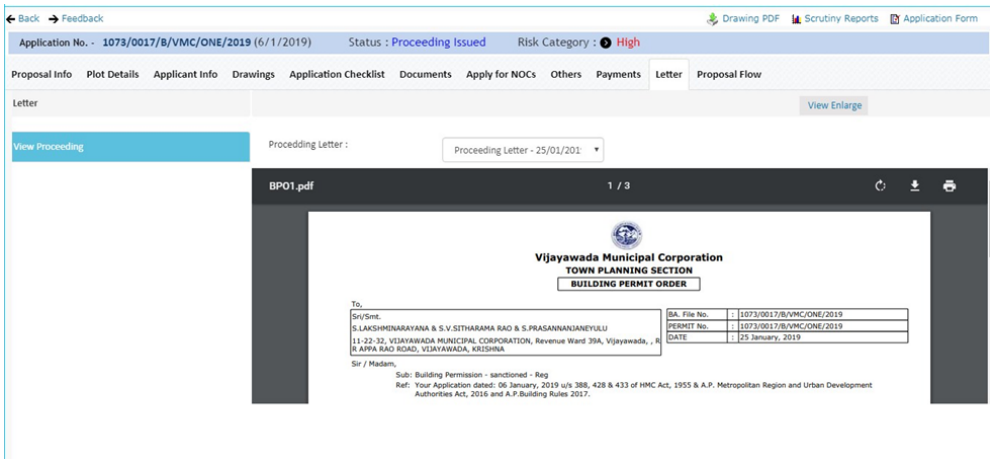
- Note: please verify the fee details before making the payment. For any changes/corrections in fee request has to be raised in RTS.
- Separate challans are generated for separate department. Part payment option is also available in the system

Online Payments

Please Refer section 4.3 online payments of this document.

4.6 Proceeding Letter

- After total payment is done, Proceeding is generated automatically and file is forwarded to the concerned Town planning staff for verification.
- In TP staff dashboard/console the application is displayed under left side menu- **"Received/Proceeding Issued**"
- In LTP console file is displayed under left side menu - **"Proceeding issued"**
- LTP can select the application and download /print the proceedings



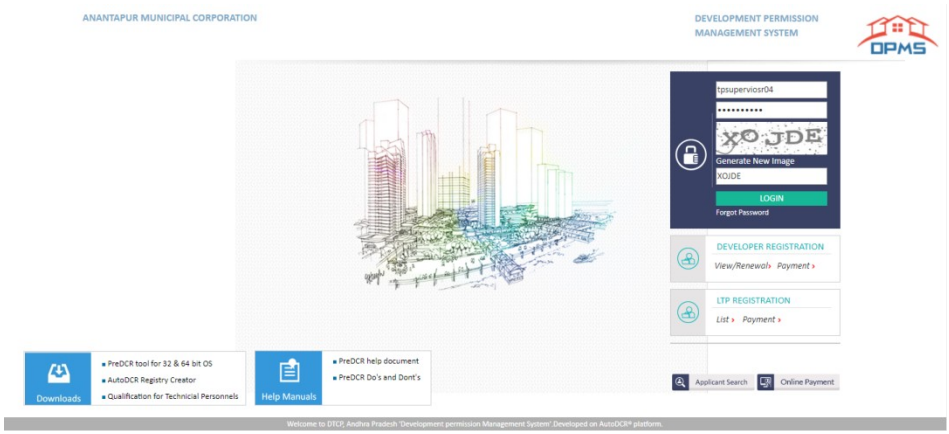
5 Post verification

5.1 Application verification by TP Staff

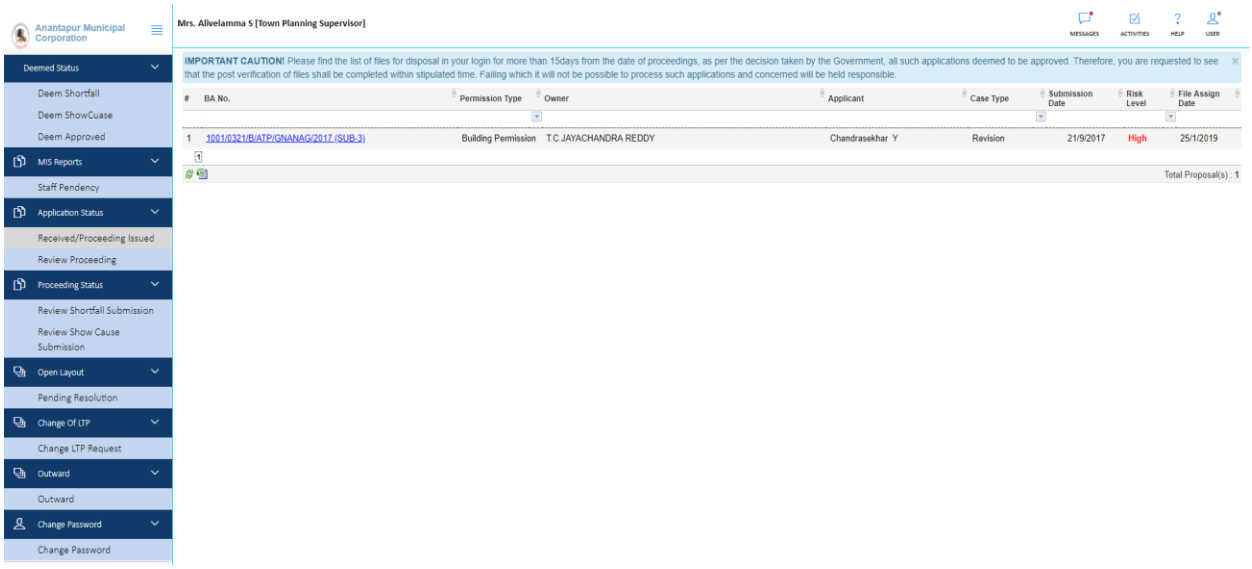
After proceeding is generated, application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.

5.1.1 Login to User Console

Refer section 3 user login steps



1. After successful login the Officers will be directed to his console/ dashboard to review the applications, recommendations, Endorsement, etc.,

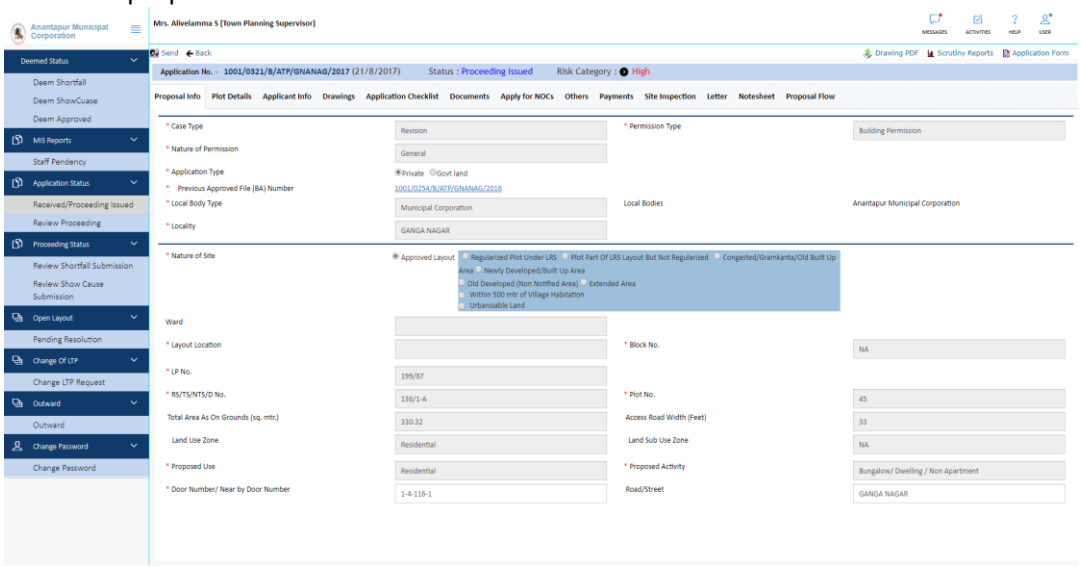


- Click on the “Received/Proceeding Issued” Tab from the left side menu of Application Status.
- Click on Required Building Application no. to start the post verification.

5.1.2 Verify application data

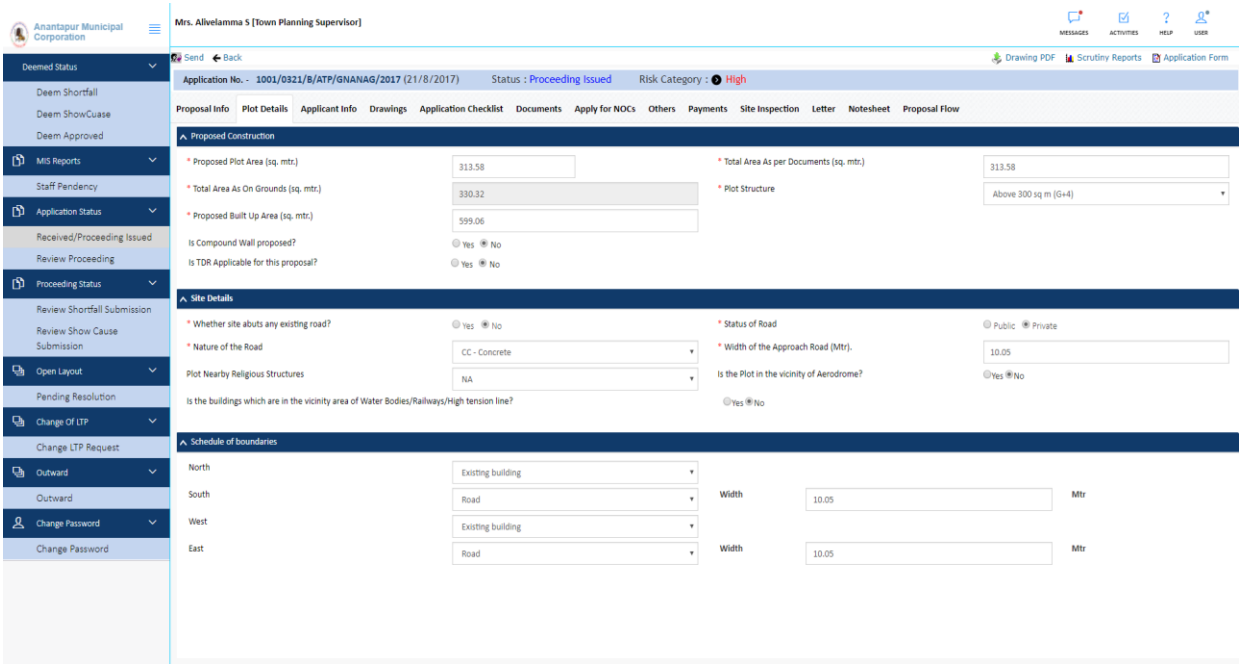
Verify details in all tabs of application form submitted by the Applicant.

1. Select proposal Info tab



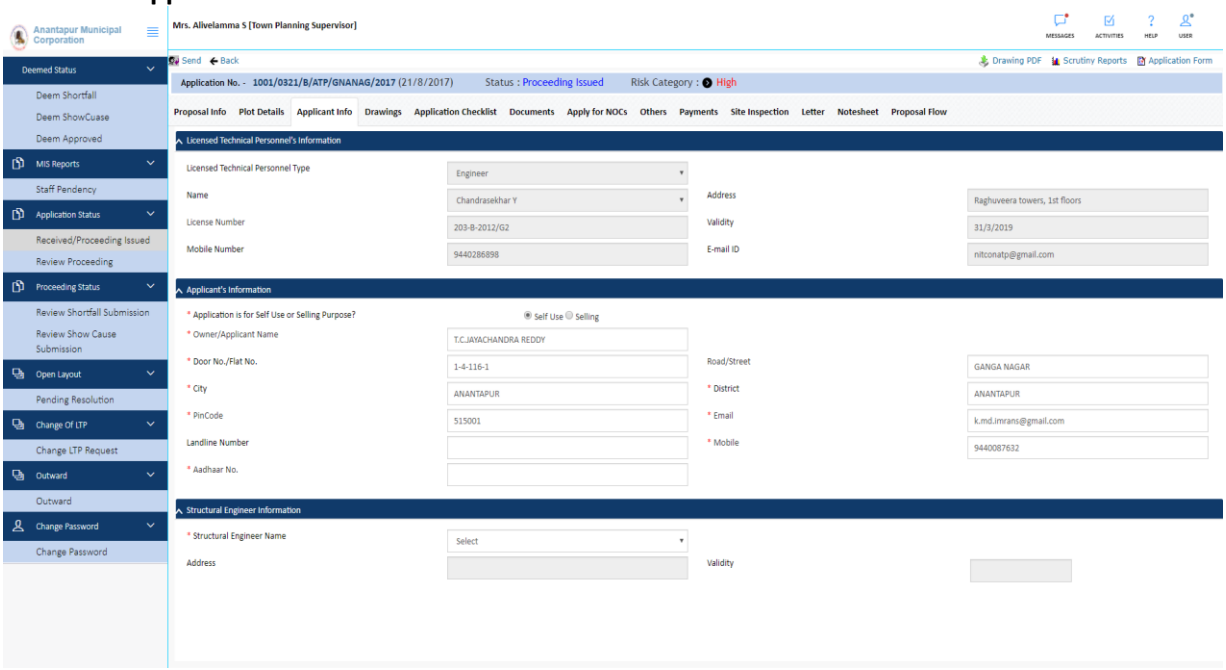
✓ Verify details in proposal Info tab – case type, type of permission, nature of site, proposed use, proposed activity etc

2. Select **Plot details** tab



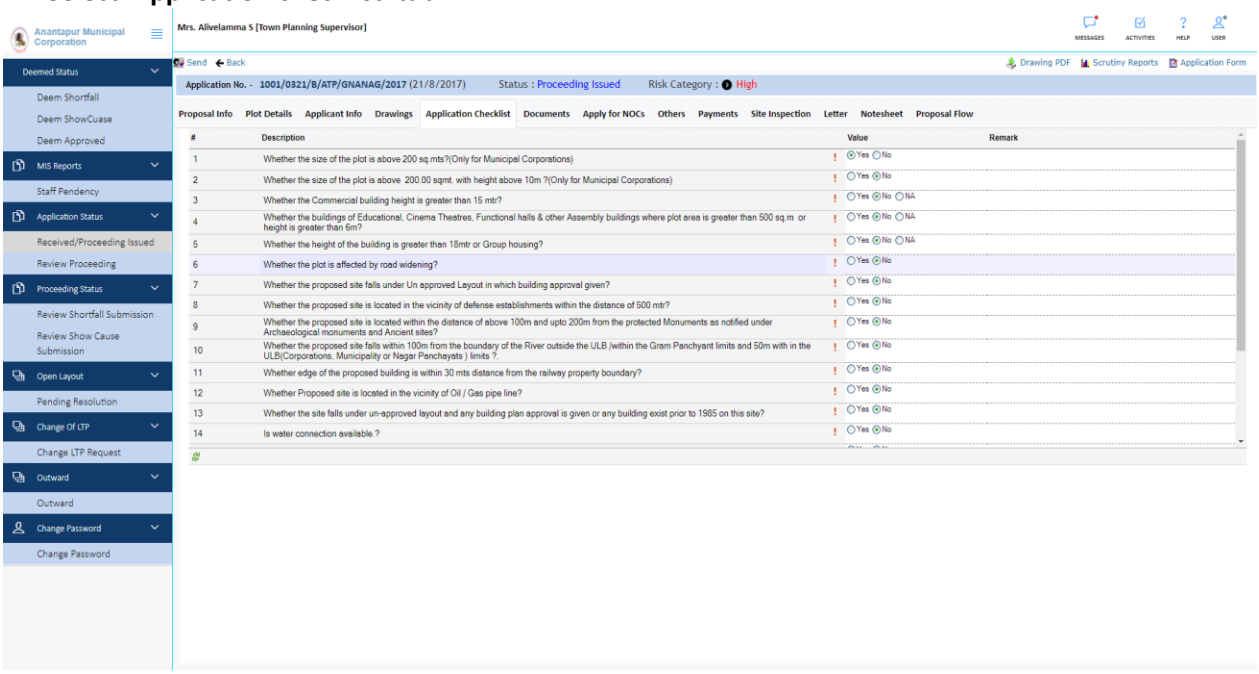
➢ Verify Plot Details – proposed construction, site details and schedule of boundaries

3. Select **Application Info** tab



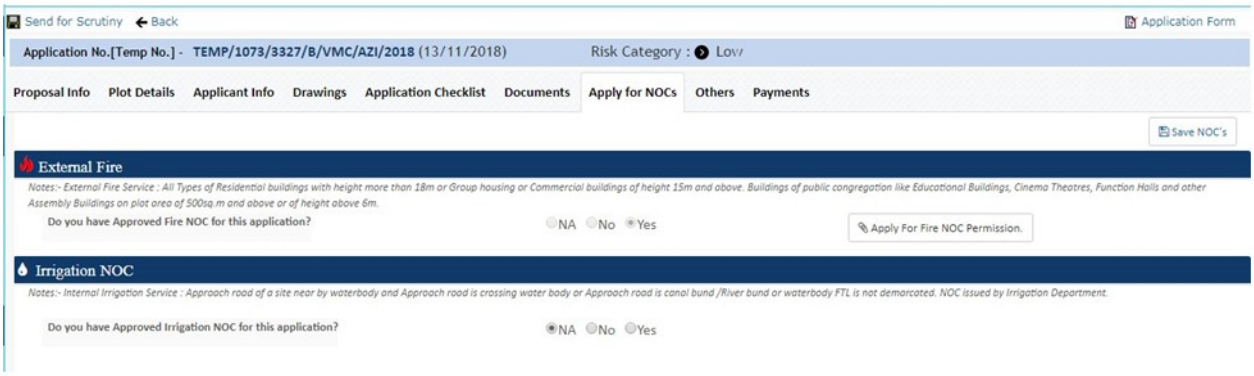
✓ Verify application info details

4. Select **Application checklist** tab



✓ Verify application checklist with regard to application and ground reality .

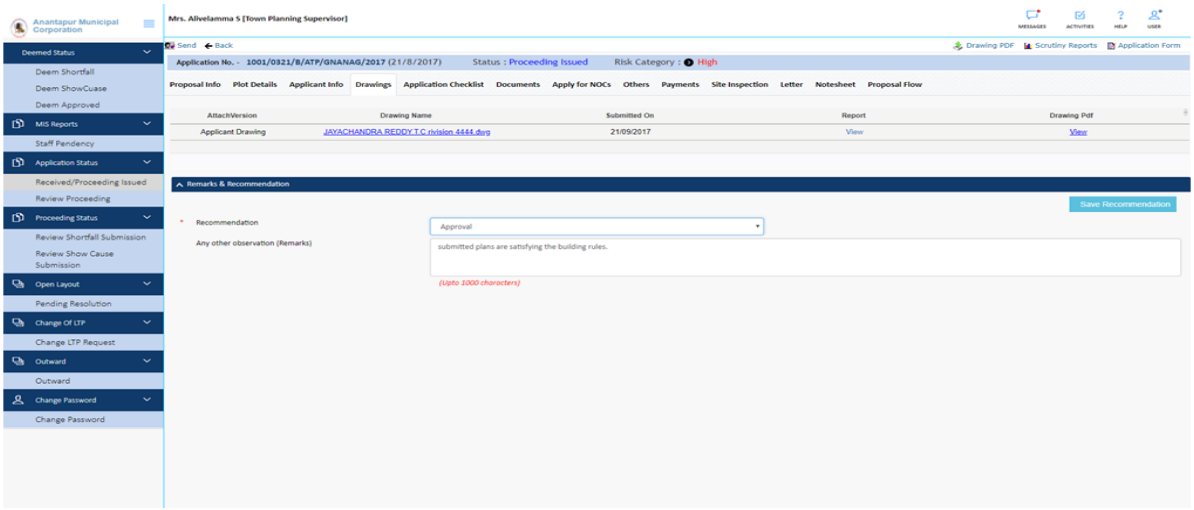
5. Select **NOC** tab



- Verify Fire/Irrigation NOCs if applicant has applied.

6. Select **other s** tab to view mortgage details

5.1.3 Verify Drawing



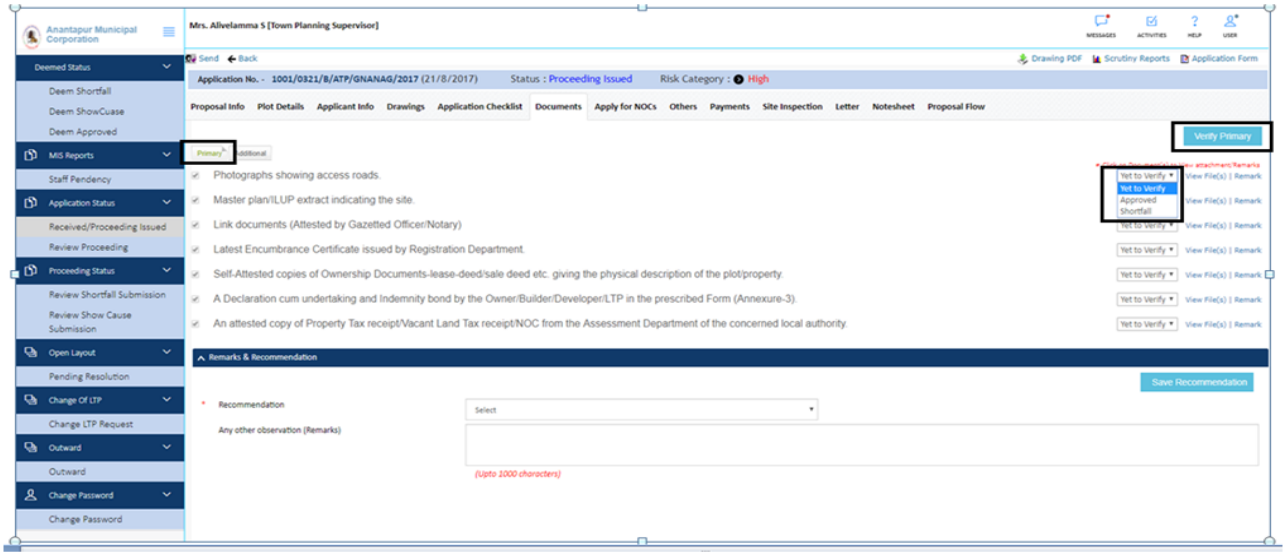
- Click on the drawing link (*****.dwg) to download the AutoCAD drawing
- Click on view in report to verify the scrutiny report
- Click on View in drawing pdf to download and verify the Approved Drawing Pdf
- Provide your observation/remarks
- Provide Recommendation- Approval/Shortfall/Revoke.
- Click on "**Save Recommendation**" to save the remarks.

5.1.4 Verify Documents

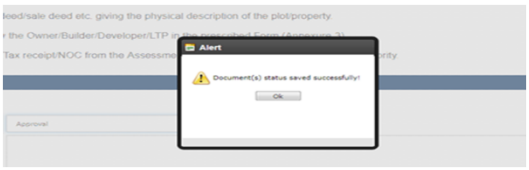
Verify both primary and additional documents.

- **Primary** are Mandatory documents for all Building Permission applications.
- **Additional** are documents generated based on Application Checklist.
- **Conditional document** is used raise additional shortfall documents which are not submitted in primary or additional documents

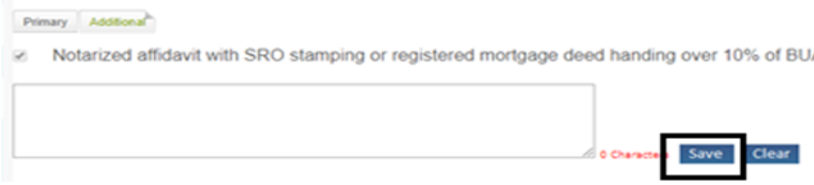
a) Primary



- Click on "**View files"** to download the attached documents
- Verify each document and select the action "**Approved/Shortfall"** as required and there after click on **"Verify Primary**" to save the Primary document verification.
- Alert window "Document(s) Saved Successfully !" will be displayed as shown below



- Click Remarks – You can write the remarks for each document if required and select save and cancel



Additional

Same procedure has to be carried out for verification of additional documents

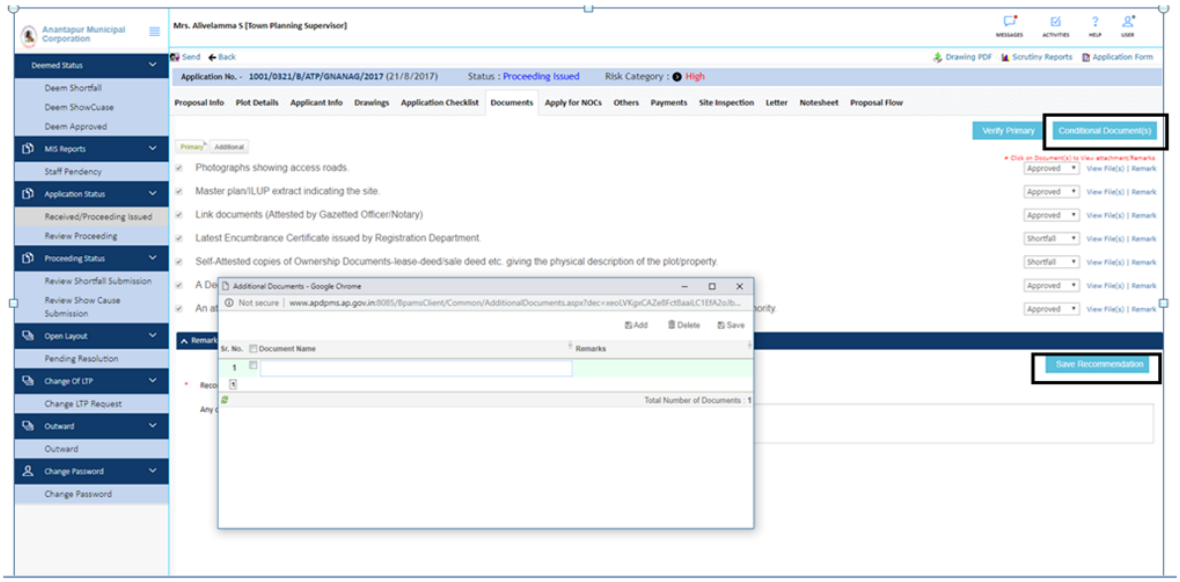
- Click on “View files” to download the attached documents.
- Verify each document and select the action Approved/Shortfall as required and then click on “**Verify additional**” to save additional document verification.

Note: Each Document needs to be verified with recommendation whether the attached documents are valid or not.

- Provide Recommendation – Approve /shortfall/ revoke
- Provide Remarks

Conditional Document

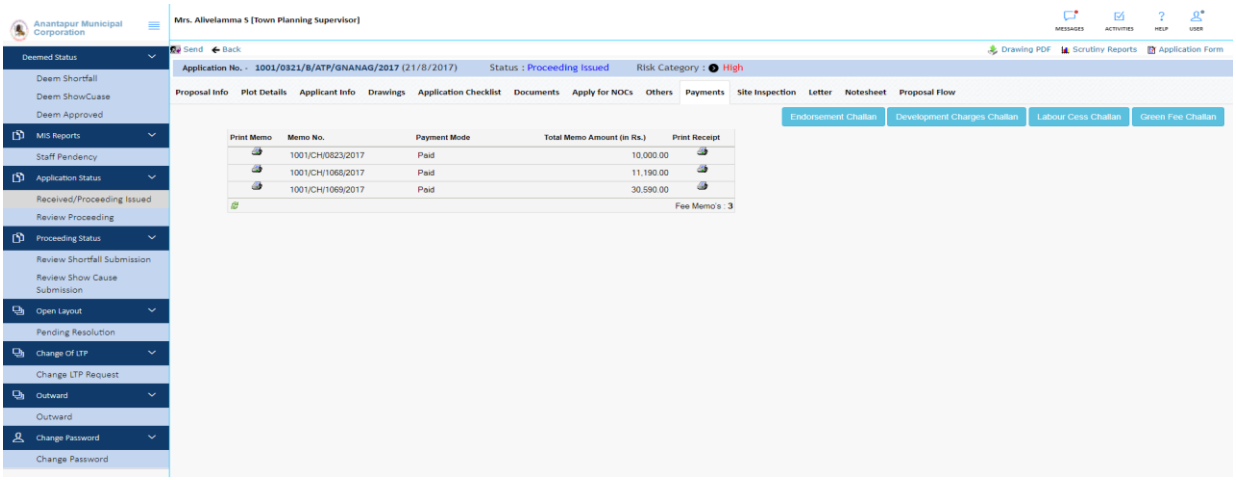
Conditional Document option is displayed after saving the Remarks and Recommendation as shortfall.



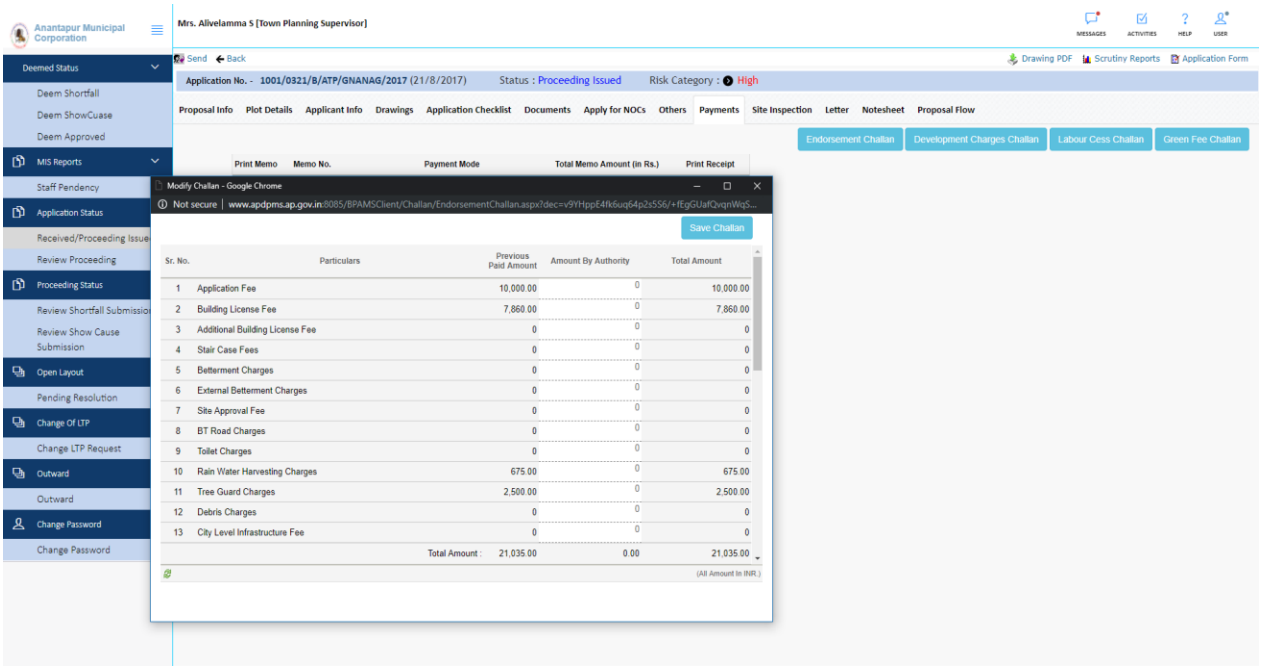
- Click on Conditional Document & Enter the document name as required & then after click save button.
- Conditional documents are displayed in the document shortfall endorsement letter

5.1.5 Verify Payments

Verify fee paid by the applicant



- Click challan number to view challan details (with calculation help) generated by the system.
- Click on Endorsement challan to raise the shortfall amount (if any)



- Enter the value in " **amount by authority**" and click on "**Save Challan**".

5.1.6 Site Inspection

Inspect the site and capture the details in mobile app or portal

5.1.6.1 OBPS Mobile App for Site Inspection by BI/TPS/ADM/AADM

- APDPMS app can be downloaded from Play store.

1. Login to the mobile app

   i. Select Local body from Find your ULB as shown in Pic-1

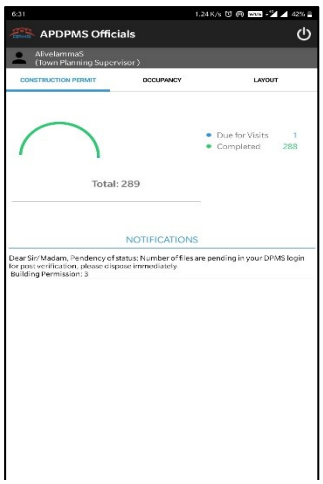
   ii. Enter User name and Password to Login into mobile app

Pic-1

Pic -2

2. To inspect/View the applications

To view applications tap on the due for visits from Mobile Dashboard.

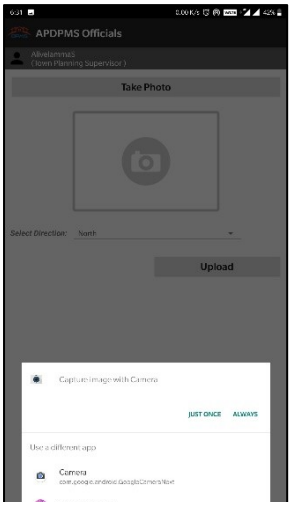


3. To start the Inspection, tap on the required Building Application No.

   i. Click on Attach Photo → Select the Direction → Click on take photo → Select the default camera application → Capture the Photo → there after click on Upload.

   ii. For all directions the same procedure has to be carried out.

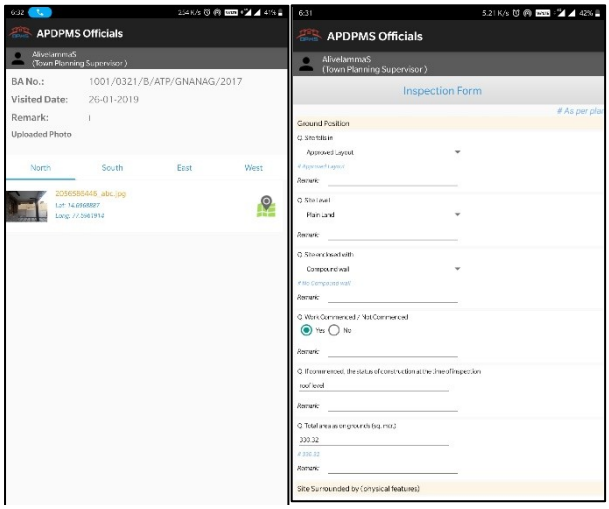
   .



4. Fill the inspection report from the mobile app

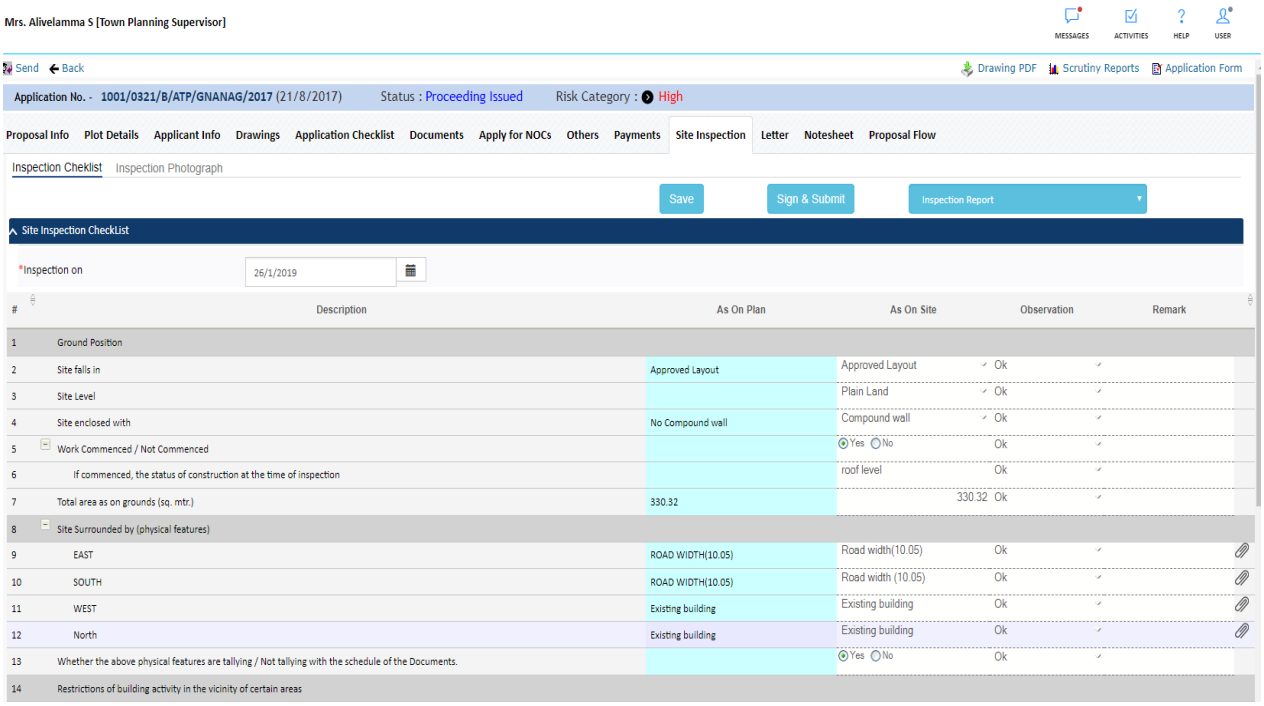
i. After attaching the photos if you click on “View Photo” you can able to get the Lat-Long information for all the directions.

ii. Fill the inspection report



5.1.6.2 Submission of Site inspection report & remarks through portal

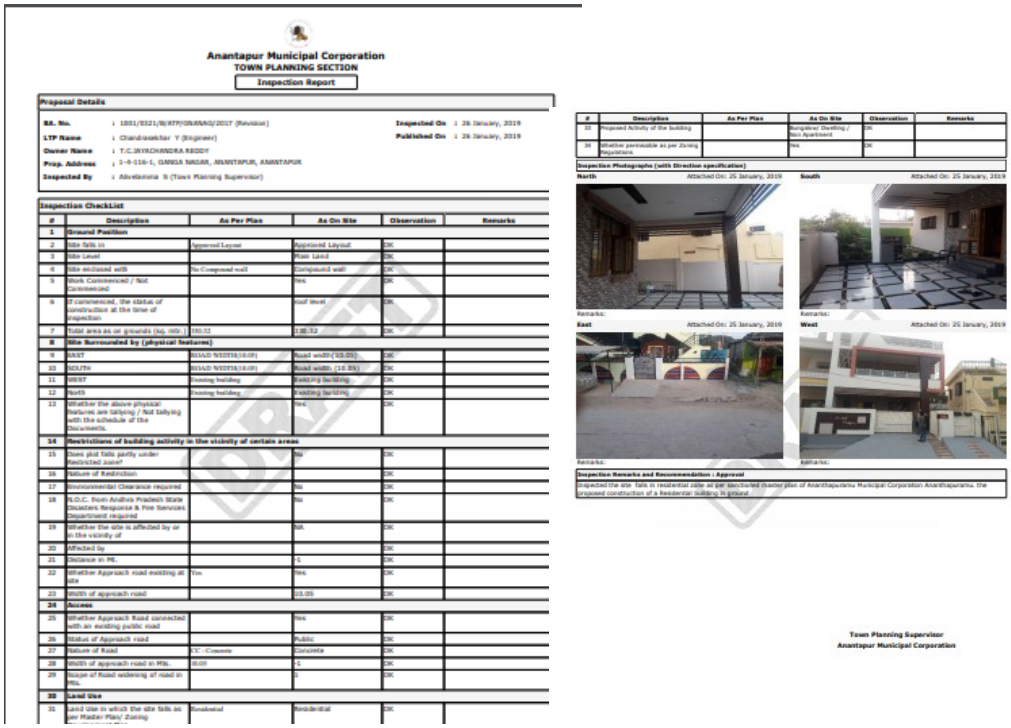
✓ **Select site inspection tab**



- Verify the details submitted in the plans vis-à-vis on the site
- Provide observation - Ok/Shortfall/ShowCause/Revoke.
- Click on “Save” button to save the checklist details

- Select the Recommendation Approve/Revoke/ShowCause
- Click on “Sign & Submit” to publish the inspection report
  Note : Signed Reports cannot be modified.
- Click on “Inspection report”. report is displayed in pdf format as shown below

Site Inspection Report


Anantapur Municipal Corporation
TOWN PLANNING SECTION
Inspection Report

Proposal Details

Inspection CheckList

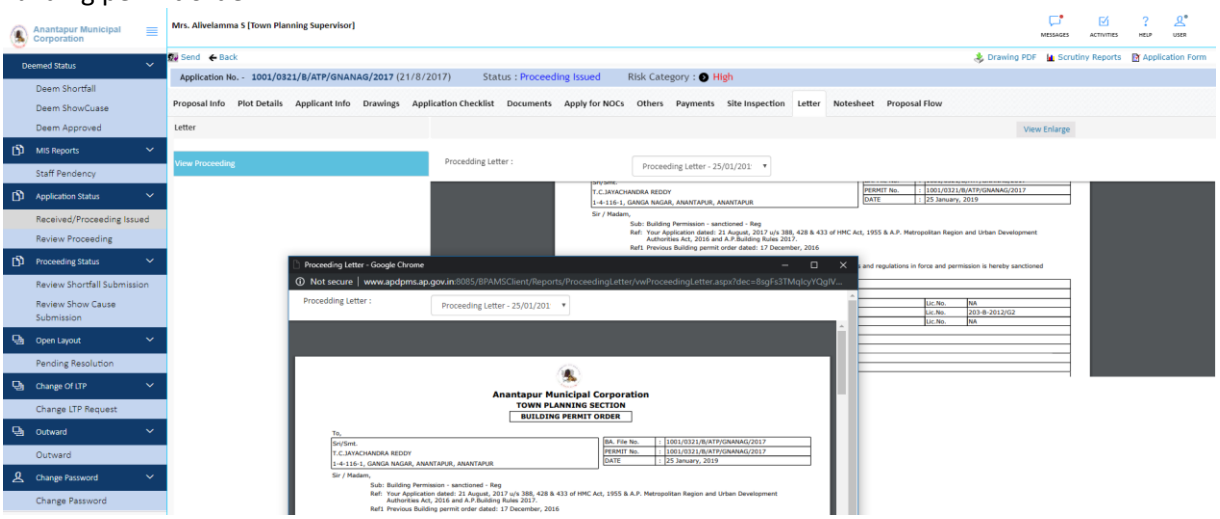
Town Planning Supervisor
Anantapur Municipal Corporation

.

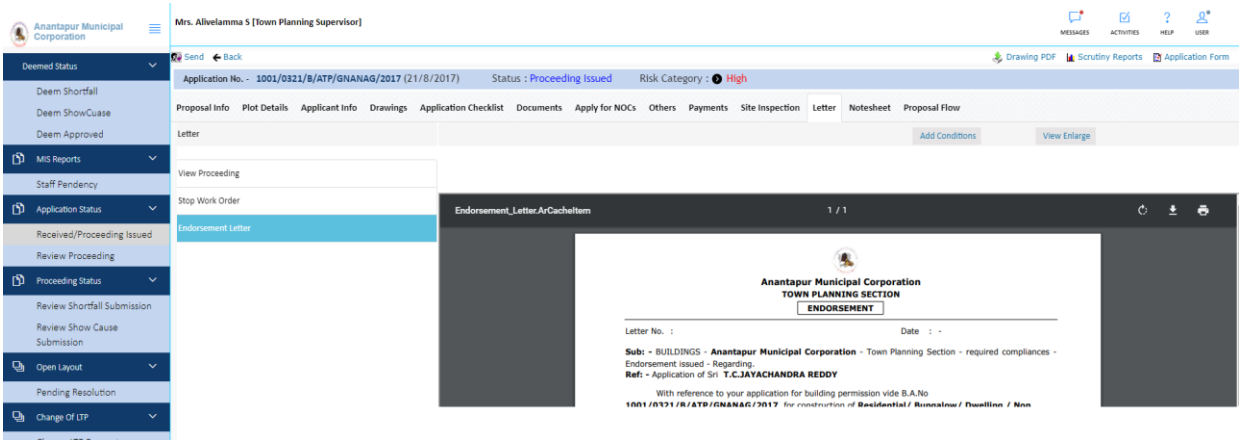
5.1.6.3 Letter

You can view all the letters such as building permit order, shortfall endorsement, show ause notices etc in this tab. Also you can add special conditions (if any) to the letter

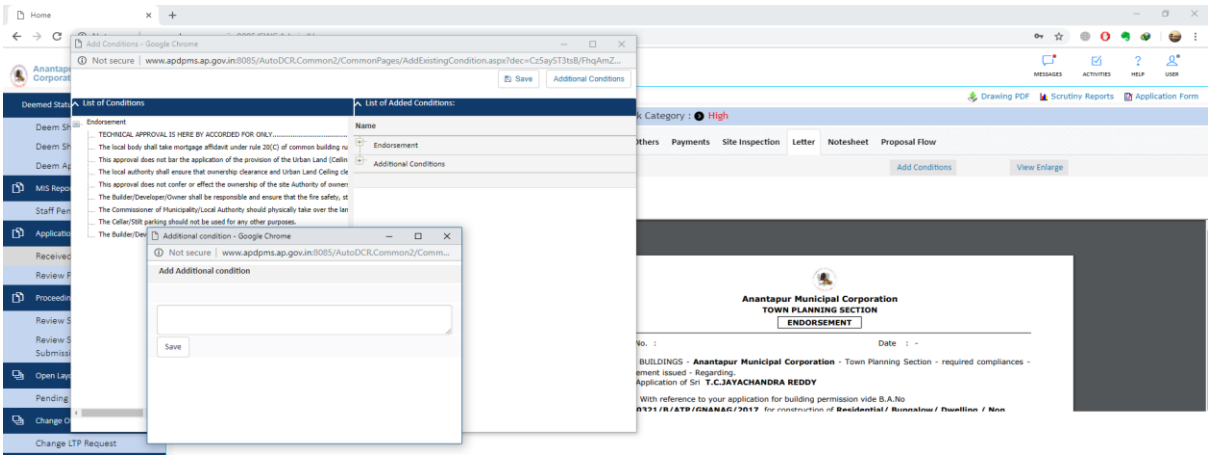
a) Building permit order



b) Shortfall endorsement letter

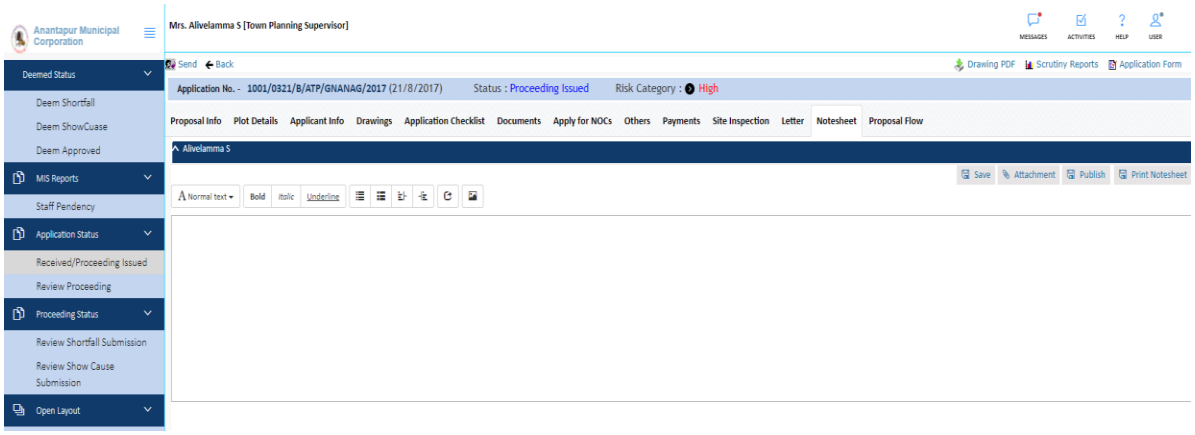


c) Add additional comments in the letter if required

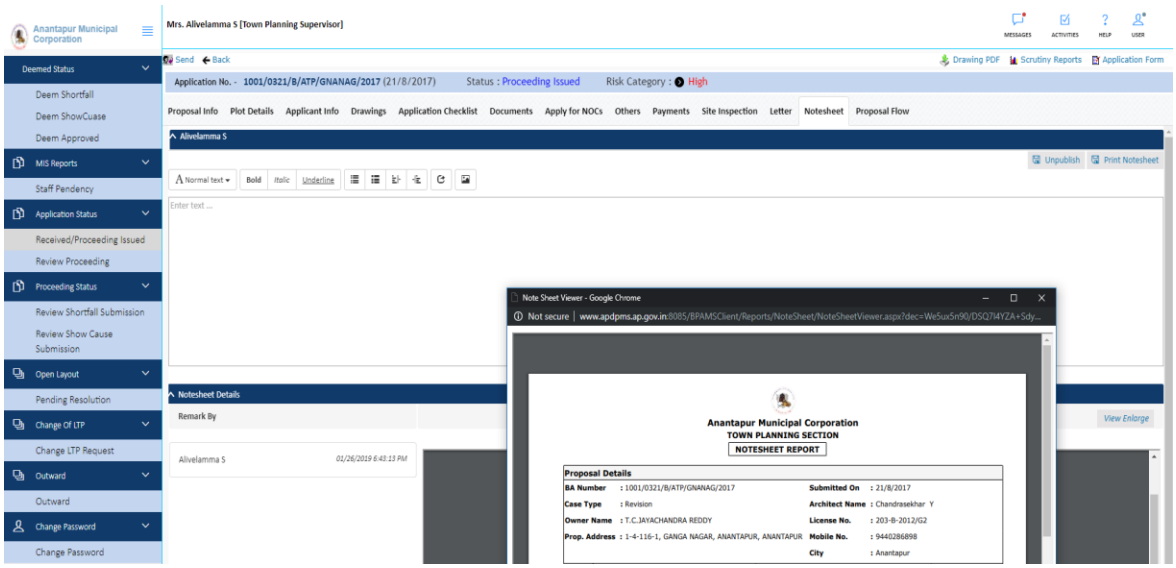


5.1.7 Notesheet

- Describe the overall recommendations for the required Building Application.



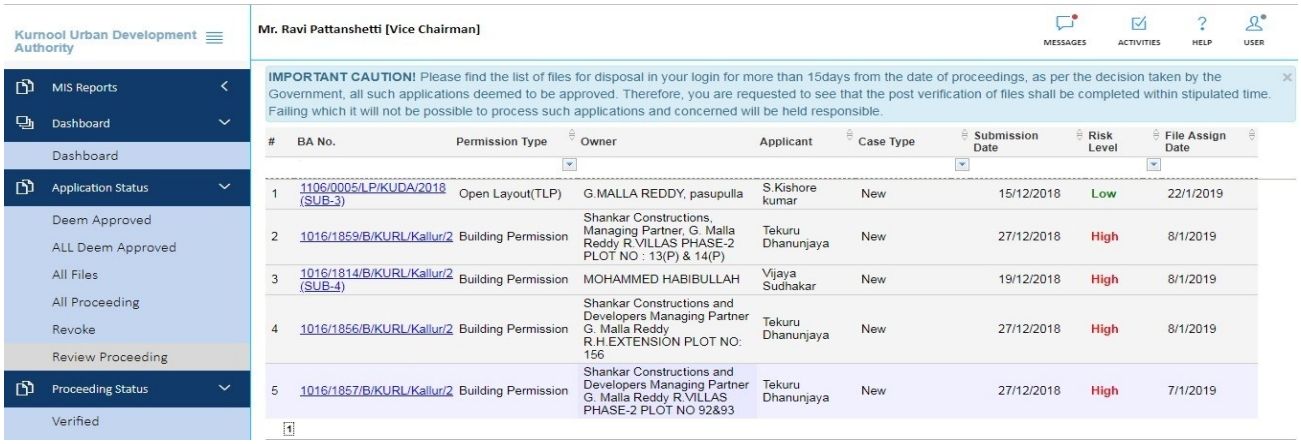
- After filling the Notesheet click on Save button.
- You can attach the any documents for reference to higher officers in Attachment.
- Click on Publish button to generate the Notesheet.



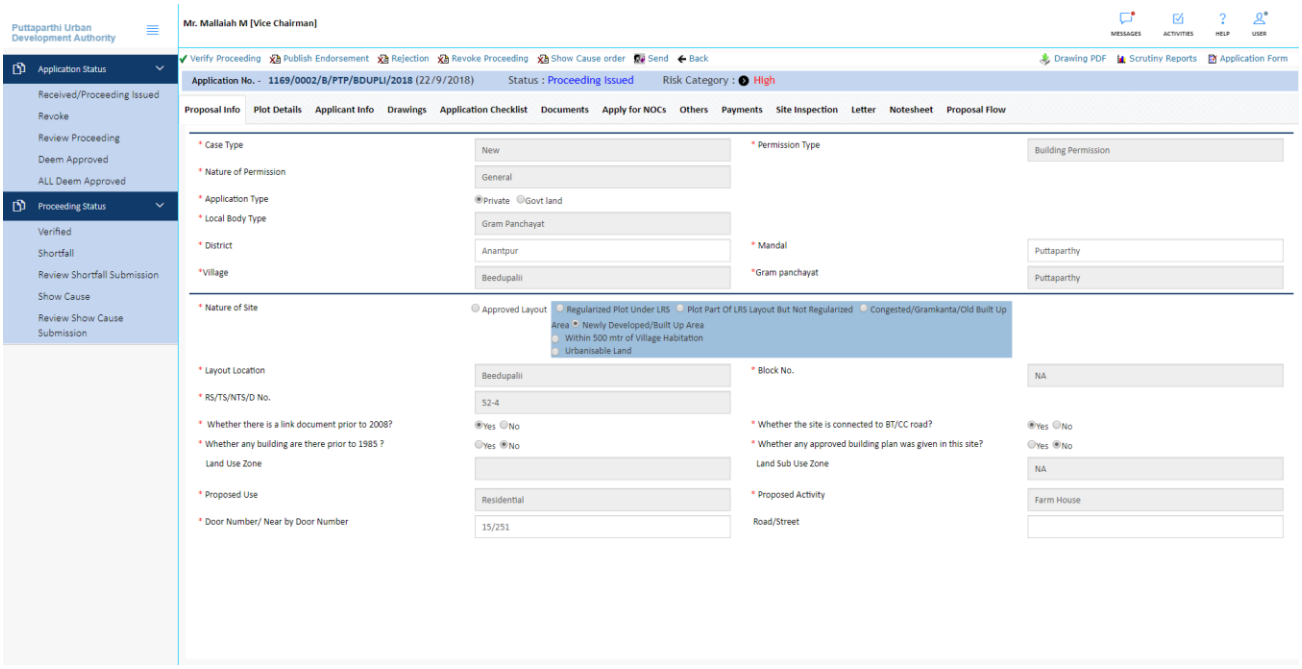
- Click on View enlarge to download the notesheet.

5.2 Approval by the commissioner/VC

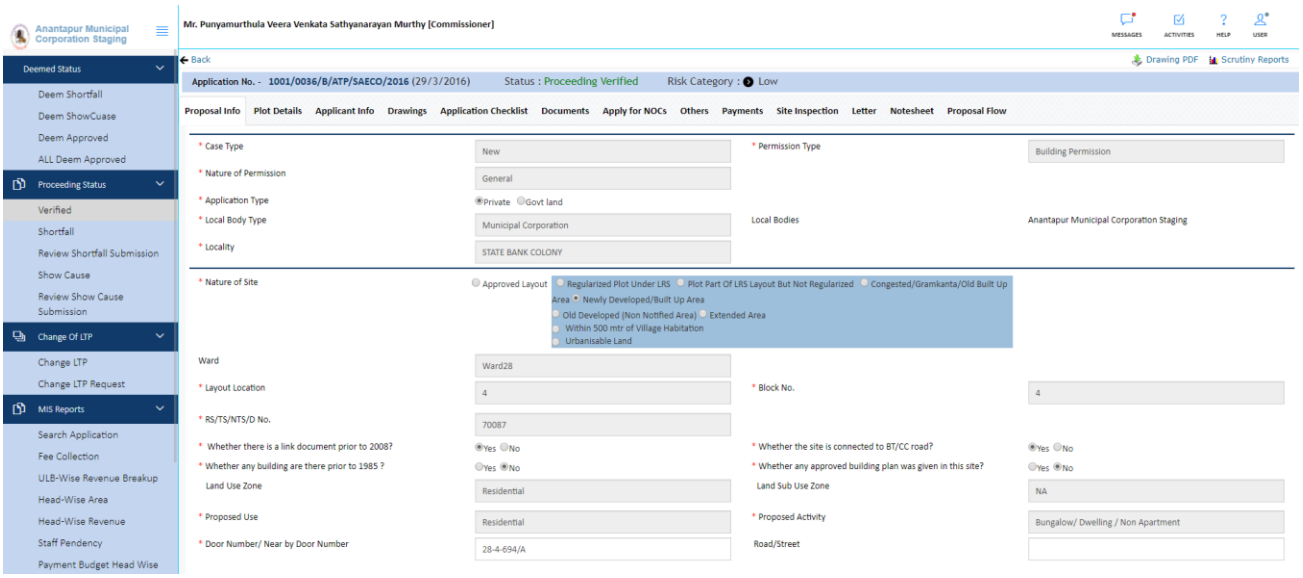
- After recommendations from officers, the file is forwarded to the commissioner



- Select **"Review Proceeding**" from left menu option.
- Displays the list of files pending for approval
- Select the file from the list



- Verify the recommendations/remarks given by his officers and selects
  - "Approve" – proceedings are verified
  - "Revoke" – to reject the proceedings
  - "Showcause" - Generate the show cause letter before revoking the permission
  - "Shortfall" – Generate the shortfall letter if any shortfalls identified in application
  - After verify the all the Recommendations, if need to approve, click on "Verify Proceeding".
  - Once Verified the application, Status will be Updated as Verified.

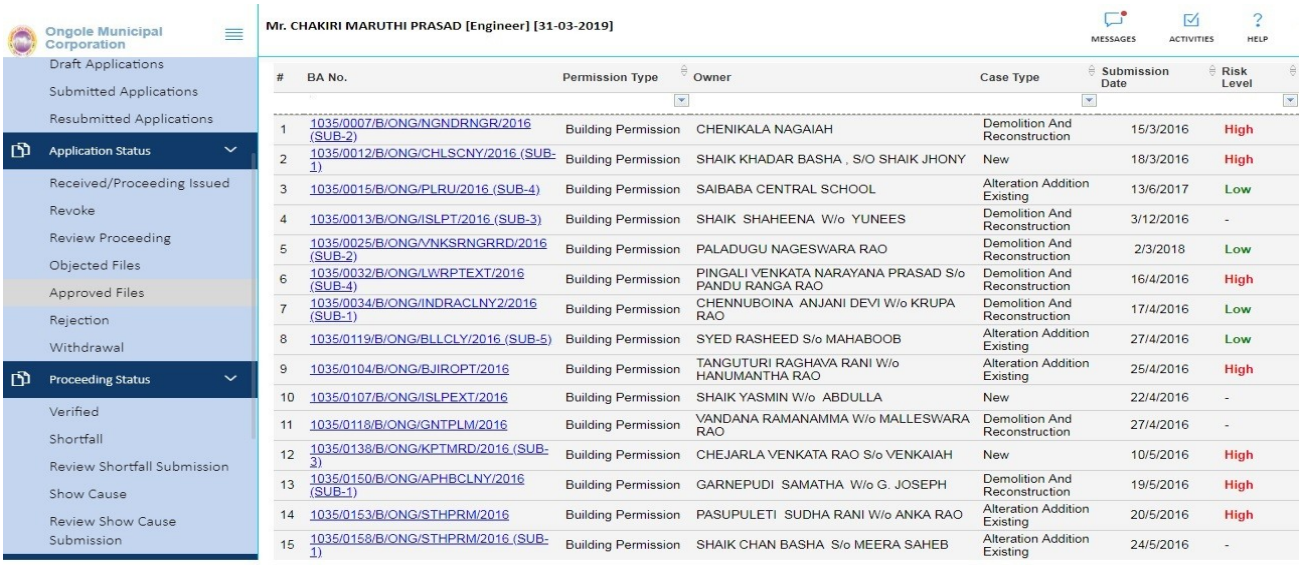


- Approved files will be shown in Verified Tab from the left side Menu of Proceeding Status.

6 View approval status

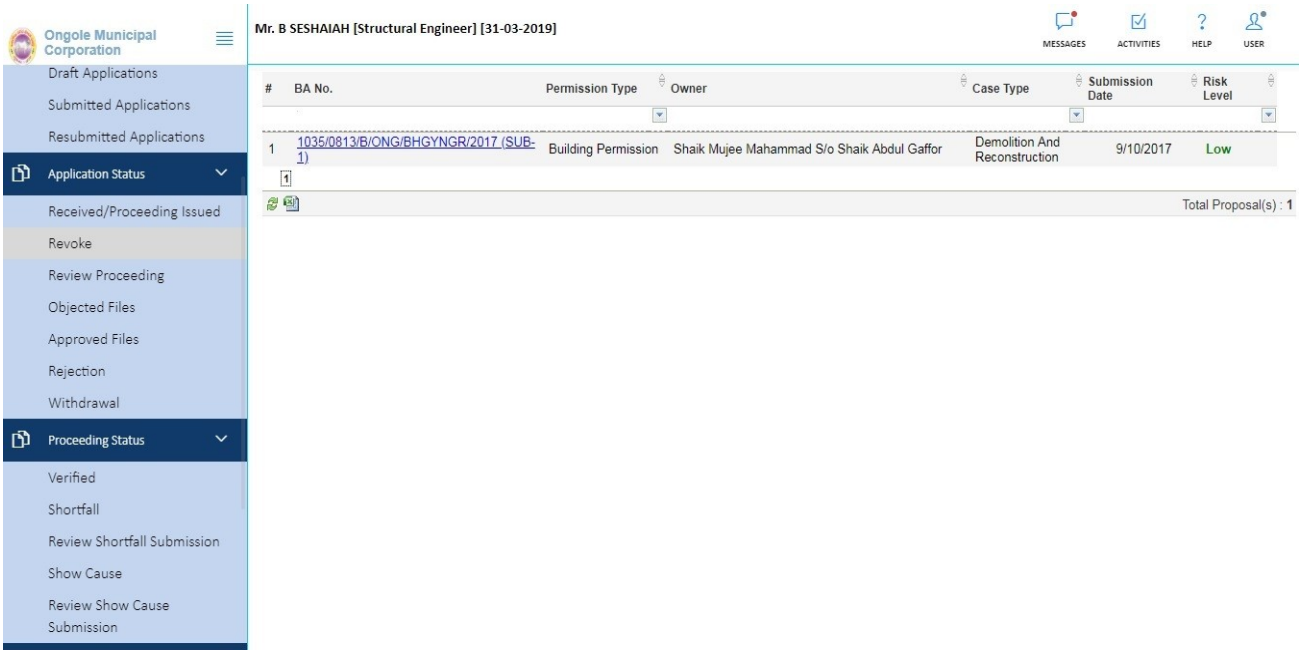
After the Commissioner/VC approval, application is forwarded to the concerned LTP console

- **If approved** – application is viewed from **"Approved files"** menu option



#	BA No.	Permission Type	Owner	Case Type	Submission Date	Risk Level
1	1035/0007/B/ONG/NGNDRNGR/2016 (SUB-2)	Building Permission	CHENIKALA NAGAIAH	Demolition And Reconstruction	15/3/2016	High
2	1035/0012/B/ONG/CHLSCNY/2016 (SUB-1)	Building Permission	SHAIK KHADAR BASHA , S/O SHAIK JHONY	New	18/3/2016	High
3	1035/0015/B/ONG/PLRU/2016 (SUB-4)	Building Permission	SAIBABA CENTRAL SCHOOL	Alteration Addition Existing	13/6/2017	Low
4	1035/0013/B/ONG/ISLPT/2016 (SUB-3)	Building Permission	SHAIK SHAHEENA W/o YUNEES	Demolition And Reconstruction	3/12/2016	-
5	1035/0025/B/ONG/VNKSRNGRRD/2016 (SUB-2)	Building Permission	PALADUGU NAGESWARA RAO	Demolition And Reconstruction	2/3/2018	Low
6	1035/0032/B/ONG/LWRPTEXT/2016 (SUB-4)	Building Permission	PINGALI VENKATA NARAYANA PRASAD S/o PANDU RANGA RAO	Demolition And Reconstruction	16/4/2016	High
7	1035/0034/B/ONG/INDRACLNY2/2016 (SUB-1)	Building Permission	CHENNUBOINA ANJANI DEVI W/o KRUPA RAO	Demolition And Reconstruction	17/4/2016	Low
8	1035/0119/B/ONG/BLLCLY/2016 (SUB-5)	Building Permission	SYED RASHEED S/o MAHABOOB	Alteration Addition Existing	27/4/2016	Low
9	1035/0104/B/ONG/BJIROPT/2016	Building Permission	TANGUTURI RAGHAVA RANI W/o HANUMANTHA RAO	Alteration Addition Existing	25/4/2016	High
10	1035/0107/B/ONG/ISLPEXT/2016	Building Permission	SHAIK YASMIN W/o ABDULLA	New	22/4/2016	-
11	1035/0118/B/ONG/GNTPLM/2016	Building Permission	VANDANA RAMANAMMA W/o MALLESWARA RAO	Demolition And Reconstruction	27/4/2016	-
12	1035/0138/B/ONG/KPTMRD/2016 (SUB-3)	Building Permission	CHEJARLA VENKATA RAO S/o VENKAIAH	New	10/5/2016	High
13	1035/0150/B/ONG/APHBCLNY/2016 (SUB-1)	Building Permission	GARNEPUDI SAMATHA W/o G. JOSEPH	Demolition And Reconstruction	19/5/2016	High
14	1035/0153/B/ONG/STHPRM/2016	Building Permission	PASUPULETI SUDHA RANI W/o ANKA RAO	Alteration Addition Existing	20/5/2016	High
15	1035/0158/B/ONG/STHPRM/2016 (SUB-1)	Building Permission	SHAIK CHAN BASHA S/o MEERA SAHEB	Alteration Addition Existing	24/5/2016	-

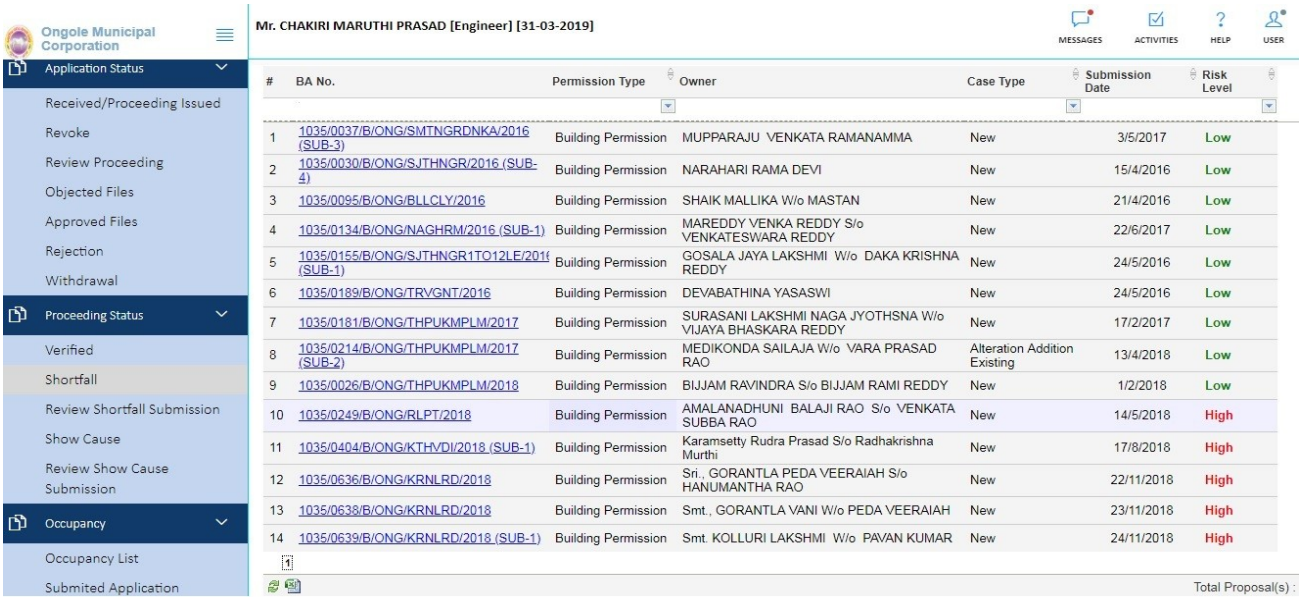
- If **Rejeted** - application is viewed from **"Revoke"** menu option



#	BA No.	Permission Type	Owner	Case Type	Submission Date	Risk Level
1	1035/0813/B/ONG/BHGYNGR/2017 (SUB-1)	Building Permission	Shaik Mujee Mahammad S/o Shaik Abdul Gaffor	Demolition And Reconstruction	9/10/2017	Low

Total Proposal(s) : 1

- If shortfall – application is displayed in **"Shortfall"** of left menu option

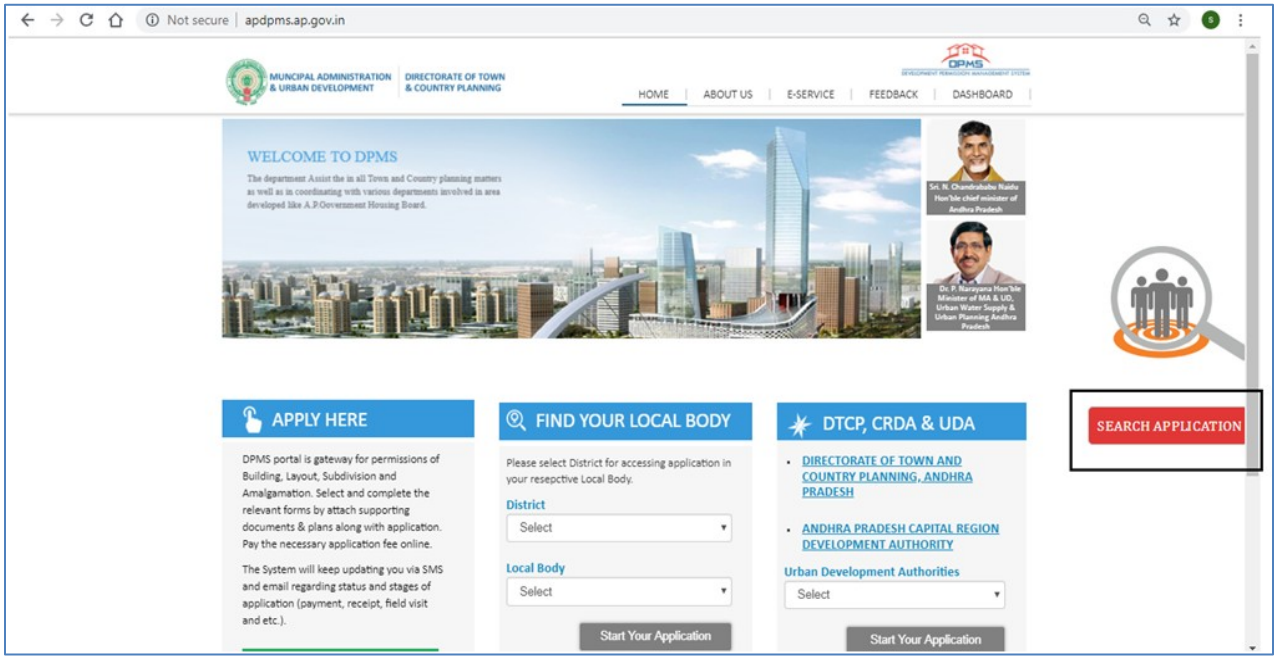


- LTP can view the application and download the occupancy certificate and shortfall/ rejection letters
- LTP and Applicant receives SMS alerts on approval status to their registered mobile numbers

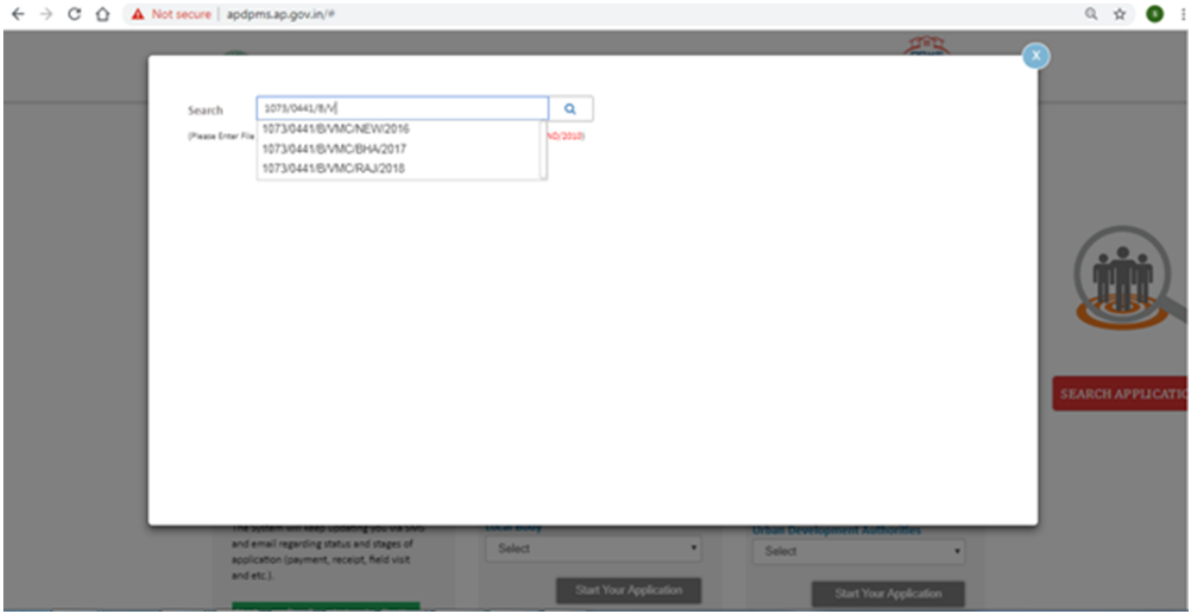
7 Search application

7.1 Search Application at Home page

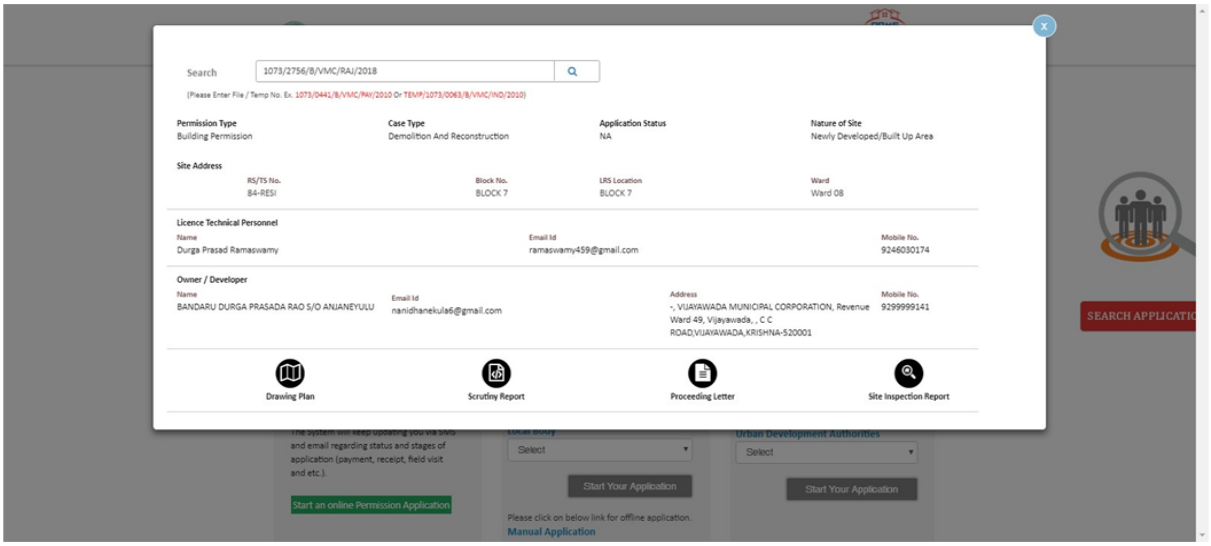
Applicant can check the status of the application from Home page without logging into application



- Click on search application button
- Window will popup prompting user to enter application number



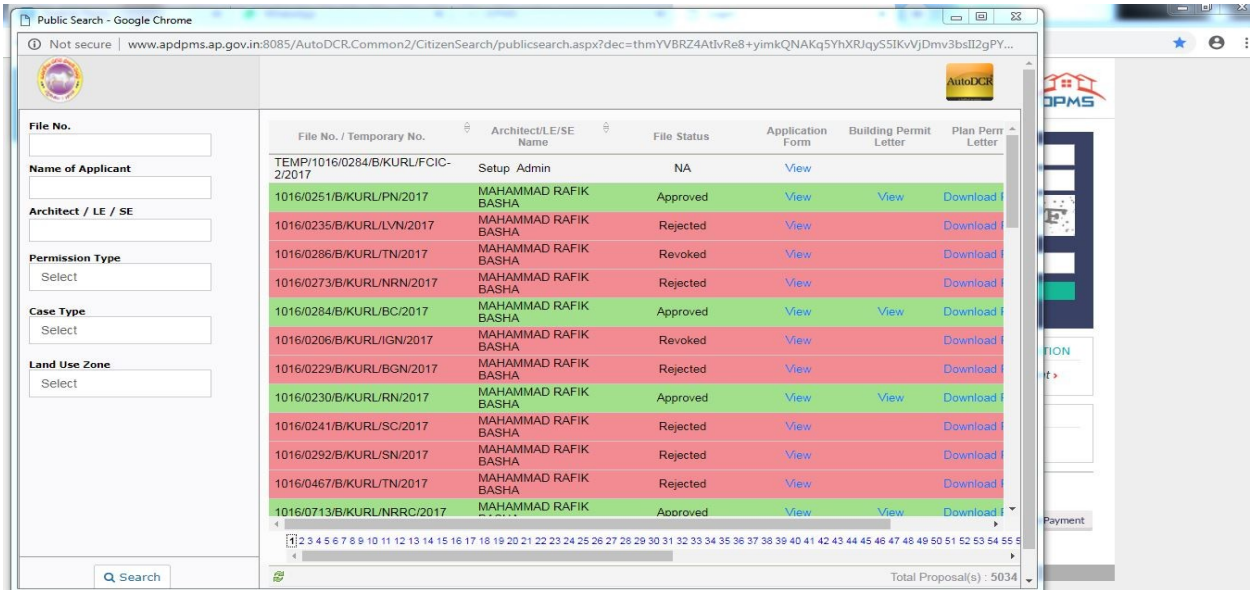
- Enter application number and click on search icon
- Application details and current status of the application are displayed as shown below



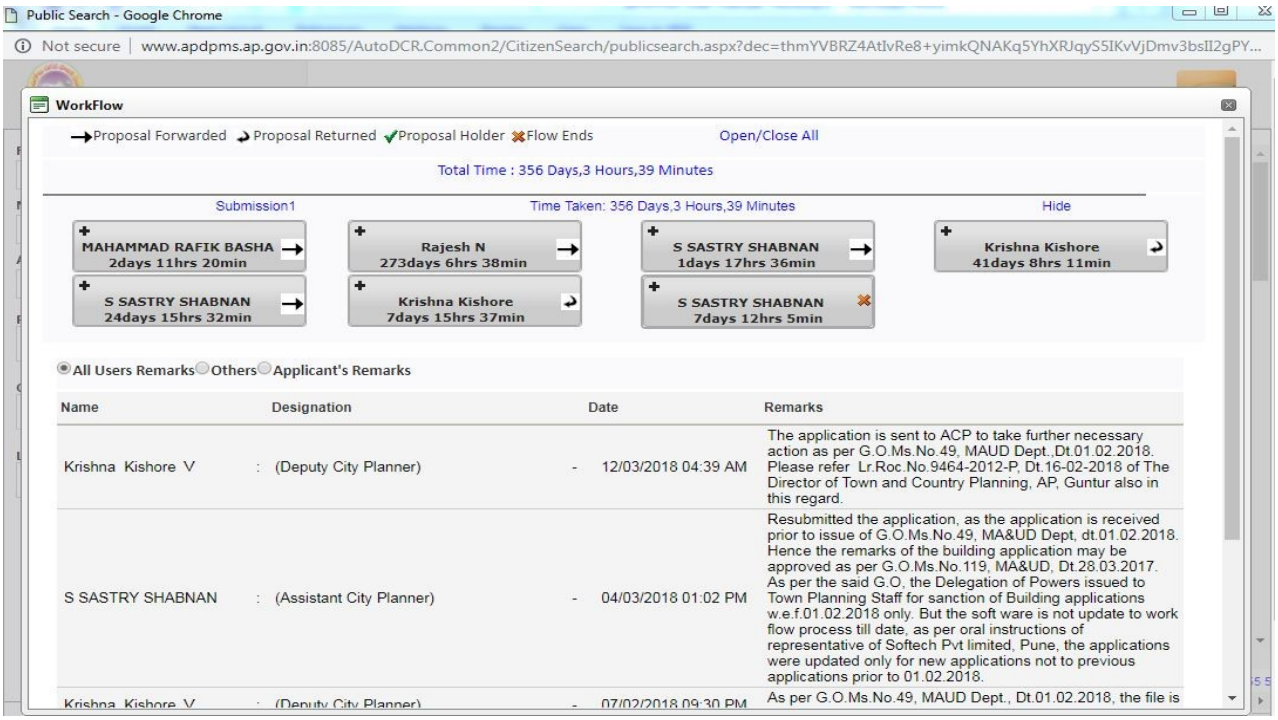
- View Download approved drawing plan, proceeding letters, scrutiny report and site inspection report from portal anytime anywhere.

7.2 Search application at login page

- You can search application from the selected ULB
- Search Application based on File No or Applicant name or Architect(LTP) name or Permission type or case type



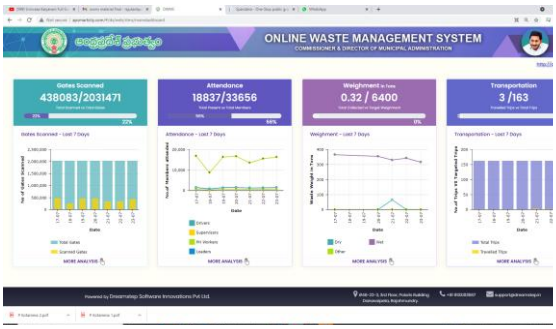
- You can also track application status with whom it is by double clicking on B.A No.



ONLINE WASTE MANAGEMENT SYSTEM (OWMS)

Presented by :KVRR Raju,
Zonal Commissioner,
Vijayawada Mpl. Corpn.

***



Online Waste Management System popularly known as OWMS is a Web Application facilitated to ULBs by Municipal Administration Department to monitor the four important parameters in Solid Waste Management i.e.,

(i) Attendance through Facial Recognition System (FRS),
(ii) Service Coverage through Scanners,
(iii) Weighing details of segregated garbage through Digital Weighing Machines,
(iv) Monitoring Vehicles Efficiency in transporting segregated garbage by fixing GPS Trackers to Vehicles.

Objective :

Capturing Real Time data by using IoT/Digital Communication devices such Workers Attendance, Service Coverage, Vehicles efficiency, Garbage Weighment details etc., Getting MIS Reports and analytics, based on the data captured real time, to facilitate effective monitoring, decision making and corrective actions.

Through this Software Application in OWMS Tookit data entry to be done by ULB through Micro Planning after necessary field survey and reports will be generated by using Digital Devices like Scanners, Vehicle Trackers, Weighing Machines, RFID Tags, RFID Cards etc., At present this exercise was over in the ULBs, except in newly constituted ULBs. But, as new system of Ward Secretariats is introduced, these all micro plans are to be revisited and corrected as per Ward Sachivalayams scenario.

Whole OWMS is based upon the Micro Planning done by ULBs and data entered in OWMS toolkit.

Step by Step Process in Micro Planning:

All the above 4 items works on Micro Planning done by the ULB in respect of Solid Waste Management. So, it is very much essential to have a basic knowledge about Micro Planning for proper understanding and monitoring Sanitation activities through OWMS.

Step 1 : Basing on the Field Survey, the whole area of the ULB is to be divided into Micro Pockets consisting of 300 to 350 Households in each Micro Pocket. For each micro pocket 2 workers will be allocated for doing various sanitation activities like road sweeping, door to door segregated waste collection, drain cleaning, anti-larva measures, fogging, spraying etc.,

Step 2 : 15 Micro Pockets are formed as a Cluster, if Tractor is used as a Secondary Transportation Vehicle. If Compactor is used, 20 Micro Pockets can also be formed as a Cluster. Each Cluster will be provided with a Secondary Transportation Vehicle. Separate provision is be made to collect waste from Bulk Waste Generators. Bulk Waste Generator is a Waste Generating Unit (WGU) who generates a minimum of 100 Kg waste per day (or as decided by ULB). This cluster formation is critical and proper care to be done so that micro pockets should not intersect ward boundaries or ward secretariats boundaries.

Step 3 : Clusters will be formed into Work Packages. ULB Managed Work Package, Outsourced Work Package. In Bigger Corporations separate Commercial Packages can be made apart from regular Work Packages.

Step 4 : Assignment of Micro Pockets to Clusters, Cluster to Work Packages to be done. Similarly, all regular and outsourced workers will be assigned to Micro Pockets. The Loaders and Drivers will be allocated to Clusters. The Supervisors are attached to Clusters. Similarly Main Road Sweeping, Special Sanitation in Public Places, Commercial Areas are to be given special focus at the time of preparation of micro plans.

Step 5 : Preparation of Micro Pocket Maps. Collecting Street Names, Identification of Transfer Points and entering the same in OWMS Toolkit. The Street Names will be assigned to Micro Pockets as per Planning. Gate Numbering will be done by ULB duly noting 4 Parameters for each Waste Generating Unit Gate. i.e., (i) Micro Pocket Number, (ii) Gate Serial Number, (iii)No. of Households, (iv)Population within Gate. The other two parameters available are RFID Tag Number and Type of Waste Generating Unit (WGU) i.e., type (Residential, Residential Commercial, Apartments, Bulk Waste Generating Units).

Step 6 :- After completion of Gate Numbering RFID Tags will be fixed by Agency as per the Gate Numbering and the said RFID Tags will be assigned to Street Names and Micro Pocket Numbers. At present, RFID Tags are available in the Micro Pockets. But the same data is to be validated by Sanitation & Environment Secretaries and to be corrected where it is necessary.

Step 7 : Identification of Transfer Points. Usually there can be two transfer points per each micro pocket. Landmarks of transfer points to be indicated. Common Transfer Points can be identified for two or three micropockets. Preparation of Route Planning i.e., Primary Transportation Plan for Collection of garbage through Pushcarts and Secondary Transportation plan for Tractors & Compactors. Transportation plans were also prepared previously, but the same are to be revisited and to be altered as per Ward Sachivalayams micro plans at present.

Step 8: Transportation Plan for Push Carts. The timings for starting time and end timing of of each trip of pushcarts workers are to be noted and reaching time at the transfer points also to be noted separately. Then, the timings for reaching of Tractor (Secondary Transportation Vehicle) at transfer points in each cluster are to be arrived. Accordingly, the Secondary Transportation Vehicles (Tractors & Compactors) plans are to be prepared, only after personal observation of reaching the vehicles at transfer points and the timings of the Tractors reaching timings at Transfer Points should be synced with the timings of reaching Push Carts with garbage bins.

Step 9 : Rationalisation of Micro Pockets. At densely populated micropockets the households number can be increased upto 400 Households. Where hill areas and scattered houses are there, the households number to be reduced. By moving streets option in OWMS Toolkit, the micro pockets can be rearranged at any time. Where there is no scope to dividing the micro pocket, because of constraint of cutting ward boundary or ward secretariat boundary, in such cases, the bigger size micro pockets can be formed in exceptional cases and in such case, one additional worker to be allocated additionally.

Step 10: By using OWMS Web Application, daily monitoring to be done by ULB allocated staff regarding MDFRS Attendance, Service Coverage through Scanners, Getting Weighing details Micro Pocket Wise and Observing Reaching Timings at Transfer Points by Tractors/Compactors, vehicles efficiency can be monitoring (Total coverage of Transfer points and ontime coverage).

Formats for Data Entry by ULB:-

Format (I) **Gate Numbering Format** :

MP No. No. of HHs

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

Gate Sl.No. Population

* ***Arriving the exact street name and separate naming of streets for inner lines is critical. On correct identification of street names only, the missing gaps can be plugged up at the time of service coverage. For this Gate Serial Number allotment is also important. Taking total left side houses at first and then right side on the main streets and then moving to sub-lines will be easier to complete the micro pocket gate fixing and also arriving the missing gates coverage.***

Format (II) Entering Micro Pocket wise Gate Number Details into Toolkit before Fixing RFID Tags:

Street Name	Land Mark	Starting Micro Pocket Gate No.	Ending Micro Pocket Gate No.	Total No. of Gates	Total No. of Waste Generating Units

Format (III) Entering Transfer Points Details (Cluster wise)

Transfer Point No.	Road/Street name	Land mark of TP	RFID Tag No.	Micro Pockets Covered	Route No.

Giving separate Transfer Points Numbers for each trip will be easier for preparation of Route Plans: Trip No.1: A1 to A10, Trip No.2 : B1 to B7 like wise in same Cluster.

Format (IV)

VEHICLE DETAILS FORMAT (Cluster Wise)

Sl. No.	Vehicle No.	Vehicle Type	Cluster Attached To	Name of the Driver
(Serial number)	(Write the full number of the Vehicle)	(Mention whether it is a Truck / Tractor / Mini-Compactor / Compactor)	(Write to which Cluster this Vehicle is given)	(Write the name of the Driver attached to the vehicle)

Format - (V) - PRIMARY TRANSPORTATION FORMAT

Cluster No.		MP No.	

Push Cart Round (PCR) No.	Starting Street Name	Start Time	Ending Street Name	End Time	Transfer Point Attached (TP No.)	Transfer Point Land Mark	Push Cart Arrival Time at Transfer Point
(Mention the PCR No.)	(Write the name of the street from which this round starts)	(Write the PCR start time)	(Write the name of the street in which this round ends)	(Write the PCR end time)	(Write here the number of the TP that is attached to this PCR)	(Write here the land mark of the TP to easily recognize the location of the TP)	(After finishing this round, the push cart should reach the TP assigned. Write here the actual arrival time of the push cart at the TP)
1	2	3	4	5	6	7	8

Format (VI) Trip Level Details for Each Vehicle for Each Trip separately

Trip No.	Vehicle No.	Vehicle Type	Driver Name	Type of Waste Collected	Trip Start Point
(Write here the Trip No. - serial number)	(Write here the number of the vehicle that is attached to this Cluster)	(Write here the vehicle type - (Truck / Tractor / Compactor / Mini- Compactor)	(Write the name of the Driver attached to the vehicle)	(Write here the type of waste to be collected - Wet / Dry / Both)	(Write here the Trip Start Point - Vehicle Shed / Transit Point / Dump Yard)
1	2	3	4	5	6

Trip Start Time	Trip End Point	Trip End Time	Total Distance Covered in the Trip
(Write here the start time of the vehicle from the start point)	(Write here the Trip End Point - Vehicle Shed / Transit Point / Dump Yard)	(Write here the end time of the vehicle at the end point)	(Write here in KMs, the total distance travelled by the vehicle from start point to end point)
7	8	9	10

Format (VII) Transfer Point Level Details

TRANSFER POINT LEVEL DETAILS							
Sl. No.	**Transfer Point Covered**	**Land Mark**	**MP No.**	**Push Cart Round (PCR) Number**	**Push Cart Arrival Time at the TP**	**Vehicle Arrival Time**	**Vehicle Departure Time**
(Serial number)	(Write the Transfer Point number that is covered first in the Trip)	(Write the land mark of the TP)	(Write the MP No. to which this TP is attached)	(Write here the PCR(*) number of that particular MP) ***(PCR – Push Cart Round)**	(Write the arrival time of the push cat at the TP)	(Write the arrival time of the vehicle here - based on the adjacent PCR timings)	(Write the departure time of the vehicle here - based on the number of PCRs written beside)

Description about OWMS features:

(I) Attendance through Face Recognition System:-

Face Recognition System works on a Web Application MDFRS in Android mobiles, where each Worker/Employee is photographed and their details stored in a server. The System remembers the facial features of each employee. The Android Application system will recognise the employee as and when he is photographed with the App along with Date and Time he is photographed.

First of all, all Public Health Staff shall be divided into 4 categories.

(i) PH workers (ii) Loaders (iii)Drivers (iv) Supervisors

The above data shall also be classified as Regular and Outsourced

- Workers to be assigned to Micro Pockets
- Loaders and Drivers are to be assigned to Clusters
- Supervisors are to be assigned to Clusters

Workers Names, Designations, Contact Numbers, Aadhar Numbers are to be entered. System will generate one ID for each employee.

The names of the retired employees and expired persons details are to be removed and roll to be updated from time to time by the Nodal Officer. New names can be entered by Nodal Officer but the approval to be given by the Municipal Commissioner for completion of registration.

Reports from OWMS :

The data captured at MDFRS app will automatically reflects in the OWMS server and any one can get the Attendance Reports from the OWMS site for employees attended and employee absented separately both in PDF Format. Work Package wise, Cluster Wise and Micro Pocket wise attendance reports can be obtained on daily basis. The Report for the last 7 days for a particular micro pocket can also be seen in graphical mode.

(II) Service Coverage through RFID Readers (Scanners):

This is a very important feature in OWMS. Through Micro Planning process, certain streets will be formed as a Micro Pocket covering a specific area/location consisting of 300 to 350 Households. Those street names will be entered in OWMS toolkit. Those streets names will be assigned to Micro Pockets to which they belonged. Each Main Street, Sub-lane or dead-end lane will be a given a separate name. In a single micropocket the street name should not be repeated.

Later, through field survey, the households details will be obtained for each gate (Door Number) and the same will be written to facilitate proper fixing of RFID (Radio Frequency Identification Tags) for each gate i.e., Micro Pocket Number, Gate Serial Number, No.of Households within the Gate, Population within gate. Besides that the RFID Tag is printed with a RFID Tag No. The agency identified for fixing of RFID Tags also denotes the Waste Generating Unit

Type i.e., Residential, Residential Commercial, Apartment, Bulk Waste Generating Unit etc.,

Thus, inside each RFID Tag, there is an unique code (long digit code) which is not visible apparently. To that code, the required data will be assigned. Initially Micro Pockets will be assigned to Clusters and Clusters will be assigned to Work Packages. At a later stage, the Street name, RFID Tag No., Waste Generating Unit Type, Micro Pocket Number, Gate Serial Number, No. of Households, Population in that Gate – these data will be assigned to that RFID Tag by the agency. There is also provision attaching the Door Number of the Gate and Assessment Number etc., for future utilities.

Before fixing of RFID Tags, the ULB staff shall identify the Street wise waste generating units available and make it available the data in writing and the same to be handed over the Agency for fixing of RFID Tags with the given data. After that, RFID Tags will be fixed by the Agency and required data will be entered in Android Application and the same will be stored in the Server.

The workers on daily basis will carry one RFID Scanner for each micro pocket and after collecting the segregated waste, they use the RFID Scanner and scan the RFID Tag and the data of the gate reaches the server through GSM sim available in the RFID Scanner, which implies that that the household/households within the said Gate are covered by the Workers on that particular day for collecting Garbage at their door step. The 2nd time scanning on the same date will be of no use and no data will be again sent to server. Only after that day midnight, the data will be again taken from the RFID reader. The said data can be viewed simultaneously in OWMS dashboard by any one without any password, merely using the web site www.apsmartcity.com. The gaps can be identified and corrected by replacing with other workers to achieve 100% service coverage. If the street names and Gate Serial Number are given perfectly, then the missing gates details and addressed can be easily located by the Supervisors.

Reports from OWMS:-

From OWMS dashboard, the Number and also per-centage of Gates Covered can be viewed ULB wise, District Wise and Overall State coverage, Work Package wise, Cluster Wise and Micro Pocket wise can be viewed real time. The coverage of Gates can be separately viewed for total gates and also category wise i.e., Residential, Residential Commercial, Apartments etc., Hourly Gates Coverage (Heat Map) can be viewed in graphical mode. Best Performed ULBs data and Low performed ULBs data can be viewed (coverage % wise). Total ULBs coverage status can be viewed in graphical mode. The Coverage report for today, yesterday, Last 7 days, Last 30 days, This month, Last month and also for specific period can be selected and viewed. The covered gates and missed gates can be viewed with different colours i.e., red and green colours. The covered gates data and not covered data can be viewed separately micro pocket wise and also can be downloaded as PDF and Excel formats.

(III) **Weighment details of Segregated Garbage**:

The weighing of garbage will be done at Transfer Points in the micro pockets by the Secondary Transportation Vehicles workers.

As per SWM Rules, 2016, the waste to be collected from the Waste Generating Units in three streams i.e., (i) Dry (ii)Wet and (iii)Domestic Hazardous and to be transported separately in designated vehicles by ULB sanitation staff. At the all Garbage Bins, the Micro Pocket Numbers are painted or stickering done already i.e., Bin Numbers and Micro Pocket Numbers are visibly painted/stickered on plastic garbage bins.

The Workers carries the Segregated Garbage to Transfer Points at certain timings. After that, the Cluster Vehicles (Secondary Transportation Vehicles) reach the Transfer Points in Cluster and a Digital Weighing Machine is available in each Tractor. After reaching the Transfer Point, the Workers weigh the garbage bins (Dry and Wet Separately). There are RFID cards each per micro pocket available with the Driver. On reaching the Micro pockets transfer points, the driver will use the RFID Card of Micro Pocket as per the Garbage bin being weighed by the Workers and the driver at first scan the card to the Weighing Machine and the machine remembers the MP Number and then the driver push the switch (Dry or Wet) and the machine will sent the data to server either or dry or wet in Kgs against the said Micro Pocket Number. At each Transfer Point, this weighing activity will be done by the Drivers and Workers together. The real time weighing information can be seen in Dashboard. State wise, ULB wise, Cluster wise and Micro Pocket wise, how much wet garbage lifted on that day and how much dry garbage weighed at the Transfer Points.

Even the segregation activity is going on at field level in some ULBs to some extent, the weighing machines are not being utilised by the Tractor Workers at present in most of the ULBs. But the Weighing facility is available at ULBs and Online System is also working properly. To improve this parameter, source segregation should be done in large scale and workers are once again to be motivated for carrying out the Weighing Scales along with Tractors.

(IV) **Transportation monitoring through GPS Trackers**:

Preparation and following the Transportation Plan (both for Primary Transportation and Secondary Transportation) is very critical in the Solid Waste Management in ULBs. The vehicle efficiency can be measured as how many trips done by the vehicles against the target trips, how many transfer points covered by that vehicles against the target transfer points to be covered. The Timely travelling and Reaching timings of transfer points are also one of key measures to assess the efficiency of the Driver allocated to that Cluster.

All the Clusters Vehicles are fixed with GPS Trackers. The Transfer Points are already identified and RFID Tags are also fixed at the Transfer Points and their Lat Long values are taken to the System.

The said Transportation Plan was done in the ULBs in the year 2018 and 2019. Now, since the Ward Secretariat System is evolved in the whole state and

hence the transportation plans are once again to revisited by the Sanitation & Environment Secretaries and fresh data and timings are to be arrived and to be verified through on field verification.

Challenges ahead in Monitoring and Utilising the OWMS features, which is unique in the entire country:

The Micro Planning in all ULBs was done in ULBs in the year 2018. After that delimitation was done in several ULBs and also Ward Secretariat System was established in the year 2019. In several ULBs, adjacent areas/villages were merged for which separate micro planning to be done. Some GPs are upgraded as New ULBs. In many cases, the Micro Pockets are there cutting across the Ward Sachivalayms, at which the Micro Pockets are rationalised and re-arranged.

The Streets Names data to be verified and corrected. The RFID Tags where they were lost and removed are to be identified by Ward Sanitation & Environment Secretaries and same to be fixed with proper base data. For the new houses the fresh tags are to be fixed.

The last two parameters out of 4 i.e., Garbage Weighment and Transportation Monitoring are being used by very few ULBs at present. With constant effort and awareness in the public, segregated collection of garbage to be improved to a great extent and then only the garbage weighment will be done on regular basis at transfer points. As already instructed, Ward Secretariats wise Micro Planning to be done duly preparing the fresh micro pocket maps, transportation plan and Primary Vehicles Transportation Plan and Secondary Vehicles Transportation are to be prepared by the Sanitation & Environment Secretaries for monitoring Vehicles Performance in covering Transfer Points. Ward Sanitation & Environment Secretaries are to play the key role in revisiting the Micro Planning and close monitoring the OWMS system available at their disposal.

***

Dashboards

The main aim of the State Level Dashboard(s) adopted by the MA&UD Department is to bring in both efficient and effective governance closer to the citizens by leveraging e-Governance, technology and electronic communication. The Dashboards have been implemented as a unified platform ecosystem with data integration from multiple departments and sources. This has helped enable data driven decision making in real time that includes:

- Data -led decision making
- Proactive governance
- Monitoring of KPIs
- Ability to track progress of the various initiatives of the Department real – time, anywhere.

This simplified complex data provides users an easy to understand snapshot of current performance through data visualization thereby overcoming the problems of yore, such as: static data, lack of transparency in departments, multiple iterations in reports, time consuming activity, reviews in person resulting in extensive travelling etc.,

Real time data collection enables:

- Real time analytics and communication of actionable point
- Real time reporting of action taken
- Predictive analysis

This is done across areas such as:

Water Supply & Sewerage, Planning, Public Health & Municipal Engineering Department, Roads and Buildings, APTRANSCO, Registration & Stamps Department, Energy, Revenue and all Municipal Commissionerates in the State.

Dashboards - The inside view:

The Dashboards provide state wise and district/ULB wise graphical and data analysis that enables one to get the statistical and forecasted/predicted view of the overall systems.

1. Data Analysis:

Data analysis gives an in depth information about the entire state and district, ULB grade, ULB ward wise data details. One can drill down from the top level to the lowest level.

2. Graphical Analysis:
   The graphical analysis involves the graphical representation of data in pie charts, X-Y axis graphs, tabular form etc.
3. Filter:
   One can filter and search for any detail using the available list of filters. Filters also help aggregate figures at various levels such as Grouping of figures at Region level, District level, ULB grade level, ULB level and Ward level. Search of data is based on supplied date range.

Business Process:

The System deals with analysis of a particular state/city/town/zone and citizen. The State Government and Corporation generate as well as view reports. This is based on the centralized nature of the new system.

Municipal Revenue Dashboard

Municipal revenue dashboard covers all municipal revenue under three categories as given below.

- Property Tax
- Water Charges
- Other Revenues

Dashboard designed in such a way that it maintains uniformity in terms navigation to and display of information to its various sections. The major sections of this dashboard are

- State level summary of collection
- Various tabs are given to display multiple information
    - Collection
    - DCB (Demand, Collection and Balance)
    - Transactions
    - Top 10 contributors and achievers
    - Bottom 10 contributors and achievers

    - Top 100 defaulters
- Various filters are provided to refine the search and information to seen.
    - Region
    - District
    - ULB Grade
    - ULB
    - From Date
    - To Date
    - Aggregation level, grouping of data as per the above given boundaries.
- Display of data in tabular form, ere data is displayed in tabular form on filters applied and aggregation level provided.

Municipal Grievance Dashboard

Public Grievance Redressal System (PGRS) is for citizens to register their grievances and get them redressed in a timely and transparent manner. PGRS provides features to the officials to manage and redress the grievances in an organized manner.

Government of Andhra Pradesh (MA&UD Dept.) have launched Nagaraseva application as front end to Public Grievance and Redressal System (PGR). PGR is a citizen facing application used to register citizen complaint/grievances and end to end Grievance Management tracking system. PGR improves the efficiency of grievance redress, enhances citizen satisfaction with the ULBs service delivery. Nagaraseva app provides a platform where a user can report issues from their phone and can take picture of the problem and briefly explain about the issue. The application automatically captures the exact location of the issue and routes it to the concerned municipal official for early resolution.

To monitor and evaluate the performance of the ULBs and Functionaries in redressing the grievances, a State Level dashboard has been developed which open to all and Municipal employees and Citizens who logged grievance through various sources can view at any point of time about the status of their registered grievance.

SLAs has been defined for each and every grievance and dashboard will give you a clear picture about redressing of the grievance and its time period. The satisfaction levels of the citizen, also capturing while closing the grievance and also through IVRS system.

The Dashboard is also gives you the ageing analysis of the grievances in terms of number and percentage. It also provides the information from State level to functionary wise and registered grievance wise also. Also can view for each and

every grievance about the Photos uploaded by citizen and Municipal employee after redressing the grievance.

- Grievance Dashboard
- SLA Dashboard
- Complaints Dashboard
- Source
- Citizen Satisfaction

Municipal Services Dashboard

Municipal Services Dashboard is designed and developed in such a way that all ULBs information can viewed at a single point in Tabular and Graphical representation format.

The summary reports will compare the present data with previous year data to evaluate the progress.

Filters has been provided to extract and view the data Functionary wise, ULB wise, ULB Grade wise, Region wise and District wise for a given period. Also can be viewed Service wise details for the above mentioned categories.

Dashboard reports will provide clear picture to ULBs Commissioners, RDMAs and higher officials at C&DMA Office about the performance of the ULBs and its functionaries.

SLA has been defined for each and every Municipal services and clearly shown the statistics with number and percentage also about Services pending beyond SLA and number of services cleared beyond SLA. Ageing of the Service requests also being calculated and shown from 1 week to above 3 months.

The beauty of the Dashboard is that it is open to all and can view top level (State) to Functionary wise and Application wise.

- Request Analysis
- Service Type Analysis
- Source Analysis
- Compensation to Citizens
- All Functionary

Municipal Dashboards

A total of 3 dashboards monitor and review municipal performance in various areas such as, Municipal Revenue, Municipal PGR and Municipal Services

The Introduction of Dashboards saw an increase in virtual review meetings. For reviews conducted by Minister/Principal Secretary/Commissioner, the following features were made available:

1. All departments at a glance

3. Dynamic data update

4. Filtering & drill down

5. Automatic generation of SMS Alerts

6. Multi Star Rating Rules

7. Ranking of ULBs

8. CDMA, ULB Dashboard

The Dashboards on the CDMA/ULB Portal are available to the public with citizen-feedback mechanism with complete data transparency enabling effective decision making that include:

1. Data gathering at field levels using IoT devices
2. Fetching data from databases through web services
3. Integration with CORE Dashboard
4. Departments/ ULBs Participating through VC

- Automated
- Dynamic/real time Data

This has ensured that usage of IoT eliminated manual intervention, Transparency – no incorrect information, actionable outcomes, Data Sharing with all departments, efficient Decision making basis accurate data.

Dashboards are helping the Department and the ULBS in efficiently monitoring key social and economic indicators on a real-time basis. It has permeated across sectors like water supply, solid waste management, property tax, revenue, etc., with the ultimate objective of achieving 80 per cent citizen satisfaction.

స్పందన

ప్రజా సమస్యల పరిష్కార వేదిక

“ సామాన్య ప్రజల సమస్యల పరిష్కారం కొరకు అహర్నిశలు శ్రమిస్తూ, వారి జీవితాలలో వెలుగులు నింపడమే మా లక్ష్యం. ”

User Guide for Spandana Application

1. Introduction

Spandana is a public grievance redressal platform, an initiative of Government of Andhra Pradesh, for the citizens of Andhra Pradesh. The grievances can be registered from various sources viz. GSWS, Spandana 1100, 1902 Call Centre, Mobile App, Web Application, Praja Darbar (CMO), Collectorate grievance day (Spandana Monday).

An integrated Grievance system is proposed to **Register, Track and Redress the Grievances** received at **CMO / SECYs / HODs / District Collectorates / District and Mandal level Offices** on a common platform linked with Aadhar number of the Petitioner with Proper Accountability.

Once grievance has been registered, Your SPANDANA Request Number (YSR#) will be generated and citizens can track the status of their grievance with the help of the YSR#. The grievance will be addressed by the competent authority within the defined time.

If the citizen is not happy with the redressal of a grievance, citizen can Re-Open the grievance by calling 1902 **or** by visiting Grama/Ward Sachivalayam **or** using Spandana portal (https://www.spandana.ap.gov.in/) **or** using Spandana mobile app.

Grievances are categorized into:

- Critical, High, Medium and Low priority
- Individual & Community
  (Individual Financial grievances, Individual Non-financial grievances)
  (Community Financial grievances, Community Non-financial grievances)

Features

- Common Integrated platform from CMO / HOD to mandal Level
- Aadhar linked tracking system - for avoiding Duplication.
- Exhaustive Categories and sub-categories.
- Petition document scanned and uploaded
- **Facility to forward/track the grievance across departments**
- Dedicated grievance teams at CMO/ HoDs /District level
- **Automatic escalation/SMS/Mails**
- Dedicated call centres for 100% Quality audit of redressed grievances
- **History of the petition's /petitioner's earlier endorsements are available**
- Facility to register grievances over Online and phone.

Spandana portal is intended for registering the **grievances** only. There is no provision to register the Service Requests in Spandana, all **service requests** must be registered through **Grama/Ward Sachivalayam** only.

Categorization of Grievance

- Every Grievance will be maintained as Subjects and sub-subjects.
- Every Grievance will be Raised by selecting proper Department and Subject
- We are having **33 Active Departments** to raise the Grievances
- Well Designed **Subjects (5,062)** and **Sub-Subjects (50,502)** are available to every department to raise the Grievance
- **Every grievance categorized into Finance and Non-finance**
- Every Grievance assigned with One of the category.
- Finance Category Grievances will be monitored till the Applicant gets Benefited. **These can be applied only Once by the family**
- *Eg: Ration, Pension, Housing etc…*
- If the Problem not gets resolved, He may Re-Open it.
- Non-Financial Category Grievances will be Immediately resolved by the LMF and there will be regular review monitoring by Officials. Applicant can **raise these grievance n number of times**
- SLA is the Service Level Agreement for a Grievance Redress. It pictures specific time limit to the Officer to address the grievance.

LMF Routing

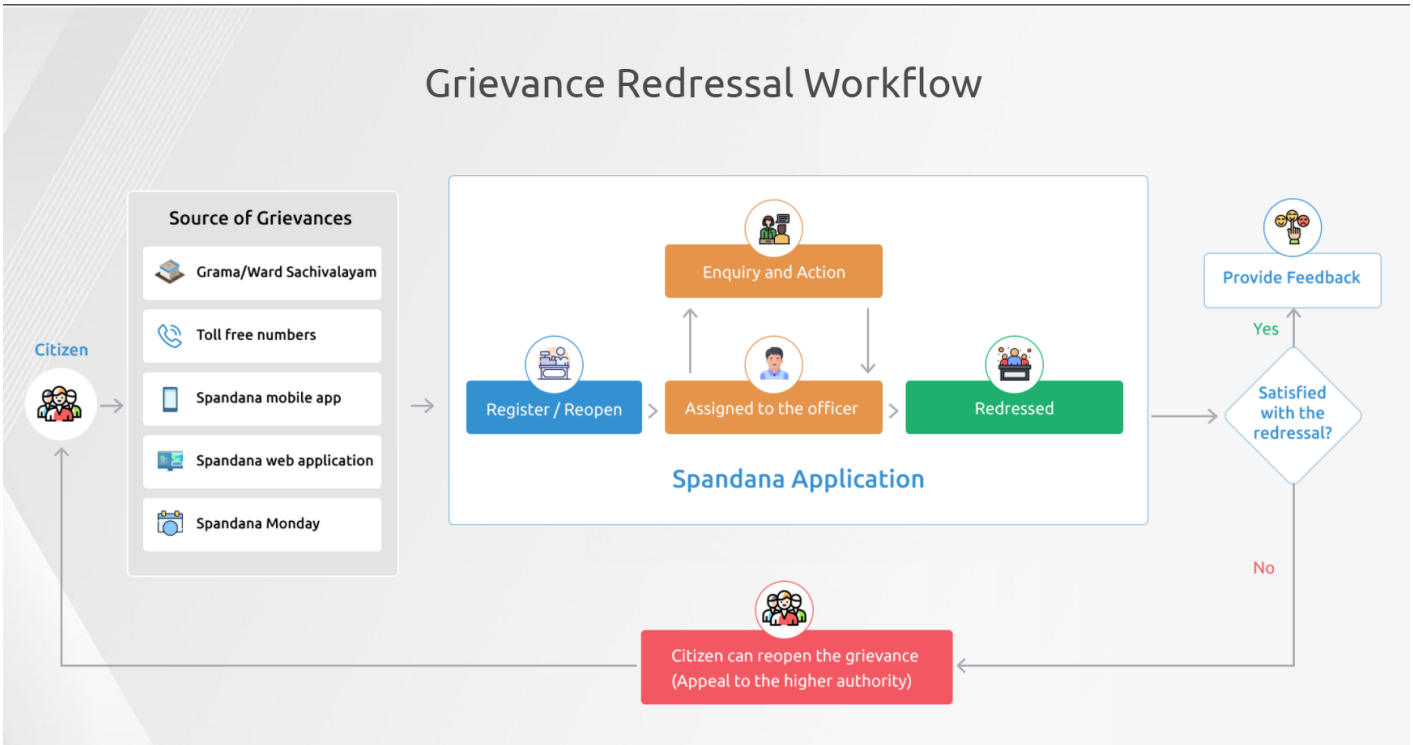
- Each Grievance will assign to Concerned Designated Officer Dynamically with Geographic location.
- First the Grievance will be assigned to Lower Level Officer of the Grievance Department.
- All State Level Officer can reassign the Officer for particular Grievance under their department.

Grievance Redressal Process & Workflow

1.1. Grievance Redressal Process

- Grievance can be registered from multiple sources and a unique **"YSR"** (Your Spandana Request Number) will be generated for each grievance
- Grievance will be assigned to the respective redressal officer
- Redressal officer performs the necessary enquiry, action and redresses the grievance
- Citizen can 'reopen' the grievance if not satisfied with the resolution and the same will be assigned to the higher authorities to redress the grievance

1.2. Grievance Redressal Workflow



2. Login to Spandana & GramaWardSachivalayam Portal

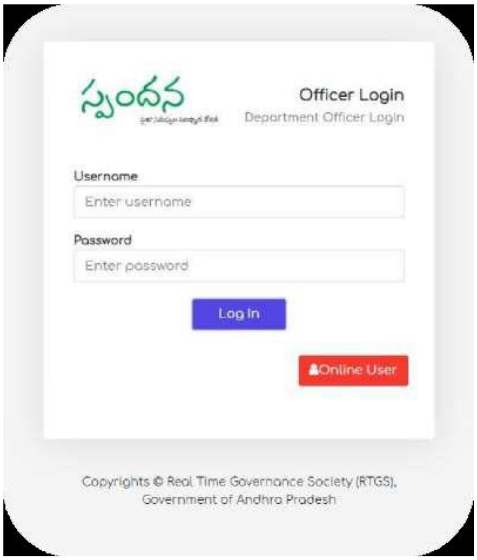
2.1. Open an internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox).

2.2. Enter the following URLs

https://www.spandana.ap.gov.in/

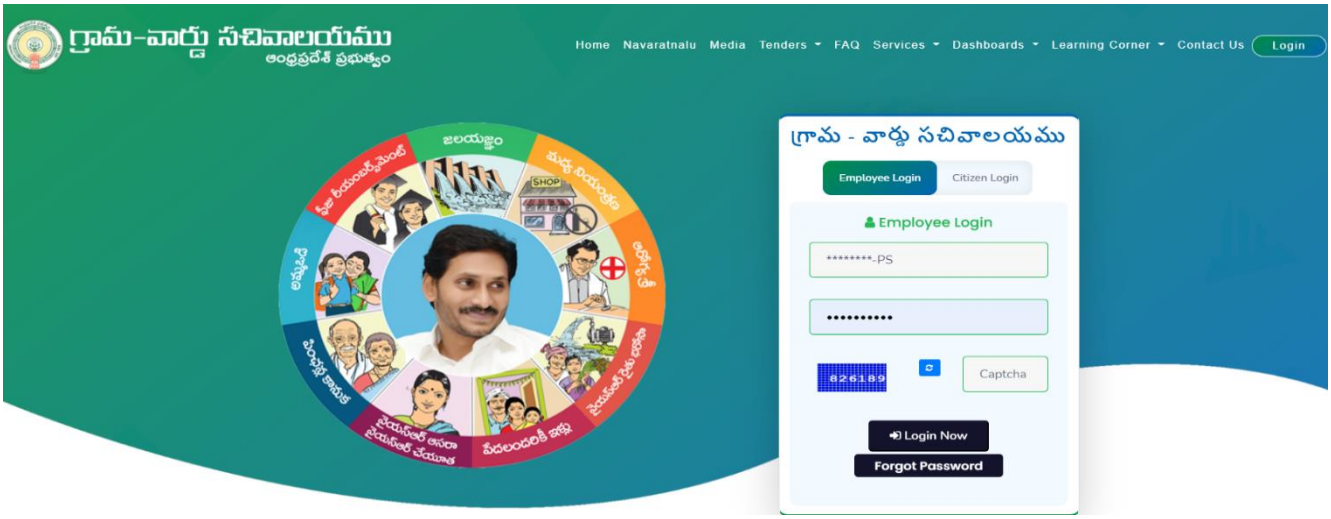
There are 2 types of logins in spandana.

1. OFFICERS LOGIN



2. CITIZEN LOGIN

https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main



2.3. Once the above portal is opened, from the right-hand top side,

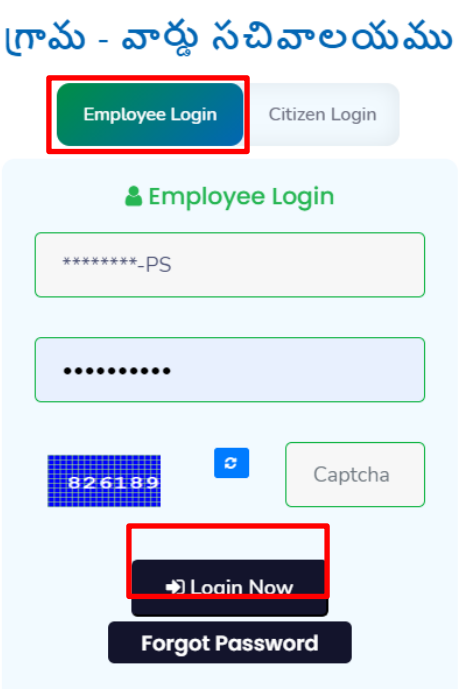
2.3.1. click on **Login**

2.3.2. The login screen will be displayed as shown below

2.4. Select "**Employee Login"**

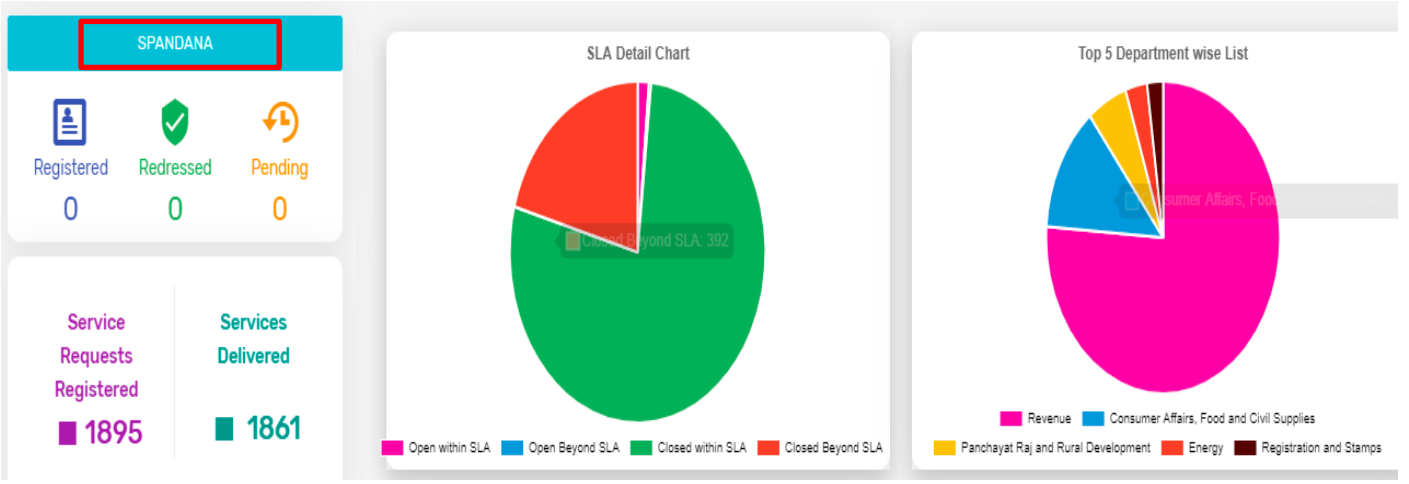
2.4.1. Enter the Username, Password and Captcha value

2.4.2. Click on **"Login Now"**

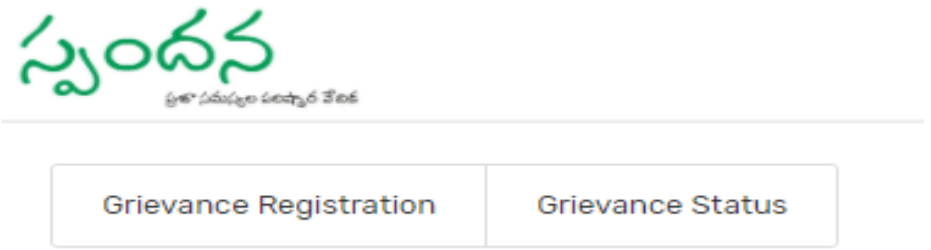


3. Navigate to 'Spandana'

3.1. '**Spandana**' will be displayed on left hand side top corner as shown below.



3.2. Select Spandana as highlighted above.



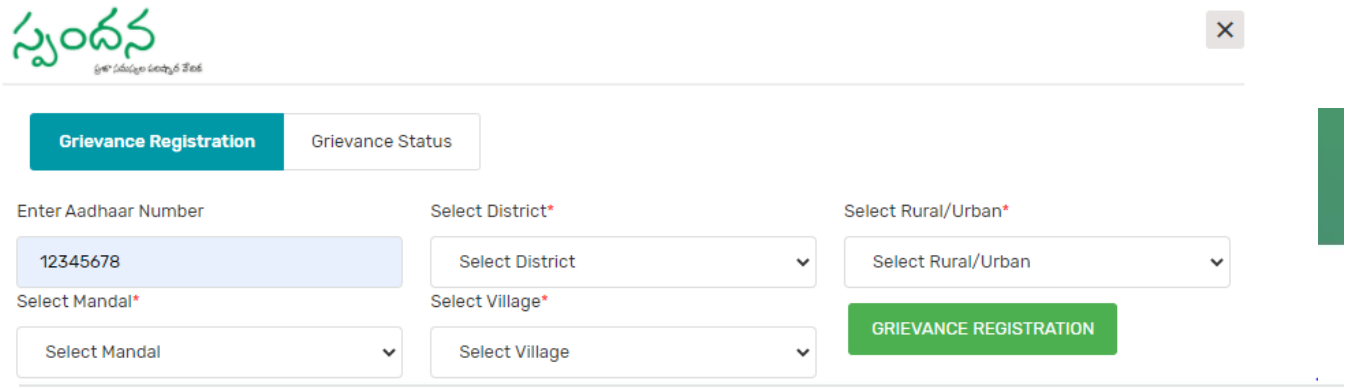
3.3. After selecting Spandana two tabs displayed as shown above

3.3.1. Registered Grievance

3.3.2. Status Check

3.4. Select Register Grievance & update the fields as shown below

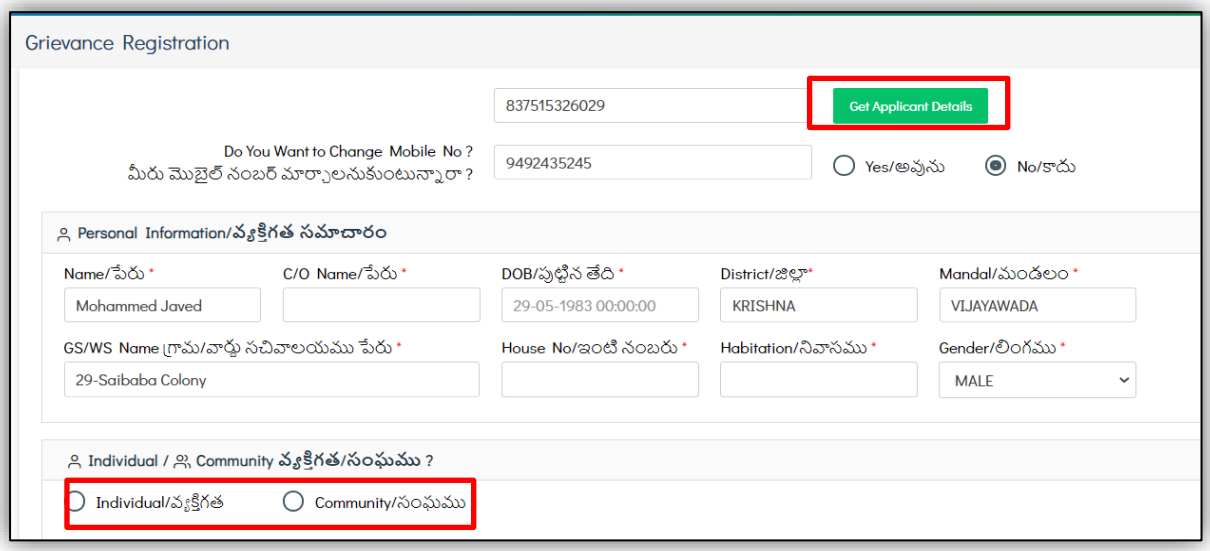
3.5. Click on Register Grievance after updating the below fields



3.6. When we click on Register Grievance, new tab will be displayed as shown below

4. Grievance Registration

4.1. Enter Applicant's Aadhaar number and Click on "**Get Applicant Details**"



4.2. Mobile Number:

4.2.1. Select "**Yes**" if "Mobile number" has to be updated

4.2.2. Select "**No**" if desired to retain the displayed mobile number

4.3. Personal Information:

4.3.1. Verify the information provided

4.3.2. Can update any information displayed

4.4. Individual / Community:

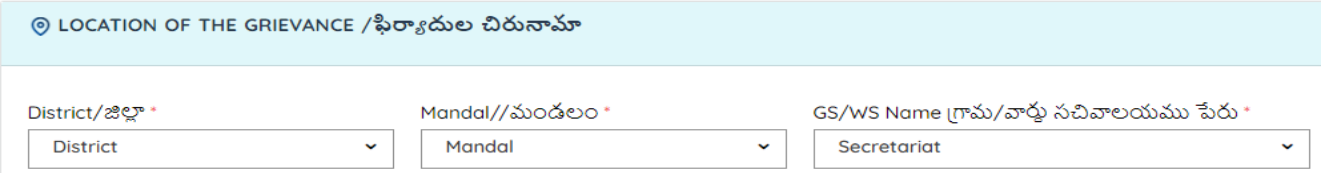
4.4.1. Select "**Individual**", if the grievance to be raised belongs to an individual (e.g.: Rice Card, House Site, Pattadar Pass Book, etc.,)

4.4.2. Select "**Community**", if the grievance to be raised belongs to the community (e.g.: Roads, Drains, Natural calamities, etc.,)

4.5. Provide Location of the Grievance :

4.5.1. Address details like District; Mandal; Grama Secretariat / Ward Secretariat have to be selected

Note: Please ensure that right grievance address is mentioned, otherwise the grievance maybe rejected due to incorrect grievance address specified here.



4.6. Grievance Information:

4.6.1. On typing a few letters about grievance information, the related sub-subjects will be displayed for reference.

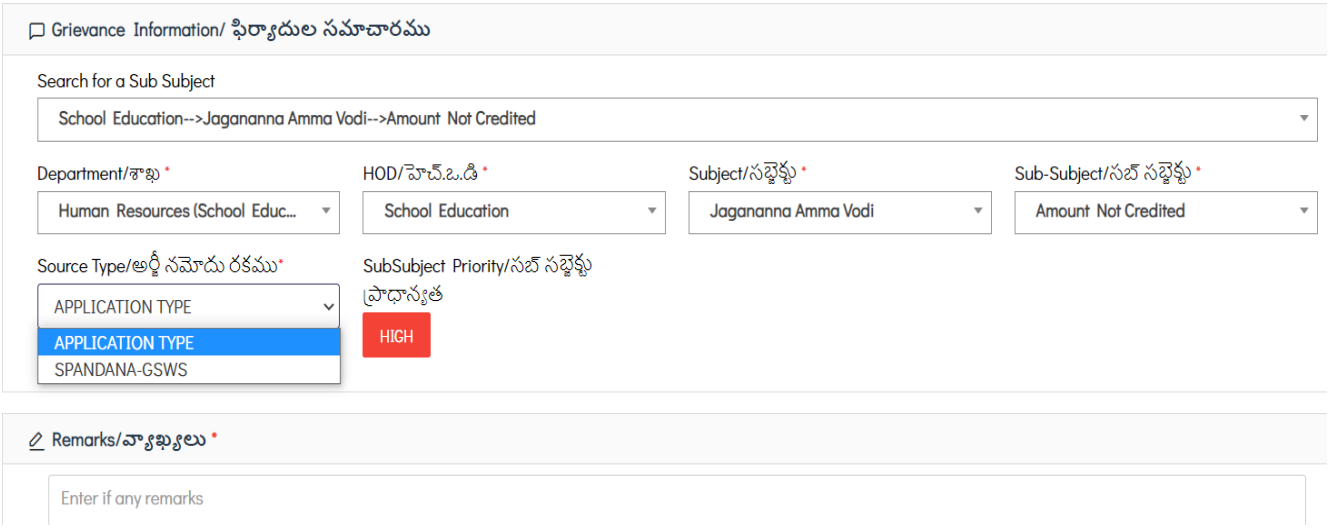
4.6.2. Select an appropriate sub-subject (grievance issue)

Note: Please note that, same subject/sub-subject may exist in different or multiple HoDs/Departments, hence please ensure that right HoD/Department is selected, otherwise grievance may be assigned to the wrong officer

4.6.3. The following details will automatically be selected on selecting

the sub-subject from the search box.

4.6.3.1. Department; HoD; Subject; Sub Subject.



Note: If you are sure about the Department/HoD/Subject/Sub-Subject, you could directly fill the details without using the option "***Search Sub Subject***"

4.6.4. Select the source type as **"SPANDANA- GSWS"**

4.6.5. Priority will also be shown (priority will be based on the sub-subject selected)

4.6.6. GRA (Grievance Redressal Authority) will automatically be selected based on the Grievance Address filled

4.7. Remarks:

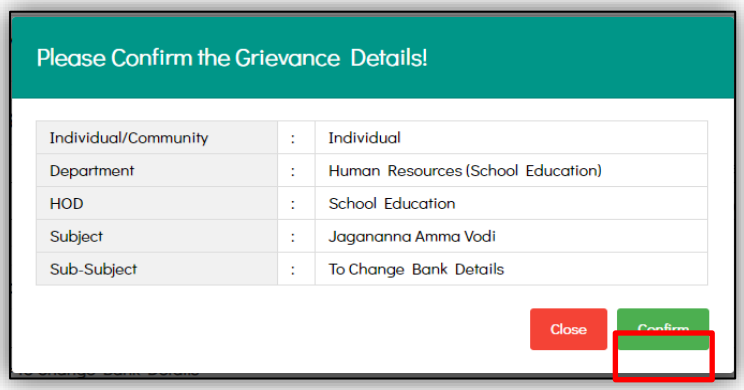
4.7.1. Can provide other information relevant to the grievance to be brought to the notice of Grievance Redressal Authority.

4.8. Submit:

4.8.1. After filling he grievance registration form, click on "**Submit**"
Note: Please fill all the mandatory fields before clicking on "**Submit**" button.

4.9. Confirm the Grievance Details:

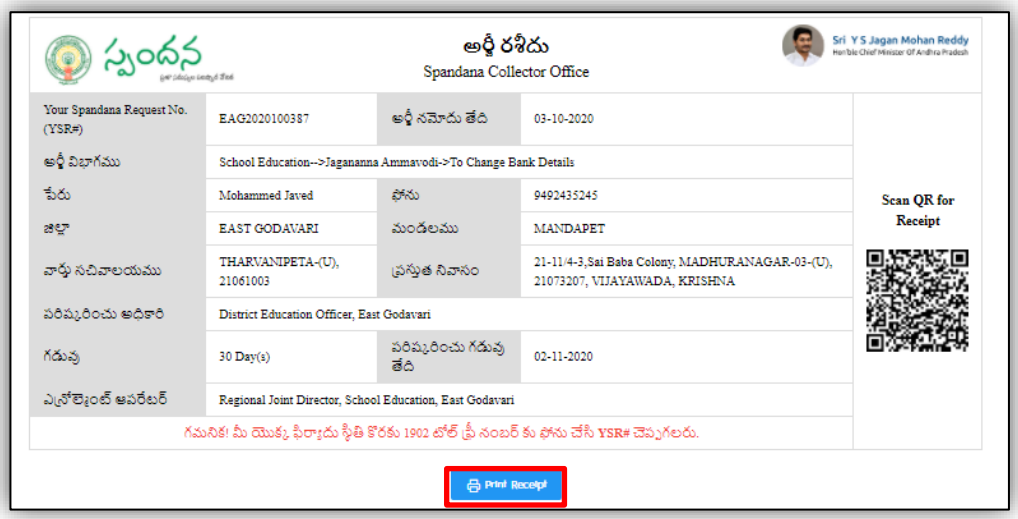
4.9.1. A confirmation screen will be displayed with basic details of grievance.



4.9.2. Click on "**Confirm**"

4.10. Grievance Receipt:

4.10.1. On Confirmation, the receipt for grievance will be generated as shown below



4.10.2. Click on "**Print Receipt**" for having a printed copy of the grievance receipt.

4.11. SMS Alert:

4.11.1. On successful registration of grievance, an SMS alert with grievance details will be sent to the **Citizen.**

5. Login to Spandana Portal

5.1. Open an internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox).

5.2. Enter the following URL

https://www.spandana.ap.gov.in/

5.3. Once the above portal is opened, from the right-hand top side,

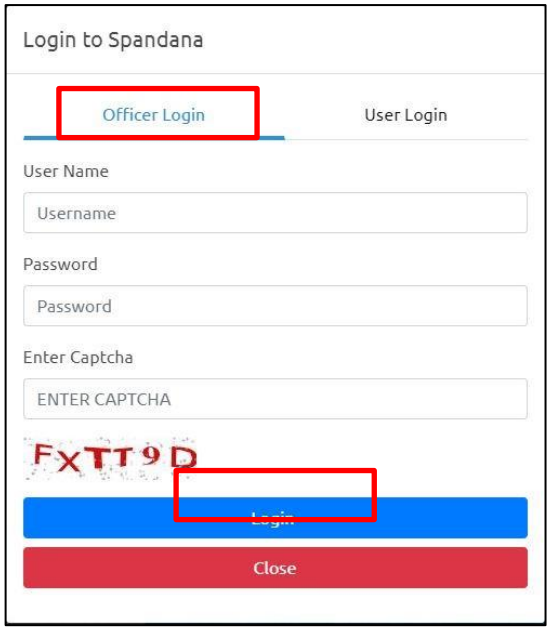
5.3.1. click on **Login**

5.3.2. The login screen will be displayed as shown below

5.4. Select "**Officer Login**"

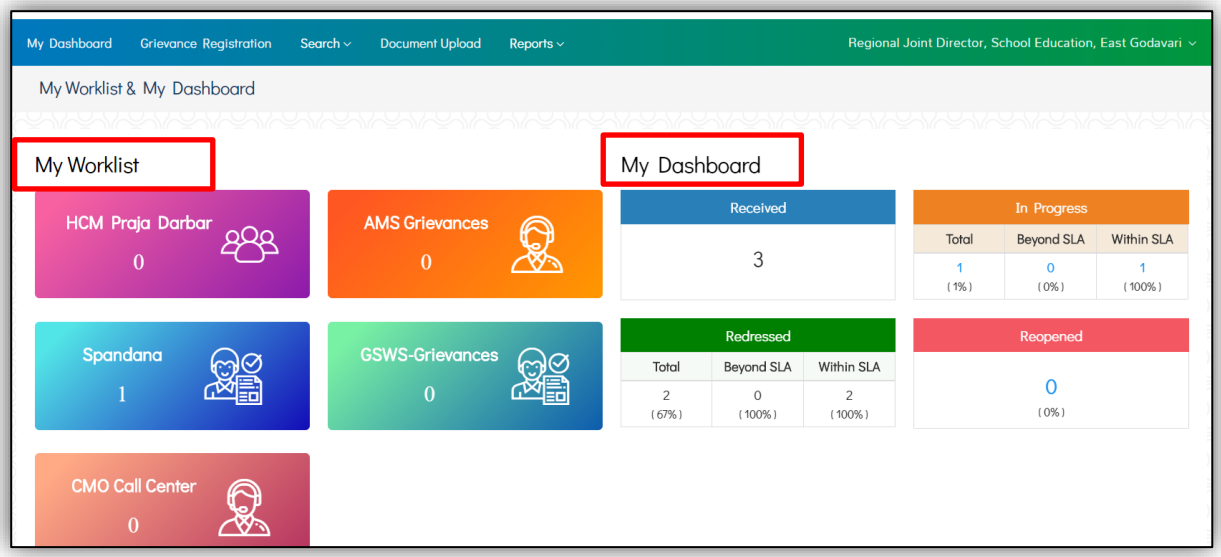
5.4.1. Enter the Username, Password and Captcha value

5.4.2. Click on **"Login"**

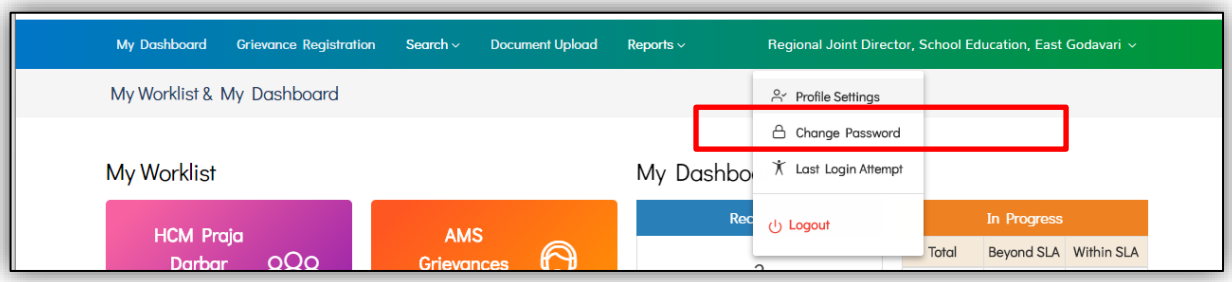


6. Navigate to 'My Dashboard'

6.1. '**My Worklist**' and '**My Dashboard**' will be displayed

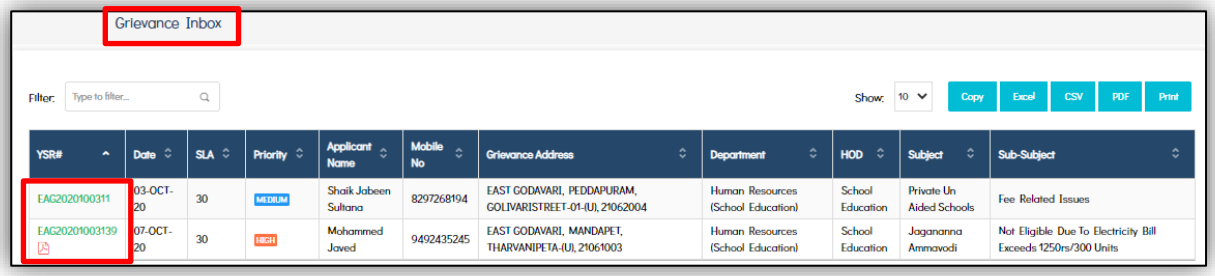


6.2. Profile can be updated, and password can be changed



6.3. In '**My Worklist**', sources of grievances are displayed along with the respective grievance count the officer has to act on

6.4. When we click on Grievance Count, "**Grievance Inbox**" will list the grievances with the details like Officer Name, Department, HoD, Sub Subject, Status of grievance, etc. will be displayed



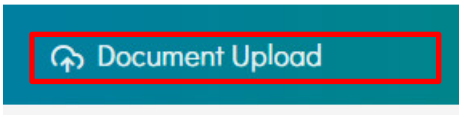
6.5. In "**My Dashboard**", grievance count with different states is displayed

6.5.1. **Received**: Total grievances received so far from Citizens
6.5.2. **In Progress**: Total grievances pending/ In-progress
6.5.3. **Redressed**: Total grievances redressed so far
6.5.4. **Reopened**: Total grievances reopened so far

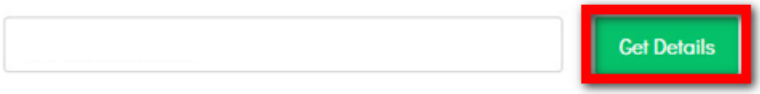
6.6. SMS Alert:
6.6.1. On successful registration of grievance, an SMS alert with grievance details will be sent to the **Citizen**

7. Document Upload

7.1. Click on "**Document Upload**" tab in menu bar, to upload the supported documents for a required grievance

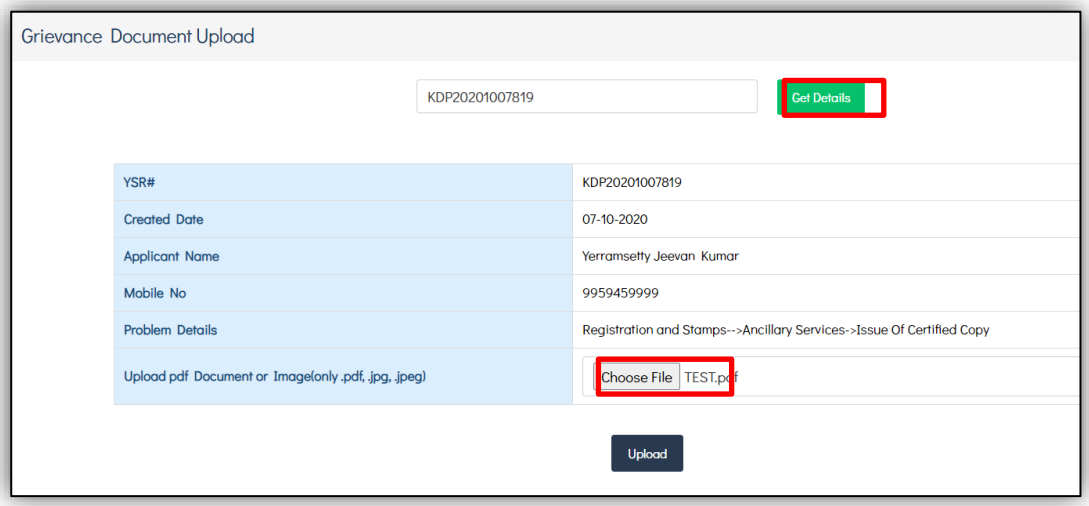


7.2. Enter Your Spandana Request (**YSR#**) and click on "Get Details"



7.3. Uploading Document:

7.3.1. Grievance details will be shown based on YSR#.



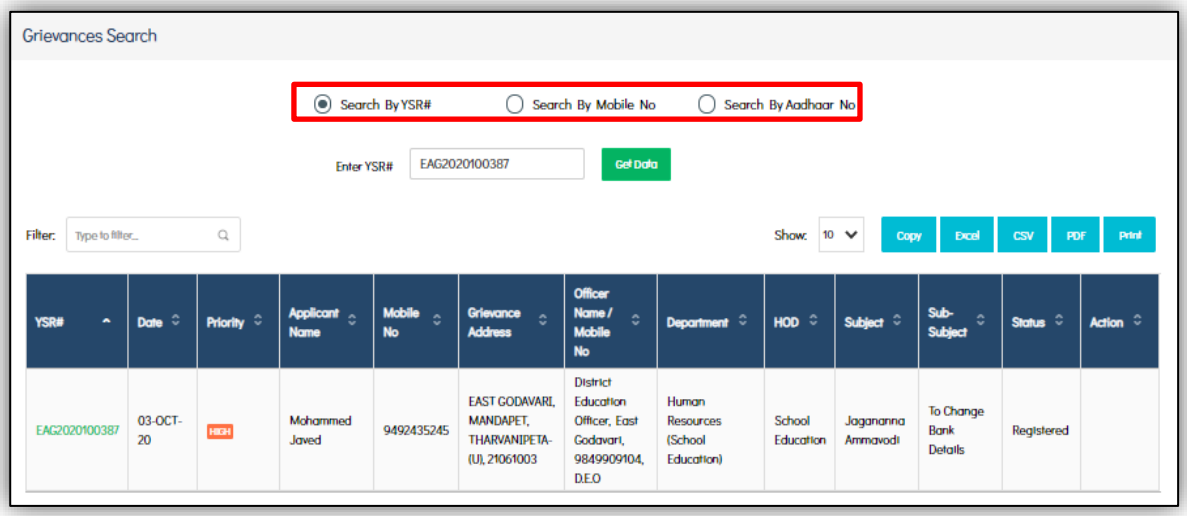
7.3.2. Select "Choose File" and select the document.
7.3.3. Document type are - ".pdf", ".jpg", ".jpeg"
7.3.4. After selecting the document, click on "Upload"
7.3.5. The document will be successfully uploaded.

8. Search

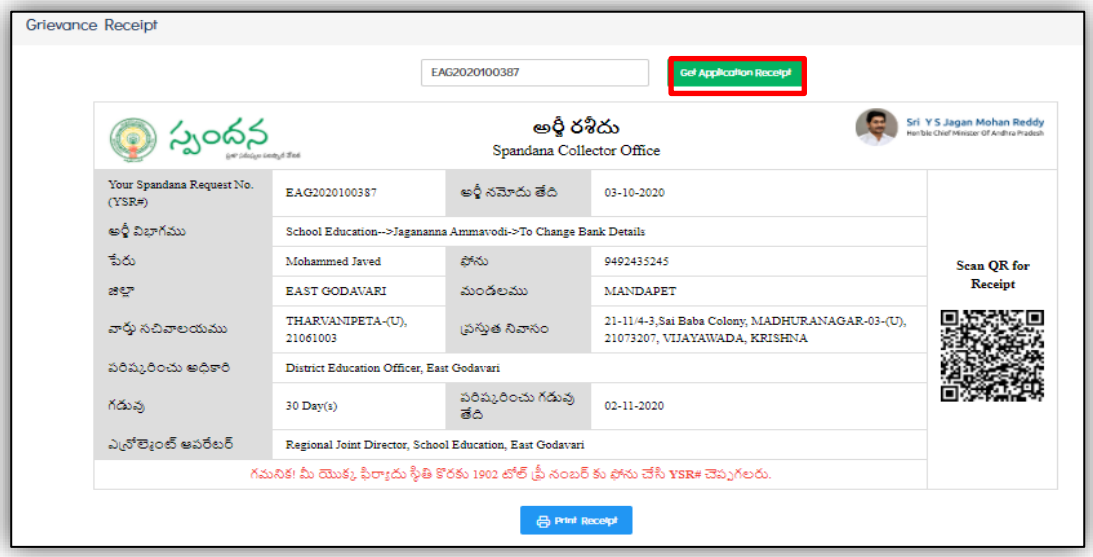
8.1. We find two options in "**Search**" tab

8.1.1. One to search for a grievance ("**Grievance Search**") by using the

- Search by YSR#
- Search by Mobile No
- Search by Aadhaar No

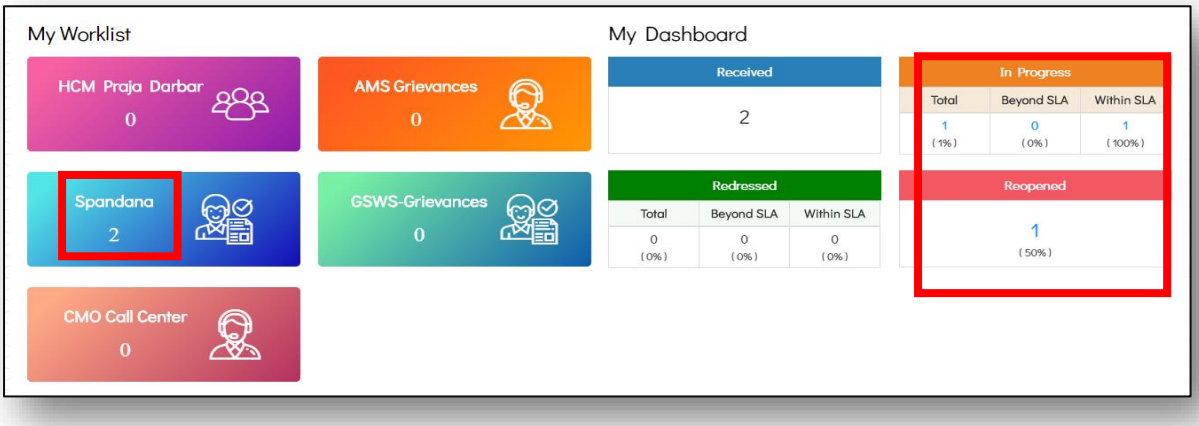


8.1.2. One to download the receipt for a grievance ("**Grievance Receipt**") by entering the YSR#

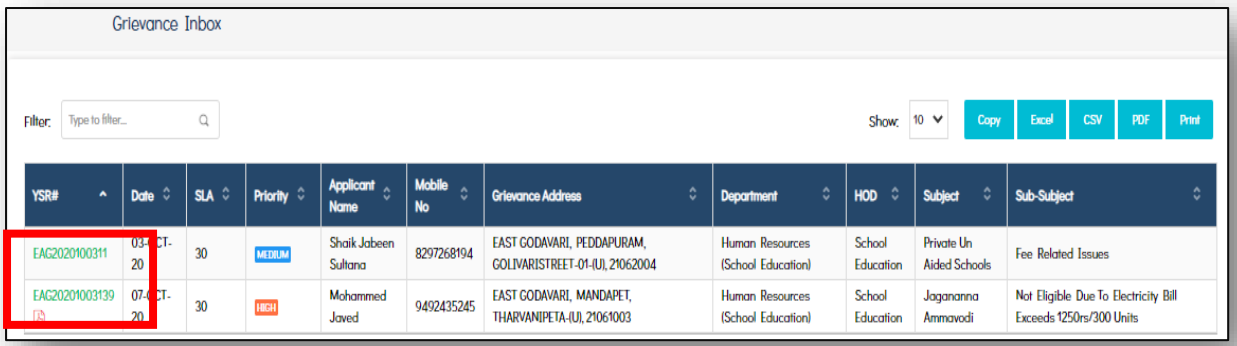


9. Grievance Inbox

9.1. We can find the "**Grievance Inbox**" (Pending grievances to act on) in "**My Worklist**" by clicking on the pending grievance count



9.2. The "**Grievance Inbox**" displays the list of grievances



9.3. Click on the grievance number (YSR#) to navigate to the "**Grievance**

Action" page where,

- Officer can view the full details of a grievance as mentioned in the **Section 9 "Grievance Information"**
- Officer can acknowledge the grievance as mentioned in the **Section 10 "Grievance Acknowledgement by the Officer"**
- Officer can perform the redressal actions in case the grievance is acknowledged (Accepted) by the officer, as mentioned in the **Section 11 "Grievance Redressal"**

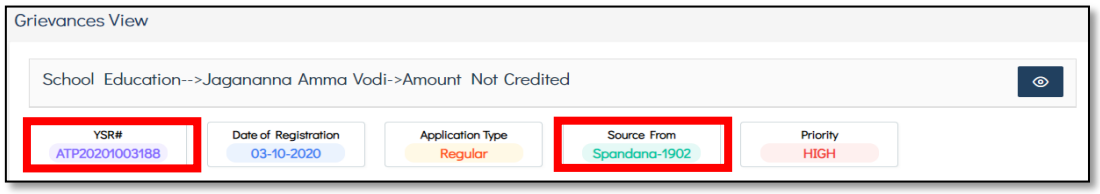
10. Grievance Information

10.1. Here we can find the details of the Applicant and Grievance

10.1.1. Grievance Snapshot view

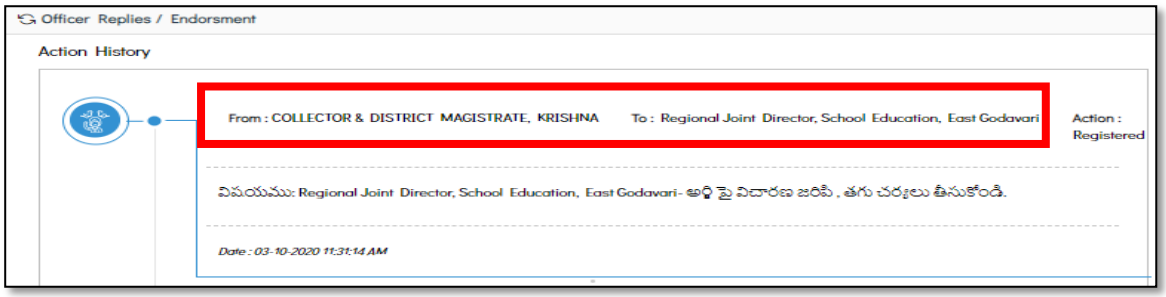
10.1.1.1. **YSR #** (Your Spandana Request Number)

10.1.1.2. Grievance registration date, Application Type, Source and Priority



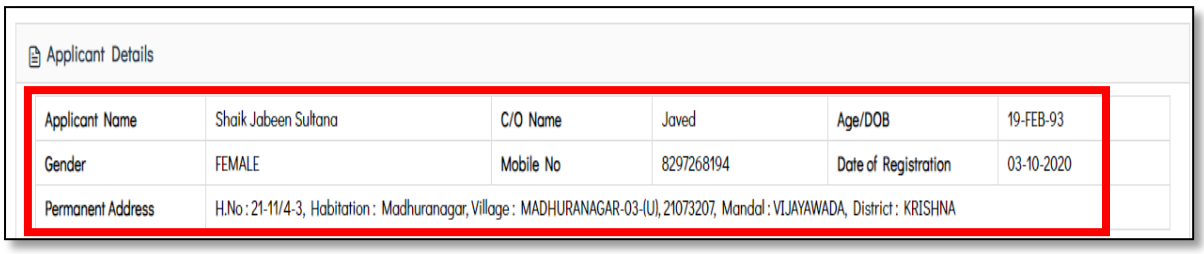
10.1.2. Action History

10.1.2.1. Grievance action history can be seen here



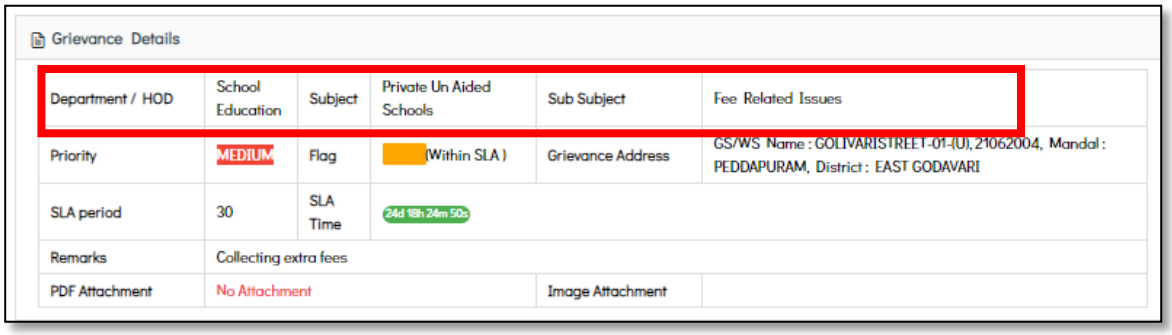
10.1.3. Applicant Details

10.1.3.1. Applicant basic details, address and Mobile Number can be seen here



10.1.4. **Grievance Details**

10.1.4.1. We can view Grievance details, Department, Subject and Sub-Subject

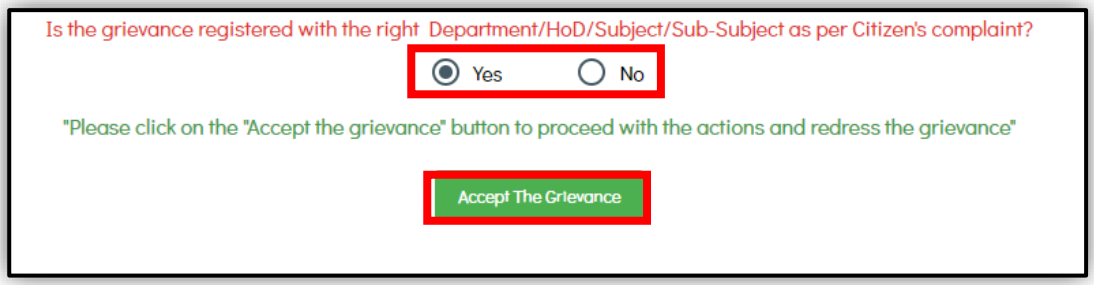


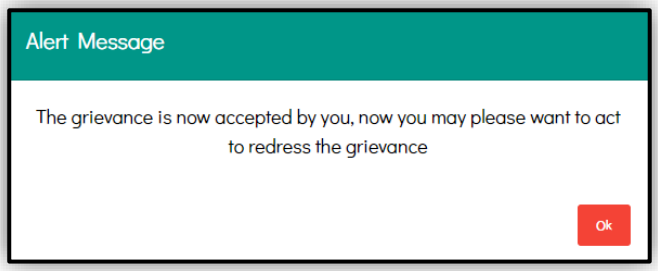
11. Grievance Acknowledgement by the Officer

11.1. After reviewing the grievance, officer has to either **acknowledge** the grievance by accepting it or **seek Spandana Team's help** in case grievance is registered with the wrong Department/HoD/Subject/Sub-Subject.

11.1.1. If the Grievance is registered with the right Department/HoD/Subject/Sub-Subject as per Citizen's complaint

- Select "**Yes**" and click on "**Accept the Grievance**" to acknowledge and proceed with the grievance redressal actions

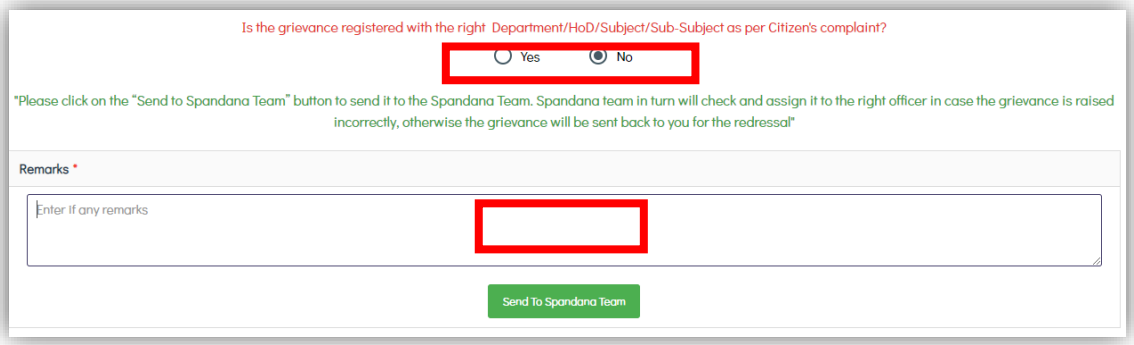


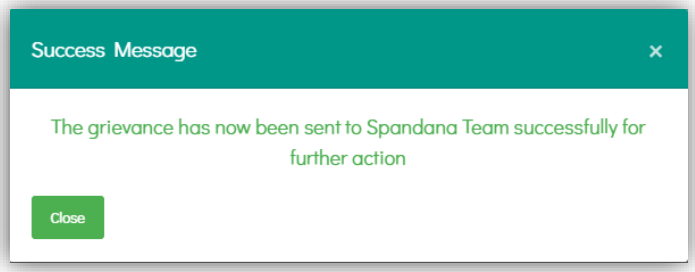


11.1.2. If the Grievance is not registered with the right Department/HoD/ Subject/Sub-Subject

- Select "**No**" and enter officer's remarks and click on "**Send to Spandana Team**" to seek Spandana Team's help in assigning it to the right department

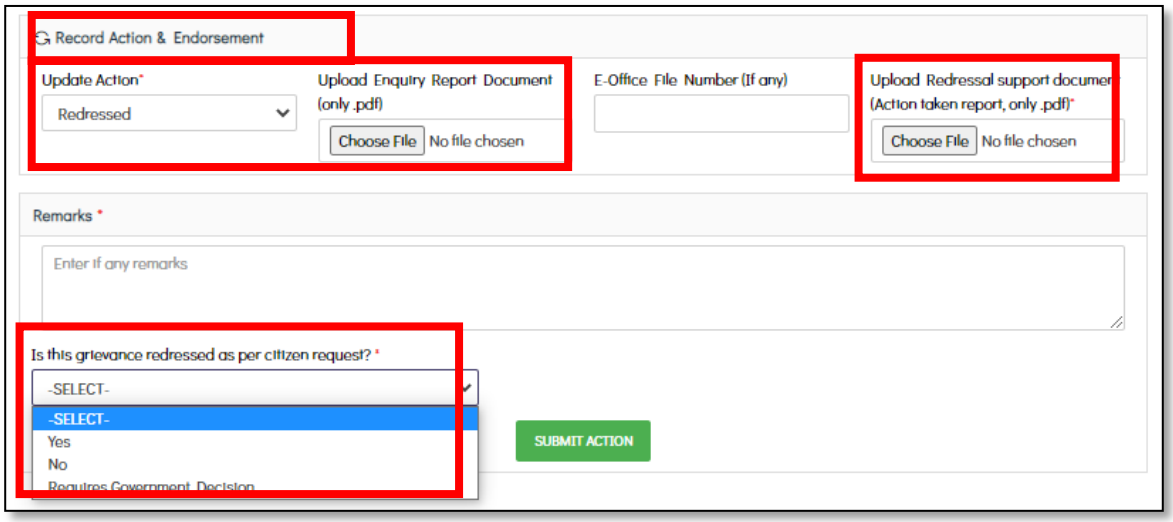
  Note: Please note that, after the review by Spandana Team, if it is found that the grievance is registered correctly, the grievance will be sent back to the officer by Spandana Team





12. Grievance Redressal (Registered Grievance)

12.1. After the confirmation given by the officer in the above screen (**10.1**), we can find the "**Record Action & Endorsement**" page, where the officer can now redress the grievance



12.1.1. Select **Redressed** from the dropdown list.

12.1.2. Upload the Enquiry Report document (Mandatory)

*Note: 1. Total size of all Upload Documents should not exceed **1MB**.*
*2. All Upload Documents should be in **PDF Format** Only.*

12.1.3. If eOffice file created, enter eOffice Computer number (or) file number (Optional)

12.1.4. Upload the Redressal support document (Action taken report by the officer) (Mandatory)

*Note: 1. Total size of all Upload Documents should not exceed **1MB.***
*2. All Upload Documents should be in **PDF Format** Only.*

12.1.5. Type the detailed redressal details in "**Remarks**" section (Mandatory)

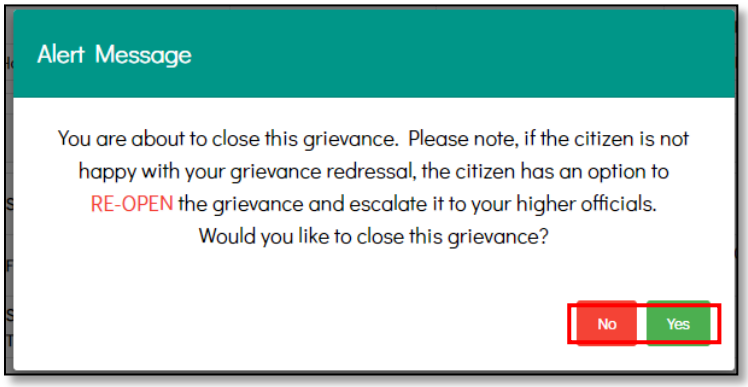
12.1.6. Select one of the drop downs

- "Is the grievance redressed as per citizen request?"
  - ✓ Yes **OR**
  - ✓ No **OR**
  - ✓ Yes, (Involves Government Decision)

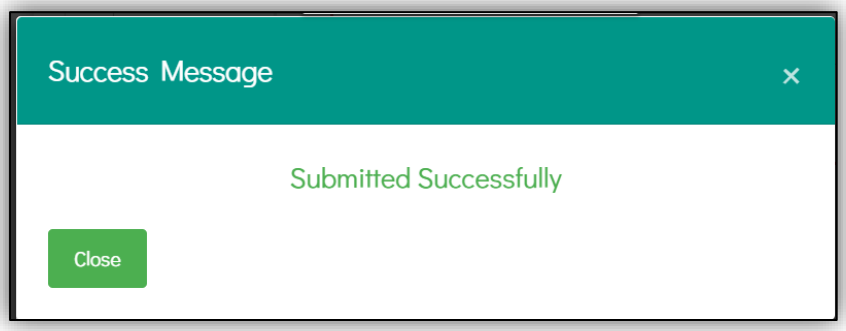
12.1.7. click on "Submit Action"

12.1.8. Alert message will be displayed

- If the citizen is not happy, he/she can reopen the grievance and escalate it to the concerned department's higher officials

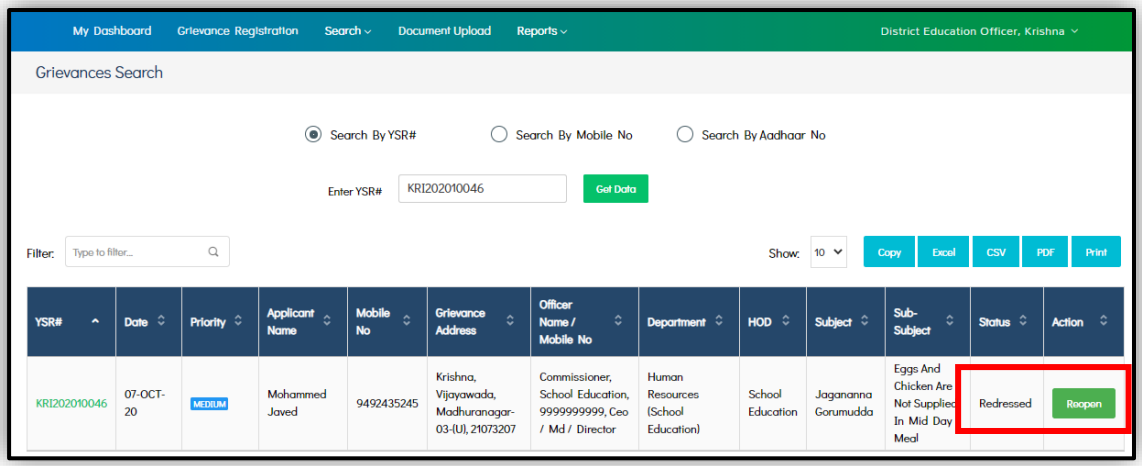


- Click on "**Yes**"
- Confirmation Message will be displayed.



13. Grievance Re-open

13.1. After a grievance is redressed by the Officer, the grievance status will be changed from "**Registered**" to "**Redressed**"

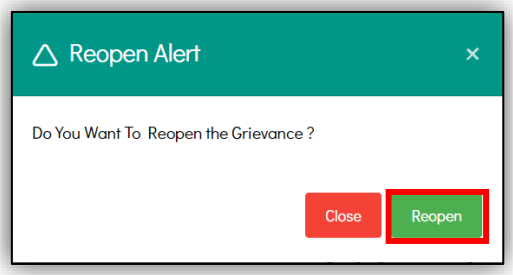


13.2. If the citizen is not satisfied with the redressal of the Officer, the grievance can be reopened

13.3. Grievance(s) reopened will be assigned (escalated) to the higher authorities of the concerned department

13.4. "**Reopen**" button can be used to reopen the grievance

13.5. The confirmation alert will be displayed.



13.6. Click on "**Reopen**"

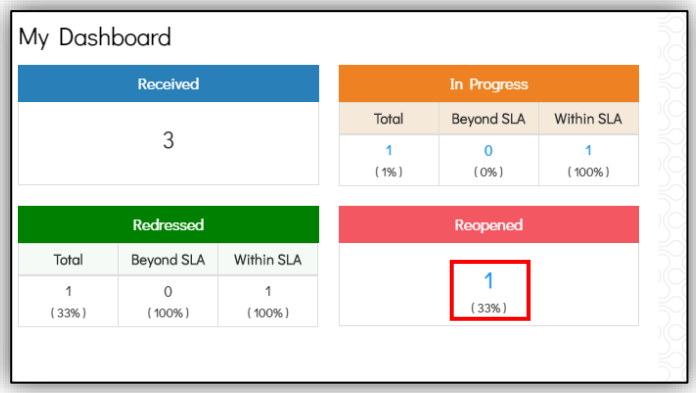
13.7. Confirmation message "**Grievance Reopened Successfully**" will be displayed after a grievance is reopened

13.8. Status of the grievance now will be changed to "**Reopened**"

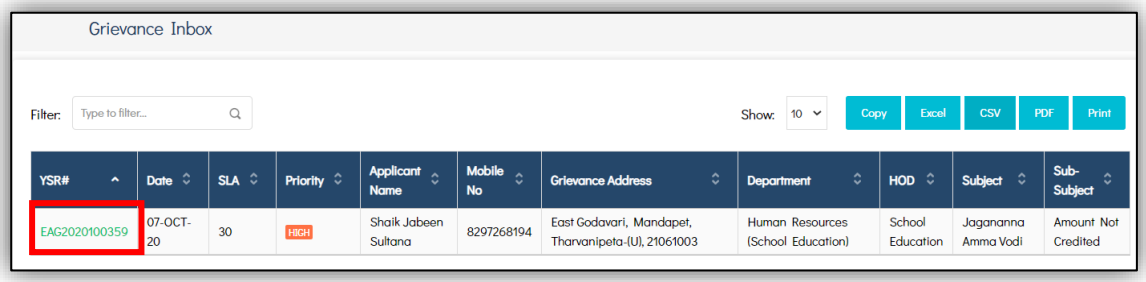
YSR#	Date	Priority	Applicant Name	Mobile No	Grievance Address	Officer Name / Mobile No	Department	HOD	Subject	Sub-Subject	Status	Action
KRI20201012 2	12-OCT-20	MEDIUM	Mohammed Javed	9492435245	Krishna, Vijayawada, Madhuranagar-03-(U), 21073207	Commissioner, Backward Classes, 8885535424, Ceo / Md / Director	Backward Classes Welfare	BC Welfare	Jagananna Vasathi Deevena	Amount Not Credited	Reopened	

14. Grievance Redressal (Reopened Grievance)

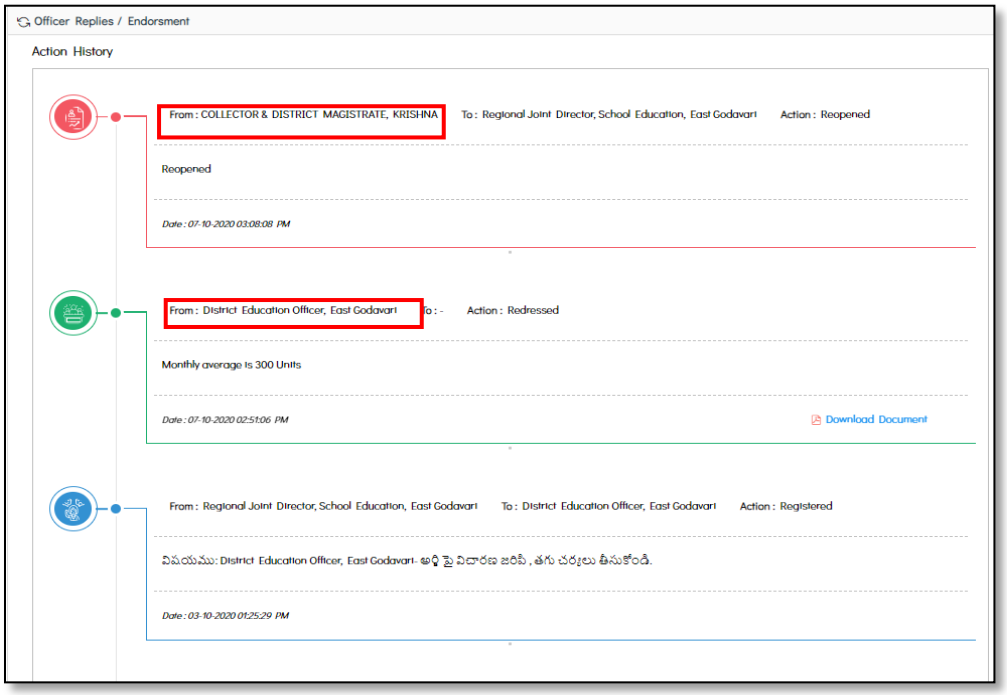
14.1. Officer can find the reopened Grievances in **My Dashboard** under "**Reopened**" category



14.2. By clicking on the Reopened grievance count, "**Grievance Inbox**" will be displayed

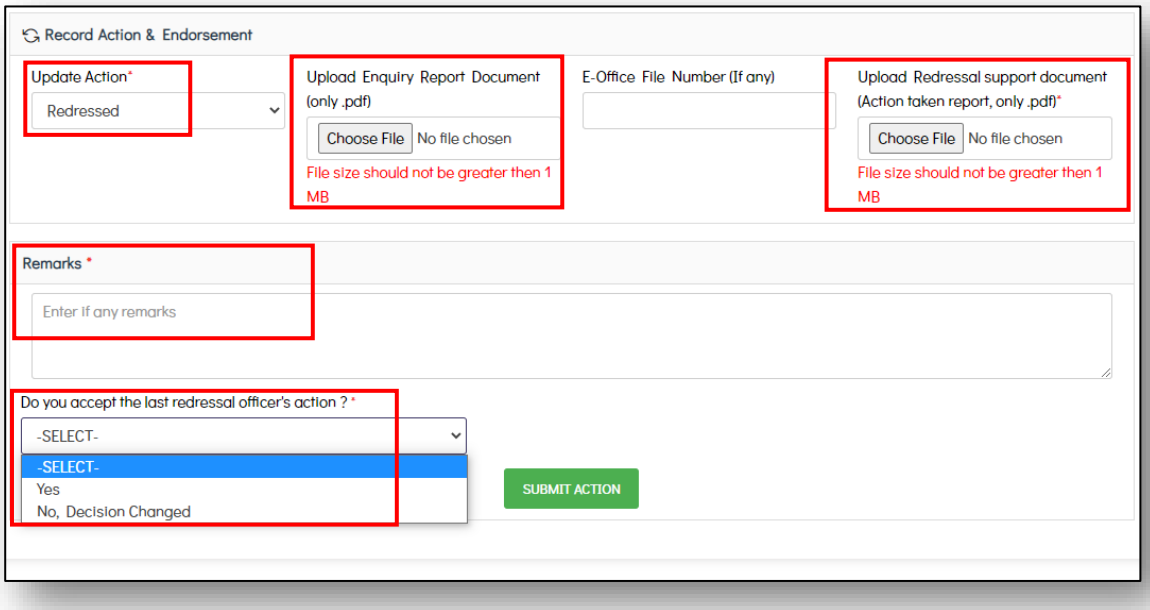


- Click on the grievance number (YSR#) to navigate to the "**Grievance Action**" page where Officer can view the full details of a grievance as mentioned in the **Section 9 "Grievance Information"**
    - We can see in the action history, the officer who redressed the grievance and source where the citizen has reopened the grievance from, as shown below



- Officer can perform the redressal actions for the reopened grievance, as mentioned in the **Section 13.4**

14.3. We can find the "**Record Action & Endorsement**" section, where the officer will get options to redress the grievance



14.3.1. Select **Redressed** from the dropdown list.

14.3.2. Upload the Enquiry Report document (Mandatory)

*Note: 1. Total size of all Upload Documents should not exceed **1MB**.*
*2. All Upload Documents should be in **PDF Format** Only.*

14.3.3. If eOffice file created, enter eOffice Computer number (or)

file number (Optional)

14.3.4. Upload the Redressal support document (Action taken report by the officer) (Mandatory)

*Note: 1. Total size of all Upload Documents should not exceed **1MB**.*
*2. All Upload Documents should be in **PDF Format** Only.*

14.3.5. Type the detailed redressal details in "**Remarks**" section (Mandatory)

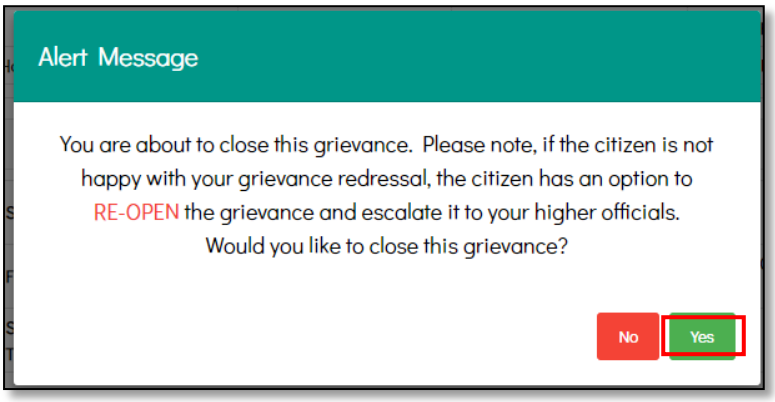
14.3.6. Select one of the drop-down options for "***Do you accept the last redressal officer's action?***"

- Yes **OR**
- No, Decision changed

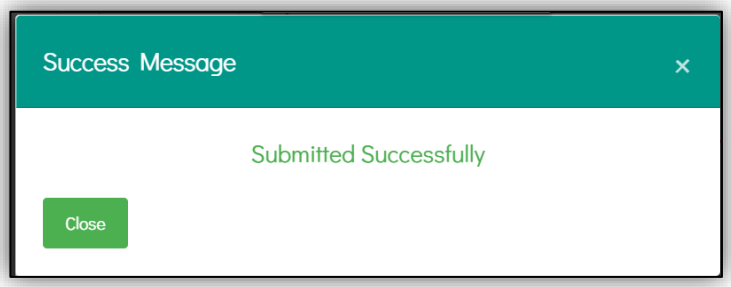
14.3.7. Click on "**Submit Action**"

14.3.8. Alert message will be displayed

- If the citizen is not happy, he/she can reopen the grievance and escalate it to the concerned department's higher officials



14.3.9. When clicked on "**Yes**", confirmation Message will be displayed.

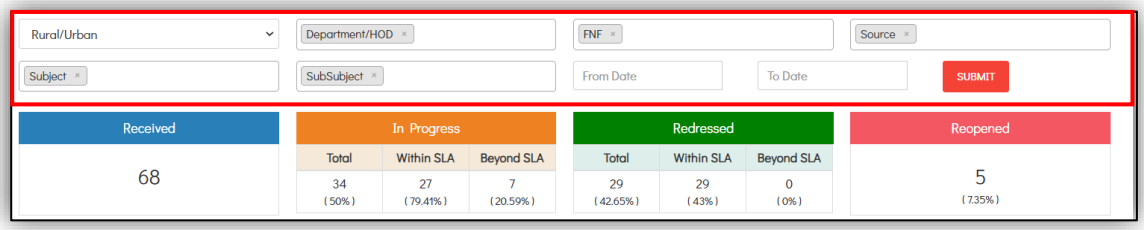


15. Reports:

15.1. We can find the District-wise/Officer Jurisdiction-wise reports under "**Reports**" tab in the menu bar

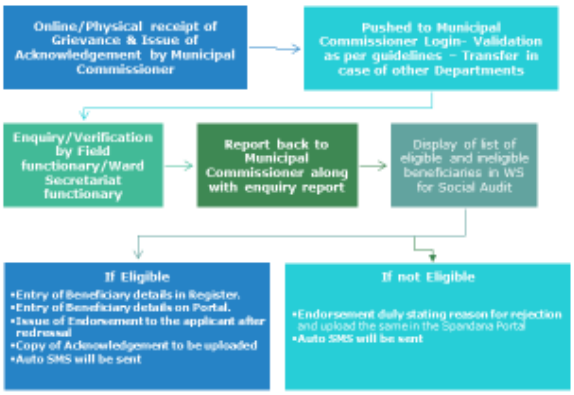
15.2. **We can use different filters to see different the following reports**

- Received
- In Progress
  (Total-Within SLA/Beyond SLA)
- Redressed
  (Total-Within SLA/Beyond SLA)
- Reopen
- To view the reports under officer's Departments (HOD), can use the following filters/Tabs
- Department/HOD
- Subject
- Sub Subject
- Source
- Mandal/ULB
- GSWS
- Officer



"SPANDANA"
INDIVIDUAL FINANCIAL GRIEVANCES - SOP

Work Flow



Intimation Protocol

(a) If eligible:

- All the details of beneficiaries should be entered in a Register to be maintained Scheme-wise by the ULB
- Such beneficiaries data should be entered in the respective Portal (i.e., YSR Pension Kanuka, Housing etc.,)
- Endorsement will be issued by the ULB and upload the same in the Spandana Portal
- Auto sms will be sent from Spandana System
- The endorsement should contain the S.No. in the Eligible Beneficiary Register

(B) If not eligible:

- Endorsement will be issued by the ULB duly stating the reasons for rejection and upload the same in the Spandana Portal
- Auto SMS will be sent from Spandana System.
- In case the petition crosses SLA time or not satisfied, the applicant may submit appeal to the concerned Regional Director

Individual Financial

SAMPLE RECEIPTS

"SPANDANA"
INDIVIDUAL FINANCIAL GRIEVANCES

ELIGIBLE MODEL

Go Back to Main Slide

Sample Endorsement under Financial Individual Grievance under Spandana

స్పందన MONDAY GRIEVANCE ఎండార్స్ మెంట్

ఆర్.ఓ.సి.నెం.7448/2019/పి

కాకినాడ నగరపాలక సంస్థ

అర్జీ సంఖ్య	CMO-EAG20190	అర్జీ తేది : -09-2019	గడువు : రోజులలో

విషయం: <Grievance Source>,<District Name>,<Municipality Name>,గారి నివేశ స్థలం - <Applicant Name> గారు ఇంటి నివేశ స్థలం మంజూరు కోరుతు అర్జీ దాఖలు - పందు అర్జీ ని పరిశీలించి నివేదించు తీర్మానము గురించి.

సూచిక : <Applicant Name> గారు <Grievance Source> ద్వారా దాఖలు చేసిన దరఖాస్తు సంఖ్య :<Grievance Id>

<Municipality Name> వార్డు సచివాలయం అయిన పి/శ్రీమతి <Applicant Name> గారు పై సూచిక నందు ఇంటి నివేశ స్థలం మంజూరు చేయుటకుగాను కోరుతూ <Grievance Source> నందు అర్జీ దాఖలు చేయుచున్నారు

పందు అర్జీ గురించి దేసిన విచారణలో మీరు అర్హులు అని తేలినది

అందున మీ పేరు అర్హుల జాబితాలో _____క్రమ సంఖ్య నందు నమోదు చెయ్యబడినది

ప్రభుత్వం వారు నిర్దేశించిన ప్రకారము పట్టా ఖరారు తారీకి 25 లకు మంది

అట్టి స్థలాలు లేని వారికి ఇంటి నివేశ స్థల పట్టాలు మంజూరు చేయుటకు ప్రతిపాదన

చేశాడు. కనుక రాబోవు ఖరారు రాడు మీ కుటుంబంలోని అక్క/చెల్లెమ్మ పేరుతో ఇంటి

నివేశ స్థలం రిజర్వ్ చేసి ఇవ్వబడును

మునిసిపల్ కమీషనర్

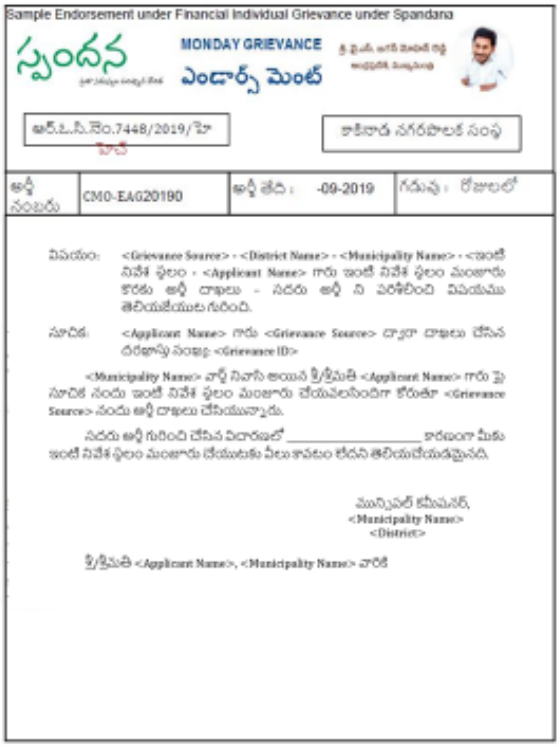
<Municipality Name>

<District>

పి/శ్రీమతి <Applicant Name>,<Municipality Name>వారికి

"SPANDANA"
INDIVIDUAL FINANCIAL GRIEVANCES

IN-ELIGIBLE MODEL


Sample Endorsement under Financial Individual Grievance under Spandana

స్పందన MONDAY GRIEVANCE ఎండార్స్ మెంట్

ఆర్.ఓ.సి.నెం.7448/2019/హె

అకివీడు నగరపాలక సంస్థ

అర్జీ నంబరు	CM0-EAG20190	అర్జీ తేది : -09-2019	గడువు : రోజులలో

విషయం: <Grievance Source> - <District Name> - <Municipality Name> - <ఇంటి నివేశ స్థలం - <Applicant Name> గారు ఇంటి నివేశ స్థలం మంజూరు కొరకు అర్జీ దాఖలు - సదరు అర్జీ ని పరిశీలించి విషయము తెలియజేయుట గురించి.

సూచిక: <Applicant Name> గారు <Grievance Source> ద్వారా దాఖలు చేసిన దరఖాస్తు సంఖ్య: <Grievance ID>

<Municipality Name> వార్డ్ నివాసి అయిన శ్రీ/శ్రీమతి <Applicant Name> గారు పై సూచిక నందు ఇంటి నివేశ స్థలం మంజూరు చేయవలసిందిగా కోరుతూ <Grievance Source> నందు అర్జీ దాఖలు చేసియున్నారు.

సదరు అర్జీ గురించి చేసిన విచారణలో _____ కారణంగా మీకు ఇంటి నివేశ స్థలం మంజూరు చేయుటకు వీలు కావటం లేదని తెలియజేయడమైనది.

మున్సిపల్ కమీషనర్,
<Municipality Name>
<District>

శ్రీ/శ్రీమతి <Applicant Name>, <Municipality Name> వారికి

Go Back to Main Slide

"SPANDANA"
INDIVIDUAL NON- FINANCIAL GRIEVANCES - SOP

Work Flow

Intimation Protocol

(a) If eligible:
- Endorsement/Certificate/Proceedings will be issued by the ULB and upload the same in the Spandana Portal, after redressal of grievance.
- Auto sms will be sent from Spandana System
- The endorsement should contain about possible date of delivery, in case of time required as per SLA

(B) If not eligible:
- Endorsement will be issued by the ULB stating the reasons for rejection with details
- Auto SMS will be sent from Spandana System.
- In case the petition crosses SLA time or not satisfied, the applicant may submit appeal to the concerned Regional Director.

Individual
Non-Financial

"SPANDANA"
INDIVIDUAL NON- FINANCIAL GRIEVANCES

Sample Endorsement under Individual Non-Financial Grievance under Spandana

స్పందన MONDAY GRIEVANCE ఎండార్స్ మెంట్

ఆర్.ఓ.సి.నెం.7448/2019/పి		కాకినాడ నగరపాలక సంస్థ	
అర్జీ సంఖ్య	CMO-EAG20190	అర్జీ తేది : -09-2019	గడువు : రోజులలో

విషయం: <Grievance Source> - <District Name> - <ULB Name> - <Ward Name> అర్జీ పేరు మీదగాను - రిమార్కు లీక్ష్ణ కాపీ - <Applicant Name> గారు అర్జీ ని పరిశీలించి విషయమై తెలియజేయుట గురించి.

సూచిక: <Applicant Name> గారు <Grievance Source> ద్వారా దాఖలు చేసిన దరఖాస్తు సంఖ్య: <Grievance ID>

<ULB Name>, <Ward Name> నివాసి అయిన శ్రీ/శ్రీమతి <Applicant Name> గారు పై సూచిక నందు వారి ఇంటి నెం. 1-31-14 కి సంబంధించిన అర్జీ పేరు రిమార్కు లీక్ష్ణ నకలు మంజూరు చేయవలసిందిగా కోరుతూ <Grievance Source> నందు అర్జీ దాఖలు చేసియున్నారు.

సదరు అర్జీ ని పరిశీలించి సదరు ఇంటి యొక్క అర్జీ పేరు రిమార్కు లీక్ష్ణ నకలు ఇందులో జత పరచడమైనది. తెలియజేయడమైనది.

మున్సిపల్ కమీషనర్,
<Municipality Name>
<District>

శ్రీ/శ్రీమతి <Applicant Name>, <Municipality Name> వారికి

Go Back to Main Slide

"SPANDANA"
COMMUNITY FINANCIAL GRIEVANCES - SOP

Work Flow

Two scenarios will arise while closing this type of grievances:-

- **Scenario 1 – Already sanctioned work:** If the grievance is already covered in any of the sanctioned works, the Status will be incorporated in the endorsement and duly mentioning the probable date of execution and mark it as closed.
- **Scenario 2: Requires new sanction:** Field inspection to be conducted and line estimate is to be prepared as per the availability of the budget and feasibility. If feasible, sanction is to be obtained from the competent authority, duly including in the Annual Action Plan

Community Financial

Intimation Protocol

(a) If feasible :
- Endorsement will be issued and uploaded in Spandana system
- Auto SMS will be sent through Spandana system.
- The endorsement will be issued as per Scenario 1 or 2.
- All O&M works i.e. potholes, water pipe line leakages etc., will be attended through Annual Maintenance Contractor (AMC) throughout the year

(B) If not feasible :
- Endorsement to be given stating the reasons for rejection i.e., ground reality, technical, non-availability of budget etc.,
- Auto SMS will be sent through Spandana system.
- In case the petition crosses SLA time or not satisfied, the applicant may submit appeal to the concerned Regional Director.

"SPANDANA"
COMMUNITY FINANCIAL GRIEVANCES

Sample Endorsement under Community Financial Grievance under Spandana

స్పందన MONDAY GRIEVANCE ఎండార్స్ మెంట్

ఆర్.ఓ.సి.నెం.7448/2019/హె

కాకినాడ నగరపాలక సంస్థ

అర్జీ సంఖ్య	CM0-EAG20190	అర్జీ తేది : -09-2019	గడువు : రోజులలో

విషయము:స్పందన ప్రజా సమస్యల పరిష్కార వేదిక - కాకినాడ నగర పాలక సంస్థ - యు.సి.ఎమ్ విభాగం - అర్జీ పరిష్కారమునకు సంబంధించిన సమాచారము తెలియజేయుట - గురించి.

...

మీరు_____ రోజున జరిగిన స్పందన కార్యక్రమంలో మీ వీధి లో లోపు [illegible] మీరు ఇచ్చిన వినతిని పరిశీలించిన మీదట ఇట్టి లోపు [illegible]

కమిషనర్ తరపున
నగరపాలక సంస్థ కాకినాడ

To,
శ్రీ/శ్రీమతి .....
చిరునామా.....
.....
.....
మొబైల్ నెం.

Go Back to Main Slide

"SPANDANA"
COMMUNITY NON- FINANCIAL GRIEVANCES - SOP

Work Flow

Intimation Protocol

(a) If feasible :

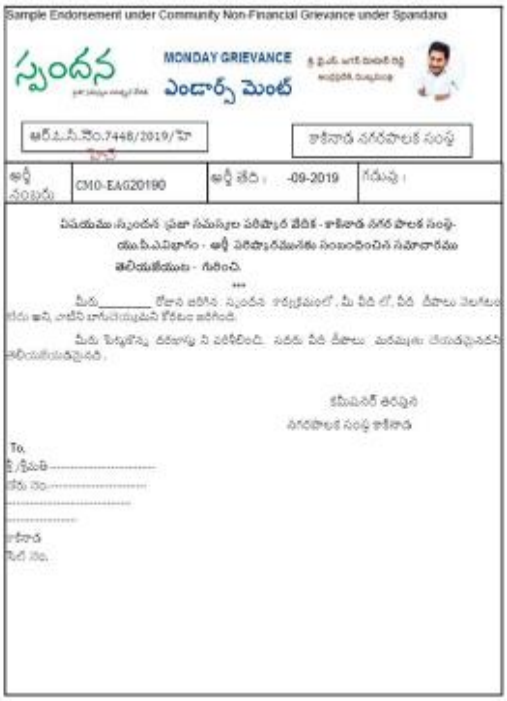
- Endorsement will be issued by the ULB and upload the same in the Spandana Portal, after redressal of grievance.
- Auto sms will be sent from Spandana System
- The endorsement should contain about possible date of delivery, in case of time required as per SLA.

(b) If not feasible :

- Endorsement will be issued by the ULB stating the reasons for rejection with details
- Auto SMS will be sent from Spandana System.
- In case the petition crosses SLA time or not satisfied, the applicant may submit appeal to the concerned Regional Director.

Community Non-Financial

"SPANDANA"
COMMUNITY NON- FINANCIAL GRIEVANCES


Sample Endorsement under Community Non-Financial Grievance under Spandana

స్పందన MONDAY GRIEVANCE ఎండార్స్ మెంట్

ఆర్.ఓ.సి.నెం.7448/2019/మొ

కాకినాడ నగరపాలక సంస్థ

అర్జీ సంఖ్య	CM0-EAG20190	అర్జీ తేది : -09-2019	గడువు :

విషయము స్పందన ప్రజా సమస్యల పరిష్కార వేదిక - కాకినాడ నగర పాలక సంస్థ- యు.సి.ఎ.విభాగం - అర్జీ పరిష్కారములకు సంబంధించిన సమాచారము తెలియజేయుట - గురించి.

***

మీరు_____ రోజున ఇచ్చిన స్పందన గ్రీవెన్స్‌లో, మీ వీధి లో, వీధి దీపాలు వెలగటం లేదు అని, ఎల్.ఈ.డి బల్బులు మార్చమని కోరడం జరిగింది.

మీరు ఇచ్చిన దరఖాస్తు ని పరిశీలించి, సదరు వీధి దీపాలు మరమ్మతు చేయడమైనదని తెలియజేయడమైనది.

కమిషనర్ తరపున
నగరపాలక సంస్థ కాకినాడ

To,
శ్రీ /శ్రీమతి----------
డోర్ నెం.----------

కాకినాడ
పిన్ నెం.

Go Back to Main Slide

PuraSeva App

To further improve the quality of administration and provide a responsive interface between the citizen and the range of public services being offered by the ULBs, the MA&UD Department introduced PuraSeva, the Citizen Services Mobile App, which is India's first fully integrated Citizen and Employee Mobile App of Government of Andhra Pradesh.

PuraSeva App facilitates:

- Submission of grievances/suggestions
- Maps roles for grievance redressal
- Tags citizen submissions with an SLA (Service Level Agreement – a time period within which the services have to be completed once a request or complaint has been raised and have been set in keeping with the complexity of the task.)
- Provides citizens access to information
- Connects citizens directly with municipal employees.

The citizens can complain, track and resolve their civic issues through the PuraSeva App. The application facilitates the submission of grievances/suggestions, maps roles for grievance redressal, tags citizen submissions with an SLA (Service Level Agreement – a time period within which the services have to be completed once a request or complaint has been raised and have been set in keeping with the complexity of the task.)

It provides citizens access to information, and connects citizens directly with municipal employees.

As PuraSeva also empowers government employees to manage their work efficiently, while driving accountability, it has become an integral part of governance processes in Andhra Pradesh. The dashboards enable the officers concerned to make informed decisions in real-time and drive efficient usage of municipal resources.

Through the app, citizens receive automatic updates about status changes made to their requests. Sensitive and critical complaints are flagged and escalated to corresponding authorities.

PuraSeva app also includes features for both citizens and municipal employees:

For Citizens:

- Applying for city services
- Tracking the status of applications

For Government Employees:

- Automated work lists for employees
- Dashboards for senior officials to check employee performance, among others.

A study conducted by Lean Data, Acumen deduced that since the launch of the app in early 2017, nearly 70% of the users have reported that their perception of the local government has improved. Based on insights gathered from citizen users and government officials, 85% of users agree that PuraSeva has improved their access to the government, while 79% also believe that there is an improvement in government service delivery.

This success, however, is not solely due to the collaboration of community stakeholders. PuraSeva has amplified time and available manpower in the cities of Andhra Pradesh by streamlining workflows and eliminating the need for paper-based reporting. It has also made access and accountability truly public goods by simplifying the citizen-government interface.

To do this, a shared digital infrastructure was created, which brought together different stakeholders in the urban ecosystem – from governments to non-profits, from private players to citizenry.

Co-creative solutions were made possible by ensuring that actors across sectors and hierarchical chains were allowed meaningful participation. For instance:

a. citizens were provided with access to information and transparency regarding the status of their complaints.
b. municipal employees were given toolkits, training, and a way to track their work.
c. city managers were entrusted with data-driven decisions that were real-time and easy to analyse.
d. at the state level, unlocking of data-driven governance through performance metrics and comparative analysis was made available.

The combined power of these enablers allowed for a large-scale, sustainable transformation of urban governance.

How it works...

Citizens can apply for license online 24x7 from the convenience of their home or office by utilizing the PuraSeva App.

The module gives comprehensive details of a grievance registration, tracking, status and resolution. Easy search record, view pending payment details, download receipt and other details i.e. Payment solution and services to citizen.

The citizen can

- Register grievance
  a. Track status
  b. Track actions performed on the same
  c. View the entire grievance cycle and other details related to the same.
- Search
  i. Dues
  j. Payment history
  k. Making online payment
  l. Generation of receipts options for Property Tax, Vacant Land Tax, Water Charges, building plan and approval and Building Penalization
- Citizen Charter details for
  - Revenue section
  - Engineering section
  - Health section
  - Town planning section
- SOS: Emergency contact details
- SLA: List of grievance along with SLA

For MA&UD Department, the PuraSeva Mobile App helps to increase revenue, reduce workload and heighten customer satisfaction.

PuraSeva App is integrated with:

1. Employee Information System (EIS) to:
   - Fetch employee information to process the Files in the work flow.
   - To get the users in the work flow.

2. Building Plan Approval Module to process the data in the work flow.
3. Collections to make payments

Integration of data from the above modules to the City Portals enables transparency in operations thereby benefitting the citizens.

Delivery of Services through Ward Secretariats

Andhra Pradesh Government has introduced Village Secretariat and Ward Secretariat (VSWS) system to strengthen the Administration and also to provide more services in stipulated time to Citizens at their doorstep. In this regard, the Municipal Administration Department has integrated the following services with the GVWV & VSWS Department.

S. No.	Name of the Service
Municipal Administration (17)	
1	Property Tax - Conversion Of VLT To House Tax
2	Property Tax - Revision Petition
3	Property Tax - Vacancy Remission
4	Property Tax - Addition/Alteration
5	Property Tax – Amalgamation
6	Property Tax - Conversion of House Tax to Land Tax (VLT)
7	Property Tax - Exemption Request
8	Property Tax - General Revision Petition
9	Property Tax - Integrated Demand Bill
10	Property Tax - Know Your Dues
11	Property Tax - New Assessment Request
12	Property Tax - Sub Division Request - Child Property
13	Property Tax - Sub Division Request - Parent Property
14	Property Tax - Transfer Of Title
15	Property Tax - Vacant Land New Assessment
16	Sewerage - New Sewerage Connection
17	Sewerage - Change of Closet / Closure of Sewerage Connection
Public Health Engineering (10)	
1	Marriage- Certificate
2	Marriage- Registration
3	Trade License - Closure Of Trade License
4	Trade License - New Trade License
5	Trade License - Renewal Of Trade License
6	Water - Additional Connection
7	Water - Change Of Usage
8	Water - Closure Of Connection
9	Water - New Water Connection
10	Water- Reconnection
Town and Country Planning (3)	
1	Extract of Already Given Building Permission
2	Extract of Already given Layout
3	Extract of Already given Occupancy Certificate

Apart from above Municipal Services, Birth & Death of UBD also integrated with GVWV & VSWS Department.

Birth & Death of UBD Portal	
1	Birth/Death Certificate – Cdma
2	Child Name Inclusion – Cdma
3	Corrections In Birth Certificate – Cdma
4	Corrections in Death Certificate – Cdma
5	Non Availability Birth Application – Cdma
6	Non Availability Death Application – Cdma

Provided access to ERP system to all Ward Education and Data Processing Secretaries to process the applications pertaining to above mentioned Municipal services.

The required user manuals and CBTs (Video training sessions) are available on CDMA Portal to process the applications through GSWS portal.

- **https://cdma.ap.gov.in/**
- Downloads -> CDMA User Manuals
- Downloads -> ERP – Computer Base Training
- DASHBOARDS -> PT (Property Tax Dashboard)
- DASHBOARDS -> PGR (Public Grievance Redressal)
- DASHBOARDS -> Mpl. Services (Municipal Services)
- Municipal Services Dashboard – Open to all
- Property Tax Dashboard – Open to all
- Water Charges Dashboard – Open to all

All the applications or service requests should be routed from Ward Secretariats only through GSWS Portal.

- Verify all required documents for Service request applications received at Ward Secretariat.
- Process/Forward the application to the next level in workflow.
- Monitor the application status in ERP application and ensure that it is closed/processed within the SLA period.

- Handover the final proceedings/notice/certificate to the Applicant.
- Delivery of the service request is the responsibility of the Ward Secretariat only.
- Delivery the service/grievance within the stipulated SLA period.
- Ensure that all application forms are available at the counter for citizens to submit the forms duly filled by them.

WELCOME

Training on Registration of Births and

Recourse Person

NSV Ramana Murthy

Statistical Officer

Greater Visakha Municipal Corporation

Visakhapatnam

CIVIL REGISTRATION – A DEFINITION

"Civil Registration" is a **Continuous, Permanent** and **Compulsory** recording of the **Occurrence** and characteristics of **Vital Events** (Births, Deaths & Still Births) as

defined in and provided through a **Decree** or **Regulation** in accordance with the **Legal requirements** of the Country.

- Occurrence of an Event – Legal Evidence
- Characteristics - Source of Vital Statistics.

SALIENT FEATURES OF THE RBD ACT 1969

- Provides a uniform law for regulation of Births and Deaths Registration in the country.
- Makes for the compulsory registration at place of occurrence.
- Gives legal and administrative framework for the Civil Registration in India.

- Authorizes the Registrar General and Census Commissioner of India to supervise and coordinate the registration mechanism.
- Makes provision for appointment of necessary personnel and facilities for registration.
- Comprises 32 sections which illustrate the rules, processes, maintenance of records, functions and functionaries from national to the peripheral levels for carrying out registration.

CIVIL REGISTRATION SYSTEM IN A.P.

- Registration of Births and Deaths Act 1969 – Came into force with effect from 01.04.1970 in Andhra Pradesh.
- Andhra Pradesh Registration of Births and Deaths Rules 1977 issued vide G.O. Ms. No. 907, M &F (G2) Dept., dt. 03.09.1977.
    - Andhra Pradesh Registration of Births and Deaths Rules 1999 issued vide 655, H.M. & F.W. (N1) Dept., dated: 29.12.1999 (01.01.2000) (Revamped System)
- G.O. Ms. No. 26 H.M. & F.W. (N1) Dept., dt. 12.01.2000 – made it compulsory to certify the cause of Death under section 10 (2) & (3).

- The Director of Municipal Administration, AP Gorantla has issued orders Roc.No.3303/2015, M1, Dt: 17.11.2016 for implementation of Civil Registration system software developed by Registrar General India, New Delhi for registration and issuance of the certificates w.e.f., 01.12.2016 in the webportal of (www.crsorgi.gov.in)
- The previous birth and death certificates (before 30.11.2016) has been issuing from the webportal of www.ubd.ap.gov.in

IMPORTANCE OF BIRTH REGISTRATION

1. A birth certificate is affirmation of a person's identity, Nationality, Parentage and Age. (A Legal Proof)

2. To facilitate health department to
   a) Identify and locate new born for immunization and child health services.
   b) Plan for maternity and child care service.

3. Govt. is obliged to register and provide Birth Certificates to all children as a signatory to UN convention on child rights 1989

4. National Population policy 2000, has fixed the, 100% Registration of Births and Deaths as National goal to be achieved by 2010.

IT IS MORE IMPORTANT IN THE CONTEXT OF:

- **U N Human Rights declaration 1948 :**

  "Every Child has the right to nationality and no one shall be arbitrarily deprived of his nationality."

- **Article 7 of the UN convention on the Rights of the children 1989.**

  "Every child shall be registered after Birth and shall have the right from birth to a name and the right to acquire a nationality and as far as possible the right to know and be cared for by his Parents."

DEATH REGISTRATION:

1. Death registration is necessary to prove the fact about death

   a) Proof of time and date of death.
   b) To establish the fact of death for leaving individual from the social, legal and official obligation.

2. Death registration is essential to establish settlement of inheritance of property and insurance claims.

3. To facilitate the Health department to

a) Diagnose and Determine community ills.
b) For Planning health service activities.
c) To Formulate National Health Programmes/Policies.

CIVIL REGISTRATION FUNCTIONARIES & HIERARCHY G.O.MS NO.27 STATE LEVEL

Chief Registrar : **(Sec.-4(1))**	**Director of Health**
Additional Chief Registrars :(Sec.-4(2))	1. Commissioner & Director of Municipal Administration 2. Additional Director of Medical & Health Services (CD) 3. Deputy Commissioner, Panchayat Raj Department

Deputy Chief Registrar: (Sec.-4(2)	Deputy Director of Medical & Health Services (Statistics)
Additional Deputy Chief Registrar :	Deputy Director (Vital Statistics) O/o the R.D.M. & H.S.
	District Level
District Registrar : (Sec.-6)	District Medical & Health Officer Commissioner, GVMC (Urban)

Additional District Registrar :	1. District Revenue Officer 2. District Panchayat Officer 3. Commissioners of Municipal Corporations.

Contd.,

Civil Registration Hierarchy

Zonal Level

Additional Chief Registrar :(Sec.4(2))	Regional Director of Medical & Health Services

Mandal Level

Mandal Registrar :	Tahsildar

Village Level

Village Registrar :
(Sec.-7)

Panchayat Secretary

Contd.,

CIVIL REGISTRATION HIERARCHY

URBAN

Greater Visakhkapatnam Municipal Corporation (Sec. -6& 7)	1. District Registrar 2. Principal Registrar: 3. Registrar: 4. Sub Registrars:	:Commissioner :CMOH : AMOH of the Zone/ Zonal Commissioners of the Zones where there is no post of AMOH :Health Assistants / Sanitary Inspectors
Other Municipal Corporation / Municipalities (Sec.-7)	1.Registrars 2. Sub Registrars Sec -7	: Commissioner / Municipal Health Officer : Health Assistants / Sanitary Inspectors

CIVIL REGISTRATION HIERARCHY

DUTIES & RESPONSIBILITIES OF REGISTRARS u/s 7

- The Registrars are appointed by the State Government for each local area(Municipality/Panchayat).
- Every Registrar has to register all vital events that take place in his jurisdiction as per the Act, without fee or reward.
- Every Registrar has to open an office and display the board in the local language, attend to it for the purpose of registering the events , on such days and hours as directed by the Chief Registrar.
- Every Registrar after receiving the information in Form I, II & III has to ensure the correctness and completeness of the Form and register it by assigning a registration number with date of registration duly affixing his signature in the Form.

DUTIES & RESPONSIBILITIES OF REGISTRARS u/s 7 continued…

- After completing the registration every Registrar has to issue one copy of the extract free of charges to the informant.

- Every Registrar shall take necessary steps for getting himself informed of all the events occurring in his jurisdiction, and inform the public of the necessity and procedures for registration.

- Every Registrar has to take all precautions and care for preservation and safe custody of Birth & Death records

INFORMANTS (LEGAL REGISTRANTS) (Sec.-8)

Place of Occurrence	Person Responsible
i. In the house	Head of the House hold/Nearest relative
ii. Hospital/PHC/N Home/other medical institutions.	Medical officer/any other person authorized by him
iii. Jail	Jailor
iv. Choultry, chatram, hostel, boardinghouse, lodge, place of public resort	Person in-charge
v. Found deserted in a public place	Village headman, in rural areas. Station House Officer of the police station in the other area.

Specified by Rules : Rule 6 (i)

vi. Moving Vehicle Vehicle in Charge. vii. Deaths not covered under clause – a to e. Officer who conducts inquest.

REPORTING FORMS AND TIME LIMITS (RULE 5)

- Birth Report Form I
- Death Report Form II
- Still Birth Report Form III
- Medical Certification Cause of Death Form IV
- Each Reporting form contains legal and Statistical Parts. {Rule 5 (2)}
- Legal part is used for Registration of Births and Deaths and becomes Permanent record as Register.
- Statistical part is useful for study and analysis of the characteristics of the vital events by the Government.

- Form 4 should be sent along with the death report .
- **Reporting of the events should be done within 21 days from the dates of occurrence. {Rule 5 (3)}**

BIRTH REPORT Legal Part :

Statistical Part :

- Date of Birth
- Sex
- Name of the Child
- Name of Father
- Name of Mother
- Place of Birth
- Address at the time of delivery
- Permanent Residential address

- Method of Delivery

DEATH REPORT :

- Informant's Name and Address
- Residence of the Mother
- Religion of the family
- Education of Father
- Education of Mother
- Occupation of Father'
- Occupation of Mother
- Age of Mother at Marriage
- Age of Mother at Delivery
- No. of living children
- Type of attention at Delivery
- Birth weight of the Child
- Duration of pregnancy

LEGAL PART :

- Date of Death
- Name of the deceased
- Sex
- Name of Father
- Name of Mother
- Name of the husband/wife
- Age of the Deceased
- Place of Death

- Address at the time of Death
- Permanent Residential Address
- Informant's Name & Address

STATISTICAL PART:

- Residential Address of the Deceased
- Religion
- Occupation
- Type of Medical attention received
- Cause of death
- Whether cause of Death medically certified
- Whether habitual smoker/how long
- Whether habitual tobacco chewer/how long
- Whether habitual alcoholic/how long

SECTION 10
NOTIFICATION BY MPHA (M)/(F)
G.O.MS.NO.26 HM&FW DEPT.

- The MPHA (M)/(F), AWW, Dais and the village Headman – have to notify the births and deaths to the concerned Registrar.

- The Medical Officer/Doctor has to certify the cause of death of the deceased in form 4/4A. Rule No.(7)

- The MPHAs have to fill in the Form I, II, III as the case may be, in full, get it signed by the informant (Head of Household) and hand it over to the Registrar for Registration.

- The AWWs, Dais, and others have to provide the particulars like Date of Birth, Name of the Child, names of Parents and Place of Birth, etc., in the case of Births and the name of Deceased, Date of Death, names of Parents and place of Death in case of Death to the Registrar for taking further action to register the event.

18

This applies both in Rural and Urban areas.

IMPLEMENTATION OF MCCD IN THE STATE:

- As per G.O.MS.No.26 the certification of cause of Death is compulsory by M.O's/Physicians. For all the deaths occurring in the Govt./Private hospitals/Nsg. Homes.

- The M.O/Physician has to certify the cause of death in form No. 4 for all the institutional deaths.

25

- In case of the Non Institutional Deaths in the urban areas, the certification is compulsory if it is attended by the doctor.

- The M.O/Physician who has treated the patient before/ attended at the time of death has to certify the cause of death in form 4A.

- Information to be provided in Form 4/Form 4A.
  - Particulars of the deceased (Name, Sex & Age)
  - Immediate cause
  - Antecedent cause
  - Other significant conditions
  - Whether associated with pregnancy.

FREE CERTIFICATES ISSUE OF BIRTH EXTRACTS UNDER SECTION 12 RULE NO. 8

- One copy of the Birth/ Death extract should be given free of charges to the informants, soon after registration of the events done within 21 days (Normal

Registration).

- This is a Statutory responsibility under section 12 of the Act to the Registrar / Sub Registrar.
- The Sub Registrars also can grant one copy of the extract under their signature and seal, since they are registering the events.
- The informants also must claim the certificates within 30 days from the date of reporting lest they have to pay the prescribed fee as per Section 17.
- However, this facility does not apply, for additional copies and delayed registrations.

DELAYED REGISTRATION PROVISIONS
EVENTS REPORTED SECTION 13(1)(2)(3)

21 days to 30 days Rule 9(1)	On payment of Late fees of Rs.2/-
After 30 days to with in one year Rule 9(2)	On production of Affidavit and order of the competent authority and late fees Rs.5/- Rural - Mandal Revenue Officer permission Urban - Municipal Commissioners/ Municipal Health officer (Registrar) Permission.
After one year Rule 9(3)	On the orders of the Executive Magistrate of 1st Class _ i.e. Revenue Divisional Officer / Sub Collector and late fee Rs. 10/-

NAME ENTRY UNDER SECTION 14

- There is a provision for entering the name of the child in the Birth entry as follows:
- Upto one year after date of Registration free of cost. Rule 10(1)
- Upto 15 years after the date of Registration (i.e., 2nd to 15th Year) on payment of Rs. 5/- as late fee. Rule 10(1)
- The Parents/Guardian are responsible to inform the name within the time prescribed.
- After 15 years, name entry is not allowed as per the rules. However, a **special relaxation is provided** by the Government for entering names after 15 years
- If name of the new born is not finalized nick name or pet name at the time of registration of birth of the child should not be written
- In case of non finalization of name of the child putting ……. Against the column of the name of the child
- Once the name of the child is entered it cannot be changed
- If name is added at a later date ie., when the child is studying in the school, copy of school certificate given at the time of registration

- An undertaking (self declaration) from the parents of the child may be given /taken at the time of registration of name of the child that name will not be changed in future

CORRECTIONS & CANCELLATIONS (SECTION 15) (Rule No.11)

- The Registrar of Births and Deaths is the competent authority to make Corrections / Cancel the entry as the case may be.
- The clerical error / formal error which are minor in nature can only be corrected.
- The errors which are major and does not have any resemblance to the one recorded, or tally in the register should not be entertained.
- Cancellations can be ordered in such cases.
- Alterations / Corrections in date of Birth column should not be allowed.
- Both the original entry and the corrections made should be legible – and should be carried in the certificates issued after correction also.
- The proceedings copy wherein the corrections were ordered, should also be preserved along with the register and properly endorsed in the remarks column.

- The orders of the Revenue Divisional Officers(RDOs) ordering corrections in the Registers have no validity since they are not the competent authority under the section 15 of the Act.
- The entries made in the birth and death registers are admissible as evidence under section 35 of Indian Evidence Act 1872 and these entries are conclusive evidence of the fact of birth and death, as the case may be. In view of the above fact, correction in date of birth is not be allowed unless it is proved to the satisfaction of the registrar that a fraudulent entry regarding date of birth was made at the time of reporting / registering the unit

MAINTENANCE OF RECORDS & STATISTICS (SECTION 16) (RULE NO. 12 & 17)

- The Registrar has to maintain a register of Births, Deaths, and Still Births for the registration area in the prescribed forms.
- The **Legal part** of **Form 1,** becomes **Birth Register,(Form 7) Form 2 (Form 8)**becomes **Death Register, Form 3** becomes **Still Births Register(form 9)** and **shall not be destroyed.**
- All the Court Orders and Orders of the specified authorities shall also be preserved.

- All the loose sheets of the legal parts chronically arranged as per date of registration should be bound together separately for Births, Deaths and Still Births and preserved as **Original Registers.**

MAINTENANCE OF RECORDS & STATISTICS (SECTION 16) (RULE NO. 12 & 17) Contd….

- All the above events should also be copied and entered in separate Registers as a duplicate Register from 2005 onwards.
- Any Correction or endorsement made should be recorded in the original Register (Legal Parts),and the Duplicate Register (i.e, B& D Register).

- In the case of Municipalities where Birth and Death records are maintained electronically, the legal parts bundled as registers form the original record and the computerized records a duplicate register.
- There should be no entry in the computer without a hard copy i.e., Legal part of an event duly affixed with Regn No., Date of Regn., Regn., Unit details and the signature and designation of the Registrar / Sub Registrar who has registered the event.

CERTIFICATE UNDER SECTION 17 RULE NO.13

- The Certificates can be granted by the concerned Registrars of Births and Deaths.
- In Municipalities where there are Sub Registrars attending to actual registration, they can grant certificates under Section 12 but not under Section 17.
- The Certificates under Section 17 should be signed by the respective Registrars, and no delegation is allowed.

REGISTRATION OF THE CHILDREN OF INDIAN CITIZENS BORN OUTSIDE THE COUNTRY (SECTION 20)

- Registration of the Children born to the Indian Citizens outside the Country if returned to India, can be registered within 60 days from their arrival into the Country.

- There is no provision for registration of the Deaths of the Indian Citizens died in Foreign Countries.

POWERS OF THE REGISTRAR TO OBTAIN THE INFORMATION (SECTION 21)

- The Registrar of Births and Deaths is empowered to obtain any information within his knowledge in connection with Birth/ Death, within his Jurisdiction and the person to bound to comply

POWERS TO GIVE DIRECTIONS
SECTION 22

- The Registrar General India is empowered to give directions to the State Government for implementation of the different provisions of the RBD Act.

- Similarly the State Government is empowered to give such directions within the State on RBD.

PENALTIES AND PROSECUTIONS (SEC. 23)
COMPOUNDING OF OFFENCES (SEC. 24)

- Prosecutions can be launched and penalties imposed for the following failures / lapses in the implementation of Registration of Births and Deaths under Section 23.
- **Informant** - a)Non informing the events within the prescribed time.
  b) False information
  c) Refusal to write his name/impose thumb impression under Section 11
- **Registrar** - a) Refusal to register the event without reasonable cause.
  b) Non furnishing of the Reports.
- **M.O / Physician** – Non issue of MCCD/Certification of Cause of death.
- **Any Person** - For contravening any provisions of the Act.

- **Compounding of the Offences** Before or After instituting prosecutions with a penalty of Rs.50/- is also allowed by the Prosecuting Authority. Rule No.16

AUTHORITY SANCTIONING PROSECUTIONS (SECTION 25)

- The Registrar of Births and Deaths (Municipal Commissioners / Municipal Health Officers) are competent authorities to launch prosecutions for the Offences committed under Section 23.

- (Proceedings of the Chief Registrar and Director of Health vide Rc.No. 39023/VS/F2/84, Dated. 14-05-1984.)

POWER TO MAKE RULES UNDER THE ACT (SECTION 30)

- The **State Govt.** with the **approval** of the **Central Govt.,** by notification in **Official Gazzette** make rules for implementation of this Act.
- The rules may provide for :

i) Forms and Registers

ii) Reporting Timelines

iii) Notification of the events

iv) Certification of Cause of Death

v) Certificates to be given Sec.12

vi) Provisions for delayed Regn.

vii) Search of Birth & Death Registers and the fee payable for such search and grant of extracts from the Registers.

viii) Submission of Reports to the Chief Registrar

ix) Custody of Old Registers, etc. X) Corrections of Errors and

Cancellations of the registered events, etc.

MISCELLANEOUS

- The Births of twins/ triplets etc., have to be registered under separate Registration no.s for each Child.
- Deaths can be registered keeping some columns blank, in the absence of full particulars, Cause of Death, etc. In case of accidents, Destitute, Unclaimed Bodies, etc.
- Adoptions – There are Provisions for Registration of the Children taken on adoption from Orphanages/Relatives & Friends.

- However the orders of the Judicial Magistrate approving the adoption, for regn. to the concerned Registrar are required.
- In the case of accidental deaths, homicides, suicides, drowning in water etc., the In questing Officer has to the report in Form No.2 along with the in questing report.

Legal Recognition of Electronic Records

- **Switched over the registration work from the usual paper form mode to the electronic form mode.**

- **Section 4 of the IT Act, 2000 allows maintaining birth and death records in electronic format provided that the information contained therein remain accessible for subsequent reference.**

Registration of deaths of Missing persons and Natural Calamities and Disasters

- **Death Certificate :** date and place of death
- presumed to be dead by the court under Section 107 and 108 of Indian Evidence Act on expiry of seven years from the date missing and not earlier.
- Determined by the competent court / authority on being approached by the plan tiff based on the oral and documentary evidence
- If the Court does not mention the date of death in its order, the date on which plaintiff approached to the Court would be taken
- Tsunami, Earthquake, flood, Severe accidents and Others.

- Make necessary special arrangements to appoint Sub Registrars with sufficient power for on the spot registration of the deaths and issuance of death certificates under Section 7(5) of RBD Act

Registration of births of children born through Surrogacy/ART/IVF Technique

- **Birth certificate shall be in the name of genetic parents** (ORGI letter no. 8/9/2008 - VS CRS dated 01-09-2008)**.**
- **entry of name of single parent (Mother) in the birth record of children born through IVF (in vitro fertilization), the entry of name of father should be left blank in the birth record.**

- **Mention in the remarks column of birth register that the child was born through IVF / Artificial Insemination with Donor Semen (AID), hence the name of father is not indicated** (Clarification issued by ORGI vide letter no. 1/37/2004- VS CRS dated 23-02-2009)

Registration of births of children taken on Adoption

Adoption:

- through institutions, and
- outside institutions
- Natural parents are not known,

- exact date and place of birth of the child not known
- CMO certificate and the order passed by the Magistrate
- Make entry in “Remarks”
- Birth certificate with change in the name of the child and adoptive parent / parents on an order from the court
- Birth certificate should not reflect that the child is adopted