

Instructions to States for Performance Grant Claims 2017-2020

(SmartNet)

1. As per the Tool Kit, all ULBs have to provide information in the format prescribed in Annexure 2, duly attested by the Municipal Commissioner/Executive Officer of the ULB. This MS Excel file has been designed to capture the information required in the Annexure 2 and ULBs are expected to fill their information in this file. This MS Excel file has six sheets.
 - a. **Sheet 1** – “ULB Details” must be filled with general details of the ULB such as its civic status, population, Performance Grant claim year, etc., among other details as mentioned in the Excel sheet.
 - b. **Sheet 2** – “Income” must be filled with information on the Income details of the ULB in the form of Revenue Receipts and Capital Receipts.
 - c. **Sheet 3** – “Expenditure” must be filled with information on the Expenditure details of the ULB in the form of Revenue Expenditure and Capital Expenditure.
 - d. **Sheet 4** – “SLB” must be filled with SLB-wise information pertaining to water supply, sewage management, solid waste management and storm water drainage based on the SLB handbook prescribed by MoUD.
 - e. **Sheet 5** – “Annex ii” will provide information details pertaining to Annexure 2 of the Tool Kit, highlighting the criteria and marks obtained for each condition in order to be eligible for Performance Grant.
 - f. **Sheet 6** – “Summary” will be generated using the information supplied and marks received as per each criteria.
 2. Each ULB has to submit this MS Excel, fully completed to the State Government. **Please use this file that is shared with you. Do not create new copies.** The name of the file must be saved in the format – “State_ULB_PGY1-YY2.xls”. For example, if Amaravati in Andhra Pradesh has filled this MS Excel file to claim the Performance Grant for FY 2017-18, the file must be named “AndhraPradesh_Amaravati_PG17-18”.
 3. Each ULB also has to provide the admissible documentary evidences, duly attested by the Municipal Commissioner/Executive Officer of the ULB. The admissible documentary evidence required are:
 - a. Budget document showing detailed breakup of income and expenditure as per 'Actuals' of relevant financial years.
 - b. Audited account statements
 - c. SLB information as per sheet 4 of this Excel and the relevant Gazette Notification for measuring and publishing SLBs
- Each of the above documents must be added to a single PDF file containing all the admissible documentary evidence for that particular ULB. The name of the PDF file must be in the format – “State_ULB_DocumentsYY1-YY2.pdf”. For example, in the case of Amaravati in Andhra Pradesh submitting its documentary evidence for Performance Grant in 2017-18 in a PDF format, the name of the file will be “AndhraPradesh_Amaravati_Documents17-18”.
4. After receiving the MS Excel file and the PDF file containing admissible documentary evidence from all the ULBs, the State must prepare Annexure 1 based on the information provided in the MS Excel file for each ULB.
 5. Scores generated in sheet 6 – “Summary”, of this MS Excel file may be used by the State for preparing Annexure 1.

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| <p>6. The State must ensure that information filled by the ULB is correct and accurate through measures such as third party verification, random verification by State Officials, etc. as mentioned in Annexure 3 of the Tool Kit.</p> |
| <p>7. Each State Government must upload the following files on 'SmartNet' before 30th October of each award year, duly verified by the Principal Secretary (UD) of the State:</p> |
| <p>a. Annexure 1 – in MS Excel format and PDF format, which will provide the scores of each ULB and the list of eligible as well as ineligible ULBs.</p> |
| <p>b. Annexure 2 – In PDF format which may be generated from sheet “Annex ii” of the MS Excel file for each ULB . The ULB Details MS Excel file should also be uploaded.</p> |
| <p>c. All admissible documentary evidence related to Annexure 2, must be attached in a PDF file as mentioned in para 3. The State Government must upload the documentary evidence PDF file for each ULB along with the ULBs MS Excel file on 'SmartNet'.</p> |
| <p>d. Annexure 4 – In PDF format, which is the Utilization Certificate(UC) of the previous year's performance grant.</p> |

General Details of the ULB		
Name of the State	ANDHRA PRADESH	
Name of the ULB	PALAKONDA	
Civic Status of the ULB (M Corp/ M Council / NR)	NAGAR PANCHAYAT	
Census Population (2011)	31415	
Last Municipal Election Held (Year)	2014	
Next Municipal Election Due (Year)	2019	
Year of Performance Grant Claim	2017-18	
Whether the City is under AMRUT Mission or Not	NO	
Name of the Municipal Commissioner / Executive Officer of the ULB	PUJARI BALAJI PRASADH	
Contact / Mobile No.	9849944722	
Email Address	palakondanp1@gmail.com	
Name of the Contact Person	G.SURESH, MAE	
Contact / Mobile No.	96666 25241	
Email Address	palakondanp@gmail.com	
Postal Address of the ULB (with Pincode)	Palakonda, Srikakulam Dist. AP-532440	
Website Address of the ULB	http://palakonda.cdma.ap.gov.in/	
Publishing of Audited Accounts of Municipality on ULB / State website		
For the Performance Grant of 2017-18	Published Audited Accounts of 2015-16	YES
	Website Address/URL	http://palakonda.cdma.ap.gov.in/en/budget
For the Performance Grant of 2018-19	Published Audited Accounts of 2016-17	NO
	Website Address/URL	
For the Performance Grant of 2019-20	Published Audited Accounts of 2017-18	NO
	Website Address/URL	

Income Details (Amounts to be provided in Rupees Lakh)

S. No.	Details	For the Performance Grant of 2017-18			For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited or Unaudited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
	Total Receipts (A+B)	301.68	240.03	607.23	0.00	0.00	0.00	0.00
A	Revenue Receipts (1+2+3)	151.77	154.74	271.85	0.00	0.00	0.00	0.00
1	Own Revenue Receipts (a+b)	57.59	121.57	210.94	0.00	0.00	0.00	0.00
a)	Tax Revenue (levied and collected by municipal body)	31.43	77.33	126.12	0.00	0.00	0.00	0.00
i)	Property tax	24.05	65.04	124.30				
ii)	Other tax (levied and collected by municipal body)	7.38	12.29	1.82				
b)	Non-tax revenue (levied and collected by municipal body)	26.16	44.24	84.82	0.00	0.00	0.00	0.00
i)	Fees & fines	0.65	1.14	40.06				
ii)	User Charges	8.94	26.88	25.23				
iii)	Other non-tax revenue (levied and collected by municipal body)	16.57	16.22	19.53				
2	Other Revenue Receipts	0.14	16.46	4.50	0.00	0.00	0.00	0.00
a)	Income from interest/investments	0.06	0.99	0.00				
b)	Other Revenue income	0.08	15.47	4.50				
3	Transfers/Grants/Assigned Revenues	94.04	16.71	56.41	0.00	0.00	0.00	0.00

Income Details (Amounts to be provided in Rupees Lakh)

S. No.	Details	For the Performance Grant of 2017-18			For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited or Unaudited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
a)	State Assigned Revenue	22.49	13.75	50.12				
b)	State Finance Commission (SFC) Grants/Devolution	0.00						
c)	Octroi compensation	0.00		0.00				
d)	Other State Government Transfers	71.55	2.96	6.29				
e)	Central Finance Commission (CFC) Grant	0.00		0.00				
f)	Other Central Government Transfers	0.00		0.00				
g)	Others	0.00		0.00				
B	Capital Receipts	149.91	85.29	335.38	0.00	0.00	0.00	0.00
1	Sale of Municipal Land	0.00		0.00				
2	Loans (from State Govt. or Banks etc.)	0.00		0.00				
3	State Capital Account Grant (under State Schemes etc.)	0.00		200.00				
4	Central Capital Account Grant (under Central Schemes etc.)	149.91	85.29	125.38				
5	Other Capital Receipts	0.00		10.00				

Expenditure Details (Amounts to be provided in Rupees Lakh)								
S. No.	Details	For the Performance Grant of 2017-18			For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited or Unaudited)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited)	2017-18 (Audited Actual)	2018-19 (Audited or Unaudited)
	Total Expenditure (1+2)	149.02	204.43	368.83	118.94	0.00	0.00	0.00
1	Revenue Expenditure	139.82	138.80	230.82	118.94	0.00	0.00	0.00
1.1	Adminstrative Expenses, Establishment and Salaries (All Departments-Regular and Contractual Staff)	61.28	69.82	118.94	118.94			
1.2	Operation and Maintenance (O&M)	76.52	67.69	110.88				
1.3	Loan repayment (Interest payments)	0.00	0.00	0.00				
1.4	Others (any other revenue expenditure which is not salaries, O&M or Interest Payment)	2.02	1.29	1.00				
2	Capital Expenditure	9.20	65.63	138.01	0.00	0.00	0.00	0.00
2.1	All developmental works under Central/State specific schemes	9.20	65.63	138.01				
2.2	Loan Repayments (Principial Amount)	0.00	0.00	0.00				
2.3	Other Capital expenditure	0.00	0.00	0.00				

Note : - For the calculation of criteria 2a, revenue expenditure (Adminstrative Expenses, Establishment and Salaries, O & M and other revenue expenses) is calculated based on summation of 1.1., 1.2 & 1.4.

Service Level Benchmarks								
S. No.	Indicators	Moud Benchmark	For the Performance Grant of 2017-18		For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
			Status 2016-17	Target 2017-18	Status 2017-18	Target 2018-19	Status 2018-19	Target 2019-20
Water Supply Services								
1	Coverage of water supply connections	100%	86	90				
2	Per capita supply of water	135 lpcd	48	70				
3	Extent of metering of water connections	100%	0	5				
4	Extent of Non-Revenue Water (NRW)	20%	30	25				
5	Continuity of water supply	24 hours	1	1				
6	Quality of water supplied	100%	90	90				
7	Efficiency in redressal of customer complaints	80%	70	80				
8	Cost recovery in water supply services	100%	49	70				
9	Efficiency in collection of water supply related charges	90%	42	70				
Sewage management (Sewerage and Sanitation)								
1	Coverage of toilets	100%	95	100				
2	Coverage of sewage network services	100%	30	40				
3	Collection efficiency of sewage network	100%	10	30				
4	Adequacy of sewage treatment capacity	100%	0	20				
5	Quality of sewage treatment	100%	0	20				
6	Extent of reuse and recycling of sewage	20%	0	5				
7	Efficiency in redressal of customer complaints	80%	80	80				
8	Extent of cost recovery in sewage management	100%	0	5				
9	Efficiency in collection of sewerage charges	90%	0	5				
Solid Waste Management								
1	Household level coverage of Solid Waste Management services	100%	95	100				
2	Efficiency of collection of municipal solid waste	100%	97	100				
3	Extent of segregation of municipal solid waste	100%	60	100				
4	Extent of municipal solid waste recovered	80%	10	25				
5	Extent of scientific disposal of municipal solid waste	100%	0	50				
6	Efficiency in redressal of customer complaints	80%	80	80				
7	Extent of cost recovery in SWM services	100%	0	25				
8	Efficiency in collection of SWM charges	90%	0	25				
Storm Water Drainage								
1	Coverage of Storm water drainage network	100%	40	50				
2	Incidence of water logging / flooding	0%	0	0				
			For the Performance Grant of 2017-18 : SLB Status of 2016-17	For the Performance Grant of 2018-19 : SLB Status of 2017-18	For the Performance Grant of 2019-20 : SLB Status of 2018-19			
1	Coverage of Water Supply (24 X 7) in all Public/Community Toilets	24 hours	YES	NO	NO			
2	Percentage of waste being processed scientifically	%	94					

Note: Please see the following link for instructions to provide the status of Service Level Benchmarks current year/target year
<http://moud.gov.in/pdf/57f1ef81d6caeHandbook06.pdf>

Please enter Numeric Values only. Do not use any symbol such as "%" or any text such as "Ipcd" or "hours" etc.

Please enter Numeric Values only. Do not use any symbol such as "%".

Please enter Numeric Values only. Do not use any symbol such as "%".

Please Enter "YES" or "NO" only.

Please enter Numeric Values only. Do not use any symbol such as "%".

Audit of Annual Accounts (Max Marks 10)

Condition	PG Year	Reference Data	Yes /No	Marks Obtained	If published audited accounts on ULB website, Marks = 10; Otherwise marks = 0
Published audited accounts on ULB website	2017-18	Audited Accounts of 2015-16	YES	10	
	2018-19	Audited Accounts of 2016-17	NO	-	
	2019-20	Audited Accounts of 2017-18	NO	-	

(A): Covering Establishment costs and O&M from own income (Maximum Marks 20)

Condition	PG Year	Reference Data	Own Revenue (i)	Revenue Expenditure (ii)	Achievement Range (i / ii)	Marks Obtained	If achievement range is more than 70 %, marks = 20; between 60 % to 70 %, marks = 15; between 50 % to 60 %; marks = 10, less than 50%, marks = 0.
			Rs. In Lakh		%		
ULBs able to recover costs related to revenue expenditure which is O&M costs as well as establishment & salaries from its own revenue funds excluding octroi, entry tax and stamp duty, etc.	2017-18	2016-17	210.94	230.82	91.39	20	
	2018-19	2017-18	0.00	0.00	0.00	0	
	2019-20	2018-19	0.00	0.00	0.00	0	

(B): Capital expenditure as a percentage of total expenditure (Maximum Marks 20)

For 500 AMRUT Cities

Condition	PG Year	Reference Data	Capital Expenditure (i)	Total Expenditure (ii)	Achievement Range (i / ii)	Marks Obtained	If achievement range is more than 40 %, marks = 20; between 30 % to 40 %, marks = 15; between 20 % to 30 %, marks = 10; less than 20%, marks = 0.
			Rs. In Lakh		%		
Ratio of Capital Expenditure to Total Expenditure including all devolutions/schemes, etc.	2017-18	2016-17	0	0	0.00	0	
	2018-19	2017-18	0	0	0.00	0	
	2019-20	2018-19	0	0	0.00	0	

For all other Cities

Condition	PG Year	Reference Data	Capital Expenditure (i)	Total Expenditure (ii)	Achievement Range (i / ii)	Marks Obtained	If achievement range is more than 20 %, marks = 20; between 15 % to 20 %, marks = 15; between 10 % to 15 %, marks = 10; less than 10%, marks = 0.
			Rs. In Lakh		%		
Ratio of Capital Expenditure to Total Expenditure including all devolutions/schemes, etc.	2017-18	2016-17	138.01	368.83	37.42	20	
	2018-19	2017-18	0	0	0.00	0	
	2019-20	2018-19	0	0	0.00	0	

Part 3: Publishing of Service Level Benchmarks (SLBs)

A) Water supply:

1) Coverage (Maximum Marks 15)

Condition	PG Year	Reference Data	Coverage Ratio	Marks Obtained	If coverage is between 90% to 100 %, marks = 15; between 80 % to 90 %; marks = 10, between 70 % to 80 %; marks = 5, less than 70%, marks = 0.
Water Coverage Ratio	2017-18	SLB Status of 2016-17	86	10	
	2018-19	SLB Status of 2017-18	0	0	
	2019-20	SLB Status of 2018-19	0	0	

2) Reduction in NRW (Maximum Marks 15)

Condition	PG Year	Reference Data	NRW Status	Marks Obtained	If NRW is less than 20%, Marks = 15; between 20 % to 30 %, marks = 10; between 30 % to 40 %, marks = 5; above 40 % , Marks =0.
ULB achieving benchmark of Non-Revenue Water	2017-18	SLB Status of 2016-17	30	10	
	2018-19	SLB Status of 2017-18	0	-	
	2019-20	SLB Status of 2018-19	0	-	

3) Coverage of Water Supply for Public/Community Toilets (Maximum Marks 10)

Condition	PG Year	Reference Data	Percentage of 24X7 Water Supply to all PT/CT	Marks Obtained	If 24X7 water supply to all PT and CT, marks = 10; otherwise marks = 0
ULB providing water connection to Public and Community Toilets	2017-18	SLB Status of 2016-17	YES	10	
	2018-19	SLB Status of 2017-18	NO	0	
	2019-20	SLB Status of 2018-19	NO	0	

**B) Solid Waste Management:
Coverage (Maximum Marks 10)**

Condition	PG Year	Reference Data	% of waste being processed scientifically	Marks Obtained	If percentage of waste being processed scientifically is more than 50 %, marks = 10; between 20% to 50%, marks = 5; less than 20%, marks = 0.
% of waste being processed scientifically	2017-18	SLB Status of 2016-17	94	10	
	2018-19	SLB Status of 2017-18	0	0	
	2019-20	SLB Status of 2018-19	0	0	

State
ULB

ANDHRA PRADESH
PALAKONDA

Total Marks Obtained

Criteria			Maximum Marks	Obtained Marks			
				For the Performance Grant of 2017-18	For the Performance Grant of 2018-19	For the Performance Grant of 2019-20	
Part 1 : Audit of Annual Accounts		Published audited accounts on ULB website	10	10	0	0	
Part 2 : Increase in Own Revenue Sources	a)	Covering Establishment costs and O&M from own income	20	20	0	0	
	b)	For AMRUT cities	Capital expenditure as a percentage of total expenditure	20		0	0
		For Non-AMRUT cities	Capital expenditure as a percentage of total expenditure		20	0	0
Part 3: Publishing of Service Level Benchmarks (SLBs)	a)	1	Water Coverage Ratio	15	10	0	0
		2	Reduction in NRW	15	10	0	0
		3	Coverage of Water Supply for Public/Community Toilets	10	10	0	0
	b)		Percentage of waste being processed scientifically	10	10	0	0
Total			100	90	0	0	