

CHECKLIST OF REFORMS
MUNICIPAL ACCOUNTING
Name of the ULB : Serampore

DESIRED OBJECTIVES:

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

1. **CURRENT STATUS**

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

Presently Single Entry System of Accounting is being followed in the ULBs of this State. Kolkata Municipal Corporation has already switched over to Double Entry Accrual Based Accounting.

- b. Please provide the status of completion and adoption of accounts, and if they have been audited and published in the last 3 years

Year	Adopted	Audited	Published
2002-2003	Yes	Yes	Placed before the citizens of all the wards in the general meetings of the ward conducted by the Ward Committees.
2003-2004	Yes	Yes	
2004-2005	Yes		

In this State Statutory Audit of Accounts of the funds of ULBs are done by the A.G, Local Audit. Accounts of the Urban Local Bodies are ready for audit.

- c. Please state whether State/city has drawn up its own accounting manual Yes No

The West Bengal Municipal (Finance & Accounting) Rules is being followed.



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

i. without modifications

ii. with modifications.



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

A Statement containing the variations is enclosed herewith.

g. Notification of cut-off date for migrating to the double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Business Process Re-engineering (if required)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Valuation of assets and liabilities	Year1	Year2	Year3	Year4	Year5	Year6	Year7
[For ULBs in KMA areas completed.]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Drawing up of opening balance sheet (OBS):							
[For ULBs in KMA areas completed.]							
i. Provisional OBS	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Adoption of provisional OBS	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Finalisation of OBS	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Full migration to double-entry accounting system	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Production of financial statements (income-expenditure accounts and balance sheet)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Audit of financial statements	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

n. Adoption of accounts	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Preparation of outcome budget	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Complete re-vamp of the Public Financial Management (PFM) cycle, which includes internal controls	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
q. Credit rating of ULB/parastatal (if required)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
r. Any other reform steps being undertaken (please use additional space to specify)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST OF REFORMS
Internal earmarking for basic services for poor
Name of the ULB : Serampore

DESIRED OBJECTIVES:

Note: JNNURM requires certain reforms to be undertaken by states/ cities in the provision of basic services to the Urban Poor, with an objective of providing security of tenure at affordable prices, improved housing, water supply and sanitation. In addition, delivery of other existing universal services of the government for education, health and social security is to be ensured.

3. **CURRENT STATUS**

- a. Please indicate whether the State has identified all Urban Below-Poverty-Line (BPL) families/beneficiaries Yes No

- b. If the answer to 1(a) is yes, then please indicate what criteria have been adopted in this identification. **(For example Kerala model)**

Income Poverty criteria as determined by the Planning Commission

- c. Please indicate the number of individuals/families that have been identified as BPL **10121 Families**

- d. Please indicate how many BPL lists of the Urban Poor are being maintained by ULB/different departments of the State? What is the overlap of BPL families among these lists?

BPL list is being maintained by ULB for SJSRY and other development programme and BPL list is being maintained by the State Food and Supplier Department for food programme. There is 22% overlap.

- e. Please indicate the percentage of households living in squatter settlements/ temporary structures **20.00 %**

- f. Please indicate the percentage of households living in squatter settlements/ temporary structures without access to:

- i. Municipal water supply

- ii. Sanitation
 - A) Sewer
 - B) Drainage
 - C) Community toilets
 - D) Solid Waste Management
- iii. Primary education

- iv. Primary Health

g. Please indicate if there is any internal earmarking within the municipal budget. Please provide the total amount earmarked and the percentage of the total budget in the last 3 years.

Year	Amount Budgeted	Actual Amount Spent	% of the total budget
2002-2003			
2003-2004			
2004-2005			

In the existing Budget Format such classification is not possible. But in the recently drafted Accounting Manual provision has been made for such internal earmarking

4. TIMELINE FOR ACTION ON REFORMS

a. The State/ULB must formulate and adopt an overarching, comprehensive policy on providing basic services for the Urban Poor which should include security of tenure at affordable prices, improved housing, water supply and sanitation. Delivery of other existing universal services of the government for education, health and social security should be ensured. This policy document must include the minimum budgetary earmarking in municipal budgets for the provision of these budgets (Note: This policy document should involve stakeholder participation and be released within 6-9 months of signing of MOA under JNNURM and a copy submitted to MOUD/UEPA.)

b. Defining criteria for identification of the Urban Poor

Year1	Year2	Year3	Year4	Year5	Year6	Year7
<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input checked="" style="width: 15px; height: 15px; border: 1px solid black;" type="checkbox"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/>

c. Fresh enumeration based on the above

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

d. Define threshold service levels for the Urban Poor across various services

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

e. Strategic document which outlines the requirements both physical and financial, timeframes, sources of funding and implementation strategies including community participation, monitorable output indicators for each of the services, including outlining convergences, if any

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

f. Periodic impact evaluation by independent agencies appointed by the state government

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

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

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

CHECKLIST OF REFORMS
USER CHARGES
Name Of the ULB : Serampore

DESIRED OBJECTIVES:

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

5. **CURRENT STATUS**

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

Type of Service	Service Provider	Tariff Structure	Last Revision of Tariff
Water Supply & Sewerage	ULB, KMWSA and PHE	Minimum level has been prescribed in rules (Copy annexed)	2003
Solid Waste Management	ULB (Partially in select ULBs)		
Public Transport Agencies			
Others (please specify)			

- b. Please furnish the costs for providing the following services (total cost as well as per unit cost) and the total and per unit user charges collected in 2004-05

Service	Total O&M Cost (Please specify the unit)		Total user charges collected (Please specify the unit)		Revenue Loss due to	
	Per Unit Cost	Total Cost	Per Unit Recovery	Total Recovery	leakage/ theft	free supply
Water Supply & Sewerage	Rs. 0.24	Rs. 5,496,000.00	Rs. 0.08	Rs. 1,963,000.00	40	35
Solid Waste Management						
Public Transport Services						
Others (please specify)						

(Please provide figures for 04-05)

(Collection of User Charge from Commercial and Industrial Holding has already been started)

c. Please provide metrics and current service levels:

LPCT -	Average 100 litres
Coverage -	86.23% (approx.)
Hours of Supply -	3 hours a day (approx.)
Quality -	Potable

6. TIMELINE FOR ACTION ON REFORMS

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

b. Establishment of proper accounting system for each service so as to determine the O&M cost separately. Please specify the timeline for each service separately

i. Water Supply and Sewerage

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

ii. Solid Waste Management

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

iii. Public Transport Services

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

iv. Other (please specify)

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

c. The State/ULB should define service standards and timelines for achieving these

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

d. The State/ULB should define user charge structure and timelines for achieving these Year1 Year2 Year3 Year4 Year5 Year6 Year7
[The structure of user charges in respect of supply of water charges has already been defined in the rules and as per directions of the Constitution (74th Amendment) Act, 1992 the Municipalities, being the third tier of governance, have been empowered to fix the actual structure of user charges on the basis of ground realities.]

e. The State should set up a body for recommending a user charge structure. Year1 Year2 Year3 Year4 Year5 Year6 Year7
[As per directions of the Constitution (74th Amendment) Act, 1992 the Municipality, being one of the third tier of the governance, is the authority to take decisions in this regard. The Legislature of this State, as per directions of the provisions of the Constitution of India, has made adequate provisions in the matter in the West Bengal Municipal Act, 1993 and the rules have been framed thereunder fixing the modalities and empowering the municipal authorities to fix the rates.]

f. The State should quantify/study the impact of subsidies for each service on a periodic basis. Year1 Year2 Year3 Year4 Year5 Year6 Year7

g. Time table to achieve full recovery of O&M costs from user charges (Please indicate proposed recovery level for each year)

Year1	Year 2	Year 3	Year4	Year5	Year6	Year7
	10%	25%	35%	50%	70%	90%

h. Any other reform steps being undertaken (please use additional space to specify) Year1 Year2 Year3 Year4 Year5 Year6 Year7

**CHECKLIST OF REFORMS
PROPERTY TAX
Name of the ULB : Serampore**

DESIRED OBJECTIVES:

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

7. **CURRENT STATUS**

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

- | | |
|-----------------|-------------------------------------|
| i. Residential | <input checked="" type="checkbox"/> |
| ii. Commercial | <input checked="" type="checkbox"/> |
| iii. Industrial | <input checked="" type="checkbox"/> |

b. Please indicate the Amount of property tax being collected for year-ending 2004-05

- | | |
|-----------------|--|
| i. Residential | In section 97 of the West Bengal Municipal Act 1993, provision for imposition of a non-residential |
| ii. Commercial | |
| iii. Industrial | |
- surcharge has been made for a building if it is used partially for non residential purpose. Therefore*

iv. Total 134.37 Lakh

c. Please provide the Method of Property Tax Assessment being followed
(Give short note, if necessary)

- | | |
|--------------------|-------------------------------------|
| i. Self-assessment | <input checked="" type="checkbox"/> |
| ii. Demand-based | <input checked="" type="checkbox"/> |

Note: The valuation of property in the municipal areas are done by the West Bengal Valuation Board. This Board is an independent organisation and the valuation is done on the basis of Annual Rental Value of the property. Property tax is being determined through a clear formula as spelt out in section 96 of the West Bengal Municipal Act, 1993. The aspect of self assessment has also been incorporated in section 115A of the said Act.

d. Please provide the below information on Current coverage

Type of Property	Estimated no. of properties	No. of properties in the records of the municipality	No. of properties paying property tax	Coverage ratio (4) / (2)	Demand raised	Demand collected	Collection Ratio
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Residential	In section 97 of the West Bengal Municipal Act 1993, provision for imposition of a non-residential surcharge has been made for a building, if it is used partially for non residential purpose. Therefore, properties are not classified in the categories mentioned above, and thus segregation of properties in the categories is not possible.						
Commercial							
Industrial							
Total	21,933	21,933		0.00%	675.60 Lakh	134.37 Lakh	19.89%

e. Please list the Exemptions given to property owners

No.	Type of Exemption	Qualifying institution/ individual	Revenue implication of exemption
1	Full exemption	(1) Holdings with the annual valuation of Rs. 500 or less. (2) Diplomatic Mission (3) Central Government properties (4) Holdings exclusively used for public worship (5) Government and Government aided Educational Institutions (6) Holdings exclusively used for public charity or medical relief or for imparting education to the poor free of charge.	As the amount of these exemptions does not consist a considerable share of the revenue income of the ULBs (less than 1% of the total demand), the revenue implication of such exemptions does not affect function of the Municipalities.
2	Part exemption	(1) Properties of Ex-Servicemen (25% exemption) (2) In case of excessive hardship (the rate may be reduced in such cases for an year only) (3) Holdings remaining vacant and unproductive of rent for ninety or more consecutive days (50% remission on an application from the owner).	

(please use additional rows if necessary)

f. Please provide the Basis of determination of property tax

- i. Capital value
- ii. Rateable value
- iii. Unit Area
- iv. Other (please specify)

g. Please provide the Use of technology in property tax management

- i. GIS of property records
- ii. Electronic database of property records
- iii. Any software for compliance

h. Please describe the Level of discretionary power available with assessing authority

The West Bengal Valuation Board, which is the assessing authority, follows a distinct methodology for determination of Annual Valuation of the properties, and thereafter statutory stipulation of the clear formula for determination of the rate of tax (in section 96) keep no scope for exercise any discretionary power in this regard.

i. Please provide the last updation of property records and guidance values

i. Last updation of property records

Continuously updated.

ii. Last revision of guidance values

iii. Frequency of revision of guidance values

In every 5 years.

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

Yes No

Urban Local Body is the plan sanctioning authority within their jurisdiction limits.

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

Yes No

(Partially)

8. TIMELINE FOR ACTION ON REFORMS

Please provide timelines for the following action items:

a. Extension of property tax regime to all properties	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>[Already done]</i>						
b. Elimination of exemptions	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>[Not yet considered]</i>						
c. Migration to Self-Assessment System of Property Taxation							
i. Setting up a Committee/Team to draft/amend legislation	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	[Amendments have already been enacted.]						
ii. Stakeholder consultations	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Preparation of Draft legislation	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Approval of the Cabinet/ Government	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Final enactment of the legislation by Legislature	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Notification	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
vii. Preparation and notification of appropriate subordinate legislation	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
viii. Implementation by municipality (ies)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Setting up a non-discretionary method for determination of property tax (e.g. unit area, etc)	Year1	Year2	Year3	Year4	Year5	Year6	Year7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Sub-Steps (i) to (viii) given in para(c) above may be repeated for this step also)							

[Non discretionary method is already in place. However, the process of switching over to Unit Area Valuation system has already been initiated and likely to be completed on the 5th year]

e. Use of GIS-based property tax system

- i. Selection of appropriate consultant
[KMDA is already working as consultant.]

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

- ii. Preparation of digital property maps for municipality
[Preparation of digital property maps have already been prepared for 63 Urban Local Bodies.]

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

- iii. Verification of digital maps and preparation of complete data-base of properties

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

- iv. Full migration to GIS system

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

- f. Next revision of guidance values
[In an interval of 5 years]

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

- g. Fix periodicity for revision of guidance values
[This system is already in place.]
 - i. Periodicity to be adopted

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

- ii. Deadline for adoption

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

h. Establish Taxpayer education programme

i. Local camps for clarification of doubts and assistance in filling out forms Year1 Year2 Year3 Year4 Year5 Year6 Year7
 [The work has already been entrusted with the Ward Committee.]

ii. Setting up a website for property tax issues/ FAQs etc Year1 Year2 Year3 Year4 Year5 Year6 Year7

i. Establish Dispute resolution mechanism Year1 Year2 Year3 Year4 Year5 Year6 Year7
 [This system is already in place.]

j. Rewarding and acknowledging honest and prompt taxpayers Year1 Year2 Year3 Year4 Year5 Year6 Year7
 [This system is already in place.]

k. Achievement of 85% Coverage Ratio (see item 1d above)

Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
14.17%	28.33%	42.50%	56.67%	70.83%	85.00%

l. (Specify target for each year of mission)

m. Achievement of 90% Collection Ratio (see item 1d above)

Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
31.57%	43.26%	54.94%	66.63%	78.31%	90.00%

(Specify target for each year of mission)

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

Year1 Year2 Year3 Year4 Year5 Year6 Year7

[This database shall, however, exclude both the demand and the collection from the State and Central Government properties, litigated properties and sick and closed industries.]