

**Asansol Municipal Corporation**  
**MoA Signed on 28<sup>th</sup> day of June 2006**  
**MANDATORY REFORMS AT THE LEVEL OF THE ULB**

√ = Target Year

No.	Reforms	2005- 2006	2006- 2007	2007- 2008	2008- 2009	Status Report as on 30.06.08
<b>L 2</b>	<b>MUNICIPAL ACCOUNTING</b>					
b	GO/Legislation/Modification of Municipal Finance Rules for migrating to double entry accounting system		√			Done
c	Appointment of consultants for development of state wide Municipal Financial Accounting Manual.					Done at State level
d	Completion and adoption of Municipal Financial Accounting Manual, in line with NMAM or otherwise					Adopted
e	Training of personnel		√			Completed
f	Appointment of field level consultant for implementation at the city level					Completed
g	Notification of cut off date for migrating to the double entry accounting system					Notified.01.04.2007 is cut off date
h	Business process Re-engineering to align with accrual based accounting system (aligning all commercial and financial process such as procurement)					To be adopted as per the above of State Govt.
i	Valuation of assets and liabilities, Completion of registers		√			75% Completed. Physical verification of assets has been completed.
j	Drawing up of opening balance sheet (OBS):					
	i. Provisional OBS			√	√	90% Completed. List of assets completed. Liabilities ascertained. Receivables income on accounts on

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						property tax, Rent has been ascertained. Only physical verification and identification of fixed asset is pending which likely to be completed within 20.04.08. Migrated to double entry system of accounting w.e.f. 01.04.08, the balance work i.e., on and from 01.04.07 will run simultaneously.
	ii. Adoption of provisional OBS			√		By May' 2008
	iii. Finalisation of OBS			√		By August' 2008
k	Full migration to double entry accounting system			√		01.04.2007
l	Production of financial statements					Done regularly
<b>L 3</b>	<b>PROPERTY TAX</b>					
A	Enhancing coverage of property tax regime to all properties liable to tax					Work started
B	Elimination of exemptions					Under process in the State level
C	Migration to Self-Assessment System of Property Taxation	CVB system is existing				
	i. Setting up a Committee/ Team to draft/ amend legislation					Amendment already done
	ii. Stake Holders consultations					
	iii. Preparation of draft legislation					Already completed
	iv. Approval of cabinet/ Government					
	v. Final enactment of the legislation by legislature					
	vi. Notification (2003)					Done

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	vii. Preparation and notification of appropriate subordinate legislation					Already completed
	viii. Implementation by municipality					This will be implement after introduction of Unit Area Valuation System
d	Setting up a non-discretionary method for determination of property tax					Non discretionary method already placed
e	Use for GIS based property tax system					
	i. Selection of appropriate consultant		√			State Govt. to engage Consultant
	ii. Preparation of digital property maps for municipality			√		KMDA is the nodal agency for the job
	iii. Verification of digital maps and preparation of complete data-base of properties			√		do
	iv. Administration of property tax using GIS database and related application					Do
	v. Mechanism for periodic updation of GIS database					Do
f	Next schedule /anticipated revision of guidance values.					2008
g	Periodicity for revision of guidance values					Every six years
h	Establish Taxpayer education Programme					
	i. Local camps for clarification of doubts and assistance in filling out forms		√			Local camps at the ward level have been organized for awareness'. The clarification of doubts and also for assistance in filling out forms has already been entrusted to the Ward Committee.

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	ii. Setting up a website for property tax issues/ FAQs					Website already been done, data entry of the property tax system is also completed and it will be link with the digital map as soon as possible.
i	Establish Dispute resolution mechanism			√		Existing of local ward line.
j	Rewarding and acknowledging honest and prompt tax payers					5% rebate and 10% penalty for default.
k	Achievement of 85% Coverage Ratio (see item e in current Status) (Specify target coverage for each year of mission)	45%	65%			66%
l	Achievement of 90% collection Ratio for current demand (see item f in current status above) (Specify target collection ratio for each year of mission)	73.4%	76.7%	%		90%
m	Improvement in collection of Arrears to reach total outstanding arrears less than or equals to 10% of current demands for previous year					46.22%
L 4	<b>USER CHARGES</b>					
b	Establishment of proper accounting system for each service so as to determine the O & M cost separately lxxxii) Water Supply & Sewerage lxxxiii) Solid Waste Management			√ √		i Achieved ii Not maintained by the Corporation

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<b>E-GOVERNANCE</b>						
a.	Appointment of State-level Technology Consultant as State Technology Advisor					NIC is engaged to prepare inception report.
b.	Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP					Done at State level.
c.	Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)					Action will be taken as per recommendation of State Govt.
d.	Agreement on Municipality E-Governance Action Agenda					-----
e.	BPR for migration to e-governance			√		NIC doing
f.	Appointment of Software consultant(s)					-----
g.	Exploring PPP option for different E – Governance services					Not done yet
h.	Defining monitor able time-table for implementation of each E-Governance initiative that is being taken up					-----
i.	Ongoing implementation of E-Governance initiative, against monitor able time-table					Good no. of works are done
j.	Any other reform steps being undertaken					By e-Governance.

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<b>INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR</b>						
b.	Defining criteria for identification of the Urban poor		√			Already done
c.	Fresh enumeration based on the above		√			BPL survey completed. Draft published
d.	Define threshold service levels for the Urban poor across various services					Not defined.
e.	Strategic document which outlines the requirement both physical and financial, timeframe, sources of funding and implementation strategies including community participation, monitor able output indicators for each of the services, including outlining convergences, if any					Citizen charter prepared.
f.	Periodic impact evaluation by independent agencies appointed by the State Government					Annual audit by A.G. Statutory Audit by CA firm.
g.	Any other reform steps being undertaken					<ol style="list-style-type: none"> <li>1. Most of the services provided through computer set up.</li> <li>2. Beneficiary committee done at every project.</li> <li>3. Regular survey conducted to evaluate the status of development project.</li> </ol>