

**Durgapur 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	Status Report as on 30.06.08
L 2	<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		√		Partly completed
f	Appointment of field level consultant for implementation at the city level				AFC appointed
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)				Being taken care of at the State level
i	Valuation of assets and liabilities, Completion of registers		√		75% of the work done
j	Drawing up of opening balance sheet (OBS):				
	i. Provisional OBS			√	Already submitted to Directorate of Local Bodies Govt. of West Bengal

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	ii. Adoption of provisional OBS				
	iii. Finalisation of OBS				
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				Already covered
b	Elimination of exemptions				No execution allowed except charitable trust
c	Migration to Self-Assessment System of Property Taxation				
	i. Setting up a Committee/ Team to draft/ amend legislation				Valuation done by West Bengal Valuation Board
	vi. Notification (2003)				Already notified
	vii. Preparation and notification of appropriate subordinate legislation				-----
	viii. Implementation by municipality				-----
d	Setting up a non-discretionary method for determination of property tax				Present system is non discretionary
e	Use for GIS based property tax system				
	i. Selection of appropriate consultant		√		State Govt. to engage Consultant (EOI Floated)
	ii. Preparation of digital property maps for municipality			√	Digital maps under preparation
	iii. Verification of digital maps and preparation of complete data-base of properties			√	-----

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f	Next schedule /anticipated revision of guidance values.				Next assessment due on 2010
g	Periodicity for revision of guidance values				Every five 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.
	ii. Setting up a website for Property Tax issues / FAQs etc.			√	Completed
i	Establish Dispute resolution mechanism			√	A grievance cell has been constituted and functional. A permanent review committee exist and is functional
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)				As per MOA 79.5% tax collection target is to be achieved
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)		%	%	79.5% collection achieved in current demand

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L 4	<b>USER CHARGES</b>				
b	Establishment of proper accounting system for each service so as to determine the O & M cost separately lxxxiv) Water Supply & Sewerage lxxxv) Solid Waste Management			√ √	The corporation maintainance its accounts in detailed coading of heads even in single entry system from which O & M cost can be easily determined.
<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. NIC to prepare inception report
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.	DPR for migration to e-governance			√	NIC doing
f.	Appointment of Software consultant(s)				-----
g.	Exploring PPP option for different E – Governance services				-----
h.	Defining monitor able time-table for implementation of each E-Governance initiative that is being taken up				-----

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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				i. Citizen's charter has been introduced. ii. Annual Administrative Report is published. iii. Direct and cordial public relation is maintain up to the highest authority.
<b>INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR</b>					
b.	Defining criteria for identification of the Urban poor		√		As per GOI criteria
c.	Fresh enumeration based on the above		√		New BPL list published on 28.02.08
d.	Define threshold service levels for the Urban poor across various services				Education, potable water, road, electricity, primary centre, formation of NHG, DCWA, bank loan, revolving fund and 5 nos of registered CDS.
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				Draft Development Plan has already made and sent for approval.
f.	Periodic impact evaluation by independent agencies appointed by the State Government				Internal Audit done by a outside CA firm.
g.	Any other reform steps being undertaken				1 Most of the services provided through computer set up.

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					2 Beneficiary committee done at every project. 3 For construction of some of the roads and extention of electricity and street lights the beneficiaries contributing utp to 50% of the total cost 4 To increase revenue earning toll tax collection system has been introduced.