

Raniganj Municipal ity
MoA Signed on 28th 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	MUNICIPAL ACCOUNTING				
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.7 persons took traning.
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)				To be adopted as per the above of State Govt.
i	Valuation of assets and liabilities, Completion of registers		√		Work started
j	Drawing up of opening balance sheet (OBS):				
	i. Provisional OBS			√	To be done March'2008
	ii. Adoption of provisional OBS				

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	iii. Finalisation of OBS				
k	Full migration to double entry accounting system				01.04.2007
l	Production of financial statements				Done regularly
L 3	PROPERTY TAX				
a	Enhancing coverage of property tax regime to all properties liable to tax				Work started
b	Elimination of exemptions				No execution allowed except charitable trust
c	Migration to Self-Assessment System of Property Taxation	CVB system is existing			
	i. Setting up a Committee/ Team to draft/ amend legislation				Valuation done by CVB amendment legislation being taken up by State Govt.
	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 appears non discretionary
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			√	Digital maps under preparation
	iii. Verification of digital maps and preparation of complete data-base of properties			√	-----
f	Next schedule /anticipated revision of				2008

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	guidance values.				
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.
	ii. Setting up a website for Property Tax issues / FAQs etc.				Under process.
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)				Target (83.55%) as per commitment up to 2 nd year achieved (72%).
L 4	USER CHARGES				
b	Establishment of proper accounting system for each service so as to determine the O & M cost separately lxxxvi) Water Supply & Sewerage lxxxvii) Solid Waste Management			√ √	i Partly imposed in water supply. ii Not done.
E-GOVERNANCE					
a.	Appointment of State-level Technology				NIC is engaged to prepare inception report.

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	Consultant as State Technology Advisor				
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.
INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR					
b.	Defining criteria for identification of the Urban poor		√		Already done

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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"> 1. Most of the services provided through computer set up. 2. Beneficiary committee done at every project. 3. Regular survey conducted to evaluate the status of development project.