Naihati MUNICIPALITY **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 30.09.08
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
d	Completion and adoption of Municipal Financial Accounting Manual, in line with NMAM or otherwise				Done
e	Training of personnel		√		Done
f	Appointment of field level consultant for implementation at the city level			√	Done
g	Notification of cut off date for migrating to the double entry accounting system		√		Done
i	Valuation of assets and liabilities, Completion of registers		√		Completed
j	Drawing up of opening balance sheet (OBS):				
	i. Provisional OBS			√	
	ii. Adoption of provisional OBS			√	
	iii. Finalisation of OBS			√	Completed

k	Full migration to double entry accounting system				Done
l	Production of financial statements				Upto 06-07 completed, 07-08 under process
L 3	**PROPERTY TAX**				
No.	Reforms	2005-2006	2006-2007	2007-2008	Status Report as on 30.09.08
b	Elimination of exemptions		√		Under examination
c	Migration to Self-Assessment System of Property Taxation				
	i. Setting up a Committee/ Team to draft/ amend legislation				Done
	vi. Notification (2003)				Done
	vii. Preparation and notification of appropriate subordinate legislation				Done
	viii. Implementation by municipality		√		This will be implemented after introduction of Unit Area Valuation System
d	Setting up a non-discretionary method for determination of property tax			√	Non discretionary method is already in place. The switching over to Unit Area Valuation System has been initiated in KMC and will be initiated at other ULBs subsequently
e	Use for GIS based property tax system				
	i. Selection of appropriate consultant		√		Done
	ii. Preparation of digital property maps for municipality			√	Socio economic survey in progress
	iii. Verification of digital maps and preparation of complete data-base of properties			√	
f	Next schedule /anticipated revision of guidance values.				Last assessment done in ….. ,
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		√		The work has already been entrusted with the Ward Committee.
L 3	**PROPERTY TAX**				
	Reforms	2005-2006	2006-2007	2007-2008	Status Report as on 30.09.08
	ii. Setting up a website for Property Tax issues / FAQs etc.			√	
i	Establish Dispute resolution mechanism			√	Established
j	Rewarding and acknowledging honest and prompt tax payers				This system is already in place
k	Achievement of 85% Coverage Ratio (see item e in current Status) (Specify target coverage for each year of mission)				59.689999999999998.% achieved [85% target = Year 4]
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)		%	%	Collection Ratio70.% achieved against target of 56……% Target Yr. 2008-09 2009-10 2010-11 2011-12 Collection Ratio 64 73 81 90%
L 4	**USER CHARGES**				
No.	Reforms	2005-2006	2006-2007	2007-2008	Status Report as on 30.09.08
b	Establishment of proper accounting system for each service so as to determine the O & M cost separately i) Water Supply & Sewerage ii) Solid Waste Management			 √ √	 i Estsblished ii Estsblished
d	The State/ULB should define user charge structure and timelines for			√	User charge structure for water supply is already

	achieving these				in place
e	The State should set up a body for recommending a user charge structure			√	Rules for Levy of Water charges have already been framed by the state Govt.
g	Time table to achieve full recovery of O & M costs from user charges		%	%	2008-09 2009-10 2010-11 2011-12 45% 65% 85% 100%
E-GOVERNANCE					
No.	Reforms	2005-2006	2006-2007	2007-2008	Remarks
a.	Appointment of State-level Technology Consultant as State Technology Advisor			√	As per National E - Governance Program, DPR is given prepared by NIC
b.	Preparation of Municipal E-Governance Design Document (MEDD) on the basis of National Design Document as per NMMP			√	E – Governance 'as is & should be' have been prepared
c.	Assessment of MEDD against National E-Governance Standards (e.g. Scalability, intra-operability & security standards etc.)			√	NIC is doing this as per NEG program
d.	Agreement on Municipality E-Governance Action Agenda			√	Action agenda has been finalized
e.	BPR for migration to e-governance			√	
f.	Appointment of Software consultant(s)			√	Will be done after sanction of fund under NEG program
g.	Exploring PPP option for different E – Governance services				Some options are there in DPR
h.	Defining monitorable time-table for				Time Table to be finalized after acceptance of

	implementation of each E-Governance initiative that is being taken up			√	DPR by GoI and sanction of funds
i.	Ongoing implementation of E-Governance initiative, against monitorable time-table			√	After finalization of DPR
j.	Any other reform steps being undertaken				Central Data Monitoring Centre is being set up
INTERNAL EARMARKING FOR BASIC SERVICES FOR POOR					
No.	Reforms	2005-2006	2006-2007	2007-2008	Status Report as on 30.09.08
b.	Defining criteria for identification of the Urban poor		√		Already done
c.	Fresh enumeration based on the above		√		Done
d.	Define threshold service levels for the Urban poor across various services			√	Under process.
e.	Strategic document which outlines the requirement both physical and financial, timeframe, sources of funding and implementation strategies including community participation, monitorable output indicators for each of the services, including outlining convergences, if any			√	Urban House hold Survey and Socio Economic Survey have been done.ADP & DDP are being prepared on the basis of the same
f.	Internal Earmarking of Fund for Services to the Urban poor				Under process as per M.A dept. circular no. 1249 dt. 26.10.07