

## Instructions to States for Performance Grant Claims 2018-2019

(SmartNet)

**1.** As per the Tool Kit, all ULBs have to provide information in the format prescribed in Annexure 2, duly attested by the Municipal Commissioner/Executive Officer of the ULB. This MS Excel file has been designed to capture the information required in the Annexure 2 and ULBs are expected to fill their information in this file. This MS Excel file has six sheets.

**a. Sheet 1** – “ULB Details” must be filled with general details of the ULB such as its civic status, population, Performance Grant claim year, etc., among other details as mentioned in the Excel sheet.

**b. Sheet 2** – “Income” must be filled with information on the Income details of the ULB in the form of Revenue Receipts and Capital Receipts.

**c. Sheet 3** – “Expenditure” must be filled with information on the Expenditure details of the ULB in the form of Revenue Expenditure and Capital Expenditure.

**d. Sheet 4** – “SLB” must be filled with SLB-wise information pertaining to water supply, sewage management, solid waste management and storm water drainage based on the SLB handbook prescribed by MoUD.

**e. Sheet 5** – “Annex ii” will provide information details pertaining to Annexure 2 of the Tool Kit, highlighting the criteria and marks obtained for each condition in order to be eligible for Performance Grant. **Do not enter any information in this sheet. It will be generated automatically.**

**f. Sheet 6** – “Summary” will be generated using the information supplied and marks received as per each criteria. **Do not enter any information in this sheet. It will be generated automatically.**

**2.** Each ULB has to submit this MS Excel, fully completed to the State Government. **Please use this file that is shared with you. Do not create new copies as it will be tantamount to tampering.** The name of the file must be saved in the format – “State\_ULB\_PGY1-YY2.xls”. For example, if Amaravati in Andhra Pradesh has filled this MS Excel file to claim the Performance Grant for FY 2018-19, the file must be named “AndhraPradesh\_Amaravati\_PG18-19.xls”.

**3.** Each ULB also has to provide the admissible documentary evidences, duly attested by the Municipal Commissioner/Executive Officer of the ULB. The admissible documentary evidence required are:

**a.** Budget document showing detailed breakup of income and expenditure as per 'Actuals' of relevant financial years.

**b.** Audited account statements

**c.** SLB information as per sheet 4 of this Excel and the relevant Gazette Notification for measuring and publishing SLBs

Each of the above documents must be added to a single PDF file containing all the admissible documentary evidence for that particular ULB. The name of the PDF file must be in the format – “State\_ULB\_DocumentsYY1-YY2.pdf”. For example, in the case of Amaravati in Andhra Pradesh submitting its documentary evidence for Performance Grant in 2018-19 in a PDF format, the name of the file will be “AndhraPradesh\_Amaravati\_Documents18-19.pdf”.

<p>4. After receiving the MS Excel file and the PDF file containing admissible documentary evidence from all the ULBs, the State must prepare Annexure 1 based on the information provided in the MS Excel file for each ULB.</p>
<p>5. Scores generated in sheet 6 – “Summary”, of this MS Excel file may be used by the State for preparing Annexure 1.</p>
<p>6. The State must ensure that information filled by the ULB is correct and accurate through measures such as third party verification, random verification by State Officials, etc. as mentioned in Annexure 3 of the Tool Kit.</p>
<p>7. Each State Government must upload the following files on ‘SmartNet’ before 30<sup>th</sup> October of each award year, duly verified by the Principal Secretary (UD) of the State:</p>
<p>a. <b>Annexure 1</b> – in MS Excel format and PDF format, which will provide the scores of each ULB and the list of eligible as well as ineligible ULBs.</p>
<p>b. <b>Annexure 2</b> – In PDF format which may be generated from sheet “Annex ii” of the MS Excel file for each ULB . The ULB Details MS Excel file should also be uploaded. The name of the Annexure 2 must be in the format - "State_ULB_Annexure2.pdf"</p>
<p>c. All <b>admissible documentary evidence</b> related to Annexure 2, must be attached in a PDF file as mentioned in para 3. The State Government must upload the documentary evidence PDF file for each ULB along with the ULBs MS Excel file on ‘SmartNet’.</p>
<p>d. <b>Annexure 4</b> – In PDF format, which is the Utilization Certificate (UC) of the previous year's Performance Grant.</p>

<b>General Details of the ULB for Performance Grant (PG) 2018-19</b>		
Name of the State	UTTAR PRADESH	
Name of the ULB	NAGAR PANCHAYAT SURIYAWAN	
Civic Status of the ULB (M Corp/ M Council/ NP)	NAGAR PANCHAYAT	
Census Population (2011)	18843	
Last Municipal Election Held (Year)	2017	
Next Municipal Election Due (Year)	2022	
Year of Performance Grant Claim	2018-19	
Whether the City is under AMRUT Mission or Not	NO	
Name of the Municipal Commissioner / Executive Officer of the ULB	MR. SATYENDRA PRAKASH	
Contact / Mobile No.	7703086677	
Email Address	nagarpanchayatsuriyawan@gmail.com	
Name of the Contact Person	MR. VIJAY KUMAR UPADHYAY	
Contact / Mobile No.	9793279813	
Email Address	nagarpanchayatsuriyawan@gmail.com	
Postal Address of the ULB (with Pincode)	NAGAR PANCHAYAT SURIYAWAN, BHADOHI-221404	
Website Address of the ULB	YES	
<b>Publishing of Audited Accounts of Municipality on ULB / State website</b>		
For the Performance Grant of 2018-19	Published Audited Accounts of 2016-17	YES
	Website Address/URL	www.npsuriyawan.in

For the Performance Grant of 2018-19					
S. No.	Details	Income Details (Amounts to be provided in Rupees Lakh)			
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited Actuals)
	<b>Total Receipts (A+B)</b>	<b>495.64</b>	<b>442.67</b>	<b>538.89</b>	<b>456.18</b>
<b>A</b>	<b>Revenue Receipts (1+2+3)</b>	<b>495.64</b>	<b>442.67</b>	<b>538.89</b>	<b>456.18</b>
<b>1</b>	<b>Own Revenue Receipts (a+b)</b>	<b>18.82</b>	<b>13.90</b>	<b>20.37</b>	<b>14.47</b>
a)	<b>Tax Revenue</b> (levied and collected by municipal body)	<b>2.38</b>	<b>1.60</b>	<b>1.28</b>	<b>1.31</b>
i)	Property tax	2.38	1.60	1.28	1.31
ii)	Other tax (levied and collected by municipal body)	0.00	0.00	0.00	0.00
b)	<b>Non-tax revenue</b> (levied and collected by municipal body)	<b>16.44</b>	<b>12.30</b>	<b>19.09</b>	<b>13.16</b>
i)	Fees & fines	0.61	0.56	0.57	7.60
ii)	User Charges	3.90	5.54	5.19	5.56
iii)	Other non-tax revenue (levied and collected by municipal body)	11.93	6.20	13.33	0.00
<b>2</b>	<b>Other Revenue Receipts</b>	<b>13.71</b>	<b>20.58</b>	<b>11.96</b>	<b>15.61</b>
a)	Income from interest/investments	5.60	14.74	9.84	9.19
b)	Other Revenue income	8.11	5.84	2.12	6.42
<b>3</b>	<b>Transfers/Grants/Assigned Revenues</b>	<b>463.11</b>	<b>408.19</b>	<b>506.56</b>	<b>426.10</b>
a)	State Assigned Revenue				
b)	State Finance Commission (SFC) Grants/Devolution	380.83	288.28	329.90	315.86
c)	Octroi compensation				
d)	Other State Government Transfers		60.80		
e)	Central Finance Commission (CFC) Grant	82.28	59.11	176.66	110.24
f)	Other Central Government Transfers				
g)	Others				
<b>B</b>	<b>Capital Receipts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1	Sale of Municipal Land				
2	Loans (from State Govt. or Banks etc.)				
3	State Capital Account Grant (under State Schemes etc.)				
4	Central Capital Account Grant (under Central Schemes etc.)				
5	Other Capital Receipts				

<b>For the Performance Grant of 2018-19</b>					
<b>S. No.</b>	<b>Details</b>	<b>Expenditure Details (Amounts to be provided in Rupees Lakh)</b>			
		<b>2014-15 (Audited Actuals)</b>	<b>2015-16 (Audited Actuals)</b>	<b>2016-17 (Audited Actuals)</b>	<b>2017-18 (Audited or Unaudited Actuals)</b>
	<b>Total Expenditure (1+2)</b>	<b>229.01</b>	<b>574.07</b>	<b>538.70</b>	<b>495.87</b>
<b>1</b>	<b>Revenue Expenditure</b>	<b>191.02</b>	<b>561.01</b>	<b>523.19</b>	<b>494.73</b>
1.1	<b>Administrative Expenses, Establishment and Salaries</b> (All Departments-Regular and Contractual Staff)	58.43	99.46	106.68	120.03
1.2	<b>Operation and Maintenance (O&amp;M)</b>	125.08	447.59	398.46	309.17
1.3	<b>Loan repayment</b> (Interest payments)				
1.4	<b>Others</b> (any other revenue expenditure which is not salaries, O&M or Interest Payment)	7.51	13.96	18.05	65.53
<b>2</b>	<b>Capital Expenditure</b>	<b>37.99</b>	<b>13.06</b>	<b>15.51</b>	<b>1.14</b>
2.1	<b>All developmental works under Central/State specific schemes</b>	37.99	13.06	15.51	1.14
2.2	<b>Loan Repayments</b> (Principal Amount)				
2.3	<b>Other Capital expenditure</b>				

Note:For the calculation of criteria 2a, revenue expenditure (Administrative Expenses, Establishment and Salaries, O & M and other revenue expenses) is calculated based on summation of 1.1., 1.2 & 1.4.

For the Performance Grant of 2018-19				
S. No.	Indicators	MoHUA Benchmark	Service Level Benchmarks	
			Status 2017-18	Target 2018-19
<b>Water Supply Services</b>				
1	Coverage of water supply connections	100%	32	60
2	Per capita supply of water	135 lpcd	116.75	150
3	Extent of metering of water connections	100%	96%	100
4	Extent of Non-Revenue Water (NRW)	20%	18.52	20
5	Continuity of water supply	24 hours	8	12
6	Quality of water supplied	100%	100	100
7	Efficiency in redressal of customer complaints	80%	88.09	90
8	Cost recovery in water supply services	100%	100	100
9	Efficiency in collection of water supply related charges	90%	84.36	90
<b>Sewage management (Sewerage and Sanitation)</b>				
1	Coverage of toilets	100%	23.4	70
2	Coverage of sewage network services	100%	0	0
3	Collection efficiency of the sewage network	100%	0	0
4	Adequacy of sewage treatment capacity	100%	0	0
5	Quality of sewage treatment	100%	0	0
6	Extent of reuse and recycling of sewage	20%	0	0
7	Efficiency in redressal of customer complaints	80%	0	0
8	Extent of cost recovery in sewage management	100%	0	0
9	Efficiency in collection of sewerage charges	90%	0	0
<b>Solid Waste Management</b>				
1	Household level coverage of Solid Waste Management services	100%	87.84	100
2	Efficiency of collection of municipal solid waste	100%	18.5	100
3	Extent of segregation of municipal solid waste	100%	0	0
4	Extent of municipal solid waste recovered	80%	0	0
5	Extent of scientific disposal of municipal solid waste	100%	0	0
6	Efficiency in redressal of customer complaints	80%	95	100
7	Extent of cost recovery in SWM services	100%	0	0
8	Efficiency in collection of SWM charges	90%	0	0
<b>Storm Water Drainage</b>				
1	Coverage of Storm water drainage network	100%	20.83	50
2	Incidence of water logging / flooding	0%	4	0
<b>For the Performance Grant of 2018-19 : SLB Status of 2017-18</b>				
1	Coverage of Water Supply (24 X 7) in all Public/Community Toilets	24X7	YES	
2	Percentage of waste being processed scientifically*	100%	80	
<p>*% amount of waste that is disposed in landfills that have been designed, built, operated and maintained as per standards laid down by Central agencies. This extent of compliance should be expressed as a percentage of the total quantum of waste disposed at landfill sites, including open dump sites. (Source: Handbook of Service Level Benchmarking, MoUD, GoI, Pg 66)</p>				

**For the Performance Grant of 2018-19**

**Part 1: Audit of Annual Accounts (Max Marks 10)**

Condition	PG Year	Reference Data	Yes /No	Marks Obtained	If published audited accounts on ULB website, Marks = 10; Otherwise marks = 0
Published audited accounts on ULB website	2018-19	Audited Accounts of 2016-17	YES	10	

**Part 2: Increase in Own Revenue Sources**

**(A): Covering Establishment costs and O&M from own income (Maximum Marks 20)**

Condition	PG Year	Reference Data	Own Revenue (i)	Revenue Expenditure (ii)	Achievement Range ( i / ii)	Marks Obtained	If achievement range is more than 70 %, marks = 20; between 60 % to 70 %, marks = 15; between 50 % to 60 %; marks = 10, less than 50%, marks = 0.
			Rs. In Lakh				
ULBs able to recover costs related to revenue expenditure which is O&M costs as well as establishment & salaries from its own revenue funds excluding octroi, entry tax and stamp duty, etc.	2018-19	2017-18	14.47	494.73	2.92	0	

**(B): Capital expenditure as a percentage of total expenditure (Maximum Marks 20)**

For 500 AMRUT Cities

Condition	PG Year	Reference Data	Capital Expenditure (i)	Total Expenditure (ii)	Achievement Range ( i / ii)	Marks Obtained	If achievement range is more than 40 %, marks = 20; between 30 % to 40 %
			Rs. In Lakh				

Ratio of Capital Expenditure to Total Expenditure including all devolutions/schemes, etc.	2018-19	2017-18	0	0	0.00	0	between 30 % to 40 %, marks = 15; between 20 % to 30 %, marks = 10; less than 20%, marks = 0.
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**For all other Cities**

Condition	PG Year	Reference Data	Capital Expenditure (i)	Total Expenditure (ii)	Achievement Range ( i / ii)	Marks Obtained	If achievement range is more than 20 %, marks = 20; between 15 % to 20 %, marks = 15; between 10 % to 15 %, marks = 10; less than 10%, marks = 0.
			Rs. In Lakh				
Ratio of Capital Expenditure to Total Expenditure including all devolutions/schemes, etc.	2018-19	2017-18	1.14	495.87	0.23	0	



**Part 3: Publishing of Service Level Benchmarks (SLBs)**

**A) Water supply:**

**1) Coverage (Maximum Marks 15)**

Condition	PG Year	Reference Data	Coverage Ratio	Marks Obtained	
Water Coverage Ratio	2018-19	SLB Status of 2017-18	32	0	If coverage is between 90% to 100 %, marks = 15; between 80 % to 90 %; marks = 10, between 70 % to 80 %; marks = 5, less than 70%, marks = 0.

**2) Reduction in NRW (Maximum Marks 15)**

Condition	PG Year	Reference Data	NRW Status	Marks Obtained	
ULB achieving benchmark of Non-Revenue Water	2018-19	SLB Status of 2017-18	18.52	15	If NRW is less than 20%, Marks = 15; between 20 % to 30 %, marks = 10; between 30 % to 40 %, marks = 5; above 40 % , Marks =0.

**3) Coverage of Water Supply for Public/Community Toilets (Maximum Marks 10)**

Condition	PG Year	Reference Data	Percentage of 24X7 Water Supply to all PT/CT	Marks Obtained	
ULB providing water connection to Public and Community Toilets	2018-19	SLB Status of 2017-18	YES	10	If 24X7 water supply to all PT and CT, marks = 10; otherwise marks = 0

**B) Solid Waste Management:**

**Coverage (Maximum Marks 10)**

Condition	PG Year	Reference Data	% of waste being processed scientifically	Marks Obtained	
% of waste being processed scientifically	2018-19	SLB Status of 2017-18	80	10	If percentage of waste being processed scientifically is more than 50 %, marks = 10; between 20% to 50%, marks = 5; less than 20%, marks = 0.

<b>State</b>		UTTAR PRADESH			
<b>ULB</b>		NAGAR PANCHAYAT SURIYAWAN			
<b>For the Performance Grant of 2018-19</b>					
<b>Criteria</b>			<b>Maximum Marks</b>	<b>Total Marks Obtained</b>	
<b>Part 1 : Audit of Annual Accounts</b>		Published audited accounts on ULB website	<b>10</b>	10	
<b>Part 2 : Increase in Own Revenue Sources</b>	a)	Covering Establishment costs and O&M from own income	<b>20</b>	0	
	b)	<b>For AMRUT cities</b>	Capital expenditure as a percentage of total expenditure	<b>20</b>	
		<b>For Non-AMRUT cities</b>	Capital expenditure as a percentage of total expenditure		
<b>Part 3: Publishing of Service Level Benchmarks (SLBs)</b>	a)	1	Water Coverage Ratio	<b>15</b>	0
		2	Reduction in NRW	<b>15</b>	15
		3	Coverage of Water Supply for Public/Community Toilets	<b>10</b>	10
	b)		Percentage of waste being processed scientifically	<b>10</b>	10
<b>Total</b>			<b>100</b>	<b>45</b>	