

**TOP PRIORITY**

K-16011/8/2015-SC-IV/E. No. 3114450  
Government of India  
Ministry of Housing and Urban Affairs  
(AMRUT-IIB)

Nirman Bhawan, New Delhi  
Dated 30<sup>th</sup> November, 2018

To

The Secretary /Principal Secretary  
Urban Development Deptt.  
All States/UTs (As per list attached)

Sub: Reforms Incentive Claims Toolkit for FY 2018-19.-reg.

Madam/Sir,

Reform implementation is one of the key elements of AMRUT and focuses on implementation of 11 Reforms. The details of these Reforms along with timeline for their implementation are given at Annexure-1 of Mission Guidelines.

2. As per Para 12 of the AMRUT Guideline, 10% incentive shall be provided to the States/ ULBs on the basis of self-assessment of ULBs. Self-appraisal would be done on the basis of a self-assessment form provided in table 5.5 of AMRUT guidelines. As per AMRUT Guidelines the reform achievements would be evaluated annually after the end of that Financial Year by allocating 10 marks for each Reform milestone achieved. The incentive will be based on a self-assessment done by the ULBs and confirmed by the State High Power Steering Committee (SHPS) on the report of the the Independent Review & Monitoring Agencies (IRMAs).

3. National Mission Directorate, on receipt of the self-assessment, shall announce the award of incentives to the States for the previous year at the start of the succeeding Financial Year.

4. Town & Country Planning Organization (TCPO) has been entrusted the task of reviewing and monitoring the progress of reform implementation as well as validate the same for release of reform incentive.

5. To facilitate States/UTs for claiming the reform incentive, National Mission Directorate has formulated 'Reforms Incentive Claims Toolkit for FY 2018-19'. In order to avail Reform incentives, you are requested to kindly forward status of implementation of reforms milestones (2018-19) to the National Mission Director and TCPO latest by 30 April, 2019.

6. A copy of the Toolkit can be downloaded from the **What's new section of AMRUT website [www.amrut.gov.in](http://www.amrut.gov.in)**.

Yours faithfully,

  
(H. C. Prasad)

Under Secretary to the Govt. of India  
Tel: 011-23063488  
Email: [harish.chandra72@gov.in](mailto:harish.chandra72@gov.in)

Copy to:

1. The Chief Planner, Town & Country Planning Organization, E- Block, Vikas Bhawan, I.P. Estate, New Delhi-110002.
2. Sr. Technical Director (NIC), MoHUA, Nirman Bhawan, New Delhi with a request to upload the 'Reforms Incentive Claims Toolkit 2018-19' on the what's new section of website [www.amrut.gov.in](http://www.amrut.gov.in).

  
(H. C. Prasad)

Under Secretary to the Govt. of India



*Atal Mission for Rejuvenation  
and Urban Transformation*

Reforms Incentive Claims Toolkit  
(F.Y. 2018-19)



सत्यमेव जयते

Town and Country Planning Organisation  
Ministry of Housing and Urban Affairs  
Government of India  
November, 2018

## Preface

The Atal Mission for Rejuvenation and Urban Transformation (AMRUT) is a landmark initiative of Government of India for improving infrastructure and service delivery system in cities having one lakh and more population through better governance and financial management system. To achieve this, Mission envisages implementation of a set of Reform agenda with Milestones. Once these reforms are implemented it is expected to bring in improvement in service delivery, mobilization of resources and making municipal functioning more transparent and accountable. As per AMRUT guideline Para 12 on Urban Reforms 10% funds are earmarked as reform incentive for the State / ULBs. The reform incentives are disbursed on the basis of self-assessment done by the ULBs as per table 5.5 of AMRUT guidelines. The reform achievements would be evaluated annually after the end of financial year by allocating 10 marks for each Reform milestone achieved during the set timeline. The self-assessment is to be confirmed by the SHPSC.

The toolkit is an attempt to ease the process required for accomplishment of Reform milestone. It aims at streamlining the entire assessment process for implementation of three milestones of two major reforms to be achieved during current FY 2018-19. The toolkit is an attempt to define each milestone, its objectives, rationale, deliverables and evaluation criteria, to be followed in assessing and validating the scores for each reform milestone, based on the documentary evidences against the successful implementation of each reform milestone.

I hope this toolkit will be very useful to the States/ ULBs for smooth implementation of the Reform milestones for FY 2018-19 and submitting self-assessment report to Ministry of Housing and Urban Affairs without facing any difficulty.



Additional Secretary & Mission Director(AMRUT)  
Ministry of Housing and Urban Affairs  
Government of India  
November, 2018

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# 1 Introduction

## 1.1 Background

Ministry of Housing and Urban Affairs, Government of India launched Atal Mission for Rejuvenation and Urban Transformation (AMRUT) on 25<sup>th</sup> June, 2015 as a national priority to provide basic services like water supply, sewerage and urban transport to households. The mission envisages the providing of amenities in cities to improve quality of life for all citizens, especially the poor and the disadvantaged.

Reforms have been included in the Mission to effect improvement in service delivery, mobilize resources, make municipal functioning more transparent and functionaries more accountable. A set of 11 reforms consisting of 54 milestones have to be implemented by all States/UTs in AMRUT cities within a period of four years as mandated in the mission guidelines. The roadmap for implementation of reforms forms a part of State Annual Action Plan (SAAP).

As per para 12 of AMRUT guidelines, 10% funds shall be provided as incentive to the State/ ULBs, based on the self-assessment by ULBs. Self-assessment would be carried out based on the self-assessment form provided in table 5.5 of AMRUT guidelines. As per AMRUT guidelines, the reform achievements would be evaluated annually after the end of that financial year by allocating 10 marks for each reform milestone. The self-assessment is to be confirmed by the SHPSC on the report of IRMAs. Target set by Ministry of Housing and Urban Affairs (MoHUA) is:

Sr. No.	Year	No. of Milestones	Maximum Score
1	1st Year	28	280
2	2nd Year	13	130
3	3rd Year	10	100
4	4th Year	3	30

National Mission Directorate, on receipt of the self-assessment, shall announce the award of incentives to the States for the previous year. The incentive fund will be provided by MoHUA and no matching funds will be required to be given by the States/ ULBs. SHPSC will decide the use of the incentive funds as per Mission guideline. However, the incentive amount can only be used in Mission cities on admissible components of AMRUT including new projects. The SHPSC is to keep MoHUA apprised regarding the use of incentive funds on projects which otherwise cannot be used as the State share in projects under AMRUT

but can be used by the ULBs for their project funding. Unutilized funds for Reform incentives will be transferred to Project Fund every year.

## **1.2 Role of State Mission Directorate**

Each State/UT is required to submit self-assessment report as per the proforma prescribed in Table 5.5 of the Mission guidelines. However, to facilitate TCPO to maintain consistency and systematic approach for score validation, each State/UT is also required to furnish milestone wise documentary evidences, properly indexed, along with a summary in the proforma as given at Annexure.

## **1.3 Role of TCPO**

Town and Country Planning Organisation (TCPO) is a technical wing of MoHUA. It has been entrusted the task of monitoring the Reform achievement as submitted by the States and validate the self-assessment scores for release of 10% incentives. In order to maintain a uniform and systematic approach for score calibration, a list of documentary evidences, that are required to be submitted, have also been specified for each milestone for better assessment and score validation. The list is only indicative not restrictive. The States are free to submit documentary or online evidences in support of their claim or proof of reform accomplishment.

## **1.4 Submission Schedule**

The last date for submission of the self-assessment reports of States to MoHUA is 30<sup>th</sup> April 2019. TCPO will review and submit the validation report by May 2019.

It is mandatory for States to submit the up-to-date status of reform self-assessment for themilestone that were not completed or not achieved during previous years. Further, the States which have not submitted the claim in previous year, are required to submit self-assessment and scores for the previous three years, failing which their reforms for 2018-19 will not be considered.

The completed documents along with all Annexures may be sent to:

Chief Planner,  
Town and Country Planning Organisation (TCPO),  
Ministry of Housing and Urban Affairs,  
E -Block, VikasBhavan,  
I.P. Estate,  
New Delhi -110002  
Tele: 011-23370306, Fax: 011-23379197,  
Email: [cp.tcpo@yahoo.com](mailto:cp.tcpo@yahoo.com).

All correspondence must be addressed to Chief Planner, TCPO.

## 2 Reform Type: Urban Planning and City Development Plan

### 2.1 Milestone: Develop at least one children park every year

#### 2.1.1 Develop one children park per ULB (every year)

To develop at least one children park at neighborhood level is one of the mile stone to be achieved every year in each of the 500 Urban Local Bodies (ULBs) for the children youth, elderly and persons with disability.

**This is a ULB Level Reform.**

#### 2.1.2 Objectives:

- To create more open and green cover/ space in cities
- To create dedicated space for recreation of children, senior citizens, differently able and youth of cities.
- Improve quality of life of the citizens
- Improve aesthetic value of towns

#### 2.1.3 Rationale:

To achieve good quality of life & better living environment in cities.

#### 2.1.4 Timeline:

To be achieved by 31<sup>st</sup> March 2019.

#### 2.1.5 Activities and Evaluation Criteria & Marking scheme:

An AMRUT city will be given 10 marks if it has developed at least one park every year, from 2015-16 til 2018-19i.e the city should have developed at least 4 parks.

Milestone	Activities/Steps	Score (Out of total 10 marks)
Developat least one children park in AMRUT city every year	Development / construction and value addition in a park with facilities for children, elderly and differently abled	10

#### 2.1.6 Major Deliverables

Increase in green cover and recreational area for children, senior citizens, differently abled and youth.

#### 2.1.7 Documents to be submitted:

- Completion certificates of parks developed in 2018-19

- Copies of work order/ tender document if it is being developed in 2018-19
- Completion certificates and photographs of the parks developed in last three years i.e, 2015 to 2018

### **3 Reform Type: Urban Planning and City Level Plans**

#### **3.1 Milestone: Preparation of GIS based master plans**

##### **3.1.1 Preparation of GIS based master plans:**

The Formulation of GIS-based master/development plans for AMRUT cities is one of the important reforms under AMRUT. MoHUA has launched a sub-scheme under AMRUT on 'Formulation of GIS based Master Plans' in October, 2015 with budget outlay of Rs. 515.00 crore. This is a 100% centrally funded scheme. Out of Rs.515.00 crore, Rs.115.90 crore is for geo database creation, Rs.388.25 crore is for master plan formulation and Rs.10.85 crore is for capacity building.

GIS-based master plans will assist in different types of urban planning exercises, e.g. preparation of master plan, development plan, zonal plan, utility plan, infrastructure plan, etc. GIS based master plan for AMRUT cities is as per the design & standard document issued by MoHUA in 2016.

##### **3.1.2 Objectives:**

The objective is to develop digital geo-referenced base maps using Geographical Information System (GIS) and Master Plan Formulation for AMRUT cities.

##### **3.1.3 Rationale:**

Use of geospatial technologies is expected to contribute to AMRUT cities in the following way:

- Formulate a master plan for decision-making
- Effective land use management
- Spatial growth management
- Enable project planning
- Urban management

##### **3.1.4 Timelines:**

Total time period for generation of base map and formulation of GIS based master plan is 48 months from the inception of the AMRUT mission.



Under AMRUT reforms for FY 2018-19, the States are required to submit notified GIS based master plans by 31<sup>st</sup> March 2019.

### 3.1.5 Activities and Evaluation Criteria & Marking scheme:

Milestone	Achievements	Activities/ Steps	Score (Out of total 10 marks)
Preparation of master plan using GIS	GIS based master plan is to be notified	Contract awarded / certification of in-house master plan formulation	2
		Base map prepared	4
		Draft master plan is prepared	8
		GIS based master plan is notified	10

### 3.1.6 Major deliverables:

Geo database creation, formulation of GIS based master plan and Capacity Building are the major deliverables.

### 3.1.7 Documents to be submitted:

- Copy of contract awarded/ certificate of in-house master plan formulation
- Certification of geo-database creation/ base map
- Copy of draft master plan
- Copy of notified GIS based master plan

## 4 Reform type: Augmenting double entry accounting

### 4.1 Milestone: Publication of annual financial statement on website

#### 4.1.1 Publication of annual financial statement on website (Every year):

This will improve financial management system, accountability and transparency in ULBs. It will also help cities to have better control on funds and management of resources/ assets.

#### 4.1.2 Objectives:

To improve financial management and governance in ULBs.

#### 4.1.3 Rationale:

To have better planning and management of financial resources of ULBs.

#### 4.1.4 Timeline:

To be achieved by 31<sup>st</sup> March 2019.

#### 4.1.5 Activities and marking scheme:

ULB is eligible for 10 marks, if it has published audited annual financial statements of previous 3 years and financial statement of current FY 2018-19, on website.

Milestone	Activities/ Steps	Score (Out of total 10 marks)
Publication of annual financial statement on website	Publication of audited annual financial statements of previous 3 years and financial statement of current FY 2018-19, on website	10

#### 4.1.6 Major Deliverables:

Availability of annual financial statement in public domain.

#### 4.1.7 Documents to be submitted:

- Screen shot of annual statements on line along with URL
- Copies of annual financial statements for last 3 years

## 5 Annexure 1

Annexure-1

### Proforma for submission of self-assessment

AMRUT reform score for FY 2018-19:

State claim

Date of submission by State/UT to National Mission Director: dd-mm-2019

Date of forwarding by MoHUA: dd-mm-2019



State:

#	Reform	Milestones	Max Score	State Claim		Remarks
				Total	%age	
1	Urban planning	a. Develop at least one Children Park every year in AMRUT cities*	10			
		b. Preparation of GIS based Master Plans	10			
2	Augmenting Double entry accounting system	a. Publication of annual financial statement *	10			
<b>Total</b>			<b>30</b>			

\*This milestone of previous financial years is carried forward during current FY 2018-19