Instructions to States for Performance Grant Claims 2019-20

(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

   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

   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

   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_PGYY1-YY2.xls". For example, if Amaravati in Andhra Pradesh has filled this MS Excel file to claim the Performance Grant for FY 2019-20, the file must be named

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 fir

   b. Audited account statements

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

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 2019-20 in a PDF format, the name of the file will be

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

5. Scores generated in sheet 6 – "Summary", of this MS Excel file may be used by the State for preparing

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

7. Each State Government must upload the following files on 'SmartNet' before 30th September 2019, duly verified by the Principal Secretary (UD) of the State:

   a. **Annexure 1** – in MS Excel format and PDF format, which will provide the scores of each ULB and the

   b. **Annexure 2** – 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

   c. All **admissible documentary evidence** 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

   d. **Annexure 4** – In PDF format, which is the Utilization Certificate (UC) of the previous year's

General Details of the ULB for Performance Grant (PG) 2019-20		
Name of the State	TAMILNADU	
Name of the ULB	KOVIL PATTI MUNICIPALITY	
Civic Status of the ULB (M Corp/ M Council/ NP)	MUNICIPAL COUNCIL	
Census Population (2011)	95057	
Last Municipal Election Held (Year)	2011	
Next Municipal Election Due (Year)	2016	
Year of Performance Grant Claim	2019-20	
Whether the City is under AMRUT Mission or Not	NO	
Name of the Municipal Commissioner / Executive Officer of the ULB	S. GOVINDARAJAN	
Contact / Mobile No.	9443662017	
Email Address	commr.kovilpatti@tn.gov.in	
Name of the Contact Person	S. GOVINDARAJAN	
Contact / Mobile No.	9443662017	
Email Address	commr.kovilpatti@tn.gov.in	
Postal Address of the ULB (with Pincode)	KOVIL PATI MUNICIPALITY ,PARK EAST ROAD ,KOVILPATTI	
Website Address of the ULB	https://www.tnurbantree.tn.gov.in/kovilpatti/	
Publishing of Audited Accounts of Municipality on ULB / State website		
For the Performance Grant of 2019-20	Published Audited Accounts of 2017-18	YES
	Website Address/URL	https://www.tnurbantree.tn.gov.

14/8/19

COMMISSIONER
KOVILPATTI MUNICIPALITY.

14.8.19

For the Performance Grant of 2019-20					
S. No.	Details	Income Details (Amounts to be provided in Rupees Lakh)			
		2015-16 (Audited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
	Total Receipts (A+B)	**3481.40**	**7233.62**	**4978.74**	**5316.59**
A	**Revenue Receipts (1+2+3)**	**2654.23**	**2132.39**	**2683.99**	**3612.75**
1	**Own Revenue Receipts (a+b)**	**643.83**	**672.03**	**1248.79**	**1472.30**
a)	**Tax Revenue** (levied and collected by municipal body)	**350.55**	**367.76**	**487.15**	**671.46**
i)	Property tax	282.44	299.63	415.34	596.79
ii)	Other tax (levied and collected by municipal body)	68.11	68.13	71.81	74.67
b)	Non-tax revenue (levied and collected by municipal body)	**293.28**	**304.27**	**761.64**	**800.84**
i)	Fees & fines	41.12	81.47	12.94	12.86
ii)	User Charges	149.42	148.43	330.36	355.98
iii)	Other non-tax revenue (levied and collected by municipal body)	102.74	74.37	418.34	432.00
2	**Other Revenue Receipts**	**427.66**	**208.67**	**215.63**	**127.26**
a)	Income from interest/investments	378.32	195.85	198.71	110.68
b)	Other Revenue income	49.34	12.82	16.92	16.58
3	**Transfers/Grants/Assigned Revenues**	**1582.74**	**1251.69**	**1219.57**	**2013.19**
a)	State Assigned Revenue	37.83	38.82	1.76	16.79
b)	State Finance Commission (SFC) Grants/Devolution	1010.76	892.47	802.89	970.52
c)	Octroi compensation				
d)	Other State Government Transfers	302.75	0.00	229.81	682.69
e)	Central Finance Commission (CFC) Grant	231.40	320.40	185.11	343.19
f)	Other Central Government Transfers	0.00	0.00		
g)	Others				
B	**Capital Receipts**	**827.17**	**5101.23**	**2294.75**	**1703.84**
1	Sale of Municipal Land		0.00		
2	Loans (from State Govt. or Banks etc.)	0.00	1217.87	1823.52	1504.84
3	State Capital Account Grant (under State Schemes etc.)	827.17	610.37	471.23	182.00
4	Central Capital Account Grant (under Central Schemes etc.)	0.00	3272.99		17.00
5	Other Capital Receipts				

14/8/19

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KOVILPATTI MUNICIPALITY.

14.8.19

For the Performance Grant of 2019-20

S. No.	Details	Expenditure Details (Amounts to be provided in Rupees Lakh)			
		2015-16 (Audited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
	Total Expenditure (1+2)	**3168.98**	**2985.93**	**3708.48**	**3790.69**
1	**Revenue Expenditure**	**1918.58**	**1984.18**	**3063.14**	**2855.29**
1.1	**Adminstrative Expenses, Establishment and Salaries** (All Departments-Regular and Contractual Staff)	1203.05	1239.82	1794.38	1516.02
1.2	**Operation and Maintenance** (O&M)	530.94	672.76	1216.43	1300.36
1.3	**Loan repayment** (Interest payments)	7.34	0.00	0.00	0.00
1.4	**Others** (any other revenue expenditure which is not salaries, O&M or Interest Payment)	177.25	71.60	52.33	38.91
2	**Capital Expenditure**	**1250.40**	**1001.75**	**645.34**	**935.40**
2.1	**All developmental works under Central/State specific schemes**	1245.67	857.51	553.02	829.24
2.2	**Loan Repayments** (Prinicipal Amount)	4.73	144.24	92.32	106.16
2.3	**Other Capital expenditure**	0.00			

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

14/8/19

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14.8.19

th finance 2019-2020

Expenditure

For the Performance Grant of 2019-20

S. No.	Indicators	MoHUA Benchmark	Service Level Benchmarks	
			Status 2018-19	Target 2019-20
Water Supply Services				
1	Coverage of water supply connections	100%	80	82
2	Per capita supply of water	135 lpcd	85	92
3	Extent of metering of water connections	100%	99	100
4	Extent of Non-Revenue Water (NRW)	20%	10	18
5	Continuity of water supply	24 hours	2	2.5
6	Quality of water supplied	100%	100	100
7	Efficiency in redressal of customer complaints	80%	95	98
8	Cost recovery in water supply services	100%	99	100
9	Efficiency in collection of water supply related charges	90%	88	90
Sewage management (Sewerage and Sanitation)				
1	Coverage of toilets	100%	0	0
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
Solid Waste Management				
1	Household level coverage of Solid Waste Management services	100%	100	100
2	Efficiency of collection of municipal solid waste	100%	100	100
3	Extent of segregation of municipal solid waste	100%	59	62
4	Extent of municipal solid waste recovered	80%	59	62
5	Extent of scientific disposal of municipal solid waste	100%	59	64
6	Efficiency in redressal of customer complaints	80%	84	86
7	Extent of cost recovery in SWM services	100%	44	49
8	Efficiency in collection of SWM charges	90%	44	46
Storm Water Drainage				
1	Coverage of Storm water drainage network	100%	86	92
2	Incidence of water logging / flooding	0%	0	0

SLB Status of 2018-19			
1	Coverage of Water Supply (24 X 7) in all Public/Community Toilets	24X7	YES
2	Percentage of waste being processed scientifically*	100%	59

*% 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)*

14th finance 2019-2020

14/8/19

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14.8.19

SLB

For the Performance Grant of 2019-20

rt 1: Audit of Annual Accounts (Max Marks 10)

Condition	PG Year	Reference Data	Yes /No	Marks Obtained	
Published audited accounts on ULB website	2019-20	Audited Accounts of 2017-18	YES	10	If published audited accounts on ULB website, Marks = 10; Otherwise marks = 0

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.	2019-20	2018-19	1,472.30	2,855.29	51.56	10	

(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 %, marks = 15; between 20 % to 30 %, marks = 10; less than 20%, marks = 0.
			Rs. In Lakh		%		
Ratio of Capital Expenditure to Total Expenditure including all devolutions/schemes, etc.	2019-20	2018-19	0	0	0.00	0	

<u>For all other Cities</u>

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.	2019-20	2018-19	935.4	3790.69	24.68	20	

14/8/19

COMMISSIONER
KOVILPATTI MUNICIPALITY.

14-8-19

Annex II

3: Publishing of Service Level Benchmarks (SLBs)

A) Water supply:

1) Coverage (Maximum Marks 15)

Condition	PG Year	Reference Data	Coverage Ratio	Marks Obtained	If coverage is between 90% to 100 %, marks = 15; between 80 % to 90 %; marks = 10, between 70 % to 80 %; marks = 5, less than 70%, rmarks = 0.
Water Coverage Ratio	2019-20	SLB Status of 2018-19	80	10	

2) Reduction in NRW (Maximum Marks 15)

Condition	PG Year	Reference Data	NRW Status	Marks Obtained	If NRW is less than 20%, Marks = 15; between 20 % to 30 %, marks = 10; between 30 % to 40 %, marks = 5; above 40 % , Marks =0.
ULB achieving benchmark of Non-Revenue Water	2019-20	SLB Status of 2018-19	10	15	

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	If 24X7 water supply to all PT and CT, marks = 10; otherwise marks = 0
ULB providing water connection to Public and Community Toilets	2019-20	SLB Status of 2018-19	YES	10	

B) Solid Waste Management:

Coverage (Maximum Marks 10)

Condition	PG Year	Reference Data	% of waste being processed scientifically	Marks Obtained	If percentage of waste being processed scientifically is more than 50 %, marks = 10; between 20% to 50%, marks = 5; less than 20%, marks = 0.
% of waste being processed scientifically	2019-20	SLB Status of 2018-19	59	10	

14/8/19

COMMISSIONER
KOVILPATTI MUNICIPALITY.

14.8.19

State			TAMILNADU		
ULB			KOVIL PATTI MUNICIPALITY		
For the Performance Grant of 2019-20					
Criteria				Maximum Marks	Total Marks Obtained
Part 1 : Audit of Annual Accounts			Published audited accounts on ULB website	10	10
Part 2 : Increase in Own Revenue Sources	a)		Covering Establishment costs and O&M from own income	20	10
	b)	For AMRUT cities	Capital expenditure as a percentage of total expenditure	20	
		For Non-AMRUT cities	Capital expenditure as a percentage of total expenditure		20
Part 3: Publishing of Service Level Benchmarks (SLBs)	a)	1	Water Coverage Ratio	15	10
		2	Reduction in NRW	15	15
		3	Coverage of Water Supply for Public/Community Toilets	10	10
	b)		Percentage of waste being processed scientifically	10	10
Total				100	85

14/8/19

COMMISSIONER
KOVILPATTI MUNICIPALITY.

14/8/19

KOVIL PATTI MUNICIPALITY

Annexure-2

14th Finance Commission Performance Grant

Claim Form of ULBs to State Government

(To be sent by ULBs to the State)

Name of the ULB: KOVIL PATTI

Date of the last election held and date: 17.10.2011

Name of the State: TAMIL NADU

Conditions for Disbusal of Performance Grant:

Part 1: Increase in Own Revenue Sources

	Achievement Renge	Yes	No
	Published audited accounts on ULB Website	10	0

Part 2: Increase in Own Revenue Sources

(A) covering Establishment cost and O&M from own incom (Maximum marks 20)

	More then 70%	Between 60% to 70%	Between 50% to 60%	Lass then 50%
Marks	20	15	10	0
ULB able to recover costs related to Revenue expenditure which is O&M costs as well as Establishment & salaries from its own revenue fund excluding octroi entry tax and stamp duty etc.	-	-	51.56	-

(B) Capital expenditure as a percentage of total expenditure (Maximum marks 20)

For AMRUT Cities

	More then 40%	30% to 40%	20% to 30%	Lass then 20%
Marks	20	15	10	0
Ratio of Capital expenditure to Total expenditure	-	-	-	-

For all other cities

Achievement Range	More then 20%	Between 15% to 20%	Between 10% to 15%	Lass then 10%
Marks	20	15	10	0
Ratio of Capital expenditure to Total expenditure including all devolutions/schemes etc.,	24.68	-	-	-

Part 3 : Publishing of Service Level Benchmarks (SLBs)

A) Water Supply

1) Coverage (Maximum Marks 15)

Achievement Range	Between 90% to 100%	Between 80% to 90%	Between 70% to 80%	Lass then 70%
Marks	15	10	5	0
Water Coverage Ratio	-	80	-	-

2) Redution in NRW (Maximum Marks 15)

Achievement Range	Less than 20%	Between 20% to 30%	Between 30% to 40%	Above 40%
Marks	15	10	5	0
ULB Achieving benchmark of Non Revenue water (NRW)	10	-	-	-

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

Achievement Range	100 % PT/CT Covered	Less than 100%
Marks	10	0
ULB Providing water connection to public and community Toilets	YES	-

B) Solid Waste Management

Coverage (Maximum Marks 10)

Achievement Range	More than 50%	Between 20% to 50%	Less than 20 %
Marks	10	5	0
% of Waste beung procedded scientifically	59%	0	0

It is confirmed that I have verified the information presented in this form, which is true and correct to

Commissioner 14/8/19
Kovil Patti Municipality

14-8-19

FORM R

Name of ULB :KOVIL PATTI MUNICIPALITY

Details of Assigned Revenue, Grants and Transfers from State and

S.No	Code No	Description	2015-16 Amount Rs.	2016-17 Amount Rs.	2017-18 Amount Rs.	2018-19 Amount Rs.
1	1046	Duty Transfer or Property	37.82	38.82	1.76	16.79
2	1047	Entertainment Tax	0		0	0
3	1050	Assigned Revenue	0			0
4	1051	Grant for Natural Clamaties	0			
5	1052	Grant for Schemes implementation (IPPS) (RF&WS)	302.76		229.81	682.69
6	1053	SFC Devolution	1010.76	892.47	802.89	970.52
7		Infra - Gap Filling Fund				
8		O&M Gap Filling Fund				
	4014	Central Finance Commission Grant	231.40	320.4	185.46	343.19
			1582.74	**1251.69**	**1219.92**	**2013.19**
			1582.74	**1251.69**	**1219.92**	**2013.19**
9	4014	TURIP	200.00	430.00		
10	4014	IUDM				
11	4014	MLA / MP Fund	9.37		10.5	17.00
12	4014	Grant Released by TNUIFSL (External Aided Projects)				
13	4014	Central Finance Commission Grant				
14	4014	Performance Grant		94.57		
15	4014	Swatch Bharat Mission		85.80		
16	4014	NULM / TNULM			40.00	
17	4014	**GOI Scheme**	400.00	4073.38	1783.52	1504.84
18	4014	Grant Released by CMA (BSUP / IHSDP)		15.00		
19	4014	Grant Released by line Departments (Eg:- Tourism, tec)	9.00			
20	4014	Other Grants (Specify)TNUDF& O M	181.28	343.72	376.15	182.00
21	4014	ICDS	2.48			
22	4014	AMMA UNAVAGAM	25			
23	4014	IHHL		57.82		
		COMMUNITY TOILET15-16			6.76	
		SBM			62.4	
		ANGANVADI TOILET		0.94		
		IEC FOR THE YEAR 16.17			15.42	
			827.13	**5101.23**	**2294.75**	**1703.84**
		Total	**2409.87**	**6352.92**	**3514.67**	**3717.03**

14/8/19

Commissioner
Kovil Patti Municipality

14.8.19

FORM- K

Name of ULB : KOVILPATTI MUNICIPALITY

Details showing the capital Expenditure

Code No	Description	2016-2017 Amount Rs.				2017-2018 Amount Rs.				2018-2019 Amount Rs.			
		Revenue & Capital fund	Water Supply & Drainage fund	Ele.Edu.fund	Total	Revenue & Capital fund	Water Supply & Drainage fund	Ele.Edu.fund	Total	Revenue & Capital fund	Water Supply & Drainage fund	Ele.Edu.fund	Total
3121	Project in Progress	247.52	46.21	0.00	293.73	275.45	95.91	1.94	373.3	68.56	19.85	53.00	141.41
3122	Project in Progress (Government Grants)	508.57	0	55.21	563.78	165.73	13.99	0	179.72	687.83	0	0	687.83
3102	Expenditure booked in General Ladger under each head(Debit total)- OB in each head				0				0				0
3104					0				0				0
3105					0				0				0
3106					0				0				0
3107					0				0				0
3108					0				0				0
3109			0	0	0		0	0	0		0	0	0
3110					0				0				0
3111					0				0				0
3112					0				0				0
3113					0				0				0
		756.09	46.21	55.21	857.51	441.18	109.9	1.94	553.02	756.39	19.85	53.00	829.24
4006	LOAN REPAYMENT	144.24			144.24	92.32			92.32	106.16			106.16
	TOTAL	900.33	46.21	55.21	1001.75	533.50	109.90	1.94	645.34	862.55	19.85	53.00	935.40

Commissioner 14/3/19
Kovil Patti Municipality

FORM- K

Name of ULB : KOVILPATTI MUNICIPALITY

Details showing the capital Expenditure

Code No	Description	2018-2019 Amount Rs.			
		Revenue & Capital fund	Water Supply & Drainage fund	Ele.Edu.fund	Total
3121	Project in Progress	68.56	19.85	53.00	141.41
3122	Project in Progress (Government Grants)	687.83	0	0	687.83
3102	Expenditure booked in General Ladger under each head(Debit total)-OB in each head				0
3104					0
3105					0
3106					0
3107					0
3108					0
3109					0
3110			0	0	0
3111					0
3112					0
3113					0
					0
		756.39	**19.85**	**53.00**	**829.24**
4006	**LOAN REPAYMENT**	**106.16**			**106.16**
	TOTAL	**862.55**	**19.85**	**53.00**	**935.40**

14/8/19

Commissioner
Kovilpatti Municipality

14.8.19