



# 2020

## Atal Shresth Shahar Yojna(ASSY) Guidelines



Directorate of Urban Development  
Talland Shimla-02, Himachal Pradesh

## Table of Contents

.....	0
1. Introduction: .....	2
2. Eligibility Criteria: .....	2
3. Indicator for Assessment: .....	2
4. Incentive Pattern:.....	3
5. Spending of Award Money: .....	3
6. Screening Procedure: .....	4
7. Assessment Procedure:.....	4
8. Timeline:.....	5
Annexure-A .....	6
Annexure – B.....	11

## 1. Introduction:

Urban areas are often called the ‘engines of growth’. The number of urban areas has been growing across the State and the existing urban areas have been witnessing growth in population. It is the responsibility of the State to provide various facilities to people residing in urban areas. Urban Local Bodies (ULBs) provide an essential link between the State Government and the urban population. ULBs provide number of basic services to the urban population like sanitation, parks, roads, garbage collection, streetlights etc. as a result of which the role that ULBs play in the quality of life of people is substantial. A better and clean environment is sine qua non of healthy living. In order to raise the standard of services being provided to the people by the ULBs, it is essential to foster competitive spirit among various ULB so that they strive to provide better services to the urban populace of the State. In pursuance of this initiative, the State Government had introduced “Atal Shresth Shahar Yojna” (ASSY) with effect from 1<sup>st</sup> April, 2018 to select the best Municipal Council and best Nagar Panchayat. In the budget speech for the year 2020-21 the Hon’ble Chief Minister of H.P. has enlarged the scope of “Atal Shrestha Shahar Yojna” to cover top three (3) Municipal Councils and top three (3) Nagar Panchayats to compete for the Puruskar. The scheme aims to reward and incentivise best performing three (3) Municipal Councils and three (3) Nagar Panchyats on the basis of indicators on Swachh Survekshan (year to year basis), public service delivery, increase in income, fund utilisation, public infrastructure and Audit Paras settled. The top performing ULBs will be felicitated with “Atal Shrestha Shahar Puruskar” by the Hon’ble Chief Minister of H.P. on 25<sup>th</sup> December of every year on the birth anniversary of Late Sh. Atal Bihari Vajpayee (former Prime Minister of India).

## 2. Eligibility Criteria:

- I. The scheme is applicable to all the Municipal Councils & Nagar Panchayats of the State.
- II. It is mandatory for all the Municipal Councils and Nagar Panchayats of the state to participate in the scheme.
- III. There will be no bar on any Municipal Councils & Nagar Panchayats to participate in the scheme even if it has won ASSY prize in the preceding year(s).
- IV. The ULB making a false claim will be penalized suitably by deduction of its grant and disciplinary action would be initiated.

## 3. Indicator for Assessment:

The top performing Municipal Councils and Nagar Panchayats will be selected on the basis of their performance on various indicators as given below.

Sr. No.	Parameter	Indicators	Max Score
1	Swachh Survekshan Parameter	1. Swachh Survekshan	As fixed by GoI on year to year basis.
2	State Parameter	1. Public Service delivery	2000
		2. Increase in income	2000
		3. Fund Utilisation	1000
		4. Public Infrastructure	500
		5. Audit Paras Settled	500

The ULBs will be ranked on the basis of score obtained in Swachh Survekshan of the preceeding year and score obtained in other five (5) State Parameters. The format for self-assessment by ULBs and assessment to be made by the assessment committee is given at **Annexure-A**.

**Note:**

- The first parameter i.e. Swachh Survekshan will be evaluated as per **Swachh Servekshan** criteria fixed by GoI on year to year basis.
- Marks obtained by ULB in the assessment made by GoI in Swachh Survekshan of previous year will be taken into account for inclusion every year.

#### 4. Incentive Pattern:

The incentive pattern to ASSY prize winners i.e. Municipal Council and Nagar Panchayat will be as under:

Prize	Municipal Council (Rs.)	Nagar Panchayat (Rs.)
<b>1<sup>st</sup> Prize</b>	1,00,00,000	75,00,000
<b>2<sup>nd</sup> Prize</b>	75,00,000	50,00,000
<b>3<sup>rd</sup> Prize</b>	50,00,000	25,00,000

**Note:** In case of tie for a particular position, the prize money will be distributed equally amongst equal scoring ULBs.

#### 5. Spending of Award Money:

- I. The award money shall be given to the Municipal Councils or Nagar Panchayats or, as the case may be, as an untied grant.
- II. The award money shall not form part of income of the Municipal Councils or Nagar Panchayats.
- III. The award money will not be spent on payment of salaries/wages etc of the ULBs employee.
- IV. The winning ULB may formulate a scheme to reward its employee(s) for their outstanding contribution in performance of ULB or for his/her contribution towards a particular category/indicator. The scheme may contain a prize of upto Rs 5,000/- (Rupees Five Thousand Only). One employee can be considered for prize under one or more category/indicator but the maximum prize money for an individual shall not exceed Rs 5,000/- irrespective of the number of categories for which he/she is being rewarded.

## 6. Screening Procedure:

- I To apply for ASSY, Municipal Councils and Nagar Panchayats i.e Urban Local Body should send their claims on the prescribed application form as per **Annexure-A** to Director of Urban Development by **30<sup>th</sup> of September every year**.
- II The application submitted by the Municipal Councils and Nagar Panchayats will be scrutinised by a “Screening Committee” headed by the Director, Urban Development at the level of Directorate of Urban Development, H.P. The committee will have following as its members –
  1. Additional/ Joint/ Dy./ Under Secretary, U.D. Deptt., H.P.
  2. Additional/ Joint/ Dy. Director, Urban Development, H.P.
  3. Representative of Director, TCP, H.P.
  4. Representative of Member Secretary, HPSPCB.
  5. One officer of the Directorate of Urban Development, H.P.
- III The “Screening Committee” will select top six Municipal Councils and top six Nagar Panchayats on the basis of scrutiny of their application forms and points scored by them.
- IV No application will be rejected by the screening committee on the basis of clerical mistakes. The Scrutiny Committee may give additional time to the ULB for rectifying the clerical mistake.

## 7. Assessment Procedure:

- I An “Assessment Committee” comprising of 5 (five) members will be constituted under the Chairpersonship of Director, Urban Development, H.P. for assessment and verification of the claims of the competing ULBs. The committee will have following as its members:
  1. Director, TCP, H.P. or his representative.
  2. Member Secretary, HPSPCB or his representative.
  3. Two representatives of Director, UD from the relevant field.

The committee can associate a Member from local NGO/ members of civil society/ eminent personality residing in that ULB, as a member of Assessment Committee. In case, Director, UD is not available for field visit then he may nominate any officer of suitable seniority to act as chairperson on his behalf. He can also constitute as many teams as may be required to complete the field assessment in a time bound manner.
- II Field assessment/verification shall be done to verify the claims of top scoring Six Municipal Council and Six Nagar Panchayat by the “Assessment Committee”. In case of tie for a particular position, field assessment/verification of one more Municipal Council/ Nagar Panchayat (as the case may be) can be undertaken.

- III Before starting assessment, the “Assessment Committee” will take an oath of impartiality as given in **Annexure-B** and thereafter shall sign the oath certificate as per Annexure-B.
- IV The Director, Urban Development/Assessment Committee reserves the right to call for supporting documents/additional documents to verify the claim of any participating ULB.
- V Based on the scrutiny of applications and after field assessment, Director, Urban Development will recommend the names of the ULB(s) to the State Level Apex Committee for final approval.
- VI The final declaration / announcement of the winning Urban Local Bodies will be made by the State Level Apex Committee constituted for “Atal Shresth Shahar Yojna” to be headed by Additional Chief Secretary/ Pr. Secy/ Secy. (UD) to the Government of Himachal Pradesh. The committee will have following as its members:

1	Additional Chief Secretary/ Pr. Secy/ Secy (Fin) to the Govt. of H.P.	Member
2	Additional Chief Secretary/ Pr. Secy/ Secy (Env. S& T) to the Govt. of H.P.	Member
3	Director, TCP, H.P.	Member
4	Director, UD, H.P.	Member Secretary

- IX The decision made by any committee under this scheme will be deemed final and no appeal is admissible in this regard.

## 8. Timeline:

The competition shall take place every year and prize will be distributed to winning Municipal Councils and Nagar Panchayats on 25<sup>th</sup> December every year on the birth anniversary of Late Sh. Atal Bihari Vajpayee (former Prime Minister of India).

The activity timeline will be as under:-

Activity	Timeline
Submission of claims by ULBs	30th of September every year
Claim Screening Process	20th of October every year
Field assessment/Verification	20th of November every year
Prize Distribution	25th December every year

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**Annexure-A****Application form -cum-self assessment by ULBs for participating in Atal Shresth Shahar Yojna – Incentive scheme**

Name of applicant ULB										
Name of Executive Officer/Secretary of ULB with <b>contact details</b>										
Population of applicant ULB										
Area of ULB in (Sq. Km.)										
<b>S. No.</b>	<b>Evaluation parameter</b>				<b>Maximum marks</b>	<b>Self-Assessment by the ULB</b>		<b>Marks awarded by Assessment Committee</b>		
<b>Swachh Survekshan Parameter</b>										
<b>1. Swachh Survekshan</b>										
1.1	Marks obtained by ULB in the assessment made by GoI in Swachh Survekshan of previous year									
<b>Sub-Total of the component</b>										
<b>State Parameter</b>										
<b>1. Public Service delivery:</b>										
2.1	Information	<b>A</b>	<b>Death</b>	<b>Birth</b>		<b>Marriage</b>				
		Total Number of application received during the last FY								
		No. of application on which certificate issued within Two (2) days								
		No. of application on which certificate issued beyond two (2) days.								
		<b>B</b>	<b>Cannopy</b>	<b>Muck Dumping</b>	<b>BPL Certificate</b>		<b>Trade Licence</b>			
		Total Number of applications received during the last FY								
		No. of applications on which permission granted within seven (7) days								
		No. of applications on which permission granted after seven (7) days.								
		<b>C. Total Number of household in ULBs</b>								
		<b>D</b>	<b>Electricity</b>	<b>Water Supply</b>	<b>Sewerage</b>		<b>Building Planning permission</b>			
		No. of applications received during the last FY								
		No. of NOC issued within 30 Days								
		No. of NOC issued after 30 Days								

	Marking Criteria	Services provided as per PSG, Act						
		A. Death, birth and marriage certificates			400			
		Scheme of Marking		Marks				
		90 to 100% Certificates issued within Two days.		400				
		B. Permission for cannopy, muck dumping, BPL Certificate and Trade Licence			400			
		Scheme of Marking		Marks				
		90 to 100% Permission granted within seven (7) days		400				
		C. NOC to provide electricty, water supply, sewerage and Building planning permission.			400			
		Scheme of Marking		Marks				
		90 to 100% NOC issued within 30 Days		400				
2.2	Information	Total Number of complaints received through CM Sewa Sankalp during the last FY						
		No. of Complains resolved within time frame						
	Marking Criteria	Disposal of complaints through CM Sewa Sankalp			800			
		Scheme of Marking		Marks				
		91% to 100% or no complaint		800				
		81% to 90%		400				
		71% to 80%		200				
		61% to 70%		100				
		Up to 60%		0				
	Sub-Total of the component				2000			
2. Increase in ULB own income (i.e. Property Tax, User Charges, Rent, Cess, Fee, Tax and Income from other sources*) during preceeding year of current FY:								
3.1	Information	A.	Property Tax	User charges for Garbage	Rent recovery of properties	Adverti- sement	Other Income*	
		Total Assessed amount (in Rs) of tax during the last FY						
		Recovery Made during last FY (in Rs)						
		Percentage of recovery						
	* <i>Note: Income from other sources i.e. income from fair and festival, Entry fee, Animal fee, Service Charges on Govt. Properties, Tax on Carriages and carts, Parking fee, licence fee, Building Plan Sanction Fees, Amusement Fees, Condemned Materials Fee.</i>							
	Marking Criteria	A. Property Tax Collection			1000			
		Scheme of Marking		Marks				
		95% to 100%		1000				
		90% to 95%		900				
		85% to 90%		800				
		80% to 85%		700				
		75% to 80%		600				
		70% to 75%		500				
		65% to 70%		400				
60% to 65%		300						
Below 60%		0						



		B. Garbage User Charge		600		
		Scheme of Marking	Marks			
		90% to 100%	600			
		80% to 90%	500			
		70% to 80%	400			
		60% to 70%	300			
		50% to 60%	200			
		Below 50 %	0			
		C. Rent Recovery		200		
		Scheme of Marking	Marks			
		90% to 100%	200			
		80% to 90%	150			
		70% to 80%	100			
		60% to 70%	50			
		50% to 60%	25			
		Below 50 %	0			
		D. Advertisement Tax Recovery		100		
		Scheme of Marking	Marks			
		90% to 100%	100			
		80% to 90%	80			
		70% to 80%	60			
		60% to 70%	40			
		50% to 60%	20			
		Below 50 %	0			
		E. Other Income (income from fair and festival, Entry fee, dog & cattle fee, etc)		100		
		Scheme of Marking	Marks			
		90% to 100%	100			
		80% to 90%	80			
		70% to 80%	60			
		60% to 70%	40			
		50% to 60%	20			
		Below 50 %	0			
Sub-Total of the component				2000		

**3. Fund utilization in respect of fund provided during preceeding the last FY  
(Centrally/State Sponsored Schemes)**

4.1	Information	<b>A. Scheme Name</b>	<b>Total Funds received preceding to the last F.Y. (in Rs.)</b>	<b>Fund transfer through PFMS (in Rs.)</b>	<b>Funds utilized till 31st March of last F.Y. (in Rs.)</b>	<b>Utilisation Certificate submitted Online (in Rs.)</b>
		Swachh Bharat Mission				
		DAY-NULM				
		PMAY-HFA				
		AMRUT				
		Center Finance Commission				
		State Finance Commission				
		Parking's				
		Parks				

		ULBs Road					
		Other (Specify).....					
		<b>Total</b>					
<b>Marking Criteria</b>		<b>A. Fund utilization</b>			500		
		<b>Scheme of Marking</b>		<b>Marks</b>			
		91% to 100%		500			
		81% to 90%		400			
		71% to 80%		300			
		61% to 70%		200			
		51% to 60%		100			
		Up to 50%		0			
		<b>B. Fund transfer through PFMS</b>			300		
		<b>Scheme of Marking</b>		<b>Marks</b>			
		91% to 100%		300			
		81% to 90%		200			
		71% to 80%		100			
		61% to 70%		50			
		51% to 60%		25			
		Up to 50%		0			
		<b>C. Utilisation Certificate submitted</b>			200		
		<b>Scheme of Marking</b>		<b>Marks</b>			
		91% to 100%		200			
		81% to 90%		150			
		71% to 80%		100			
		61% to 70%		50			
		51% to 60%		25			
		Up to 50%		0			
<b>Sub-Total of the component</b>				<b>1000</b>			
<b>4. Public Infrastructure:</b>							
5.3	<b>Information</b>	No. of Parks sanctioned/incomplete/Complete till Date		<b>Sanctioned</b>	<b>Incomplete</b>	<b>Complete</b>	
	<b>Marking Criteria</b>	<b>Construction of Parks</b>			250		
		<b>Scheme of Marking</b>		<b>Marks</b>			
		91% to 100%		250			
		81% to 90%		200			
		71% to 80%		150			
		61% to 70%		100			
		51% to 60%		50			
		0 to 50 %		0			

5.4	Information	No. of Parking sanctioned/incomplete /Complete till Date		Sanctioned	Incomplete		Complete
	Marking Criteria	Construction of Parking			250		
		Scheme of Marking		Marks			
		91% to 100%		250			
		81% to 90%		200			
		71% to 80%		150			
		61% to 70%		100			
		51% to 60%		50			
		0 to 50 %		0			
	Sub-Total of the component				500		
5. Audit Paras settled							
6.1	Information	Number of ‘Audit Para(s)’ pending for the last five years.					
		No. of ‘Audit Para(s)’ settled till the last FY					
	Marking Criteria	Audit paras settled			500		
		Scheme of Marking		Marks			
		91% to 100% (or No paras)		500			
		81% to 90%		400			
		71% to 80%		300			
		61% to 70%		200			
		51% to 60%		100			
		0 to 50 %		0			
Sub-Total of the component				500			
Total							

## Annexure – B

### Atal Shresth Shahar Yojna

### Oath of Impartiality

**Name of ULB:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We the members of field assessment committee (as per list below) take oath to carry out the assessment of the ULB according to the prescribed rules of this competition and without any fear, partiality, affection or malice and will make fair assessment. In this way, we swear that we will fulfil this duty without any pressure, with integrity and full merit.

<b>Name &amp; designation of Field assessment committee member</b>	<b>Signature</b>
Chairman	
Representative of Director, TCP	
Representative of Member Secretary, HPSPCB	
Official of Urban Development Department	
Official of Urban Development Department	