



2022

Atal Shresth Shahar Yojna(ASSY) Guidelines



Directorate of Urban Development
Talland Shimla-02, Himachal Pradesh

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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 1st 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 Government has started this scheme to encourage Urban Local Bodies (ULBs) under which the best performing (3) Municipal Councils and three (3) Nagar Panchyats are given cash rewards. Now in the budget speech for the year; 2022-23, the Hon’ble Chief Minister has extended this scheme to cover the M.Corp. also. By covering the Municipal Corporations; the scope of the scheme has now been extended to cover all ULBs on the indicators based upon Swachh Survekshan (year to year basis), public service delivery, increase in ULB income, fund utilisation, public infrastructure and Audit Paras settlement and audited account. The top performing (1) Municipal Corporation, (3) Municipal Councils and (3) Nagar Panchyats will be felicitated with “Atal Shrestha Shahar Puruskar” on 25th December of every year on the birth anniversary of Late Sh. Atal Bihari Vajpayee (former Prime Minister of India) or any other date as decided by the Government.

2. Eligibility Criteria:

- I. The scheme is applicable to all the Urban Local Bodies (ULBs) in the State.
- II. It is mandatory for all the ULBs of the state to participate in the scheme.
- III. There will be no bar on any ULB to participate in the scheme even if it has won ASSY prize in the preceeding year(s).
- IV. Any 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 ULBs 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	1500
		2. Increase in Income	2000
		3. Fund Utilisation	1500
		4. Public Infrastructure	500
		5. Audit Paras settlement and audited account	1000

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 of ULBs on which claim is to be made by the ULBs is given at **Annexure-A**. There will be an online platform on which information will be submitted by the ULBs on or before the fixed date of the submission every year.

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 Corporation, Municipal Council and Nagar Panchayat will be as under:

Prize	Municipal Corporation (Rs.)	Municipal Council (Rs.)	Nagar Panchayat (Rs.)
1st Prize	1,25,00,000	1,00,00,000	75,00,000
2nd Prize	-	75,00,000	50,00,000
3rd Prize	-	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 winning ULBs as an un-tied grant.
- II. The award money shall not form part of income of the ULBs.
- 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, ULBs will submit the claims online on the prescribed application form as per **Annexure-A** along with the necessary supporting documents where-ever required on or before **30th of September every year**.
- II On the basis of claims submitted by ULBs a report will be generated by the online platform and the report so generated will be submitted to the authorities for approval of field verification.
- III. The field verification/inspection of top scoring two (2) Municipal Corporations, top six (6) Municipal Councils and top six (6) Nagar Panchayats will be made by the Third Party Agency.
- IV To rectify any clerical mistake, Department will give additional time to ULBs for rectification.

7. Assessment Procedure:

- I Field assessment/verification shall be done to verify the claims of top scoring ULBs by the “Third Party Agency”.
- II Third Party Agency (TPA) will be hired by the Department for actual verification of claims at field level.
- III TPA has the right to call for supporting documents/additional documents to verify the claim of any participating ULB.
- IV It will be obligatory on the Third Party Agency that no information on this subject will be shared/disclosed anywhere.
- V The Director, Urban Development reserves the right to call for any supporting /additional documents from TPA relating to inspected ULBs in case of any doubt.
- VI Based on the scrutiny of claims of ULBs by TPA, Director, Urban Development will recommend the names of the ULB(s) to the State Level Apex Committee for final approval.
- VII 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

VIII. The decision made by the Apex committee will be deemed final and no appeal is admissible in this regard.

8. Fund Allocation:

Sr. No.	Component	Total Allocation (in Lacs)	Remarks
1	Prize Distribution	500.00	Every year: Requirement for Each year
2	A&OE Fund including Prize Distribution function	10.00	Every year: A&OE will be based on actual expenditure every year
3	Third Party Agency (TPA)	15.00	Every year: TPA expenditure will be based on the quoted cost.
4	Online Platform with Annual maintenance cost (AMC) for 5 years.	15.00	One time: Online platform cost Every year: AMC as per actuals
Total		540.00	

9. Timeline:

The competition shall take place every year and prize will be distributed to winning ULBs on 25th 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
Screening Process	20th of October every year
Field assessment/Verification by TPA	20th of November every year
Prize Distribution	25th December every year*

Note: * Due to any circumstances, if the function could not be celebrated on above date the same can be held on other date as per decision of the Government.

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	
Mobile No.	

S. No.	Evaluation parameter	Maximum marks	Self Assessment by the ULB	Marks awarded by Third party Agency
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Swachh Survekshan Parameter

1. Swachh Survekshan

1.1	Marks obtained by ULB in the assessment made by GoI in Swachh Survekshan of previous year			
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Sub-Total of the component

State Parameter

2. Public Service delivery

2.1	Information	A. PSG services to be provided in two (2) days.	Application received during last FY	Certificate issued within 2 days	Certificate issued after 2 days.
		Death			
		Birth			
		Marriage			
		B. PSG services to be provided in Seven (7) days.	Applications received during the last FY	Permission granted within 7 days	Permission granted after 7 days.
		Cannopy			
		Muck Dumping			
		BPL Certificate			
		Trade Licence			
		Movies shooting			
		C. PSG services to be provided in 15 days.	Applications received during the last FY	Permission granted within 15 days	Permission granted after 15 days.
		Road cutting permission			
		Signage licence			
		Permission for storage of construction material.			
		Completion plan (After completion of building in all respect)			
		D. PSG services to be provided in 30 days.	No. of applications received during the last FY	NOC issued within 30 Days	NOC issued after 30 Days
		Electricity			
		Water Supply			
		Sewerage			
		Granting fresh building planning permission			
		Non prohibited food article licence			
	Marking Criteria	Services provided as per PSG, Act			
		A. Death, birth and marriage certificates		300	
		Scheme of Marking	Marks		
		90 to 100% Certificates issued within Two days.	300		
		B. Permission for cannopy, muck dumping, BPL Certificate, Trade Licence and Movies shooting		300	
		Scheme of Marking	Marks		
		90 to 100% Permission granted within 7 days	300		

		C. Permission for Road cutting permission, Signage licence, storage of construction material and Completion plan.		300			
		Scheme of Marking	Marks				
		90 to 100% NOC issued within 15 Days	300				
		D. NOC to provide electricity,water supply, sewerage fresh building planning permission and Non prohibited food article licence.		300			
		Scheme of Marking	Marks				
		90 to 100% NOC issued within 30 Days	300				
2.2	Information	Total Number of complaints received through CM Sewa Sankalp during the last FY					
		No. of Complains resolved/disposed.					
	Marking Criteria	Disposal of complaints through CM Sewa Sankalp			300		
		Scheme of Marking	Marks				
		91% to 100% or no complaint	300				
		81% to 90%	200				
		71% to 80%	100				
		61% to 70%	50				
		Up to 60%	0				
	Sub-Total of the component				1500		
3. Increase in ULB own income (i.e. Property Tax, user charges, rent and Income from other sources) during last FY.							
3.1	Information	Description	A. Property Tax	B. Garbage Fee	C. Rent recovery of properties		
		Amount assessed (in Rs) during the last FY					
		Recovery made against the assessed amount during last FY (in Rs).					
		Recovery in percentage (%)					
	Marking Criteria	A. Property Tax Collection (Against Demand)			800		
		Scheme of Marking	Marks				
		95% to 100%	800				
		90% to 95%	700				
		85% to 90%	600				
		80% to 85%	500				
		75% to 80%	400				
		70% to 75%	300				
		65% to 70%	200				
		60% to 65%	100				
		Below 60%	0				
		B. Garbage Fee/Charges			500		
		Scheme of Marking	Marks				
		90% to 100%	500				
		80% to 90%	400				
		70% to 80%	300				
		60% to 70%	200				
		50% to 60%	100				
		Below 50 %	0				

		C. Rent Recovery		400		
		Scheme of Marking	Marks			
		90% to 100%	400			
		80% to 90%	300			
		70% to 80%	200			
		60% to 70%	100			
		50% to 60%	50			
		Below 50 %	0			
3.2	Information	ULBs total own income preceeding to the last financial year.				
		ULBs total own income during the last financial year				
		Percentage (%) increase/decrease				
		In case of increase, steps/best practices/innovation adopted (Brief description along with supporting documents may be attached)				
	Marking Criteria	Enhancement in ULBs own revenue attributable to innovative practice.		300		
		Scheme of Marking	Marks			
		> 100 %	300			
		76% to 100%	250			
		51% to 75%	200			
		26% to 50%	150			
		1 % to 25%	100			
	Sub-Total of the component				2000	
4. Fund utilization in respect of fund provided during preceeding the last FY (Centrally/State Sponsored Schemes)						
4.1	Information	A. Scheme Name	Total Funds received preceeding to the last F.Y.	Funds utilized till 31st March of last F.Y.	UC Submitted (Amount in Rs.)	
		15th Finance Commission: tied Grant				
		15th Finance Commission: un-tied Grant				
		State Finance Commission Grant				
		SBM/SBM 2.0				
		DAY-NULM				
		PMAY-HFA				
		AMRUT/AMRUT 2.0				
		Parking				
		Capital Assets				
		ULBs Roads				
		MMSAGY				
		Total				
	Marking Criteria	Fund utilization		1000		
		Scheme of Marking	Marks			
		91% to 100%	1000			
		81% to 90%	800			
71% to 80%		600				
61% to 70%		400				
51% to 60%		200				
Up to 50%		0				

		Utilisation Certificate submitted		500		
		Scheme of Marking	Marks			
		91% to 100%	500			
		81% to 90%	400			
		71% to 80%	300			
		61% to 70%	200			
		51% to 60%	100			
		Up to 50%	0			
Sub-Total of the component				1500		
5. Public Infrastructure:						
Mukhya Mantri Shahri Ajeevika Guarantee Yojna (MMSAGY)						
5.1	Information	A. Number of beneficiaries registered				
		B. No. of man-days generated				
		C. Wages payments done (Note: Wages rates may increase/decrease as per the decision of the Govt.)				
	Marking Criteria	A. Number of beneficiaries registered		50		
		Scheme of Marking Range	Marks			
		0-0	0			
		01-10	15			
		11-50	25			
		51-100	35			
		> 100	50			
		B. No. of man-days generated		100		
		Scheme of Marking Range	Marks			
		0-0	0			
		1-50	25			
		51-100	50			
		101-200	75			
		> 200	100			
		C. Wages payments done		100		
		Scheme of Marking Range	Marks			
		0-0	0			
		350-1750	25			
		2100-35000	50			
		35350-70000	75			
		> 70000	100			
5.2	Information	Number of Parking sanctioned during last F.Y.				
		Stage of construction (Note: No marks will be given in case of non sanction or on-going works)		Complete		On-going
	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		

6. Audit Paras settled and audited accounts											
6.1	Information	Number of ‘Audit Para(s)’ of Accountant General H.P. pending for the last five (5) years (excluding the current F.Y.)									
		No. of ‘Audit Para(s)’ settled till 31st March of last F.Y.									
	Marking Criteria	Audit paras settled				400					
		Scheme of Marking			Marks						
		91% to 100% (or No paras)			400						
		81% to 90%			350						
		71% to 80%			300						
		61% to 70%			200						
		51% to 60%			100						
0 to 50 %			0								
6.2	Information	Annual Accounts of Central and State Finance Commission (✓ Tick Mark)									
		Particular		Online availability of audited accounts preceding to the last financial year.			Online availability of un-audited accounts till 31st March of last financial year.				
		15 Finance Commission-tied Grants		Yes		No		Yes		No	
		15 Finance Commission-untied Grants		Yes		No		Yes		No	
		State Finance Commission Grant		Yes		No		Yes		No	
	Marking Criteria	Online availability of audited accounts: If yes, full marks may be given and if no Zero (0) marks may be given:				100					
		Scheme of Marking (15 Finance Commission-tied Grants)		Marks							
		Yes		100							
		No		0							
		Scheme of Marking (15 Finance Commission-untied Grants)		Marks		100					
		Yes		100							
		No		0							
		Scheme of Marking (State Finance Commission Grant)		Marks		100					
		Yes		100							
		No		0							
		Online availability of un-audited accounts: If yes, full marks may be given and if no Zero (0) marks may be given:				100					
		Scheme of Marking (15 Finance Commission-tied Grants)		Marks							
		Yes		100							
		No		0							
		Scheme of Marking (15 Finance Commission-untied Grants)		Marks		100					
		Yes		100							
		No		0							
		Scheme of Marking (State Finance Commission Grant)		Marks		100					
		Yes		100							
		No		0							
Sub-Total of the component					1000						
Total											