



2018

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. Screening Procedure:.....	3
6. Assessment Procedure:.....	4
7. Timeline:.....	5
Annexure- A	6
Annexure - B.....	8
Annexure – C.....	10

1. Introduction:

Annexure-“S”

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 (ULB) 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 has introduced “Atal Shresth Shahar Yojna” (ASSY) with effect from 1st April, 2018 to select the best Municipal Council and Nagar Panchayat based on the twin indicators of sanitation/cleanliness and public services. The scheme aims to reward and incentivise best performing ULBs on the indicators of sanitation/cleanliness, increase in income, public services delivery, construction regulations, fund utilisation, public infrastructure and official work. The best performing ULBs will be felicitated with “Atal Shrestha Shahar Puruskar” by the Honourable Chief Minister on 25th 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. The ULB making a false claim will be penalized by deduction of its grant equivalent to the false information filed and disciplinary action would be initiated.

3. Indicator for Assessment:

The best Municipal Council and Nagar Panchayat will be selected on the basis of its performance on various indicators. On the basis of relative importance of various aspects of the below given indicators, weightage has been assigned to various indicators & sub-indicators. The ULBs will be ranked on the basis of cumulative score obtained on various indicators and sub-indicators. The format for self assessment and assessment by the assessment committee is given in **Annexure-B**. The broad parameters for assessment and their weightage is as under-

Sr. No	Indicator	Max Score
1	Sanitation / Cleanliness	25
2	Public Service delivery	25
3	Increase in income	15
4	Construction regulations	10
5	Fund Utilisation	10
6	Public Infrastructure	10
7	Work as per rules	5
Total		100

4. Incentive Pattern:

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

Sr. No	ULB type	Prize Money
1	Municipal Council	Rs. 1,00,00,000.00 (Rupees One Crore)
2	Nagar Panchayat	Rs 75,00,000.00 (Rupees Seventy Five Lakhs)

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

- One Prize of 5, 00,000 (Rupees Five Lakh) each for the below mentioned two categories will be given to the top scoring Municipal Council(s) & Nagar Panchayat (s) for the below mentioned two categories i.e. total of four prizes of Rs 5.00 Lakh each.
 1. Sanitation / Cleanliness
 2. Public Service delivery

These 5 lakh rupees would be over and above the above mentioned prize money. It is mandatory for all Municipal Council's & Nagar Panchayat's of the state to participate in the scheme.

5. Screening Procedure:

- I To apply for ASSY, Municipal Councils and Nagar Panchayats i.e Urban Local Body should send their claim on the prescribed application form as per **Annexure-A** to Director of Urban Development by 30th 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. Director, Urban Development, H.P.
 2. Representative of Director, TCP, H.P.
 3. Representative of Member Secretary, HPSPCB.
 4. One Officer from Directorate of Urban Development, H.P.
 5. Section Officer ,U.D. Deptt., H.P. Secretariat.

- III The “Screening Committee” will select top five Municipal Councils and top five Nagar Panchayats on the basis of scrutiny of their application forms and points scored by them and then recommend the same to the Additional Chief Secretary/ Pr. Secy/ Secy.(UD) for further process.
- IV The ULB shall have to obtain a cumulative score of minimum of 40% on all the seven indicators, as given in para-3/Annexure-B to be considered for the prize under ASSY scheme. ULB’s scoring below 40% shall not be considered for prize under ASSY scheme.

6. Assessment Procedure:

- I Field assessment/verification will be undertaken to verify the claims of top scoring five Municipal Council and Nagar Panchayat each by the “Assessment Committee”.
- II 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.

- III Before starting assessment, the “Assessment Committee” will take an oath of impartiality as given in **Annexure-C** and thereafter shall sign the oath certificate as per Annexure-C.
- IV At the time of field assessment, if any ULB is found providing false information for claiming incentive under the scheme shall face disciplinary action on concerned person and deduction of its grant equivalent to false information/claim filed.
- V The Directorate of Urban Development/Assessment Committee reserves the right to call for supporting documents/additional documents to verify the claim of any participating ULB.
- VI Based on the scrutiny of applications and after field assessment, Director, Urban Development will recommend the names of the ULB(s) to the Government for award of prize/incentive under “Atal Shresth Shahar Yojna”, which shall after following the

procedure laid herein shall announce the name of winning Municipal Council and Nagar Panchayat.

- 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.
 2. Additional Chief Secretary/ Pr. Secy/ Secy (Env. S& T) to the Govt. of H.P.
 3. Director, TCP, H.P.
 4. Director, UD, H.P.
- VIII There will be no bar on any Municipal Council & Nagar Panchayat to participate in the scheme even if it has won ASSY prize in the preceding year(s).
- IX The decision made by any committee under this scheme will be deemed final and no appeal is admissible in this regard.
- X The award money shall be given to the Municipal Council or Nagar Panchayat or , as the case may be, as an untied grant. The award money shall not form part of income of the Municipal Council or Nagar Panchayat. 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.
- XI 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. Timeline:

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

Annexure- A**Application form for participating in Atal Shreshth Shahar Yojna – Incentive scheme**

1	Name of applicant ULB			
2	Name of Executive Officer/Secretary of ULB with contact details			
3	Population of applicant ULB			
4	Area (Sq. Km.)			
5	No. of households			
6	Ward details of all wards of ULB	Ward No.	Ward name	Population of ward
7	Major commercial area(s) details	Name of market/Commercial area	Ward No.	Approximate no. of commercial establishments
8	No. of Community/Public toilet blocks with locations	S.No.	Ward no.	Location (Landmark)
9	No. of litter bins installed in town			
10	Whether street sweeping is done once or twice a day			
11	Whether Solid waste processing plant available. If yes, site/location			
12	No. of Slums with location			
13	Date of Open Defecation Free declaration/certification			
14	Income during last Financial Year (FY)			
15	Income during year preceding to the last FY			
16	Whether register(s) is/are maintained for providing various services under PSG Act			
17	No. of for Building Planning Permission cases received during the year			
18	No. of cases on which Action taken as			

	per fixed timeline during the year	
a)	No of cases of un-authorized construction reported during preceding FY	
b)	No. of un-authorized construction removed during the preceding FY	
19	Total funds received under all schemes (Centre/State Sponsored Scheme) from 1 st January to 31 st December of last FY	
20	Funds utilized upto 31 st March in the last financial year	
21	Total length of roads maintained by ULB	
a)	Length of metalled/cemented/paved roads	
b)	Length of side drains on municipal roads	
22	Total area of all parks in ULB	
23	Number of parks constructed during the last FY	
24	Whether gardener available for maintenance of parks	
25	Number of 'Audit Para(s)' pending for more than five years.	
26	Number of 'Audit Para(s)' made in the last 'Audit' conducted.	
27	No. of 'Audit Para(s)' settled in the last FY	

Declaration:

We, _____/Chairperson and _____
 /Executive Officer/Secretary, /MC/NP-----
 hereby declare that we have read and understood the 'Atal Shresth Shahar Yojna' and apply for the same through submitting the above information along with self-marking form. It is also certified that the above information provided is true and best to our knowledge and as per record maintained by ULB. If any information provided is found to be wrong/false, we understand that in case of providing false information for claiming incentive under the scheme, we are liable to face disciplinary action.

Executive Officer/ Secretary
MC/NP _____, H.P.

Chairperson,
MC/NP _____, H.P.

Annexure - B**Marking criteria for ranking of ULBs for “Atal Shresth Shahar Yojana”**

S. No.	Evaluation parameter	Maximum marks	Self Assessment by the ULB	Marks awarded by Assessment Committee
1.	<u>Sanitation/cleanliness:</u> a. Door-to-Door Garbage collection being done in complete city/town. b. Solid Waste Management bye-laws notified/adopted. c. Notification of rates done under SWM bye-laws for Door-to-Door Garbage Collection. d. 100% Segregation of solid waste done at source. e. Litter bins (twin bins) available at every (50mtrs for Municipal Council & 25mtrs for Nagar Panchayat) f. Scientific processing of waste being done. g. Engineered landfill site available. h. Street sweeping done: - Once in a day - Twice a day i. Open Defecation Free (ODF) city: - Self-declaration of ODF done by city. - ODF certified by GoI through third party verification. j. Public/Community toilet available at every 1KM distance in town.	5 3 2 3 3 1 1 1 1 1 2 2		
Sub-total of the component		25		
2.	<u>Public Service delivery:</u> a. Board displayed outside ULB office on Public Service Guarantee Act along with timelines (Y/N) b. Whether register for providing various certificates, NOCs, etc indicating the time within the required certificate/ NOC, etc has been provided is maintained by the ULB. c. Whether all the services have been provided as per PSG, Act d. Whether adequate computerization of office has been done. e. Public Sign boards have been displayed or not f. Whether Helpline for information and Grievance redressal is operational g. Robustness of Grievance redressal system	5 5 3 3 3 3 3		
Sub-total of the component		25		
3.	<u>Increase in Income:</u> a. Increase in ULB income from preceding year (Y/N) b. 1-25% increase from preceding year c. 26-50% increase from preceding year	2 1 1+1=2		

	d. 50-100% increase from preceding year e. More than 100% increase from preceding year h. Innovation in increasing ULB income in current year	1+1+1=3 1+1+1+2=5 2		
Sub-total of the component		15		
4.	<u>Construction Regulation:</u> a. Building planning permission provided as per timelines of the TCP, Act b. Un-authorized construction detected/reported in the preceding year c. Un-authorized construction removed in the preceding year	4 3 3		
Sub-total of the component		10		
5.	<u>Fund utilization:</u> a. Percentage utilization of funds released to ULB under Centrally/State Sponsored Schemes - 0% - 40% - 41% - 60% - 61% - 80% - 81% - 100%	1 1+2=3 1+2+3=6 1+2+3+4=10		
Sub-total of the component		10		
6.	<u>Public Infrastructure</u> a. Roads - All roads metalled/cemented/paved (Y/N) - Side drains along all the roads/streets constructed (Y/N) b. Parks - Percentage of total area of parks against the total area of ULB (Total 2 Marks) <5% >5% (In case percentage of parks is higher than 5%, a total of 2 marks will be given) - New park(s) constructed in the last FY (Y/N) - Sitting area/bench facility available (Y/N) - Fencing done and available (Y/N) - Gardener available/designated (Y/N)	2 2 1 1+1=2 1 1 1 1 1		
Sub-total of the component		10		
7.	<u>Work as per rules:</u> a. Whether any 'Audit Para(s)' made in the last audit conducted(Yes=0, No=1) b. Whether Audit Para(s) pending for more than 5 years (Yes=0, No=2) c. Whether any 'Audit Para(s)' settled in the preceding FY (Yes=2, No=0)	1 2 2		
Sub-total of the component		5		
TOTAL MARKS		100		

Annexure - C

Atal Shreshth 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.

Name & designation of Field assessment committee member	Signature
Chairman	
Representative of Director, TCP	
Representative of Member Secretary, HPSPCB	
Official of Urban Development Department	
Official of Urban Development Department	