

1. This booklet contains three Parts. Part A – General Information, Part B – Municipal Services and Part C – Municipal Finance.
2. Wherever necessary attach additional sheets and indicate the Part Number and Question No. at the Top.
3. Tick one of the following for Yes or No questions. For example, 

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. The Commissioner / Chief Officer should sign the declaration given at the end. This is compulsory.

### Part A: General Information

- 1) Name of the Municipality: .....
- 2) Year of formation of the Municipality: ..... 

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- 3) Category of Municipality: *(Please tick one of the following)*
  - a) City Municipal Council..... 

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  - b) Town Municipal Council..... 

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  - c) Town Panchayat..... 

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  - d) Notified Area Committee..... 

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- 4) *Calculate the area as per notification of the Municipal boundaries*  
Area of Municipal Jurisdiction..... (sq.km.)
- 5) Total number of wards..... (no.s)
- 6) Total number of house holds.....(no.s)
- 7) *The rainfall data has to be collected from Tahsildar office*  
Average Rainfall for
  - 1) Normal rainfall.....(in mm)
  - 2) 2002 .....(in mm)
  - 3) 2003.....(in mm)
- 8) Slum Population  
*Here, declared slums are those which are notified under the Slum Act. If the data is not available, it has to be collected from the Slum Clearance Board. Undeclared slums are those which are slum in nature, but not declared.*

Sl.No.	Category of slum	Number	Male Population	Female Population	Total population
(1)	(2)	(3)	(4)	(5)	(6)
1	Declared slums				
2	Undeclared slums				

## 9) Location brief

## (i) Connectivity by road

Sl.No.	Name of the nearest bus terminus	Distance (in kms.)
(1)	(2)	(3)
1		
2		

  

Sl.No.	Name of the nearest highway	Distance (in kms.)
1		
2		

## (ii) Connectivity by rail

Sl.No.	Name of the nearest railway station	Distance (in kms.)
(1)	(2)	(3)
1		
2		

10) Land use (Please attach land use map of the city) *This data has to be filled in consultation with the Town Planning Department or the UDA as the case may be*

Sl.No.	Type	Total area (in sq.km.)
(1)	(2)	(3)
1	Vacant	
2	Residential	
3	Commercial	
4	Industrial	
5	Transport and Communications	
6	Public Utilities	

7	Public and semi public uses	
8	Open spaces	
9	Agricultural land	
10	Others	
11	Total	

## 11) Number of Elected Councilors

Sl.No.	Elected Members									
	Total		General		SC		ST		BC	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

## 12) Number of Nominated / Ex-Officio members

Sl.No.	Ex-Officio			Nominated	
	MPs	MLAs	MLCs	Reserved	Others
	(1)	(2)	(3)	(4)	(5)

13) Census Information *(This information is to be filled up by CMAK office in consultation with the Census Department)*

Sl.No	Information	1971	1981	1991	2001
(1)	(2)	(3)	(4)	(5)	(6)
1	Male Population				
2	Female Population				
3	Literacy Rate				
4	Number of male workers				
5	Number of female workers				
6	Sex ratio				
7	Number of births in a year				
8	Number of deaths in a year				
9	Number of households below poverty line (BPL)				

## Part B: Municipal Services

### A. Roads

- 1) Total road length.....(kms)
- 2) Road lengths of the following road types in kms

*Here water bound macadam means metalled roads and Black top means Tar road*

Sl.No	Type	Surfaced			Unsurfaced		Total
		Water bound macadam	Black top (Tar)	Cement Concrete	Motorable	Non-motorable	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	ULB roads						
2	PWD roads						
3	National Highway roads						
4	Other Agency roads						
5	Total						

### B. Street lighting

- 1) Number of streetlights in each type of the following

Sl.No	Type	Total number (no.s)
(1)	(2)	(3)
1	Tube lights	
2	Sodium vapour lamps	
3	Mercury vapour lamps	
4	High mast installations	
5	Others	
6	Total	

- 2) Total burning hours in a day.....(no.s)

3) Is there any inspection mechanism ..... 

Yes	No
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### C. Water Supply

- 1) Total quantity of drinking water supplied per day..... (MLD)
- 2) Rate of Supply as per norms..... (MLD)
- 3) Water supply sources and the quantity of each source

Sl.No	Water Supply sources	Capacity in MLD	Quantity drawn in MLD in normal season	Quantity drawn in MLD in summer season	Remarks Explanatory note
(1)	(2)	(3)	(4)	(5)	(6)
1	Surface water sources 1. Canal 2. River 3. Tank 4. Others				
2	Ground water sources 1. Open well 2. Bore well				
3	Others (details)				

- 4) Details of Sub Surface Sources

Sl.No	Source		Details
(1)	(2)	(3)	(4)
1	Bore wells	Total number of bore wells	
		No. of bore wells fitted with hand pumps	
		No. of bore wells fitted with motor	
		No of bore wells yielding	
		No of bore wells not yielding	
2	Open wells	Total number of open wells	
		No of open wells yielding	
		No of open wells not yielding	

## 5) Details of Surface water sources

*This data has to be filled in consultation with the nearest AEE of KUWSDB*

Sl.No.	Surface water source	Details	Information
(1)	(2)	(3)	(4)
1	Source	(i) Name	
		(ii) Location	
		(iii) Distance from town	
2	Head works	(i) JW-Dia	
		(ii) JW-Str	
		(iii) SGR-Area	
		(iv) SGR-Str	
3	Details of Pumping machinery at source	(i) Number	
		(ii) HP	
		(iii) Type	
		(iv) Installed on	
4	Details of Raw water rising main from source to IPS	(i) Length	
		(ii) Diameter	
		(ii) Class	
5	Details of sump at intermediate pumping station (IPS)	(i) Location	
		(ii) Capacity	
		(iii) Structure	
		(iv) Type	
6	Details of pumping machinery at intermediate pumping station (IPS)	(i) Number	
		(ii) HP	

		(iii) Type	
		(iv) Installed on	
7	Details of Raw water rising main from IPS to WTP	(i) Length	
		(ii) Diameter	
		(iii) Type	
		(iv) Class	
8	Details of water treatment plant (WTP)	(i) Location	
		(ii) Capacity	
		(iii) Type	
		(iv) Installed on	
9	Details of pumping machinery at water treatment plant (WTP)	(i) Number	
		(ii) HP	
		(iii) Type	
		(iv) Installed on	
10	Details of pure water rising main from WTP to SR	(i) Length	
		(ii) Diameter	
		(iv) Type	
		(v) Class	
11	Service Reservoirs	(i) Capacity	
		(ii) Type	
		(iii) Location	
12	Distribution System	(i) Length	

## 6) Water tanks

Sl.No.	Type	Number	Capacity in litres
(1)	(2)	(3)	(4)
1	Overhead water tanks (ESR)		
2	Ground Level Service Reservoirs (GSR)		
3	Mini water supply tanks		

## 7) Water connections

Sl.No.	Type	No. of water connections
(1)	(2)	(3)
1	Domestic	
2	Commercial	
3	Industrial	
4	Public Stand posts	
5	Total	

8) Metered or not (*Tick one of the following*)

Yes	No
-----	----

If yes, number of connections metered.....(no.s)

## 9) Coverage of water supply

Percentage area covered.....(%)

Percentage population covered.....(%)

## 10) No. of tankers.....(no.s)

Period of supply of water by tankers.....(months)

## 11) Water Table Level (in metres below surface)

Year	1971	1981	1991	2001	Present Year
(1)	(2)	(3)	(4)	(5)	(6)
Water Table in metres					

*This data has to be filled in consultation with the nearest AEE of KUWSDB*

11) Details of new projects

*This data has to be filled in consultation with the nearest AEE of KUWSDB*

Sl.No	Location	Capacity in MLD	Population to be covered	Year of Commencement	Expected year of completion	Present Stage
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						

**D. Solid Waste Management (SWM)**

1) Total amount of municipal solid waste generated per day.....(tonnes)

(Total population x Per capita generation per day between 0.20 to 0.50 kg)

2) Total amount of municipal solid waste collected per day..... (tonnes)

3) Waste collection practices

Is door to door collection practiced..... 

Yes	No
-----	----

If yes, number of days it is practiced .....(no.s)

If yes, is it done at a particular time..... 

Yes	No
-----	----

4) Public Dust Bins

Are they installed in the ULB..... 

Yes	No
-----	----

Total number of dustbins..... (no.s)

Spacing between dustbins

Spacing Range	Min spacing (in m)	Max spacing (in m)	Avg. spacing (in m)
(1)	(2)	(3)	(4)
Spacing in metres			

5) Transportation and Disposal

*Here segregation at source means separating the waste into dry waste and wet waste at the household level*

- (i) Number of vehicles ..... (no.s)
- (ii) Average number of trips per day per vehicle..... (no.s)
- (iii) Number of scientific land fill sites.....(no.s)  
 Area of landfill sites.....(sq.km.)
- (iv) Is composting done (*Tick Yes / No*)..... 

Yes	No
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- (v) If yes, then the amount of solid waste that is composted..... (tonnes)
- (vi) Segregation at source (*Tick Yes / No*)..... 

Yes	No
-----	----
- (vii) If yes, the amount of waste that is segregated.....(tonnes)

**E. Sewerage and Drainage**

*This data has to be filled in consultation with the nearest AEE of KUWSDB*

- 1) Is there a UGD for sewerage in the Town / City / Corporation 

Yes	No
-----	----

  
 If yes, answer the following
- 2) Number of sewerage connections.....(no.s)
  - (i) Area covered by UGD.....(sq.km.)
  - (ii) Length of the sewerage network.....(kms)
  - (iii) Population covered by UGD.....(no.s)
- 3) How many are covered with other type of sewerage discharge

Sl. No	Type of drainage system	No. of residential properties covered	No. of Non-residential properties covered	Population covered
(1)	(2)	(3)	(4)	(5)
1	Septic tanks and soak pit			
2	Left into open drains			
3	Others (details)			
4	Total			

- 4) Is there a Sewerage treatment plant..... 

Yes	No
-----	----

  - (i) If yes, is it functional..... 

Yes	No
-----	----
 If yes, the details of the following

- (ii) Quantity of raw sewage treated per day..... (million litres/day)
- (iii) Quantity of Effluent outflow from sewage treatment plant..... (million litres/day)
- (iv) Is the effluent recycled or not..... 

Yes	No
-----	----
- (v) If yes, what purpose is it used for.....
- (vi) If no, where does it go.....

## F. Storm Water Drainage

Storm water drains

- (i) Total length of SWD..... (kms)
- (ii) Length of the covered SWD..... (kms)

## G. Education

*For schools maintained by the ULB, give the following data.*

Number of schools and their strength

Sl.No	Type	Number	Strength
(1)	(2)	(3)	(4)
1	Nursery		
2	Primary		
3	Middle School / Higher Primary		
4	Higher Secondary		
5	Colleges		
6	Professional institutions		
7	Total		

**H. Hospitals / Dispensaries**

Number of hospitals and number of beds

Sl.No	Type	Number	No. of beds
(1)	(2)	(3)	(4)
1	Dispensaries		
2	Private Hospitals		
3	Government Hospitals		
4	Municipal Hospitals		
5	Total		

**I. Other infrastructure**

## 1) Markets

(i) Is there an APMC (Agricultural Products Marketing Committee) ..... 

Yes	No
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(ii) If yes, then area..... (sq.kms)

## 2) Fill up the following table for the ULB

*Here, commercial area denotes area where more than 30% of properties are commercial in nature (If the number of markets exceeds five, attach a separate sheet)*

Sl.No	Type	Number	Area (in sq. m.)	Avg. no. of vendors in the market	Population visiting per day
(1)	(2)	(3)	(4)	(5)	(6)
1	Vegetable market				
2	Mutton market				
3	Fish market				
4	Sante maidan				
5	Commercial area				
6	Others				
7	Total				

## 2) Parks (If the number of parks exceed five, attach a separate sheet)

Sl.No	Location	Area (in sq. m.)	Population visiting per day
(1)	(2)	(3)	(3)
1			
2			
3			
4			
5			

## 3) Open spaces and play grounds (If the number of open spaces exceed five, attach a separate sheet)

Sl.No	Location	Area (in sq. m.)
(1)	(2)	(3)
1		
2		
3		
4		
5		

## 4) Community halls (If the number of community halls exceed five, attach a separate sheet)

Sl.No	Location	Area ( in sq. m.)
(1)	(2)	(3)
1		
2		
3		
4		
5		

## 5) Burial grounds (If the number of burial grounds exceed five, attach a separate sheet)

Sl.No	Location	Area (in sq. m.)
(1)	(2)	(3)
1		
2		
3		
4		
5		

## 6) Crematoria (If the number of crematoria exceeds five, attach a separate sheet)

Sl.No	Location	Area (in sq. m.)
(1)	(2)	(3)
1		
2		
3		
4		
5		

<b>Part C: Municipal Finance</b>													
<b>Municipal Income</b>													
	<b>Actuals</b>					<b>Estimated 2003-04</b>			<b>Demand Collection Balance</b>				
									<i>Demand (2003-04)</i>				
	<i>1999-00</i>	<i>2000-01</i>	<i>2001-02</i>	<i>2002-03</i>	<i>2003-04</i>	<i>Budget estimate</i>	<i>Revised Estimate</i>	<i>Actuals</i>	<i>Outstanding Balance as on 1.04.03</i>	<i>Current demand</i>	<i>Total Demand</i>	<i>Collection as on 31/ 03/04</i>	<i>Balance</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Revenue Income</b>													
<b>1. Own Revenue</b>													
<b>A1 Own Tax</b>													
a) Property Tax													
b) Profession Tax													
c) Lighting Tax													
d) Advertisement Tax													
e) Special Sewage cess													
f) Cesses (Educational, Library, Health, Beggar, Water)													
<i>Total (A1)</i>													
<b>A2 Any other Tax Revenue</b>													
a)													
b)													
c)													

Total (A2)													
Total A (A1+A2)													
<b>B1 Non Tax Revenue / User Charge</b>													
a) Rent on Buildings / Shops													
b) Development Charges													
c) Bus stand Fees													
d) Fines and Penalties													
e) Trade license fees													
f) Water Rate													
g) User charge on solid waste management													
h) User charge on sanitation													
i) Any other user charge													
Total (B1)													
<b>B2 Any other Non Tax Revenue</b>													
a) Interest receipts													
b)													
c)													
Total (B2)													
Total B (B1+B2)													
<b>C. Assigned Revenue</b>													
a) Surcharge on stamp duty													

b) Any other													
<i>Total (C)</i>													
<b>D. Grants</b>													
a) General purpose Grant													
b) SFC devolution salary													
c) SFC devolution for specific purpose													
d) Central Finance Commission Grants													
e) Any other grants													
<i>Total (D)</i>													
<i>Total R.I. (A+B+C+D)</i>													
<b>Capital Income</b>													
<b>E. Specific purpose Capital grant (Other than SFC) State</b>													
<b>F. Specific purpose Capital grant (Central)</b>													
<b>G. Extraordinary Capital Income</b>													
a) Loan from State Government													
b) Loan from Central Government													
c) Loans from Financial Institution													
<i>Total (G)</i>													
<b>H. Recovery of Loans</b>													

<b>by ULBs</b>													
<b>I. Any other Capital Receipts</b>													
<i>Total C. i. (E+F+G+H+I)</i>													
<i>Total R.I. + C.I. (A+B+C+D+E+F+G+H+I)</i>													

<b>Municipal Expenditure</b>									
	<b>Actuals</b>					<b>Estimated 2003- 04</b>			
	<i>1999-00</i>	<i>2000-01</i>	<i>2001-02</i>	<i>2002-03</i>	<i>2003-04</i>	<i>Budget estimate</i>	<i>Revised Estimate</i>	<i>Actuals</i>	
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>	
<b>Revenue Expenditure</b>									
<b>A. General</b>									
a) Salaries on Municipal Staff (Other than 'B')									
b) Terminal benefits of employees									
c) Maintenance of Municipal Buildings									
d) Pension Contributions									
e) Other Expenditure									
f) Interest Payments									
(i) State Govt.									
(ii) Central Govt.									
(iii) Financial Institutions									
(iv) Others									

<i>Total (A)</i>								
<b>B. Expenditure on Obligatory Services</b>								
<b>a) Water Supply</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>b) Streetlight</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>c) Solid waste Disposal</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>d) Education</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>e) Public Health (Other than SWM)</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>f) UGD</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>g) Storm water drainage</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								

<b>h) Maintenance of Roads</b>								
(i) Salary								
(ii) Non salary (except for electricity bills)								
<b>i) Burial and Burning Ground</b>								
<b>j) Electricity Bill Payments</b>								
(i) On water supply								
(ii) On UGD								
(iii) On street lights								
(iv) On others								
<i>Total for electricity bills</i>								
<i>Total B</i>								
<b>C. Expenditure of Discretionary Service</b>								
a) Parks & Play grounds								
(i) Salary								
(ii) Non salary								
b) Library								
(i) Salary								
(ii) Non salary								
(c) Markets								
(i) Salary								
(ii) Non salary								
(d) Bus stands								
(i) Salary								

(ii) Non salary								
e) Shops								
(i) Salary								
(ii) Non salary								
f) Others								
<i>Total C</i>								
<b>D. Any other revenue expenditure not included from A to C</b>								
<i>Total R.E. (A+B+C+D)</i>								
<b>Capital Expenditure</b>								
<b>E. On Obligatory Services</b>								
a) Roads								
b) Storm water drains								
c) Sanitation (UGD)								
d) Street lighting								
e) Solid waste management								
f) Water supply								
g) Purchase of vehicles								
h) Buildings (Administration)								
i) Shops								
j) Others								
<b>F. On discretionary service</b>								
a) Parks & Playgrounds								

b) Library								
c) Markets								
d) Bus stand								
e) Others								
<i>Total E</i>								
<b>G. Extra Ordinary Capital Expenditure</b>								
a) Loan repayment to State Government								
b) Loan repayment to Central Government								
c) Loan repayment to Financial Institution								
<i>Total G</i>								
<i>Total C.E. (E+F+G)</i>								
<i>Total R.E. + C.E. (A+B+C+D+E+G)</i>								

<b>Opening and Closing Balance</b>						
Sl.No	Balance Type	1999-00	2000-01	2001-02	2002-03	2003-04
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Opening Balance					
2	Closing Balance					

<b>Distribution of Investments of Local Bodies</b>					
<b>Maturity Pattern of ULB Loans (Outstanding as at the end of March 2004)</b>					
Sl.No.	Maturity Pattern	Loans from the Centre	Loans from the State	Loans from Banks and Financial Institutions	Market Loans
(1)	(2)	(3)	(4)	(5)	(6)
1	Below 5 years				
2	5 - 10 years				
3	10 -15 years				
4	Over 15 years				
5	Undated				
6	Total				

<b>Outstanding Debt of ULB as at the end of March 2004</b>				
Sl.No.		2000-01 (Accounts)	2001-02 (Revised Estimate) in lakhs	2002-03 (Budget Estimate) in lakhs
(1)	(2)	(3)	(4)	(5)
1	Market Loans			
2	Loans from the Centre			
3	Loans from the State			
4	Loans from Banks and Financial Institutions			
5	Other Debt			
	Total Debt			

Sl.No.		2001-02 (Accounts)	2002 - 03 (Revised Estimate) in lakhs	2003 - 04 (Budget Estimate) in lakhs
(1)	(2)	(3)	(4)	(5)
1	Central Govt. Securities			
	a) Treasury Bills			
	b) Other Securities			
2	State Govt. Securities			
3	Securities of Local Bodies			
4	Small Savings			
5	Cash on hand			
6	Demand Deposits with banks			
7	Time Deposits with banks			
8	Shares and Debentures			
9	Other Investments			
	Total			

**DECLARATION BY THE COMMISSIONER / CHIEF OFFICER**

Certified that the information furnished above in Part A, Part B and  
Part C have been verified by me and found to be correct.

Place : Signature :

Date : Name :

Designation :

Office Seal :