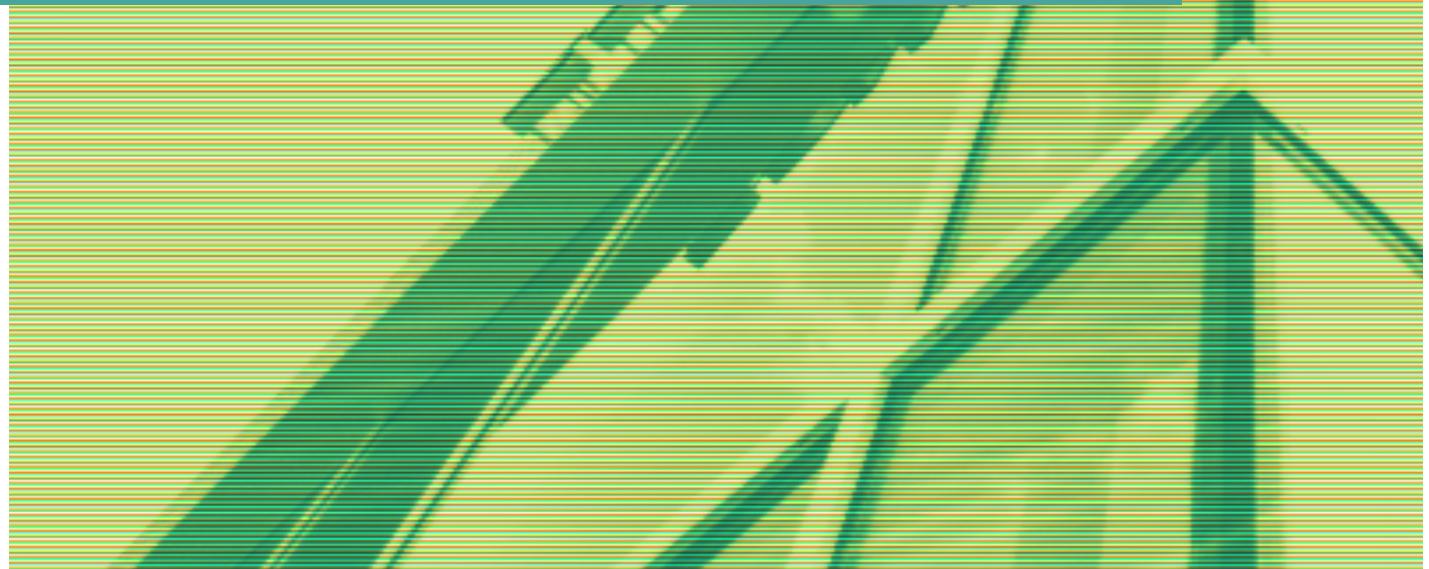


User Manual for State Nodal Officers **15th Finance Commission**

Year 2020-21



cityfinance.in

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1. INTRODUCTION

Background

The Fifteenth Finance Commission (15th FC) has recommended an allocation of ₹29,250 crore for Urban Local Bodies (ULBs) for the year 2020-21. With the aim to accord specialized focus towards large metropolitans in the country, the Commission has divided ULBs into two categories: (a) fifty Million-Plus cities/ urban agglomerations, excluding Delhi and Srinagar and (b) all other cities and towns with less than one million population.

15th FC grants have further been divided into two categories: (a) untied (basic) grants and (b) tied grants. The grants for Million-plus cities are tied grants and have been divided equally between two components: (i) Improving Ambient Air Quality and (ii) Improving Solid Waste Management and Sanitation. The grant for all other cities and towns is divided between a 50% basic/ untied grant and the remaining 50% tied to meeting service level indicators pertaining to (i) Water Supply and Waste Water Management and (ii) Solid Waste Management. The Ministry of Housing and Urban Affairs (MoHUA), Government of India, is the nodal Ministry for recommending the 15th FC grants to the ULBs.

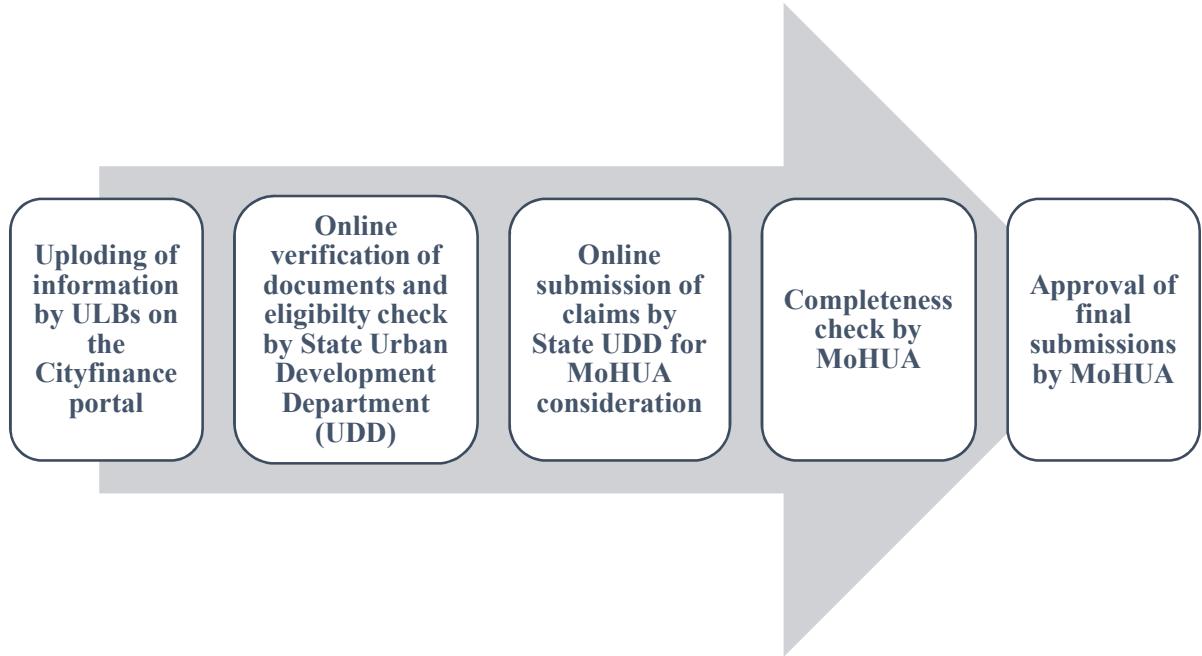
The Ministry of Finance (MoF) has issued the operational guidelines for implementation of the 15th FC recommendations. In line with the operational guidelines issued by the MoF, the MoHUA has been mandated to recommend disbursal of tied grants to ULBs. In order to claim the grants, the ULBs should meet the relevant city-wise and year-wise targets developed in consultation with State Governments, for the grant period of 2021-26.

Accordingly, a marking scheme has been prepared by MoHUA wherein baseline indicators and yearly targets for ‘Water Supply and Waste Water Management’ will be intimated to the Ministry by all ULBs in the country. Targets against ‘Solid Waste Management’ have already been fixed by MoHUA. The marking scheme will be applicable for the period 2021-22 to 2025-26. The MoHUA shall release the tied grants for the year after assessing whether the ULBs have met the targets set.

Grant Automation Module – CityFinance.in

In order to streamline the process of grant management for the ULBs, State Governments and MoHUA, a grant automation module has been hosted on www.cityfinance.in/fc_grant. The automation module aims to digitize the entire grant management process and integrate the activities of the different stakeholders involved.

The User Manual for States shall be a guidebook for State Governments in navigating the www.cityfinance.in portal for tracking and verification of documentation uploaded by ULBs and completeness check by MoHUA respectively. The process overview and the activities covered under the grant automation module are provided below:



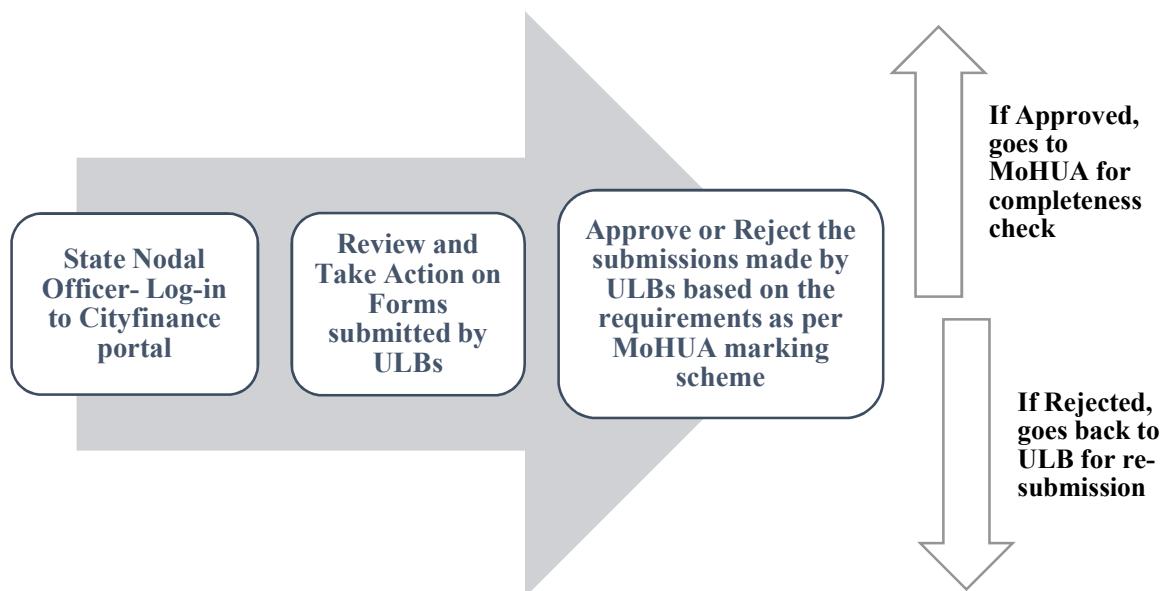
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2. USER MANUAL FOR STATES FOR CITYFINANCE PORTAL

Background

The 15th FC has prescribed mandatory and other conditions that both million-plus and non-million-plus cities have to meet in order to become eligible for the recommended tied grants. The respective State Governments are mandated to verify the information submitted by the ULBs in their jurisdiction to ensure that they are complete and they fulfill the requirements enumerated in the 15th FC report, MoF operational guidelines and marking scheme of MoHUA.

An overview of the actions to be performed by the States on the www.cityfinance.in portal are given below. The detailed process for each of the below action points has been provided in the following sections:



<Please see next page>

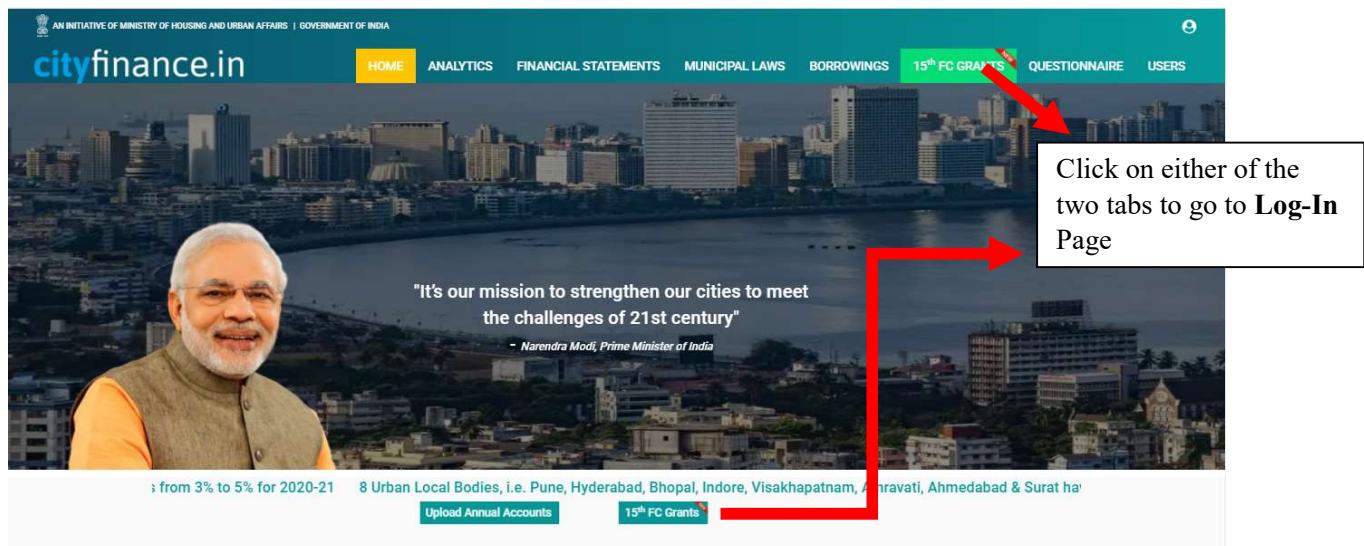
State Nodal –Officer Log-in

All States would appoint a Nodal officer and share the name, contact details and e-mail id of the State Nodal Officer with MoHUA. Once the email address has been shared, a password creation email will be sent to the State Nodal Officer. On receiving the password creation email, the State Nodal Officer will have to click on the link sent in the email to set the password and complete the verification process.

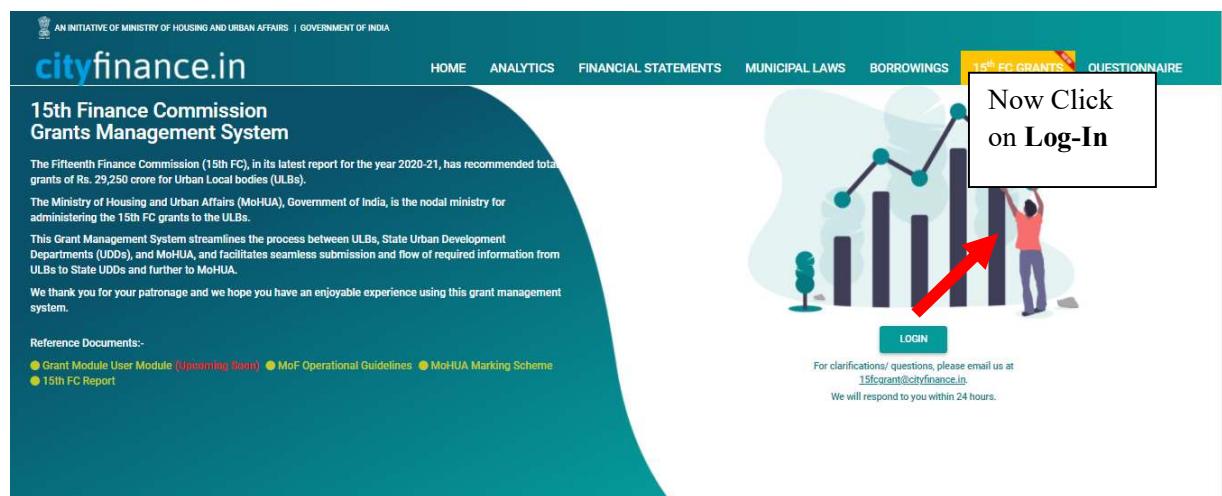
The State Nodal officer will then log on to the www.cityfinance/fc_grant portal using the shared email address and the password so created by them.

The Steps to log-in on the portal are given below:

- Click on **15th FC Grants** on the top bar of the City Finance home page



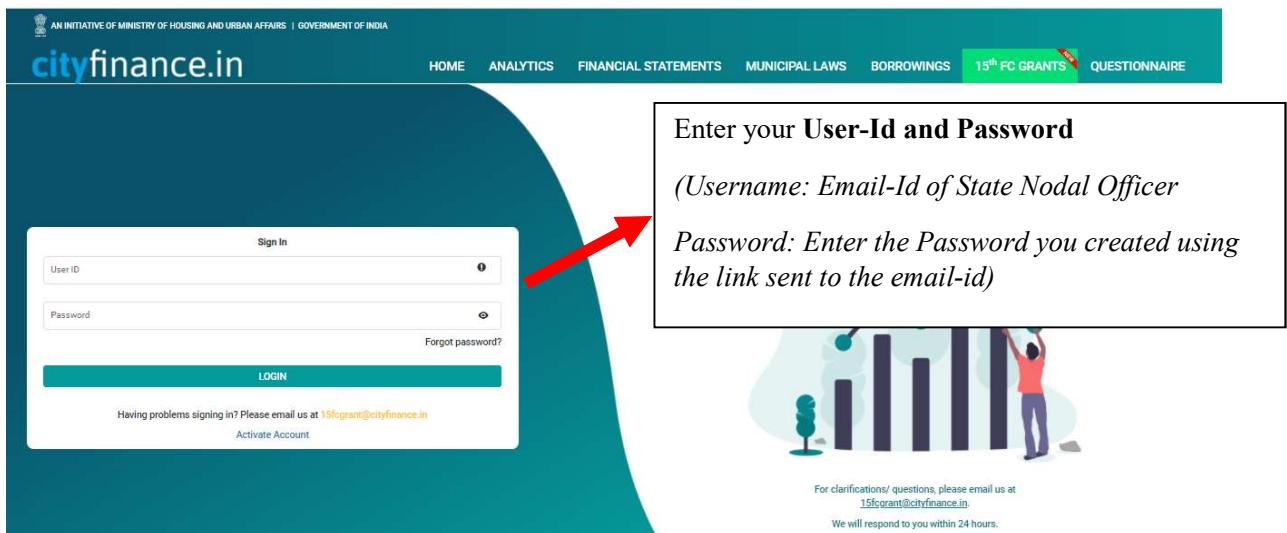
- On Clicking the 15th FC Grants, it will redirect to a page as shown below. Now, please click on **LOGIN**



- Now login with the following credentials:

Username: Email Address of the State Nodal Officer

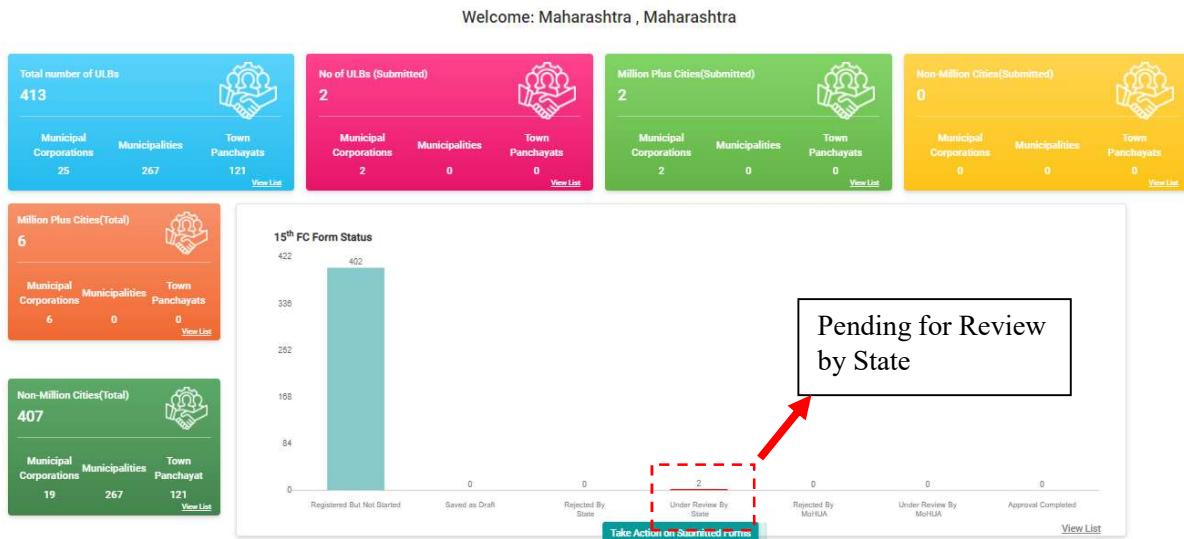
Password: Password created using the link sent to the email address of the State Nodal officer



<Please see next page>

Review and Action on Forms submitted by ULBs

- On logging into the portal, a dashboard displaying the total number of ULBs in the State and their respective application statuses can be reviewed by the State Nodal officer.
- This dashboard also displays the number of forms which have been submitted by ULBs and are pending for review by the State.



How to interpret the Dashboard?

- The blue dashboard on the upper-left corner displays the total number of ULBs in the State divided by category type i.e. (Municipal Corporations, Municipalities and Town Panchayats)
- The orange and dark-green dashboards placed in the left hand side provide the break-up of the total number of ULBs in the State based on population type i.e. Million-plus and Non-Million Plus cities
- The pink dashboard on the top row displays the number of ULBs in the State that have submitted the form, divided by category type i.e. (Municipal Corporations, Municipalities and Town Panchayats)
- The light-green and yellow dashboards placed in the top row provide the break-up of the number of ULBs in the State that have submitted based on population type i.e. Million-plus and Non-Million Plus cities
- Finally, the charts placed in between the colored dashboards provided the following break-ups:
 - ULBs that have registered on the portal but have not started filling up the form
 - ULBs that have started filling up the form but not submitted it i.e. DRAFT
 - ULBs that have started filling up the form but have been rejected by the State Nodal officer
 - ULBs that have started filling up the form and are pending review by the State Nodal officer
 - ULBs that have been approved by the State Nodal officer but rejected by MoHUA
 - ULBs that have been approved by the State Nodal officer and are pending review by MoHUA

The State Nodal officers can use the above dashboards to acquire an overview of the progress made by the ULBs in the State in fulfilling the requirements for the 15th FC grants and take appropriate action where required.

- The detailed list of all ULBs in the State can be reviewed from below the dashboard.
- The State User has the option to filter the list of ULBs based on their category type, population type and whether their profiles have been updated or not
- The list of ULBs can also be downloaded. Click on **DOWNLOAD LIST** to save the list of ULBs for record

The screenshot shows a table titled "ULB List" with columns: S.No., ULB Name, ULB Type, Census Code, Profile Updated, and Population Type. A red box highlights the "Download List" button at the top right. Another red box highlights the filters for "Profile Updated" and "Population Type". A callout box with a red arrow points to the "Download List" button, stating: "Click on this button to download the list". Another callout box with a red arrow points to the filters, stating: "Use these filters to categorize ULBs as per your convenience".

S.No.	ULB Name	ULB Type	Census Code	Profile Updated	Population Type	
1	Achalpur Municipal Council	Municipality	802840	Not Available	No	Non Million
2	Ahmadpur Municipal Council	Municipality	802841	Not Available	No	Non Million
3	Akkalkot Municipal Council	Municipality	802860	Not Available	No	Non Million
4	Alibaug Municipal Council	Municipality	802801	Not Available	No	Non Million
5	Ambad Municipal Council	Municipality	802761	Not Available	No	Non Million
6	Deolali Municipal Council	Municipality	802831	Not Available	No	Non Million
7	Bhoom Municipal Council	Municipality	802846	Not Available	No	Non Million
8	Chandur Railway Municipal Council	Municipality	802692	Not Available	No	Non Million
9	Dharmabad Municipal Council	Municipality	802741	Not Available	No	Non Million
10	Dapoli Municipal Council	Municipality	802872	Not Available	No	Non Million

* Previous 1 2 3 4 5 ... 42 Next *

- The application statuses of all ULBs in the State can be reviewed from below the above list.
- The State User has the option to filter the list of ULBs based on their category type, population type and the status of their application
- The detailed overview of the application statuses of ULBs can also be downloaded. Click on **DOWNLOAD LIST** to download the list of ULBs for record

The screenshot shows a table titled "ULB 15th FC Form Status" with columns: S.No., ULB Name, ULB Type, Population Type, Census Code, ULB Code, Status, and Action. A red box highlights the "Download List" button at the top right. Another red box highlights the filters for "ULB Name", "ULB Type", "Population Type", "Census Code", "ULB Code", and "Status". A callout box with a red arrow points to the filters, stating: "Use these filters to categorize ULBs as per your convenience".

S.No.	ULB Name↑	ULB Type↑	Population Type↑	Census Code↑	ULB Code↑	Status	Action
1	Murud Municipality	Municipality	No	802690		Rejected by STATE	
2	Rajura Municipal Council	Municipality	No	802725		Saved as Draft	
3	CHIMUR Municipality	Municipality	No			Saved as Draft	
4	Pune Municipal Corporation	Municipal Corporation	Yes			Under Review by STATE	
5	Akola Municipal Corporation	Municipal Corporation	No			Under Review by STATE	
6	Manmad Municipal Council	Municipality	No	802774		Saved as Draft	
7	Deulgaonraja Municipal Council	Municipality	No	802670		Saved as Draft	
8	Mira-Bhayandar Municipal Corporation	Municipal Corporation	No	802786		Saved as Draft	
9	Sannamner Municipal	Municipality	No	802822		Saved as Draft	

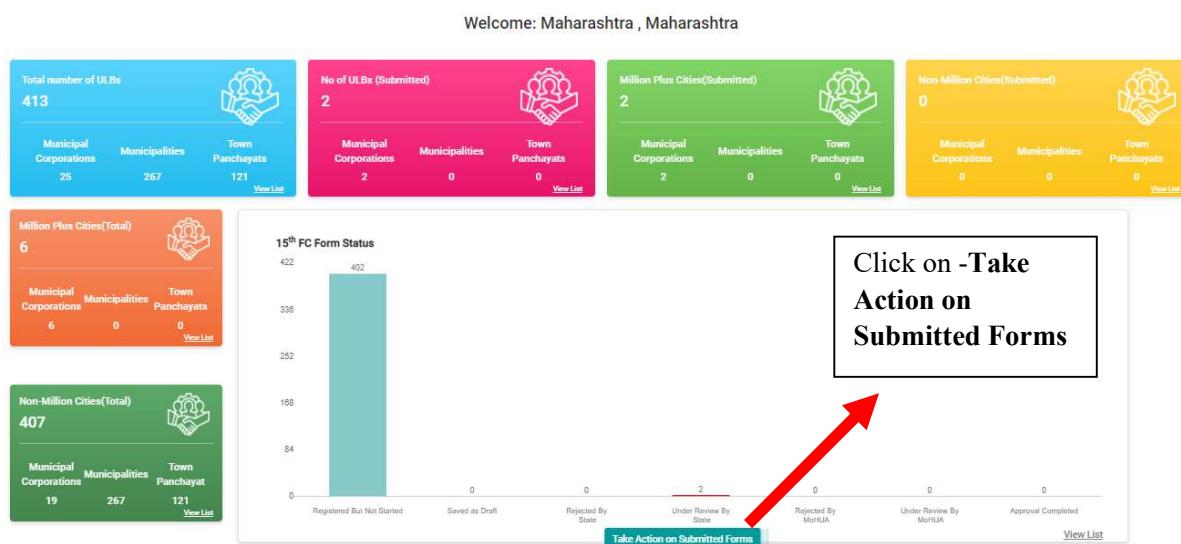
Type here to search 21:50 17-12-2020

Online Verification of Forms Submitted by ULBs

The 15th FC has prescribed conditions that both million-plus and non-million-plus cities have to meet in order to become eligible for the recommended tied grants. These refer to 8 service level indicators pertaining to water supply and waste water management as well as solid waste management, against which the performance of ULBs will be assessed by MoHUA in order to recommend them for tied grants.

In order to qualify for 15th FC grants for the year 2021-22, ULBs have to share information mentioned in **Annexure 1**. The State Urban Development Department (UDD) has been mandated to verify the forms submitted by ULBs and check the correctness and completeness of submission made by ULBs in view of the 15th FC recommendations, marking scheme issued by MoHUA and operational guidelines issued by MoF. The steps for State Nodal Officer to follow in order to approve/ reject forms submitted by ULBs on the www.cityfinance.in portal are given below:

- Click on **TAKE ACTION on SUBMITTED FORMS**



<Please see next page>

- This will direct you to the list of ULBs which have submitted the forms and are pending review by the State.
- The list can also be downloaded into an excel format, using the **DOWNLOAD LIST** button.
- Click on **TAKE ACTION** to review forms submitted by ULBs.

Click on Take Action

S.No.	ULB Name ¹	ULB Type ¹	Population Type ¹	Census Code ¹	ULB Code ¹	Status	Action
1	Greater Mumbai Municipal Corporation	Municipal Corporation	Yes	802794		Under Review by STATE	Take Action
2	Vasai-Virar Municipal Corporation	Municipal Corporation	Yes	802785		Under Review by STATE	Take Action

Note: State Nodal Officer has to review the correctness and completeness of the submissions by all the ULBs/ Cantonment Boards in their State.

- Clicking on TAKE ACTION will direct you to the form submitted by the concerned ULB for review by State.
- Please read the guidelines before beginning the reviewing process and click on **NEXT**.

Welcome: Maharashtra , Maharashtra

ULB: Greater Mumbai Municipal Corporation Preview

1 Guidelines 2 Service Level Indicators 3 Upload Plans 4 Upload Plans(Million+ City) 5 Complete Review

Guidelines for reviewing application submitted by ULB:

1. The Nodal officer from the state for the 15th FC Grant for ULBs is required to review the baseline & targets for service indicators and required documents for 15th FC Grant.
 2. If submission by ULB is in order, the Approve button shall be ticked. Each submission/ document by ULB has to be approved/ rejected.
 3. If submission by ULB is not in order, then the Reject button shall be ticked and the accompanying reason for rejection must be entered.
 4. If one or more submissions made by the ULB are rejected, the form will be sent back to the ULB for correction and re-submission.

Back Next

<Please see next page>

- Approve/ Reject **baseline data for 2020-21 and targets for 2021-22 to 2024-25** for service level indicators and click on **NEXT**

Note: In case of Rejection, reasons for rejection should be mentioned in the box below the Reject Button.

Please explain reasons of rejection in a lucid and understandable manner in order to ensure that ULBs rectify the mistake in the second attempt.

Welcome: Maharashtra , Maharashtra

ULB: Greater Mumbai Municipal Corporation Preview

1 Guidelines 2 Service Level Indicators 3 Upload Plans 4 Upload Plans(Million+ City) 5 Complete Review

Service Level Indicators	Benchmark	Baseline Indicator 2020-21	Target 2021-22	Target 2022-23	Target 2023-24	Target 2024-25	
Water supplied in litre per day(lpcd) *	135 lpcd	130.00 LPCD	131.00 LPCD	132.00 LPCD	133.00 LPCD	134.00 LPCD	<input type="radio"/> Approve <input checked="" type="radio"/> Reject
Reduction in non-water revenue *	20%	15.00 %	16.00 %	17.00 %	18.00 %	19.00 %	<input type="radio"/> Approve <input checked="" type="radio"/> Reject
% of households covered with sewerage/septage services *	100%	79.00 %	80.00 %	81.00 %	82.00 %	82.00 %	<input type="radio"/> Approve <input checked="" type="radio"/> Reject
% of households covered with piped water supply *	100%	90.00 %	91.00 %	98.00 %	99.00 %	100.00 %	<input type="radio"/> Approve <input checked="" type="radio"/> Reject

Reason for Rejection
Reason for Reject

{ Reason for Rejection should be written in this box }

- Approve/ Reject **Plans uploaded by ULBs** and click on **NEXT**

AN INITIATIVE OF MINISTRY OF HOUSING AND URBAN AFFAIRS | GOVERNMENT OF INDIA

cityfinance.in Preview

HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS **15th FC GRANTS** QUESTIONNAIRE USERS

Welcome: Maharashtra , Maharashtra

ULB: Greater Mumbai Municipal Corporation Preview

1 Guidelines 2 Service Level Indicators 3 Upload Plans 4 Upload Plans(Million+ City) 5 Complete Review

1 Plan for garbage free star rating of the cities.* !	Document Name_State Name_ULB Name.pdf	<input type="radio"/> Approve <input checked="" type="radio"/> Reject	Reason for Reject
2 Plan for coverage of water supply for public/community toilets* !	Document Name_State Name_ULB Name.pdf	<input type="radio"/> Approve <input checked="" type="radio"/> Reject	

Previous Next

* Upload GAP analysis report and project identified for bridging the gap as a single document.

For **Million Plus Cities**, an additional section will be filled by ULBs for submission of documents mentioned in the figure below. This section will only be accessible to those 50 cities as mentioned in the 15th FC report (*Refer Pages 91 and 92 of 15th FC Report*).

- Approve/ Reject **additional documents uploaded by Million Plus Cities** and click **NEXT**.

Note: In case of Rejection, reasons for rejection should be mentioned in the box of space below the Reject Button.

Please explain reasons of rejection in a lucid and understandable manner in order to ensure that ULBs rectify the mistake in the second attempt.

- Click on **PREVIEW** on top to ensure that the data/documents approved or rejected are correct and the reason for rejections have been entered correctly. No changes would be made to the form after the State Nodal officer has submitted it after approval or rejection. The form will then either be sent to MoHUA for a completeness check or reverted back to ULBs for rectification.

On clicking **PREVIEW**, click on **DOWNLOAD AS PDF** to keep a record of the form approved/ rejected

15th FC Form
Greater Mumbai Municipal Corporation

Service Level Indicators

Service Level Indicators	Baseline Indicator 2020-21	Target 2021-22	Target 2022-23	Target 2023-24	Target 2024-25
Water supplied in litre per day(lpcd)	130.00 LPCD	131.00 LPCD	132.00 LPCD	133.00 LPCD	134.00 LPCD
Reduction in non-water revenue	15.00 %	16.00 %	17.00 %	18.00 %	19.00 %
% of households covered with sewerage/septage services	79.00 %	80.00 %	81.00 %	82.00 %	82.00 %
% of households covered with piped water supply	90.00 %	91.00 %	98.00 %	99.00 %	100.00 %

Upload Plans

1. Plan for garbage free star rating of the cities.
Document Name_State Name_ULB Name.pdf
2. Plan for coverage of water supply for public/community toilets

Click on the button to Download

- Once the form is reviewed and downloaded for reference, please click on **SUBMIT**

Welcome: Maharashtra , Maharashtra

ULB: Greater Mumbai Municipal Corporation

Preview

1 Guidelines 2 Service Level Indicators 3 Upload Plans 4 Upload Plans(Million+ City) 5 Complete Review

This is the last step. After submitting this review, you will not be able to change your response. Do you want to submit?

Show Preview Submit Cancel

Click on SUBMIT

The forms reviewed and approved by the respective State UDD will be approved/ rejected by MoHUA based on a completeness check. If the form meets the criteria, then the recommendation will be sent to Ministry of Finance (MoF) for grant disbursal. If the form fails to meet the criteria, it will be sent back to the ULB along with reason for rejection for re-submission.

Documents to be submitted by State

Apart from online verification of forms submitted by ULBs, the State UDD itself has to submit following documents to MoHUA:

- i. **Grant Transfer Certificate** indicating transfer of money to ULB. This will be submitted once grants have been transferred by State UDDs to ULBs & CBs. Please refer to **Annexure 2** for the format.
 - ii. **Detailed Utilization Report** of the previous grants received by ULB clearly indicating items on which expenditure has been incurred in consonance with stipulated targets and achievements. The format for the report will be shared separately with the States.
 - iii. **Letter/ Certificate signed by Principal Secretary/ Secretary (Urban Development)** confirming submission of service level benchmarks by all ULBs after due online approval from Nodal officer from State.
- On the Home Page, please scroll down to below the dashboard to submit the aforementioned documents
 - Please click on **SELECT FILE/s** to upload the documents for review by MoHUA

The screenshot shows the 15th FC Form Status dashboard. It includes two main sections: one for 'Municipal Corporations' (2) and another for 'Non-Million Cities (Total)' (173). Each section displays counts for Municipal Corporations, Municipalities, and Town Panchayats. Below these are bar charts showing the status of forms submitted to MoHUA. A large teal bar for 'Registered But Not Started' reaches the 175 mark on the y-axis. Other categories show 0 for 'Saved as Draft', 0 for 'Rejected By State', 1 for 'Under Review By State', 0 for 'Rejected By MoHUA', 0 for 'Under Review By MoHUA', and 0 for 'Approval Completed'. A 'Take Action on Submitted Forms' button is at the bottom. At the bottom of the page, there's a list of files for upload and three 'Select File/s' buttons grouped together.

15th FC Form Status

Category	Municipal Corporations	Municipalities	Town Panchayats
Total	2	0	0
Non-Million Cities (Total)	173		
Municipal Corporations	8	45	120

15th FC Form Status

Status	Count
Registered But Not Started	169
Saved as Draft	0
Rejected By State	0
Under Review By State	1
Rejected By MoHUA	0
Under Review By MoHUA	0
Approval Completed	0

Files for State to Upload (Maximum 50Mb file size is allowed)

1. Grant transfer certificate signed by Principal secretary/ secretary(UD)
2. Utilization report signed by Principal secretary/ secretary (UD)
3. Letter signed by Principal secretary/ secretary (UD) confirming submission of service level benchmarks by all ULBs

Select File/s **Select File/s** **Select File/s**

Annexure 1: List of Requirements from ULBs for the year 2020-21

In order to qualify for the first installment of 15th FC grants for the year 2021-22, ULBs have to share following information:

Million-plus ULBs:

1. Benchmark for the year 2020-21 and targets for years 2021-22 to 2024-25 for 4 service level indicators
2. City plan/DPR, for capacity development and to address infrastructural issues for meeting service level indicators.
3. Water Balance Plan
4. Service Level Improvement Plans (SLIPs) with reference to base line year 2020-21 for water supply
5. Solid Waste Management plan
6. Plan for Garbage free Star Rating of the cities
7. Plan for Coverage of Water Supply for Public/ Community Toilet

Non-Million plus ULBs and Cantonment Boards:

1. Benchmark for the year 2020-21 and targets for years 2021-22 to 2024-25 for 4 service level indicators
2. Plan for Garbage free Star Rating of the cities
3. Plan for Coverage of Water Supply for Public/ Community Toilet

Annexure 2: Grant Transfer Certificate

Name of State:

1.	Million Plus Cities (MPC) / Non-Million Plus Cities (NMPC)	Total No. of	MPC		Duly elected bodies in the State	MPC		
			NMPC			NMPC		
2.	Details of Basic Grant/ Tied Grant received:	Year	Installment	Amount (Rs. In Lakh)	Date of Receipt			
3.	Details of Basic Grant/ Tied Grant transferred*:	Year	Installment	Amount (Rs. In Lakh)	Date of Transfer	No. of days of delay	If delayed, amount of interest transferred (with rate of interest)	
4.	Whether State Finance Commissions (SFC) recommendations available.	Yes/ No		If yes, whether grant distributed as per Census 2011 population or as per the SFC Recommendations				
5.	Whether project works undertaken uploaded on the website	Yes/ No						

**Strikeout whichever is not applicable*

**Please submit separate UC for each component

Certified that grants have been utilized/ proposed to be utilized for the purpose for which these have been provided and if any deviation is observed, the same will be intimated.

Signature with seal of
Secretary (Nodal department)

Countersigned:
Signature with the seal of the Finance Secretary