



Ministry of Housing and Urban Affairs
Government of India

Manual for Claiming 15th Finance Commission ULB Grants (ULB Nodal Officers)



Ministry of Housing and Urban Affairs
Government of India

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cityfinance.in

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1. INTRODUCTION

Background

Ministry of Housing and Urban Affairs (MoHUA) is the nodal ministry for administering the Fifteenth Finance Commission (15th FC) grant worth ₹1,08,916 crore for Urban Local Bodies (ULBs) for the years 2021-22 to 2025-26 for water supply, sanitation and solid waste management. With the aim to accord specialized focus towards large metropolitans in the country, the Commission has divided ULBs into two broad categories: (a) Category-I cities: fifty Million Plus Cities (MPC) / Urban Agglomerations (UAs) and (b) Category-II cities: all other cities and towns with less than one million population i.e. Non-Million Plus Cities (NMPC). 15th FC grants have further been divided into two categories: (a) untied or basic grants and (b) tied grants.

For MPCs/ UAs, 15th FC has recommended a Million Plus Cities Challenge Fund (MCF) of ₹26,057 crore which is tied to achieving prescribed performance conditions. These grants will be released based on the performance of Category-I cities on service level indicators pertaining to water supply, sanitation and solid waste management as well as on undertaking milestone-based projects on water supply, water conservation, water recycling and rejuvenation of water bodies. It is to be noted that performance criteria will have to be met for the entire UA in order to be eligible for the grants.

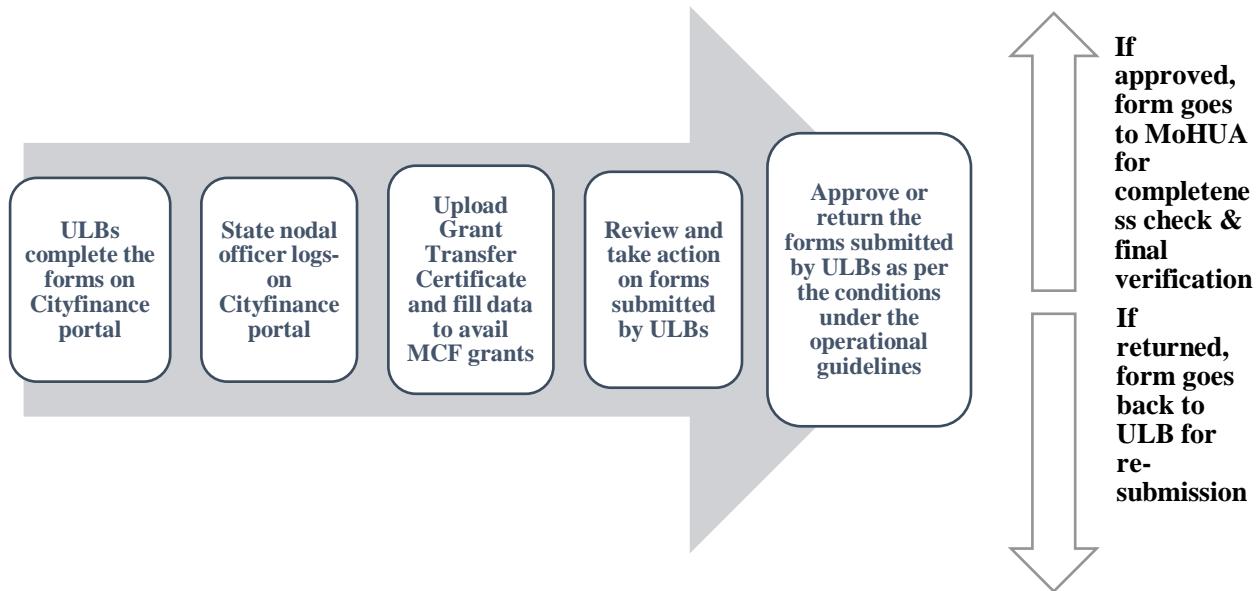
For NMPC i.e. Category-II cities, the 15th FC has recommended grants of ₹82,859 crore, out of which 40% grants are untied, 30% grants are tied towards supporting and strengthening the delivery of water supply, and remaining 30% grants are tied towards sanitation and solid waste management.

Department of Expenditure (DoE), Ministry of Finance has issued operational guidelines for the implementation of 15th FC recommendations. 15th FC has mandated MoHUA to recommend the disbursal of grants to MPCs and tied & untied grants to NMPCs. In order to claim the grants, the ULBs as well as the State governments are required to meet the prescribed entry-level and performance conditions.

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.

Grant automation module – Cityfinance.in

The User Manual for ULBs shall be a guidebook for ULBs in navigating the www.cityfinance.in portal for applying for 15th FC grants. An overview of the actions to be performed to claim 15th FC Urban Local Body grant is provided below.



For (a) Category-I cities: ULBs in fifty Million-Plus Cities (MPCs)/Urban Agglomerations (UAs), will have to complete following activities for grant under Million Plus Cities Challenge Fund for FY 2021-22:

- ULBs are required to share Detailed Utilisation Report for 15th FC Tied grant received during last year in the prescribed format.

Detailed Utilisation Report



- ULBs are required to upload provisional annual accounts for previous year and audited annual accounts for year before previous year.

Annual Accounts



- All ULBs in Million Plus Cities/urban agglomerations (UAs) may share actuals and target for 4 service level indicators. These service level indicators will be included in MoU to be signed between MoHUA, State government and MPC/UA. UA in consultation with the State have to prepare action plan for XV FC fund and additionally also select 3 projects for rejuvenation of water bodies, recycling and reuse of waste water and water supply.

Million Plus Cities Challenge Fund



For (b) Category-II cities: All other ULBs (NMPCs) will have to complete following activities for 15th FC grant for FY 2021-22:

- ULBs are required to upload Detailed Utilisation Report for the 15th FC grant received during last year in the prescribed format.

Detailed Utilisation Report



- ULBs are required to upload provisional annual accounts for previous year and audited annual accounts for year before previous year.

Annual Accounts



- All ULBs must share actuals and targets for 4 service level indicators If the targets for the are achieved, ULBs will be eligible for receiving the undistributed portion of grants meant for MPC/UA.

Performance Conditions



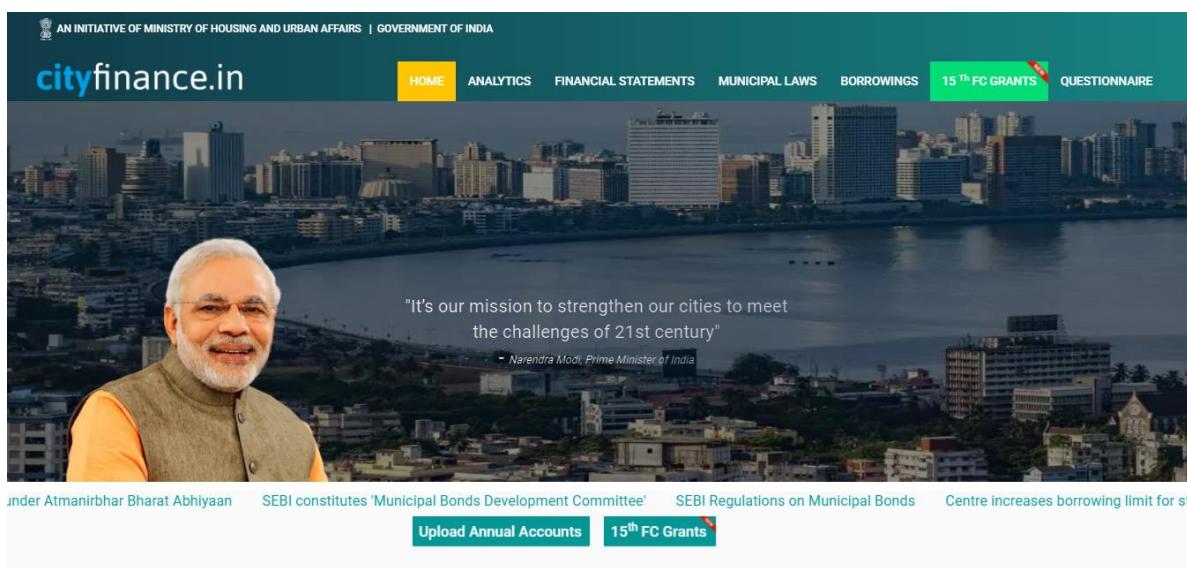
2. OVERVIEW OF LOG-IN PROCESS

ULB nodal officer: log-in on portal

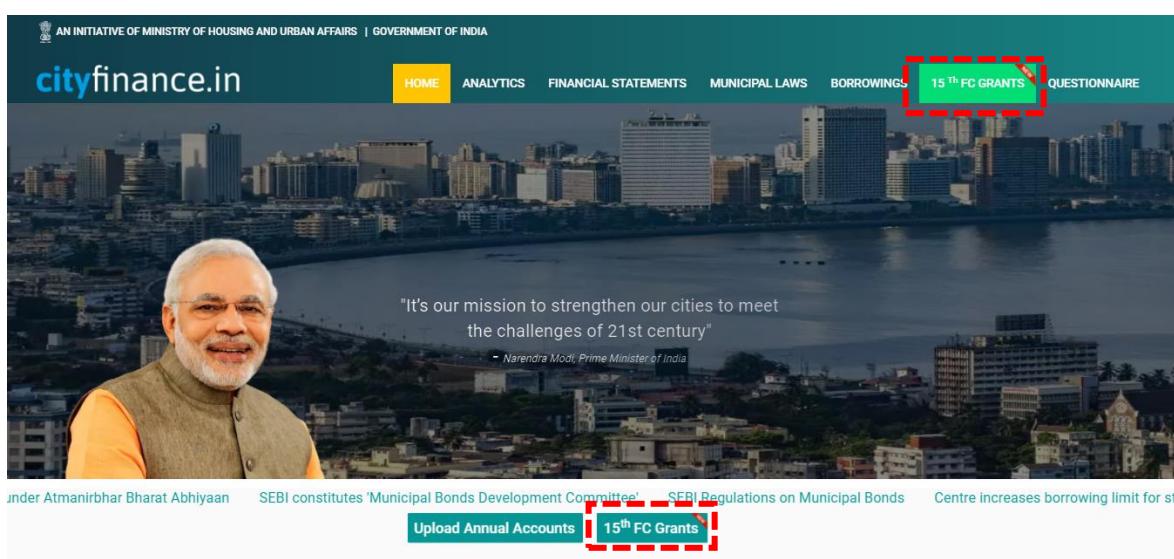
ULBs have been provided with the login details (User-Ids and Temporary Passwords) for accessing the www.cityfinance.in portal by their State Nodal Officers. Using those credentials, most of the ULBs have already logged in to the portal for submitting the requisite information during FY 2020-21 and have activated their profiles and updated their passwords. Login can also be done using a One Time Password (OTP) which will be sent on the registered email address and contact number of the ULB nodal officer. In case the ULB nodal officer has been changed, it is requested that the ULB administration should inform the State.

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

1. Log on to Cityfinance portal by using the link: www.cityfinance.in/home.



2. Click on the either of the two highlighted icons to reach the **15th FC GRANTS** log-in page.



3. On clicking the **15th FC Grants** button, you will be redirected to the below page. Please click on **LOGIN**.

15th Finance Commission Grants Management System

The Fifteenth Finance Commission (15th FC), in its latest report for the year 2020-21, has recommended total grants of Rs. 29,250 crore for Urban Local bodies (ULBs).

The Ministry of Housing and Urban Affairs (MoHUA), Government of India, is the nodal ministry for administering the 15th FC grants to the ULBs.

This Grant Management System streamlines the process between ULBs, State Urban Development Departments (UDDs), and MoHUA, and facilitates seamless submission and flow of required information from ULBs to State UDDs and further to MoHUA.

We thank you for your patronage and we hope you have an enjoyable experience using this grant management system.

Reference Documents:-

- Grant Module – User Manual for ULBs
- Grant Module – User Manual for State Nodal Officers
- MoF Operational Guidelines
- MoHUA Marking Scheme
- 15th FC Report

For clarifications/ questions, please email us at 15fcgrant@cityfinance.in.
We will respond to you within 24 hours.

4. Now please click on the **ULB** user button in order to select the type of user.

Users

- ULB**
- STATE
- MoHUA

For clarifications/ questions, please email us at 15fcgrant@cityfinance.in.
We will respond to you within 24 hours.

5. As indicated earlier, login can be done using two options: (i) by entering the registered email address and password or (ii) via the OTP route. Please see below the steps involved in both options.

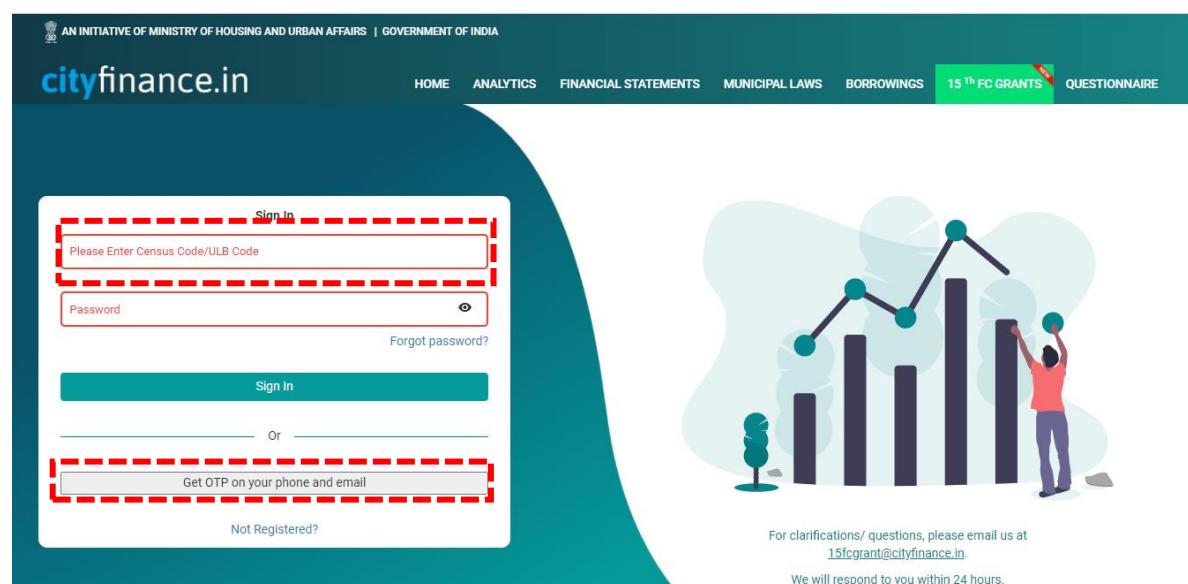
Login using user Id and password

- i. If you are using the Cityfinance portal for the first time then contact state nodal officer for user Id & password. User Id is generally census code/ ULB code. It is a 6-digit number beginning with 8 or 9. The ULB is expected to update the profile details after logging into the portal.
- ii. Existing users can log in using the same user Id and password set up previously.

Login using OTP

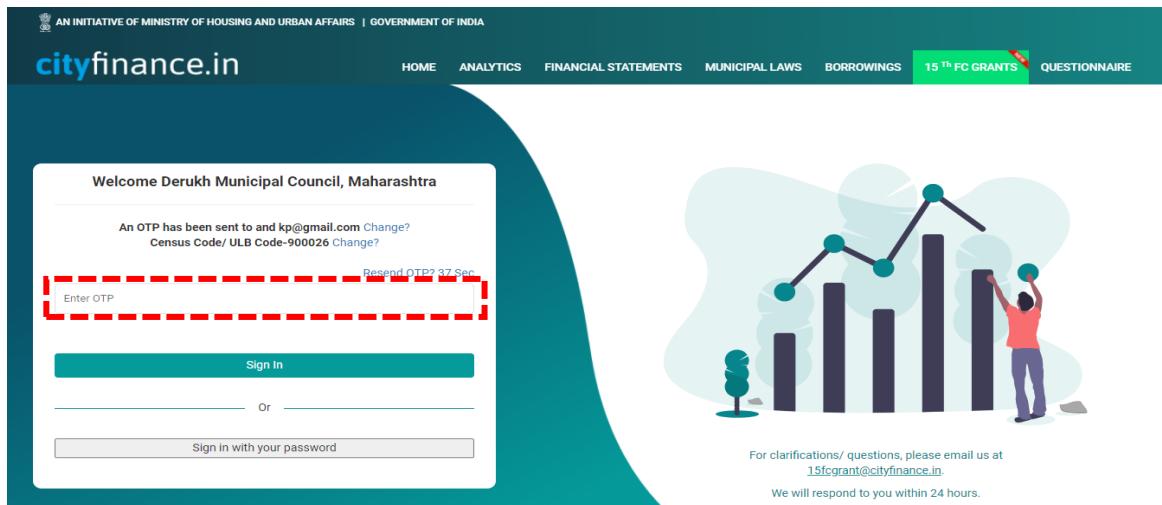
The ULBs can also login using OTP that will be sent to the mobile number and email address of the ULB nodal officer. This option will not be available for users **logging in for the first time**.

- i. Click on **Get OTP on your phone and email** option.



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- ii. Enter the 4-digit OTP received on the registered contact no. and email Id in the **Enter OTP**. In case contact details to which OTP has been sent are wrong, please contact your State nodal officer for updating the contact details.



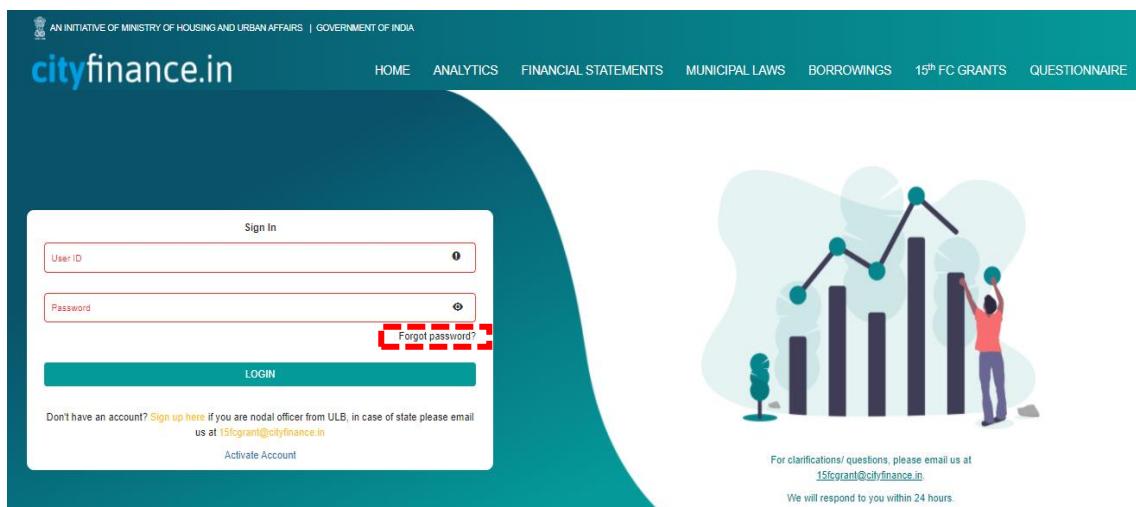
6. Once logged in, you will be redirected to the landing page of **15th FC Grants**. Click on “**2021-22**” in order to apply for the grants for FY 2021-22.



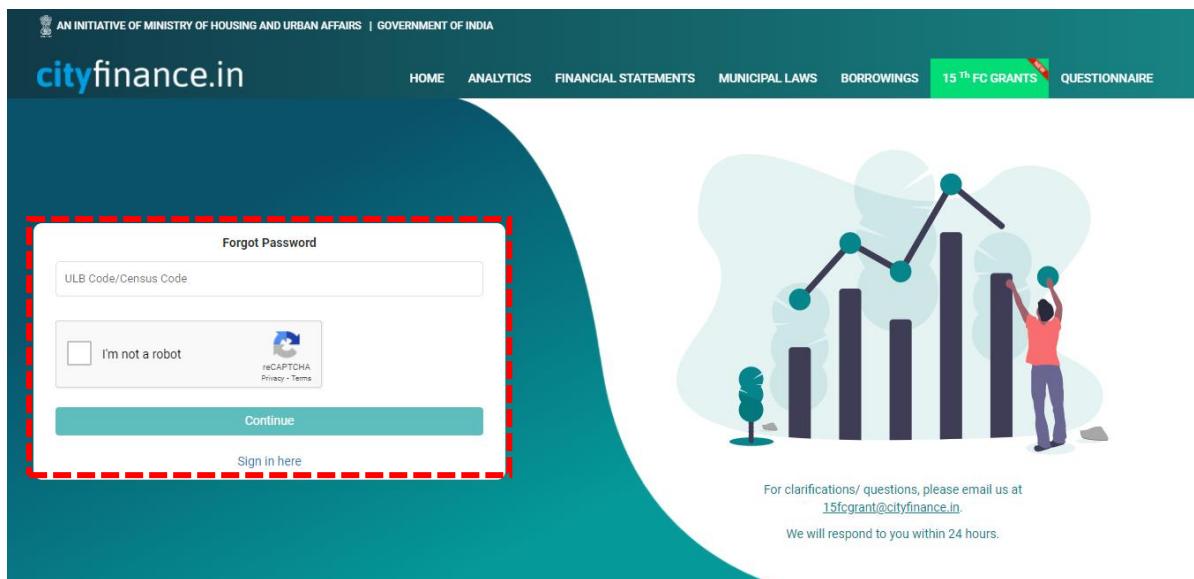
The team Cityfinance will create login credentials for any newly formed ULB in the State and provide them to the State nodal officer who will then distribute the credentials to the ULBs. Using user Ids and passwords provided, ULBs can log in to the platform. Once the user logs in, the user has to create a profile, after which the user can use OTP option to log in.

How to change password?

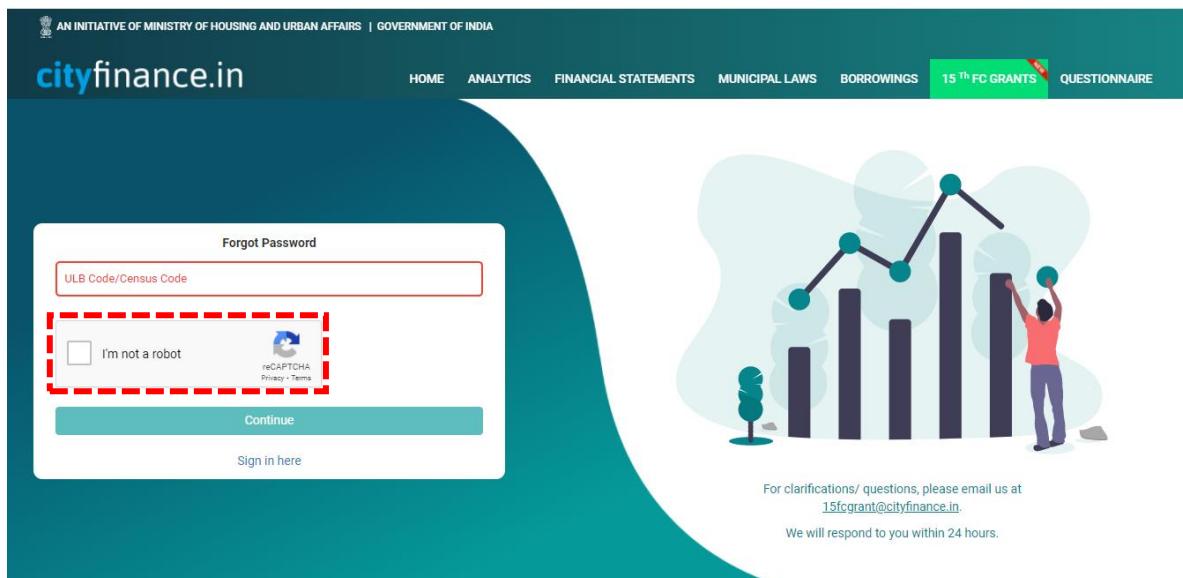
1. In case password is misplaced or forgotten, click on **FORGOT PASSWORD** on the login page to reset password.



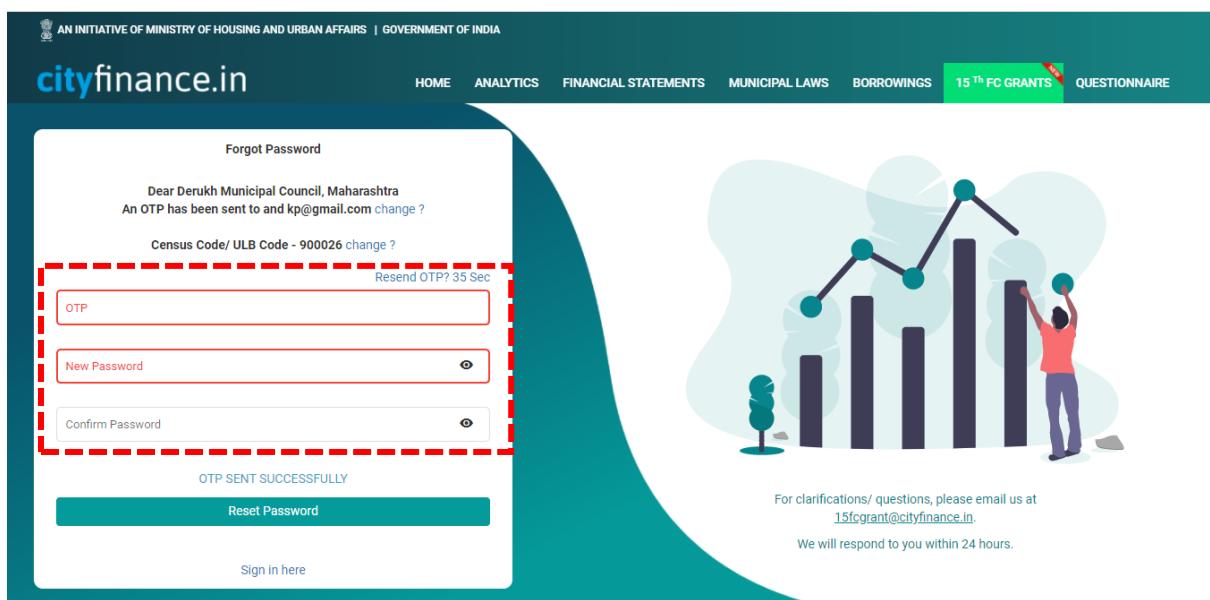
2. On clicking **FORGOT PASSWORD**, a page will appear as shown below.



3. Please enter **ULB CODE/CENSUS CODE**, select **I'm not a robot** option and click on **CONTINUE**.



4. Enter the **OTP** received on the ULB nodal officer's contact no./email id and set the **New Password** and confirm the new password by typing it again in the **Confirm Password**.



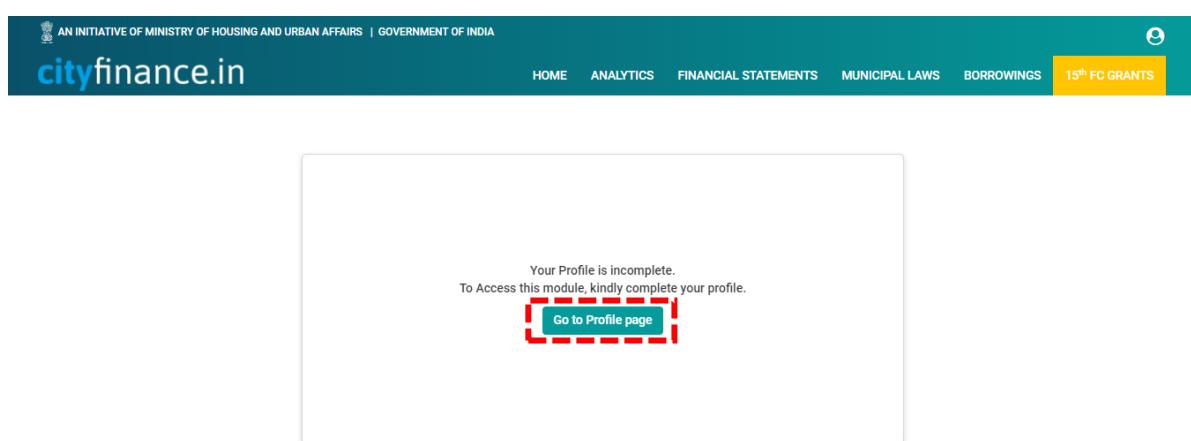
5. Finally, click on **RESET PASSWORD** to update the password. Now, login using the new password.

How to update profile or contact details?

All communications from Cityfinance portal would be send to the registered contact information of ULB nodal officers. Please contact your State nodal officer in case email address or contact number shared previously does not work now. The following steps can be followed to edit ULB nodal officer profile:

1. If logging in for the first time click on **GO TO PROFILE PAGE** to update ULB nodal officer's details.

If you are existing user, please click on the icon present at the top right corner of the screen and click on **PROFILE**.



The screenshot shows the Cityfinance.in application status page for the "Ahmedabad Municipal Corporation, Gujarat". The header is identical to the previous screenshot. On the left, there is a sidebar with various menu items: "15FC Grants for 2021-22" (selected), "Overview", "Entry Level Conditions", "Grant Transfer Certificate", "Detailed Utilisation Report" (marked as completed with a green checkmark), "Annual Accounts" (marked as completed with a green checkmark), "Million Plus Cities Challenge Fund", "SLBs for Water Supply and Sanitation", "Preview and download", and "Submit". The main content area displays the message: "The 15th Finance Commission Grants Management System facilitates seamless submission and required information between Urban Local Bodies, State Governments and Ministry of Housing and Urban Affairs for the purposes of availing ULB Grants between 2021-26." Below this, it says "Requirements for 15th FC Grants for FY 2021-22" and "Application Status -In Progress 66%". There are four buttons: "View Grant Transfer" (green), "Upload Detailed" (blue), "Upload Annual" (orange), and "Fill details for Million" (dark green). In the top right corner, a user profile box is open, showing "Ahmedabad Municipal Corporation" and an email address "manisha.singh1@dhvanilts.com". It also has "Profile" and "Logout" buttons. The footer of the page also features the "cityfinance.in" logo.

2. After clicking on profile, the **Edit Profile** page will appear as shown below. Click on **EDIT** button (at the bottom) in order to make the entry fields editable.

cityfinance.in

HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS 15th FC GRANTS

ULB Profile

Welcome: Visakhapatnam Municipal Corporation, Andhra Pradesh

View Profile

State * Andhra Pradesh ULB Type * Municipal Corporation Census Code * 802947

ULB Code * ULB Name * Visakhapatnam Municipal Corporatik

Area (Sq kms) * 0 Population * 1728128 No of Wards * 0

Municipal Commissioner/Executive Officer Name Municipal Commissioner/Executive Officer Email ID Municipal Commissioner/Executive Officer Contact No

ULB Nodal Officer Name * Housing ULB Nodal Officer Email ID * Management@email.com ULB Nodal Officer Contact No * 9818101023

Edit **Change Password**

3. Update the details and click on **UPDATE PROFILE** button to save the changes.

cityfinance.in

HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS 15th FC GRANTS

ULB Profile

Welcome: Visakhapatnam Municipal Corporation, Andhra Pradesh

Edit Profile

State * Andhra Pradesh ULB Type * Municipal Corporation Census Code * 802947

ULB Code * ULB Name * Visakhapatnam Municipal Corporatik

Area (Sq kms) * 0 Population * 1728128 No of Wards * 0

Municipal Commissioner/Executive Officer Name Municipal Commissioner/Executive Officer Email ID Municipal Commissioner/Executive Officer Contact No

ULB Nodal Officer Name * Housing ULB Nodal Officer Email ID * Management@email.com ULB Nodal Officer Contact No * 9818101023

Update Profile **Change Password**

Note: Please ensure that the email address entered in the **ULB NODAL OFFICER EMAIL ID** column is correct as it will be linked to the ULB's account on the portal. We request you to provide the Email ID.

4. If the ULB would like to change the existing password, they can do so by clicking on **CHANGE PASSWORD** in the **EDIT PROFILE** page.

Welcome: Jaisalmer Municipality, Rajasthan

Edit Profile

State *: Rajasthan ULB Type *: Municipality Census Code *: CC9

ULB Code *: SB9 ULB Name *: Jaisalmer Municipality

Area (Sq kms) *: 64.7 Population *: 65471 No of Wards *: 30

Municipal Commissioner/Executive Officer Name: ManishaComm Municipal Commissioner/Executive Officer Email ID: manisha.singh+701@dhwaniris.com Municipal Commissioner/Executive Officer Contact No: 9695913838

XV FC Nodal Officer Name *: Wtestingnormaldesignation XV FC Nodal Officer Email ID *: manisha.singh+702@dhwaniris.com XV FC Nodal Officer Contact No *: 7896541258

Change Password

5. On clicking **CHANGE PASSWORD**, click on **YES** to continue.

Welcome: Jaisalmer Municipality, Rajasthan

View Profile

State *: Rajasthan ULB Type *: Municipality Census Code *: CC9

ULB Code *: SB9 You will be logged out for changing password.
Are you sure you want to continue?

Area (Sq kms) *: 64.7 Yes No

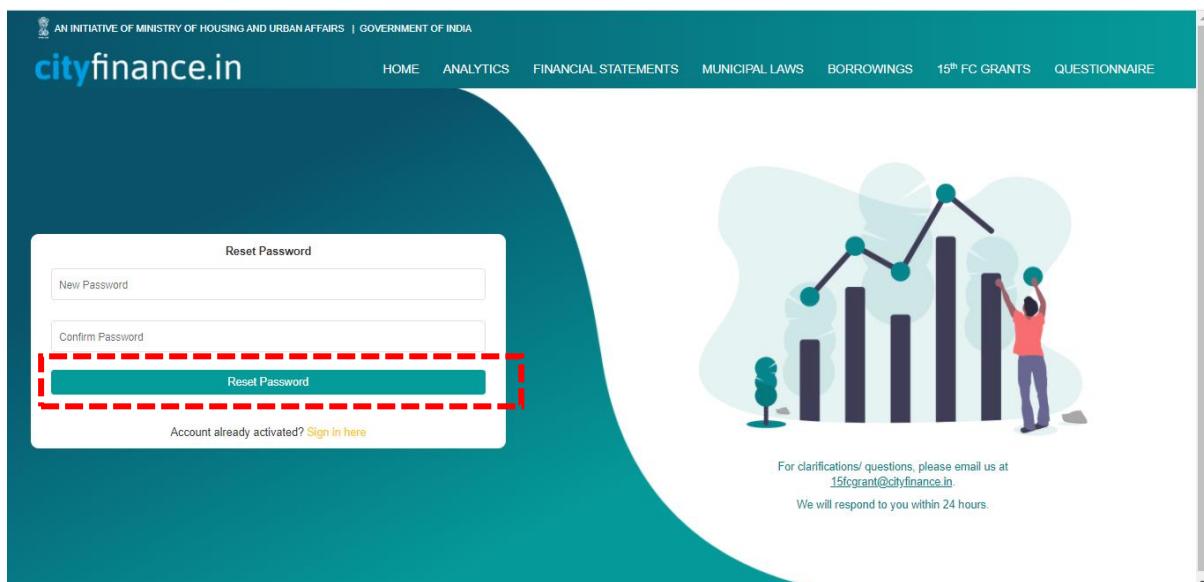
Municipal Commissioner/Executive Officer Name: ManishaComm Municipal Commissioner/Executive Officer Email ID: manisha.singh+701@dhwaniris.com Municipal Commissioner/Executive Officer Contact No: 9695913838

XV FC Nodal Officer Name *: Wtestingnormaldesignation XV FC Nodal Officer Email ID *: manisha.singh+702@dhwaniris.com XV FC Nodal Officer Contact No *: 7896541258

Change Password

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6. Enter the new password and confirm the same, and click on **RESET PASSWORD** to change the password.



How to access application status and resources?

1. After completing login process and clicking on “2021-22”, you will be redirected to an overview page as shown below.

Overview Page- overview page gives details about the compliances and documents to be shared by ULBs.

The screenshot shows the '15FC Grants for 2021-22' overview page for Ahmedabad Municipal Corporation, Gujarat. The left sidebar lists several sections: Overview, Entry Level Conditions, Grant Transfer Certificate, Detailed Utilisation Report, Annual Accounts, Million Plus Cities Challenge Fund, SLBs for Water Supply and Sanitation, Preview and download, and Submit. The main content area displays a message about the system's purpose and links to various requirements: Application Status -Not Started, Grant Transfer Certificate, Detailed Utilisation Report, Annual Accounts, and Million Plus Cities Challenge Fund.

-
2. Users can also access resources related to 15th FC grant.

The screenshot shows the cityfinance.in website interface. At the top, there is a navigation bar with links: HOME, ANALYTICS, FINANCIAL STATEMENTS, MUNICIPAL LAWS, BORROWINGS, and 15TH FC GRANTS. The main content area is titled "Resources". On the left, there is a sidebar with a yellow header "15FC Grants for 2021-22" containing several items: Overview, Entry Level Conditions (Grant Transfer Certificate, Detailed Utilisation Report, Annual Accounts), Million Plus Cities Challenge Fund, SLBs for Water Supply and Sanitation, Preview and download, and Submit. Below the sidebar, there are four resource cards: "15th FINANCE COMMISSION Report" (image of the Indian Constitution), "Operational Guidelines" (image of a blue book titled "GUIDELINES"), "User Manual for ULBs" (image of a hand holding a magnifying glass over a document titled "USER MANUAL"), and "Detailed Utilization Report Format" (image of a document titled "REPORT" with charts). At the bottom left, there is a separate section titled "National Municipal" with an image of a stack of books.

3. DOCUMENTS TO BE SUBMITTED BY ALL ULBs

Background

In order to qualify for 15th FC grants for the year 2021-22, ULBs have to meet the following conditions:

Steps to be taken by MPC and NMPC Urban Local Bodies (ULBs)

1. Login on www.cityfinance.in using census code/ ULB code as user-id and password.
2. Upload unaudited accounts for FY 2020-21 and duly audited accounts for FY 2019-20 for at least 25% ULBs. Audited and unaudited accounts should include the minimum of
 - (i) Balance sheet,
 - (ii) Income & expenditure statement,
 - (iii) Cash flow statement and
3. Schedules to (i) and (ii) Fill the details for ‘Detailed utilisation report’ for the tied grant of FY 2020-21.
4. Fill the baseline as on 1 April, 2021 & target (to be achieved in FY 2021-22 and onwards till FY 2024-25) for following service level indicators for water supply & sanitation
 - i. Households covered with piped water supply
 - ii. Piped water supplied in liter per capita per day (lpcd)
 - iii. Reduction in Non-Revenue Water (NRW)
 - iv. Household covered with sewerage & septage services

Submission of all above information will be done through www.cityfinance.in/fc_grant. An overview of the actions to be performed by ULBs on the portal is given below.

Steps to be taken by State Government in coordination with Million Plus Cities/UAs:

1. Fill in details for projects selected for rejuvenation of water bodies, recycling and reuse of waste water and water supply for each Million Plus City/ UA.
2. Fill in details for year-wise action plan for projects to be undertaken by each Million Plus City/ UA from 15th FC grants.
3. Submission of population of ULBs/ statutory towns in Million Plus Cities/ UA as per the census 2011 and also submit estimated population as of 01-04-2020 calculated on the basis of decadal population growth rate of the State as per Census 2011. The State will submit the population figures in Excel format, and these population figures will serve as the basis for calculating weightage score in case UA has more than one ULB/ Statutory town
4. Sign MoU with MoHUA and each Million Plus City/ UA.

1. Detailed Utilisation Report

All ULBs have to fill in details on utilization of tied grant for previous year in the format below to generate detailed utilisation report in the format prescribed by DoE.

Steps to generate detailed utilisation report:

1. Click on **DETAILED UTILISATION REPORT** tab under the entry level conditions section.

The screenshot shows the 'Detailed Utilisation Report' page for Ahmedabad Municipal Corporation, Gujarat. The page includes fields for Name of MPC/UA/NMPC (Ahmedabad Municipal Corporation) and Type of grant (Tied). It also displays financial data for the 15th FC Tied Grant Position during the year 2020-21:

Category	Value (INR in lakhs)
i. Unutilized from previous installments	25
ii. Tied Grant received during the year	200
iii. Expenditure incurred during the year	170
Closing balance at the end of year (INR in lakhs) (i + ii - iii)	55

Details to be filled in are as follows:

- i. Unutilized from previous installments (Rs. in lakhs)- The amount of grant which is unutilized with the ULB from the previous tied installments. (For FY 2020-21, it will be zero)
- ii. Tied grant received during the year (Rs. in lakhs)- The amount of grant which is received by the ULB i.e., the total of 1st and 2nd Installment of Financial Year 2020-21.
- iii. Expenditure incurred during the year (Rs. in lakhs)- The amount of grant which is spent or consumed by the ULB i.e., 1st and 2nd Installment of Financial Year 2020-21.

Closing balance at the end of the year (Rs. in lakhs) (i + ii - iii) will be auto calculated as per the details filled in i, ii and iii.

Ahmedabad Municipal Corporation, Gujarat

Detailed Utilisation Report

Detailed Utilisation report in respect of 15th finance commission tied grants for year 2020-21

Name of MPC/UA/NMPC	Ahmedabad Municipal Corporation
Type of grant	Tied
i. Unutilized from previous installments (INR in lakhs)	25
ii. Tied Grant received during the year (INR in lakhs)	200
iii. Expenditure incurred during the year (INR in lakhs)	170
Closing balance at the end of year (INR in lakhs) (i + ii - iii)	55

Component Wise Utilisation of Tied grants*

Enter the component wise utilisation of tied grants in the following table by following the below steps:

- i. Select the category of the project from the drop-down menu (**Drinking Water, Rainwater Harvesting, Rejuvenation of Water Bodies, Sanitation, Solid Waste Management, and Water Recycling**).
- ii. Enter the name of the project.
- iii. Input the coordinates of your project or you can select coordinates by clicking on the Map function, then pinning on the location.
- iv. Enter total project cost (spent during last year) for that respective project.
- v. Enter the 15th FC grants amount that has been spent for the project. % of 15th FC grant in total project cost will be calculated automatically.

S.No	Category	Name of the Project	Co-ordinates Latitude and Longitude	Total Project Cost (INR in lakhs)	15 FC Grants in Total Project Cost (INR in lakhs)	% of 15 FC Grants in Total Project Cost
1	Drinking Water	ABC	23.02747, 72.56755	200	170	85.00%

Water Management (WM)

S.No	Category	Total Tied Grant Utilized on WM	Number of Projects Undertaken	Total Project Cost Involved (INR in lakhs)
1	Drinking Water	170	1	200
2	Rainwater Harvesting	0	0	0
3	Water Recycling	0	0	0
4	Rejuvenation of Water Bodies	0	0	0

Solid Waste Management (SWM)

2. You can add more projects for the component wise utilisation of tied grant by clicking the **ADD MORE** button.

S.No	Category	Name of the Project	Co-ordinates Latitude and Longitude	Total Project Cost (INR in lakhs)	15 FC Grants in Total Project Cost (INR in lakhs)	% of 15 FC Grants in Total Project Cost
1	Drinking Water	ABC	23.02747 72.56755	200	170	85.00%
		Total(INR in lakhs)		200	170	

Water Management (WM)

S.No	Category	Total Tied Grant Utilized on WM	Number of Projects Undertaken	Total Project Cost Involved(INR in lakhs)
1	Drinking Water	170	1	200
2	Rainwater Harvesting	0	0	0
3	Water Recycling	0	0	0
4	Rejuvenation of Water Bodies	0	0	0

Solid Waste Management (SWM)

Note: Expenditure incurred during the year (15th FC Tied Grant Position during the year) should be equal to 15th FC Grants in Total Project Cost (Component Wise Utilisation of Tied grant). If these two figures do not match, the system shows an error.

3. The system will automatically fill the details in the table below by using the information entered in the above table titled "Component wise utilisation of a tied grant".

S.No	Category	Total Tied Grant Utilized on WM	Number of Projects Undertaken	Total Project Cost Involved(INR in lakhs)
1	Drinking Water	170	1	200
2	Rainwater Harvesting	0	0	0
3	Water Recycling	0	0	0
4	Rejuvenation of Water Bodies	0	0	0

Solid Waste Management (SWM)

S.No	Category	Total Tied Grant Utilized on SWM	Number of Projects Undertaken	Total Project Cost Involved(INR in lakhs)
1	Sanitation	0	0	0
2	Solid Waste Management	0	0	0

Name* : Shankar
Designation* : Contractor

4. After checking all the information filled, the concerned person has to fill **his/her name** with the **Designation** as provided below.

Solid Waste Management (SWM)

S.No	Category	Total Tied Grant Utilized on SWM	Number of Projects Undertaken	Total Project Cost Involved(INR in lakhs)
1	Sanitation	75	1	120
2	Solid Waste Management	0	0	0

Name*: Name is required*

Designation*: Designation is required*

BACK **SAVE AND NEXT**

5. Now you can get the preview of all the information filled, in the prescribed format by clicking on the **PREVIEW**.

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

Ahmedabad Municipal Corporation, Gujarat

Detailed Utilization Report

Utilization report in respect of 15th finance commission tied grants for year

Name of MPC/UA/NMPC: Ahmedabad Municipal Corporation

Type of grant: Tied

PREVIEW

Select the PREVIEW

15th FC Tied Grant Position during the year*

i. Unutilized from previous installments (INR in lakhs) Required*

ii. Tied Grant received during the year (INR in lakhs) Required*

iii. Expenditure incurred during the year (INR in lakhs) Required*

Closing balance at the end of year (INR in lakhs) (i + ii - iii) 0

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6. The preview of the Grant Utilisation Report will appear as shown below and you can also download the report (in the format prescribed by DoE) in the PDF format by clicking on the **DOWNLOAD AS PDF** option.

GRANT UTILISATION REPORT FOR THE FIFTEENTH COMMISSION RECOMMENDED TIED GRANT RECEIVED DURING THE AWARD PERIOD 2021-22 TO 2025-26.

(to be submitted by NMPCs & MPCs as per details in para 14 above)

S. No.	Item description	Amount (RS. in lakh)	% of total tied grant earmarked	No of projects undertaken	Total project cost involved (RS. in lakh)
1.	Unutilised tied grant from previous installment		X	X	X
2.	15 th FC. Tied grant received during the year [1 st & 2 nd installment taken together]		X	X	X
3.	Expenditure incurred during the year		X	X	X
4.	Closing balance at the end of year	0	X	X	X
5.	Component-wise utilisation of grant	X	X	X	X
A.	Water Management(WM)	Total % of tied grant utilised in WM [Infinity]			X

7. Now you can move to next condition by clicking on the **SAVE AND NEXT** button at the bottom right corner of the page.

15TH FC GRANTS

Category	Total Tied Grant Utilized	Number of Projects Undertaken	Total Project Cost Involved(INR in lakhs)
Rainwater Harvesting	0	0	0
Water Recycling	0	0	0
Rejuvenation of Water Bodies	0	0	0
Solid Waste Management (SWM)			
Sanitation	0	0	0
Solid Waste Management	0	0	0

Name*: Shankar
Designation*: Contractor

BACK **SAVE AND NEXT**

2. Publication of Annual Accounts

Operational guidelines for 15th FC grants mandate that at least 25% of the ULBs in State have to upload audited annual accounts for 2019-20 and provisional annual accounts for 2020-21 for ULBs to receive 15th FC grant.

Annual accounts can be uploaded in **PDF as well as Excel format** wherein PDF is mandatory and Excel is optional.

The following have to be uploaded as part of Audited annual accounts:

- i. Balance sheet
- ii. Income and expenditure statement
- iii. Cash flow statement
- iv. Schedules to balance sheet, income and expenditure statements and cash flow statement.

ULBs may provide web-link of the audited and provisional account, if uploaded online in public domain other than on City Finance Portal. However, above mentioned documents are mandatory to be provided on City Finance Portal for claiming the 15th FC grants.

Steps to upload annual accounts are as follows:

1. Click on **YES** button if you would like to upload or else click on “No”.

The screenshot shows the cityfinance.in website interface. On the left, there's a sidebar with various links: '15FC Grants for 2021-22', 'Overview', 'Entry Level Conditions', 'Grant Transfer Certificate', 'Detailed Utilisation Report', 'Annual Accounts' (which is highlighted with a red border), 'Million Plus Cities Challenge Fund', and 'SLBs for Water Supply and Sanitation'. Below these are 'Preview and download' and 'Submit' buttons. The main content area is titled 'Ahmedabad Municipal Corporation, Gujarat' and shows 'Provisional Accounts for 2020-21' and 'Audited Accounts for 2019-20'. A modal dialog box is open, asking '(A) Do you wish to submit Provisional Accounts for 2020-21 ?*' with 'Yes' and 'No' buttons. A red arrow points from the text 'Click on YES' to the 'Yes' button.

2. On clicking yes, you can upload the documents for provisional and audited accounts for 2020-21 and 2019-20 respectively.

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

cityfinance.in

HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS 15TH FC GRANTS

< 15FC Grants for 2021-22

Overview

- Entry Level Conditions
- Grant Transfer Certificate
- Detailed Utilisation Report
- Annual Accounts**
- Million Plus Cities Challenge Fund
- SLBs for Water Supply and Sanitation

Preview and download

Submit

Ahmedabad Municipal Corporation, Gujarat

Annual Accounts

Provisional Accounts for 2020-21 Audited Accounts for 2019-20

(A) Do you wish to submit Provisional Accounts for 2020-21 ?*

Yes No

Balance Sheet* Upload PDF Upload EXCEL

Balance Sheet Schedule* Upload PDF Upload EXCEL

Income Expenditure* Upload PDF Upload EXCEL

PREVIEW

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cityfinance.in

HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS 15TH FC GRANTS

< 15FC Grants for 2021-22

Overview

- Entry Level Conditions
- Grant Transfer Certificate
- Detailed Utilisation Report
- Annual Accounts**
- Million Plus Cities Challenge Fund
- SLBs for Water Supply and Sanitation

Preview and download

Submit

Ahmedabad Municipal Corporation, Gujarat

Annual Accounts

Provisional Accounts for 2020-21 Audited Accounts for 2019-20

(A) Do you wish to submit Audited Accounts for 2019-20 ?*

Yes No

Balance Sheet* Upload PDF Upload EXCEL

Balance Sheet Schedule* Upload PDF Upload EXCEL

Income Expenditure* Upload PDF Upload EXCEL

PDF Not Uploaded!

PREVIEW

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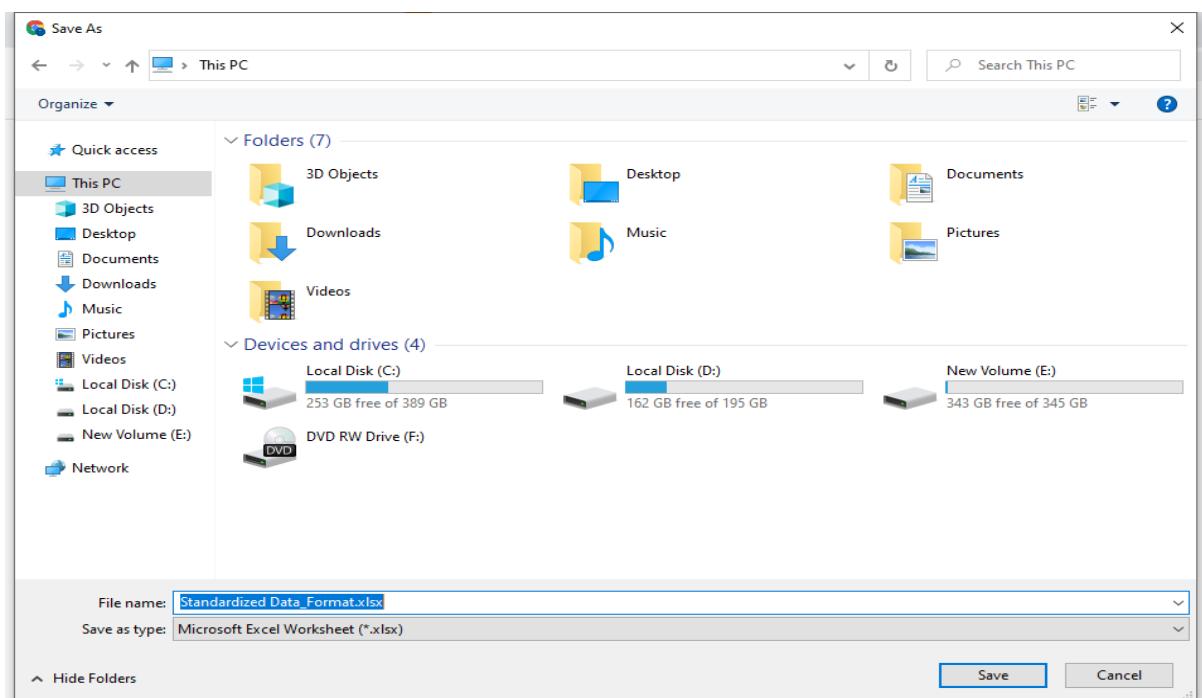
3. Click on **UPLOAD PDF**.

The screenshot shows the 'Annual Accounts' section of the cityfinance.in website. At the top, there are tabs for 'Provisional Accounts for 2020-21' (selected) and 'Audited Accounts for 2019-20'. On the left, a sidebar lists various financial reports like 'Entry Level Conditions', 'Grant Transfer Certificate', 'Detailed Utilisation Report', 'Annual Accounts' (which is currently selected), 'Million Plus Cities Challenge Fund', and 'SLBs for Water Supply and Sanitation'. Below the sidebar, there are buttons for 'Preview and download' and 'Submit'. The main area contains four sections: 'Balance Sheet*', 'Balance Sheet Schedule*', 'Income Expenditure*', and 'Income Expenditure Schedule*'. Each section has 'Upload PDF' and 'Upload EXCEL' buttons. The 'Upload PDF' button for the 'Balance Sheet*' section is highlighted with a red dashed box.

4. Then select the PDF file from your system and upload the **PDF and EXCEL files** in the same way.
5. Apart from that, you can also submit financials in standardized format by clicking on **Yes** option in the point B). Template for filling in required data can be downloaded by clicking on **DOWNLOAD TEMPLATE** button. Information shared in standardized format will be used by Cityfinance team to host the financial statements of ULBs in digital format. Standardized Format is based on National Municipal Accounting Manual (NMAM).

The screenshot shows the 'Income Expenditure Schedules' section of the cityfinance.in website. At the top, there are tabs for 'HOME', 'ANALYTICS', 'FINANCIAL STATEMENTS' (selected), 'MUNICIPAL LAWS', 'BORROWINGS', and '15TH FC GRANTS'. The main area contains two sections: 'Cash flow Statement*' and '(B) Do you wish to submit financials in Standardized Format for 2020-21 ?*'. The 'Cash flow Statement*' section has 'Upload PDF' and 'Upload EXCEL' buttons. The '(B)' section has 'Yes' and 'No' buttons. Below this, there is a 'Self declaration by the Executive officer/Municipal Commissioner of the ULB on the standardised financial statements uploaded above.' section with a checkbox for 'I Agree'. At the bottom, there are 'BACK' and 'SAVE AND NEXT' buttons.

6. Save the Standardized Data_Format.xlsx file in your system.

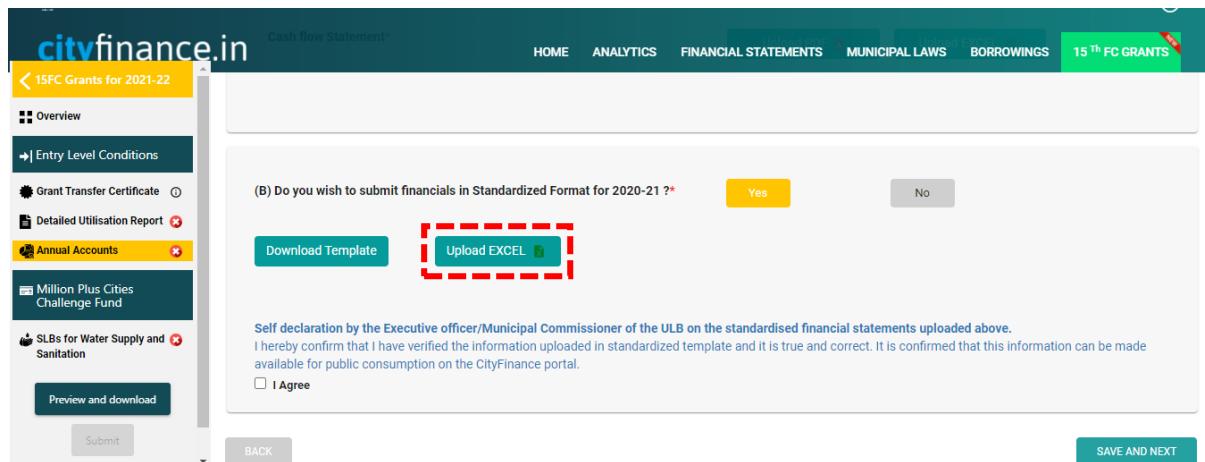


7. Open the Standardized Data_Format.xlsx file as shown below and fill in the respective data in **Column D i.e., Amount in INR** as per respective Head of Accounts and Line Items.

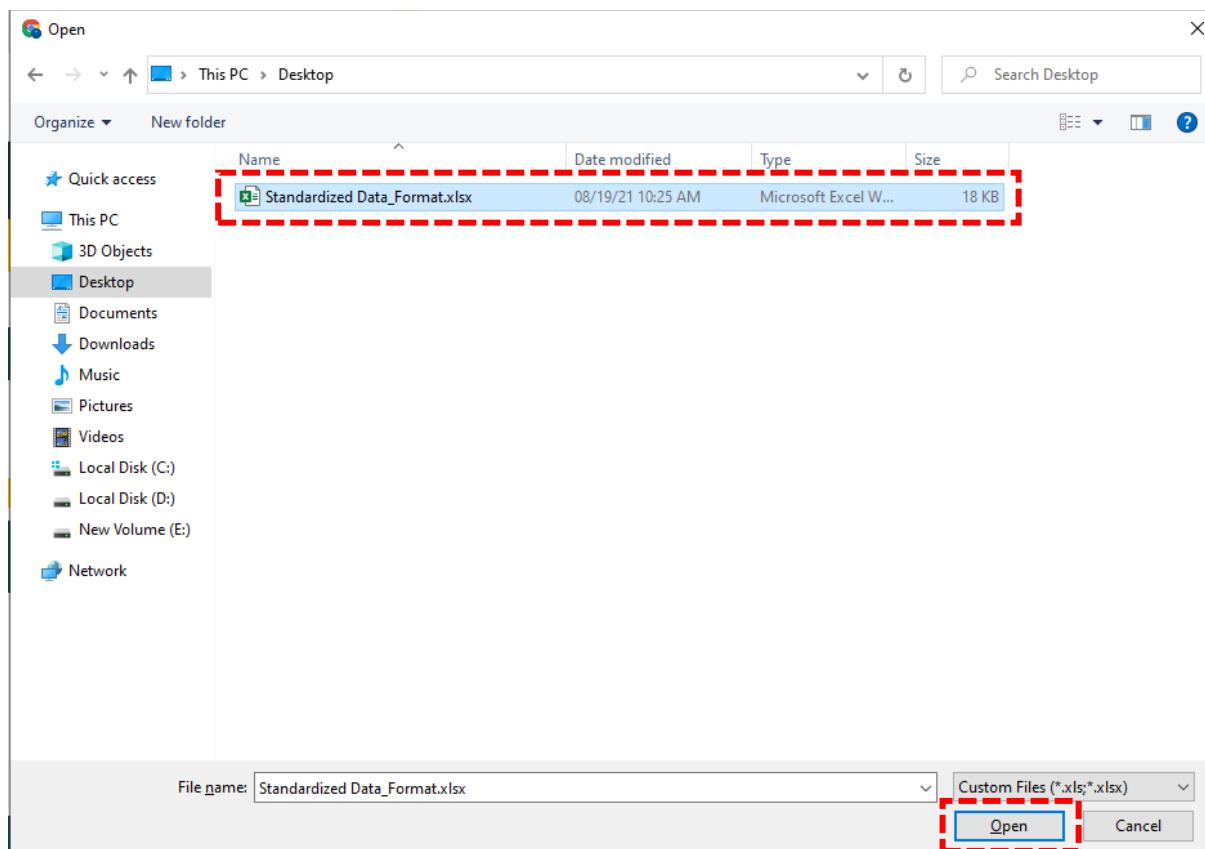
The screenshot shows the 'Standardized Data_Format.xlsx' spreadsheet in Excel. The main table has columns A, B, C, and D. Column D is currently empty. The table includes rows for various Head of Accounts and Line Items, such as Revenue, Expenses, and Liabilities, with corresponding codes and descriptions. To the right of the main table, there is a summary table with four rows:

Item	Amount in INR
Total Assets	0
Total Liabilities	0
Total Income	0
Total Expense	0

8. After filling in all the necessary information go back to the annual accounts page and upload the respective Excel file by clicking on **UPLOAD EXCEL** as shown below.



9. Then select the excel file you want to upload from the system and click on **OPEN**.



10. Then the excel file will get uploaded as shown below.

The screenshot shows the 'Annual Accounts' section of the cityfinance.in website. On the left sidebar, there are several tabs: 'Grant Transfer Certificate', 'Detailed Utilisation Report', 'Annual Accounts' (which is currently selected), 'Million Plus Cities Challenge Fund', and 'SLBs for Water Supply and Sanitation'. Below these are 'Preview and download' and 'Submit' buttons. The main content area has a header 'Cash flow Statement' and navigation links: HOME, ANALYTICS, FINANCIAL STATEMENTS, MUNICIPAL LAWS, BORROWINGS, and 15TH FC GRANTS. A yellow banner at the top says '15FC Grants for 2021-22'. A question '(B) Do you wish to submit financials in Standardized Format for 2020-21 ?*' has 'Yes' and 'No' buttons. Below it are 'Download Template' and 'Upload EXCEL' buttons. A progress bar shows 'Standardized Data_Format.xlsx' being uploaded at 100%, with a green checkmark icon. A red dashed box highlights this progress bar. Below the progress bar is a self-declaration statement: 'Self declaration by the Executive officer/Municipal Commissioner of the ULB on the standardised financial statements uploaded above. I hereby confirm that I have verified the information uploaded in standardized template and it is true and correct. It is confirmed that this information can be made available for public consumption on the CityFinance portal.' There is an 'I Agree' checkbox. At the bottom are 'BACK' and 'SAVE AND NEXT' buttons.

11. Then click on “I AGREE” and SAVE AND NEXT button and this will save the annual accounts tab.

This screenshot is identical to the previous one, showing the 'Annual Accounts' section of the cityfinance.in website. The left sidebar, header, and yellow banner are the same. The question '(B) Do you wish to submit financials in Standardized Format for 2020-21 ?*' has 'Yes' and 'No' buttons. Below it are 'Download Template' and 'Upload EXCEL' buttons. A progress bar shows 'Standardized Data_Format.xlsx' being uploaded at 100%, with a green checkmark icon. A red dashed box highlights the 'I Agree' checkbox under the self-declaration statement. The self-declaration statement and 'BACK' button are also visible. The 'SAVE AND NEXT' button is highlighted with a red dashed box at the bottom right.

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12. Now the ULB can get the preview of all the information filled, for annual accounts by clicking on the **PREVIEW**.

Ahmedabad Municipal Corporation, Gujarat

Annual Accounts

Provisional Accounts for 2020-21

(A) Do you wish to submit Provisional Accounts for 2020-21 ? Yes No

Balance Sheet*

Balance Sheet Schedule*

Income Expenditure*

Preview and download

PREVIEW

13. Preview of the information submitted/ documents uploaded will appear as shown below and the same can also download in PDF format for reporting and record keeping by clicking on the **DOWNLOAD AS PDF** option.

Submissions for 15th FC Grants for FY 2021-22

Ahmedabad Municipal Corporation, Gujarat

Application Current Status: In Progress
Form Current Status: In Progress

Annual Accounts

Provisional Accounts for 2020-21

(A) Do you wish to submit Provisional Accounts for 2020-21 ? Yes

1.Balance Sheet	N/A
2.Balance Sheet Schedule	N/A
3.Income Expenditure	N/A
4.Income Expenditure Schedule	N/A
5.Cash flow Statement	N/A

(B) Do you wish to submit financials in Standardized Format for 2020-21 ? Yes

Uploaded Excel: Excel - Standardized Data_Format.xlsx

Self declaration by the Executive officer/Municipal Commissioner of the ULB on the standardised financial statements uploaded above. N/A

Download as PDF

PREVIEW

3. Service Level Benchmarks for Water Supply and Sanitation

All ULBs have to fill in actual as on 1 April 2021 and target for next 4 years for four service level Indicators pertaining to water supply and sanitation.

Steps to fill this information is as below:

1. Fill in Actual Figures for 2020-21 and targets for 2021-22 to 2024-25.
2. Targets provided for 1) Water Supply in LPCD, 2) % of households covered with sewerage/septage services, 3) % of households covered with piped water supply should be not be less than the baseline/target for previous year, else the system will show an error.

Service Level Indicators	Benchmark	Actual Figures 2020-21	Target 2021-22	Target 2022-23	Target 2023-24 Please Enter a Value	Target 2024-25
Water supplied in litre per day(lpcd) *	135 LPCD	LPCD	LPCD	LPCD	LPCD	LPCD
% of Non revenue water *	20%	%	%	%	%	%
% of households covered with sewerage/septage services *	100%	%	%	%	%	%
% of households covered with piped water supply	100%	%	%	%	%	%

Note: All the indicators should be in numerical value up to two decimal points. All the fields are mandatory.

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3. In order to save the data entered for the above condition, please click on **SAVE & NEXT**. The data entered can also be previewed by clicking on the **PREVIEW**.

Ahmedabad Municipal Corporation, Gujarat

SLBs for Water Supply and Sanitation

Preview

Service Level Indicators	Benchmark	Actual Figures		Target		Target		Target	
		2020-21	2021-22	2022-23	2023-24	2024-25			
Water supplied in litre per day(lpcd) *	135 LPCD	LPCD	LPCD	LPCD	LPCD	LPCD	LPCD		
% of Non revenue water *	20%	%	%	%	%	%	%		
% of households covered with sewerage/septage services *	100%	%	%	%	%	%	%		
% of households covered with piped water supply *	100%	%	%	%	%	%	%		

BACK

4. Preview of details submitted under service level indicators will appear as shown below and can be downloaded in the PDF format by clicking on the **DOWNLOAD AS PDF** option.

Submissions for 15th FC grant for FY 2021-22

Ahmedabad Municipal Corporation, Gujarat

SLBs for Water Supply and Sanitation

Download as PDF

Service Level Indicators	Benchmark	Actual Indicator 2020-21	Target 2021-22	Target 2022-23	Target 2023-24	Target 2024-25
Water supplied in litre per day(lpcd)	135 LPCD	132.00 LPCD	133.00 LPCD	134.00 LPCD	135.00 LPCD	136.00 LPCD
% of Non revenue water	20%	30.00 %	25.00 %	24.00 %	23.00 %	20.00 %
% of households covered with sewerage/septage services	100%	70.00 %	72.00 %	73.00 %	74.00 %	75.00 %
% of households covered with piped water supply	100%	80.00 %	82.00 %	83.00 %	84.00 %	85.00 %

NEXT

Final Submission

After all sections are filled (green tick would appear against each item in left pane), click on **PREVIEW & DOWNLOAD** on the left to ensure that the data entered and documents uploaded are correct. Once you feel the data entered is appropriate click on **SUBMIT**.

Service Level Indicators	Benchmark	Actual Indicator 2020-21		Target 2021-22		Target 2022-23		Target 2023-24		Target 2024-25	
		135 lpcd	110.00 lpcd	115.00 lpcd	120.00 lpcd	125.00 lpcd	130.00 lpcd				
Water supplied in litre per day(lpcd) *	135 lpcd	110.00 lpcd	115.00 lpcd	120.00 lpcd	125.00 lpcd	130.00 lpcd					
% of Non revenue water *	20%	40.00 %	35.00 %	30.00 %	25.00 %	20.00 %					
% of households covered with sewerage/septage services *	100%	60.00 %	65.00 %	70.00 %	75.00 %	80.00 %					
% of households covered with piped water supply *	100%	65.00 %	70.00 %	75.00 %	80.00 %	85.00 %					

Note: Once the form is submitted, ULB cannot make any changes until and unless the form is returned by the State nodal officer or MoHUA officials.

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State Review and Approval

Submissions by ULBs will be reviewed, verified and approved by State nodal officer of the respective State. State nodal officer will approve the submissions if they are sure that submissions made by the ULBs are correct and as per the requirement. If the submissions fail to meet the criteria, it will be sent back to the ULB by State nodal officer along with the reason for rejection. Once state approved the submissions by all ULBs, they will be forwarded to MoHUA for a completeness check.

- On receiving the rejected form, the ULB will be able to review the form and the reasons for rejection as provided by the State government/ MoHUA.
- Accordingly, ULB will rectify/correct the rejected fields in RED and will resubmit it for approval by State nodal officer.
- ULB nodal officer will also get a notification by mail on approval or rejection of submission.

The screenshot shows a web interface for cityfinance.in. The top navigation bar includes links for HOME, ANALYTICS, FINANCIAL STATEMENTS, MUNICIPAL LAWS, BORROWINGS, and 15TH FC GRANTS. The main content area displays data for 'SLBs for Water Supply and Sanitation'. A red dashed box highlights the 'Rejected' status and the reason for return: 'Reason for return : It is neither appropriate nor achievable.' The left sidebar lists various reports: Entry Level Conditions, Grant Transfer Certificate, Detailed Utilisation Report, Annual Accounts, Million Plus Cities Challenge Fund, and SLBs for Water Supply and Sanitation. Buttons for Preview and download, Submit, and BACK are visible.



Ministry of Housing and Urban Affairs
Government of India