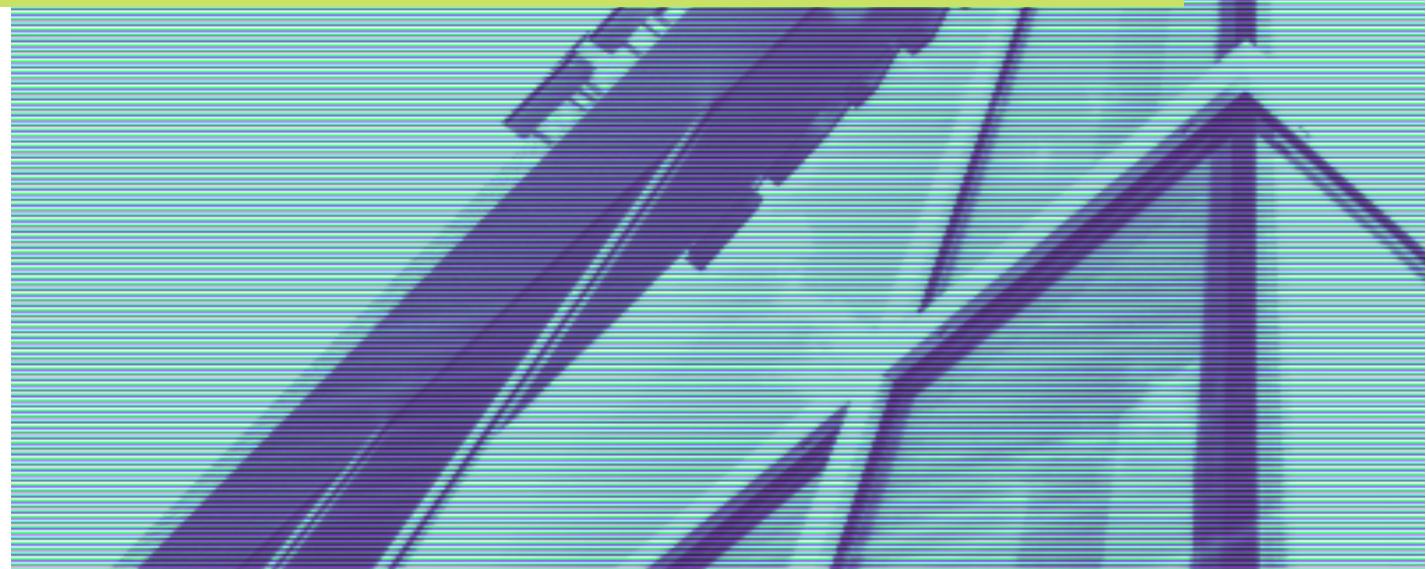


User Manual for Submission of Information by ULBs

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 administering the 15th FC grants to the ULBs.

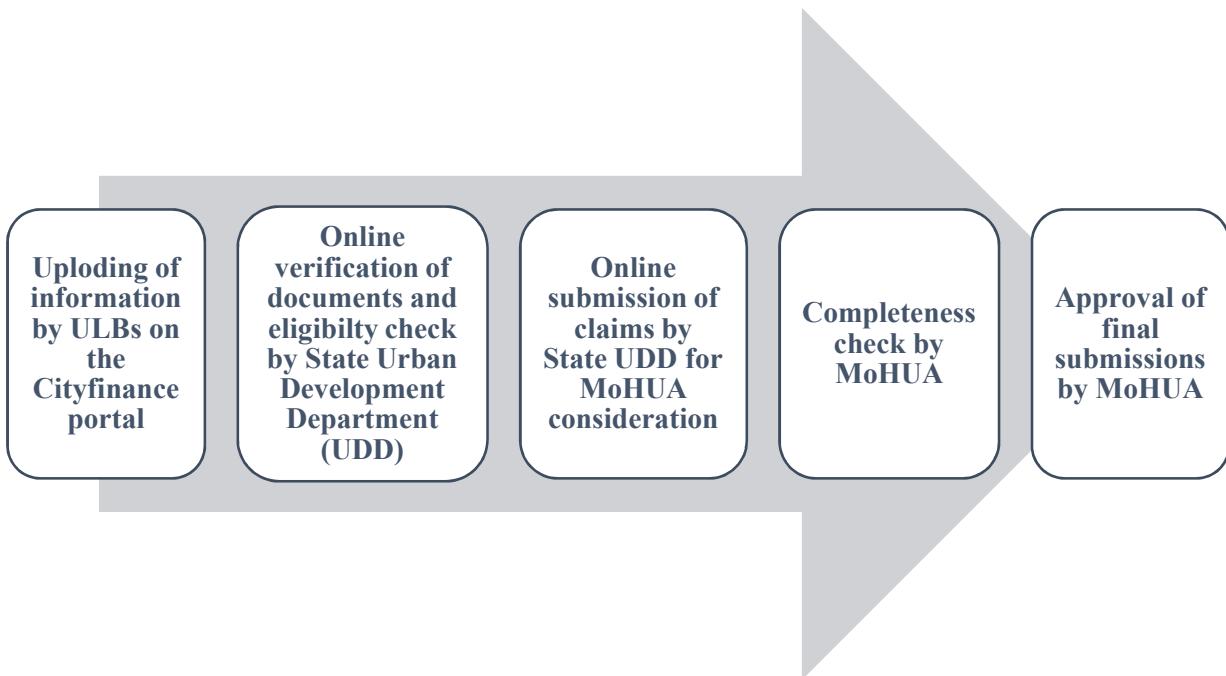
The Ministry of Finance (MoF) has issued the operational guidelines for implementation of the 15th FC recommendations. In line with the operational guidelines issued by the MoF, the MoHUA has been mandated to recommend disbursal of tied grants to ULBs. In order to claim the grants, the ULBs should meet 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 ULBs shall be a guidebook for ULBs in navigating the www.cityfinance.in portal for documentation upload by ULBs/ State, online verification by States and completeness check by MoHUA respectively. The process overview and the activities covered under the grant automation module are provided below:



<Please see next page>

2. USER MANUAL FOR ULBs FOR CITYFINANCE PORTAL

Background

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

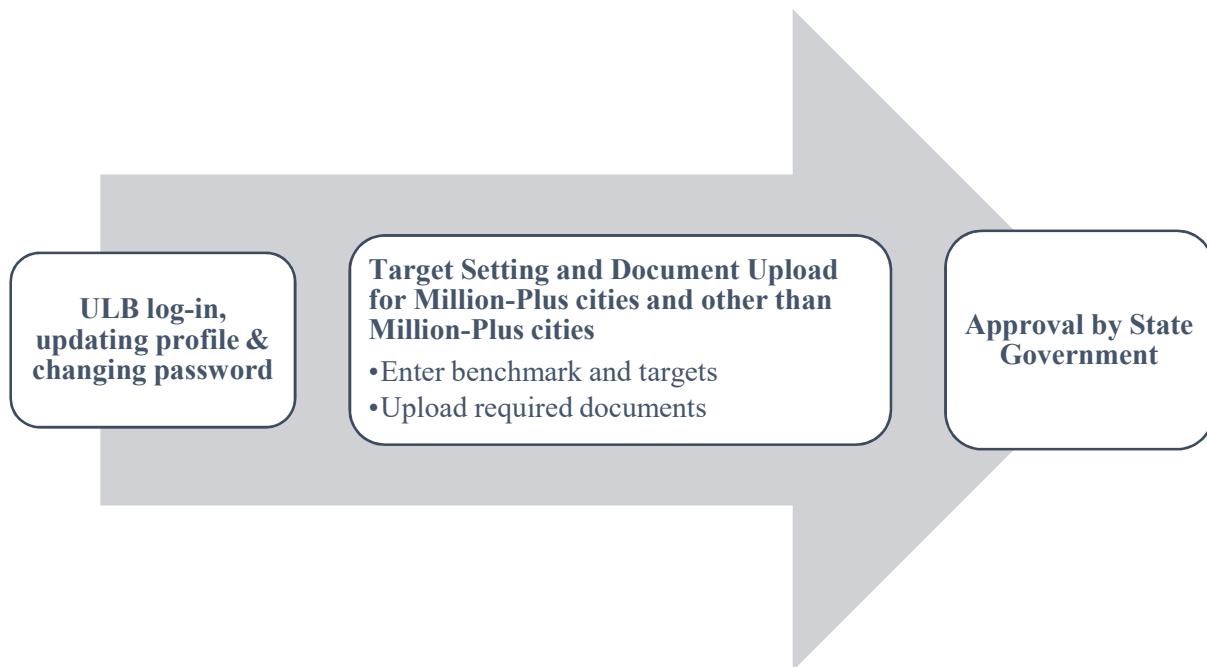
Million-plus ULBs:

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

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 are given below. The detailed process for each of the below action points has been provided in the following sections:

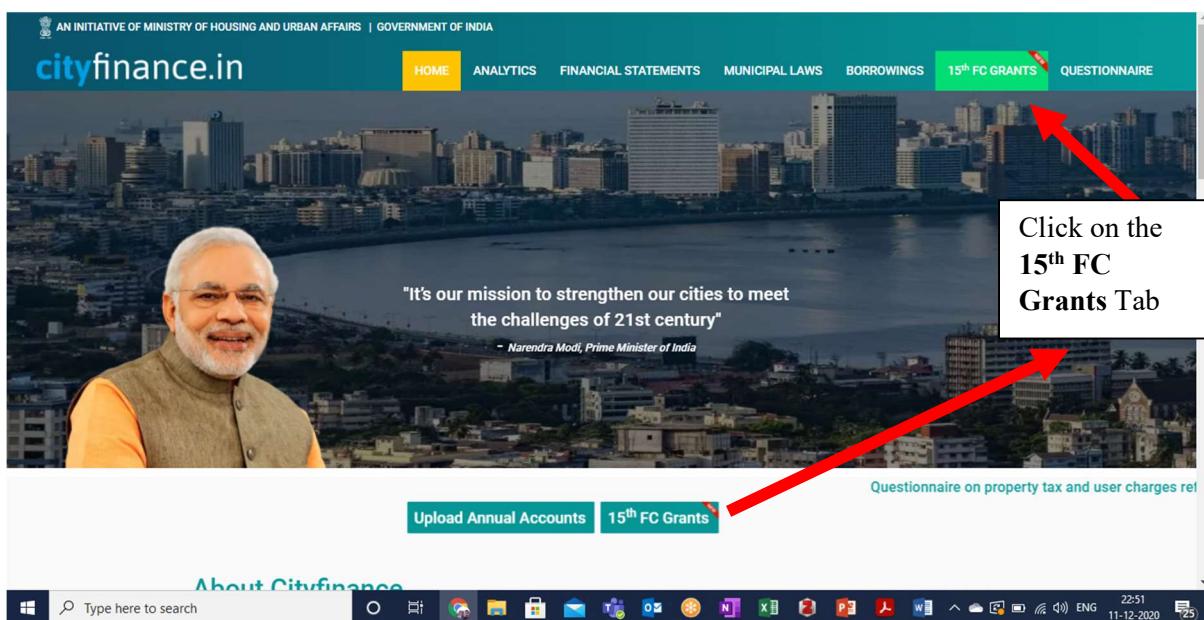


ULB Log-in

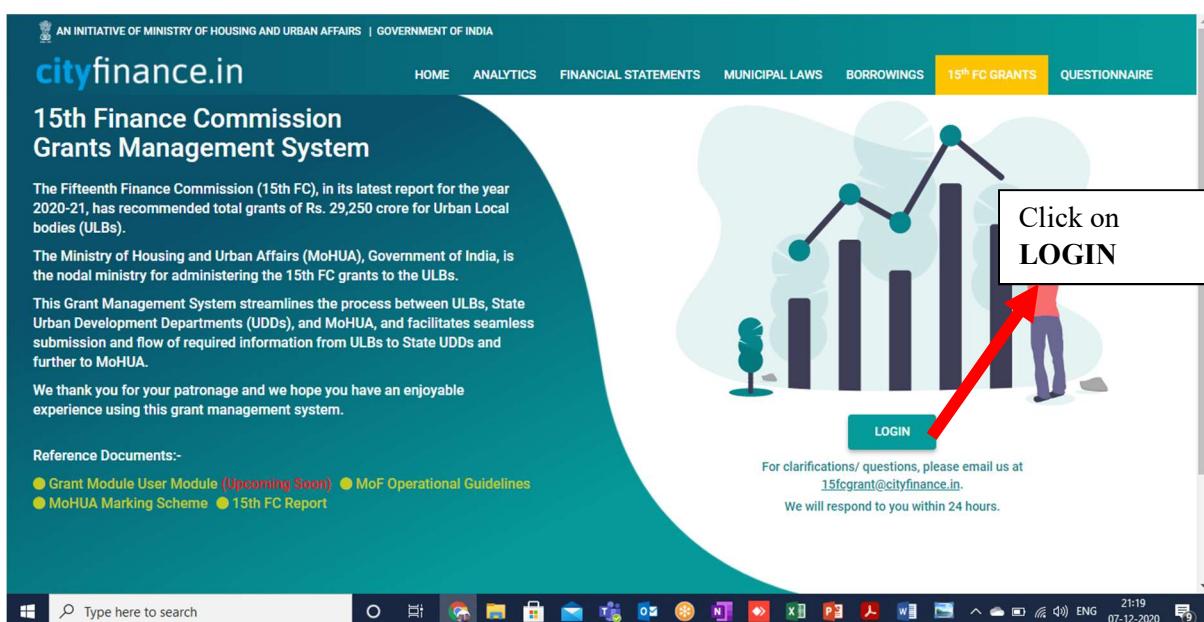
MoHUA will create login details (User-Ids and Temporary Passwords) for all ULBs to access the www.cityfinance.in portal. The login details for the portal will be circulated with State Nodal Officers appointed for the purposes of 15th FC grant management and disbursal. Nodal Officers will circulate the login details to the respective ULBs in their States. ULBs will use the login details so circulated to access the portal and submit the requisite information.

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

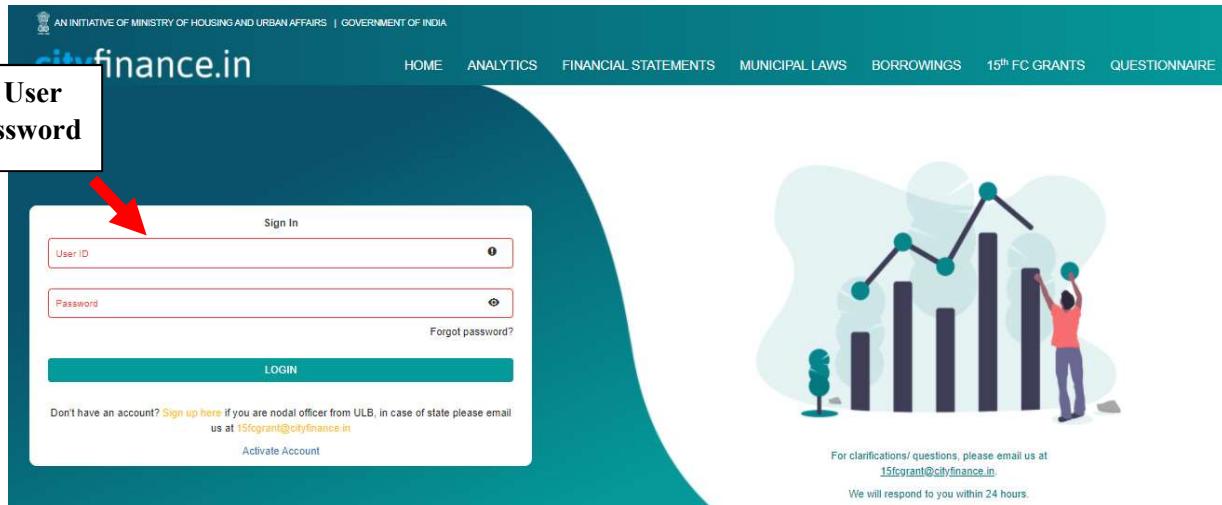
- Click on **15th FC Grants** on the top bar of the City Finance home page



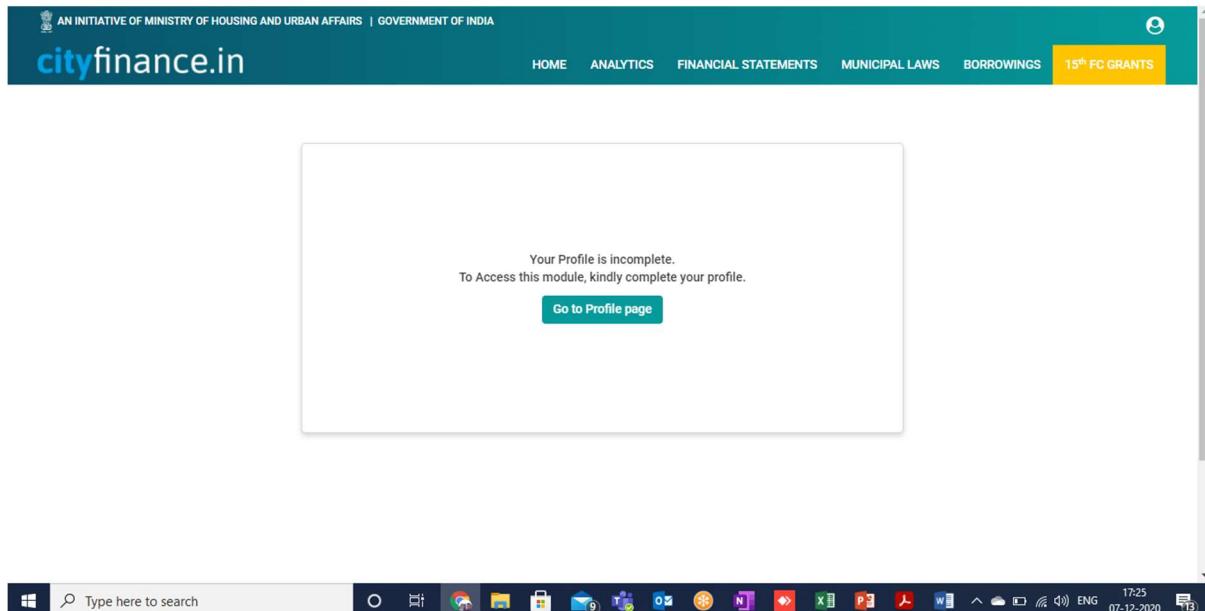
- On Clicking the 15th FC Grant, it will redirect to a page as shown below. Now, please click on **LOGIN**



- Now please login with the ID and Password as received from the State Nodal Officers



- Once logged in, you will be redirected to the **PROFILE** page in order to fill contact details of ULB officials



<Please see next page>

- On the **PROFILE** page, click on **EDIT** to update contact information pertaining to Municipal Commissioners and Nodal Officer in charge for the ULB

This information is requested for ease of contact between the States and Urban Local Bodies.

View Profile

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

ULB Code * ULB Name * Visakhapatnam Municipal Corporatik

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

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

ULB Nodal Officer Name * ULB Nodal Officer Email ID * ULB Nodal Officer Contact No *

Housing Management@email.com 9818101023

Edit Change Password

- Click on **UPDATE PROFILE** to ensure that changes are saved

Edit Profile

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

ULB Code * ULB Name * Visakhapatnam Municipal Corporatik

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

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

ULB Nodal Officer Name * ULB Nodal Officer Email ID * ULB Nodal Officer Contact No *

Housing Management@email.com 9818101023

Update Profile Change Password

- Once profile has been updated, a verification email will be sent on the email address of the ULB Nodal Officer from reachus@dhwaniris.com
- On receiving the verification email, the ULB Nodal Officer will have to click on the link sent in the email to reset the password and complete the verification process

Note: Please ensure that the email address entered in the **ULB NODAL OFFICER EMAIL ID** column is correct since it will be linked to the ULB's account on the portal

State Nodal Officers are requested to ensure that only ULB officials should access the portal for uploading the documents

In view of the same, it is recommended that ULBs change their passwords after the verification process is complete

- Click on **CHANGE PASSWORD** in order to change the password given by nodal officers.

Edit Profile

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

ULB Code *: SB9, ULB Name *: Jaisalmer Municipality

Area (\$q 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 *: VTestingnormaldesignation, XV FC Nodal Officer Email ID *: manisha.singh+702@dhwaniris.com, XV FC Nodal Officer Contact No *: 7896541258

Change Password

- On clicking **CHANGE PASSWORD**, click YES to continue

View Profile

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

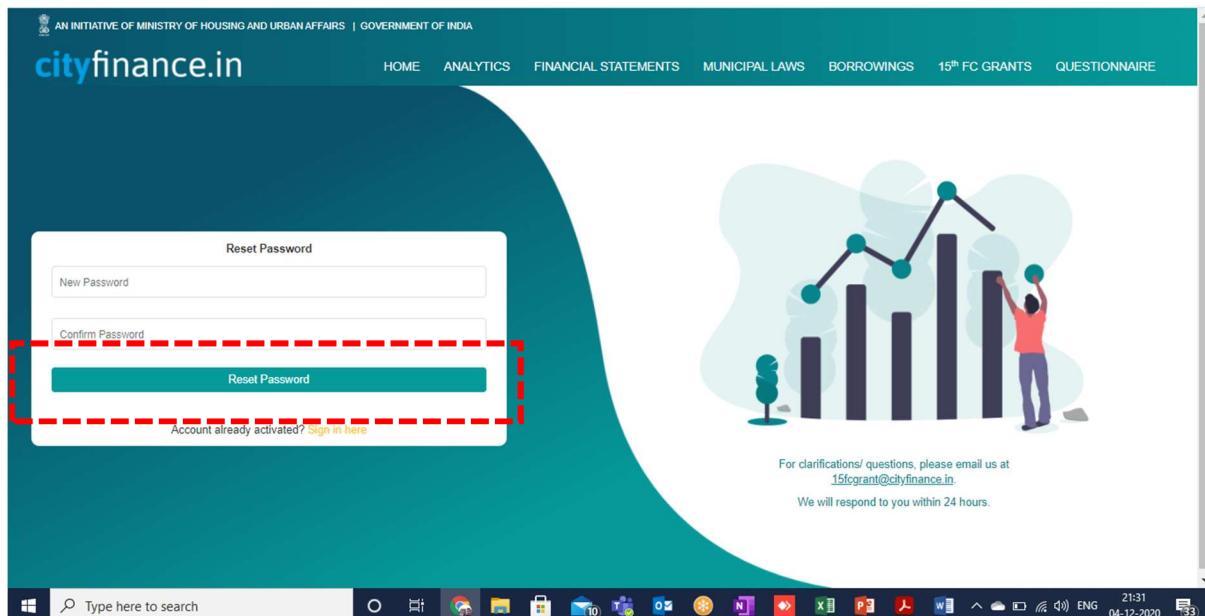
ULB Code *: SB9, Area (\$q kms) *: 64.7

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

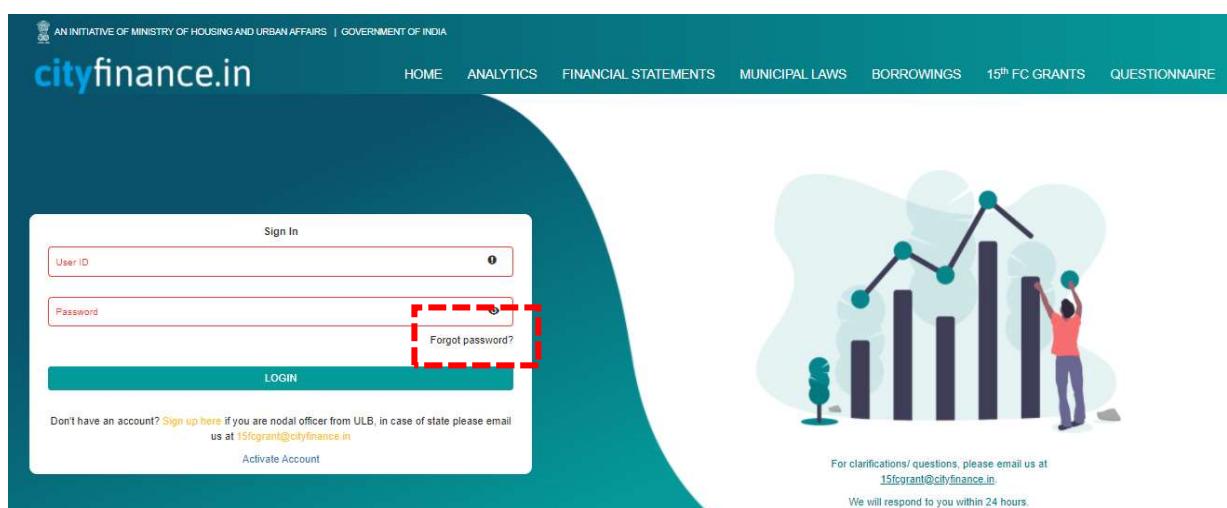
XV FC Nodal Officer Name *: VTestingnormaldesignation, XV FC Nodal Officer Email ID *: manisha.singh+702@dhwaniris.com, XV FC Nodal Officer Contact No *: 7896541258

Change Password

- Then **RESET PASSWORD** in future as per your convenience



- In case passwords are misplaced or forgotten, ULBs can reset their passwords by clicking on **FORGOT PASSWORD** on the login page



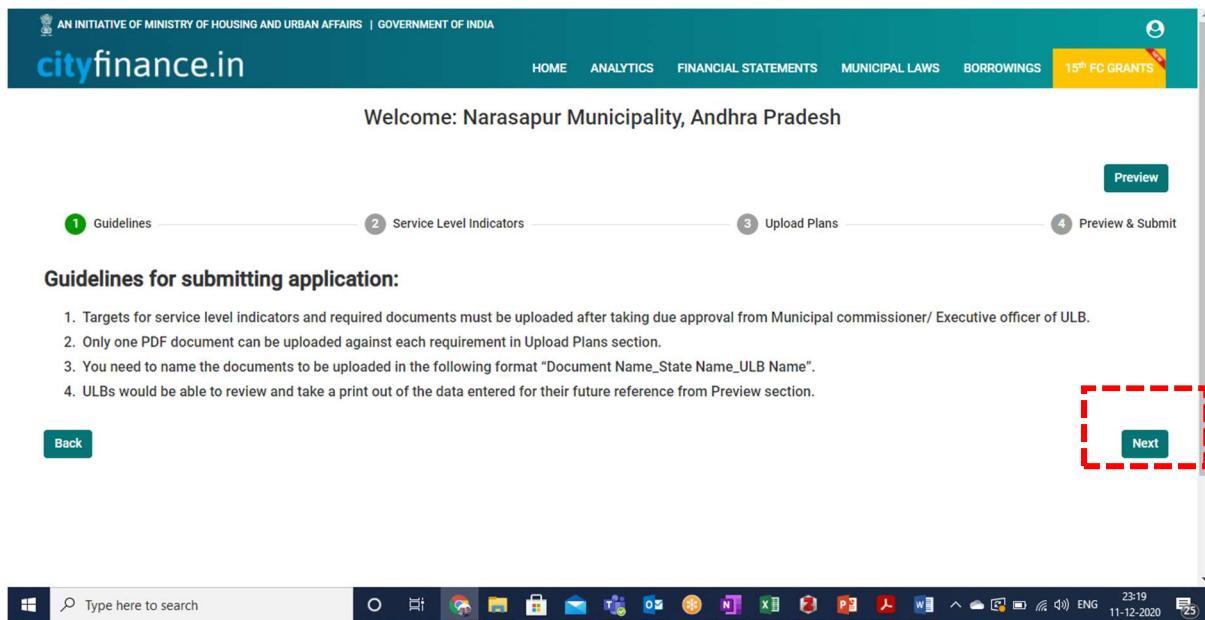
<Please see next page>

Targets and Other Documents to be submitted by all Cities

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.

The steps to follow in order to upload baseline/ target data for service level indicators and other requisite documents on the www.cityfinance.in portal are given below:

- Please read the guidelines before starting the application and click on **NEXT**



<Please see next page>

Data Upload:

- Please fill in baseline data for 2020-21 and targets for 2021-22 to 2024-25 for **SERVICE LEVEL INDICATORS**

Welcome: BETHAMCHERLA Town Panchayat, Andhra Pradesh

Preview

Guidelines 2 Service Level Indicators 3 Upload Plans 4 Preview & Submit

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	LPCD	LPCD	LPCD	LPCD	LPCD
Reduction in non-water revenue *	20%	%	%	%	%	%
% of households covered with sewerage/septage services *	100%	%	%	%	%	%
% of households covered with piped water supply *	100%	%	%	%	%	%

NOTE:

Save as draft Previous Next

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

- Go to **UPLOAD PLANS** to upload Solid Waste Management documents

Welcome: BETHAMCHERLA Town Panchayat, Andhra Pradesh

Upload files by clicking on **SELECT FILES**

Guidelines 2 Service Level Indicators 3 Upload Plans 4 Preview & Submit

1 Plan for garbage free star rating of the cities.* *

2 Plan for coverage of water supply for public/community toilets* *

Save as draft Previous Next

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

NOTE:

- Reference documents: [Grant Module User Module \(Upcoming Soon\)](#), [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.

Director, AMRUT
Ministry of Housing and Urban Affairs
210 C, Nirman Bhawan, Maulana Azad

Phone : +91-11-23062399
Email : contact@cityfinance.in

Visitors: 8708 Connect With Us: [f](#) [t](#)

Type here to search Previous Next

Note: The **GAP analysis report** and **project identified for bridging the gap** should be combined into a single document.

Note: Only files with **PDF extension** can be uploaded. The documents to be uploaded should be named in the following format "**Document Name_State Name_ULB Name**".

- The form can be saved as **DRAFT** in order to save the partial information filled by the ULB

Welcome: BETHAMCHERLA Town Panchayat, Andhra Pradesh

Guidelines Service Level Indicators Upload Plans

1 Plan for garbage free star rating of the cities.* 2 Plan for coverage of water supply for public/community toilets*

Select File/s Select File/s

Save as draft Previous Next

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

NOTE:

- Reference documents: [Grant Module User Module \(Upcoming Soon\)](#), [MoF Operational Guidelines](#), [MoHUA Marking Scheme](#), [15th FC Report](#)
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Email : contact@cityfinance.in

Visitors: 8708 Connect With Us: [f](#) [t](#)

Type here to search

Note: By saving the form as DRAFT, the ULB can log out and start filling the remaining form in the next session.

This option would allow ULBs flexibility to fill in the information in multiple sessions.

- Once SAVED as Draft, ULBs can login again and click on **COMPLETE APPLICATION** to complete filling the form

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

cityfinance.in HOME ANALYTICS FINANCIAL STATEMENTS MUNICIPAL LAWS BORROWINGS 15th FC GRANTS

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 Module (Upcoming Soon)
- MoF Operational Guidelines
- MoHUA Marking Scheme
- 15th FC Report

APPLICATION STATUS: Incomplete (Saved as Draft)

Click on COMPLETE APPLICATION

SERVICE LEVEL INDICATORS UPLOAD PLANS

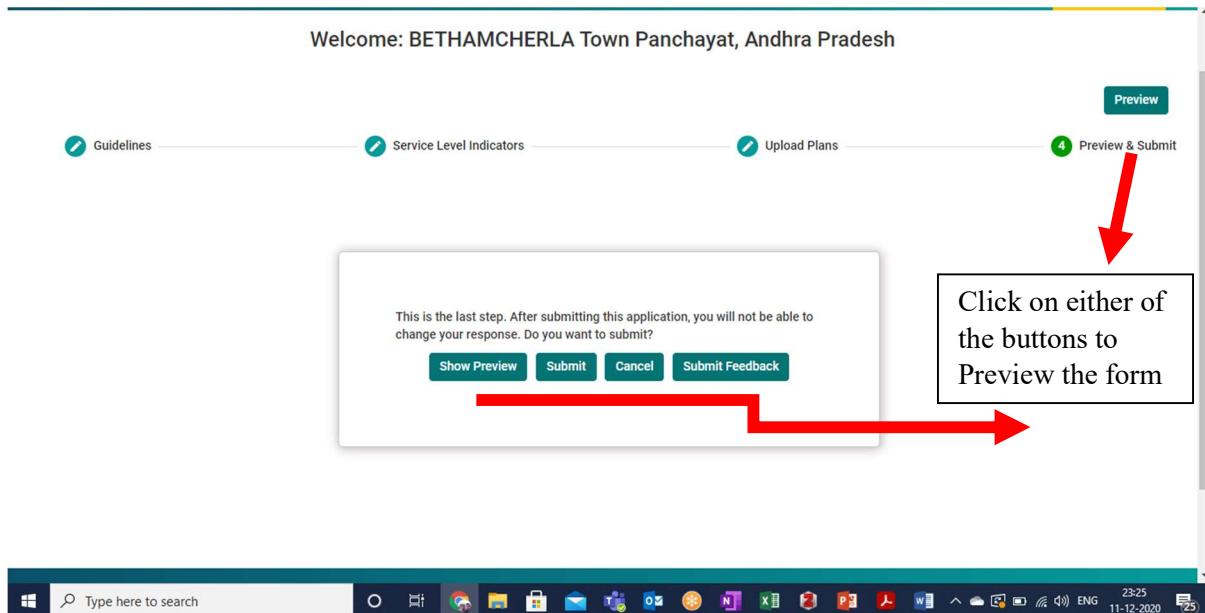
Complete Application View History

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

Type here to search

Final Submission:

- After all sections are filled, click on **PREVIEW & SUBMIT** on top to ensure that the data entered and documents uploaded are correct. Once the form is submitted, no changes can be made.



Note: **SHOW PREVIEW** button will also be available on clicking the **SUBMIT** button

- On clicking **PREVIEW**, a summary of data entered and documents uploaded by the ULB will pop-up on the screen
- Click on **Download as PDF** to download the summary as record of data entered and documents uploaded.

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

15th FC Form
Jaisalmer Municipality
Evidence for benchmark and target for 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)					
Reduction in non-water revenue					
% of Household Covered with sewerage/septage services					
% of Household Covered Piped Water Supply					

Solid Waste Management

- Plan for garbage free star rating of the cities.
- Plan for coverage of water supply for public/community toilets

Form First Submitted On:

Download as PDF

Preview

Submit

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

The screenshot shows the cityfinance.in application interface. At the top, there is a navigation bar with links: HOME, ANALYTICS, FINANCIAL STATEMENTS, MUNICIPAL LAWS, BORROWINGS, and 15th FC GRANTS. Below the navigation bar, it says "Welcome: Narasapur Municipality, Andhra Pradesh". There is a progress bar at the top with four steps: 1. Introduction, 2. Service Level Indicators, 3. Upload Plans, and 4. Submit. Step 4 is highlighted with a green circle and the number 4. To the right of the progress bar is a button labeled "Preview". Below the progress bar, there is a message: "This is the last step. After submitting this application, you will not be able to change your response. Do you want to submit?". Below this message are four buttons: "Show Preview", "Submit", "Cancel", and "Submit Feedback". A red arrow points from a box labeled "Click on SUBMIT" to the "Submit" button. The bottom of the screen shows a Windows taskbar with various icons and the date/time: 19:54 07-12-2020.

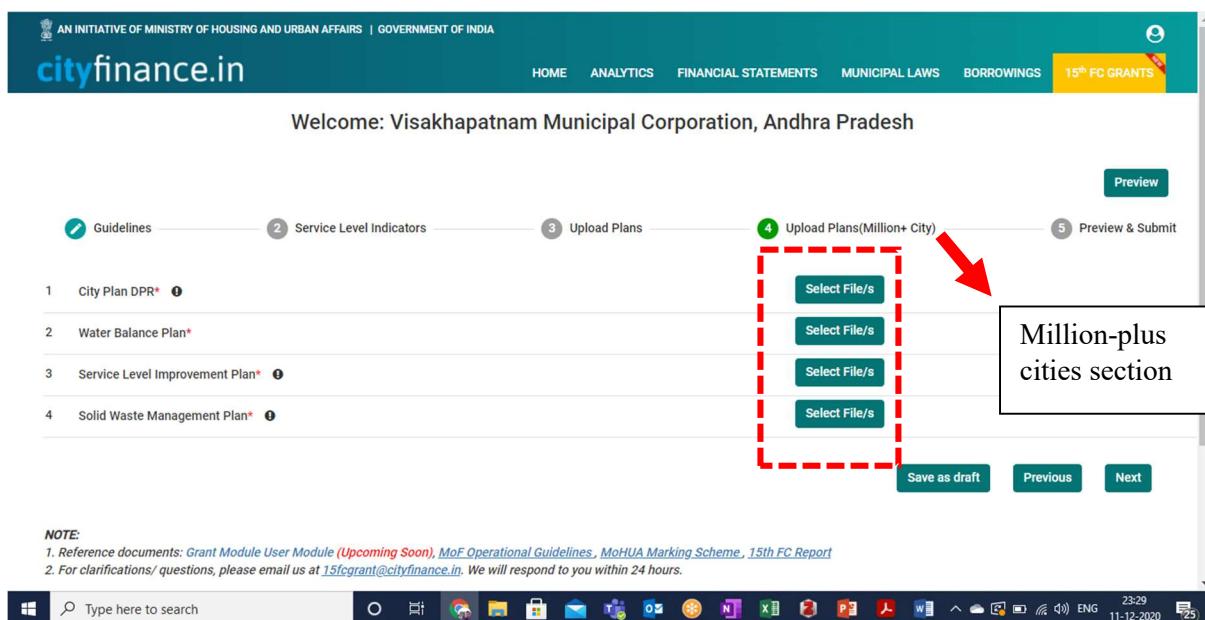
<Please see next page>

Documents to be submitted by Million-plus cities

The 15th FC report stipulates that Million-plus cities are mandated to submit certain documents for claiming the water and solid waste management component of the tied grants (*Refer Page 4 of MoHUA marking scheme for details*). The steps to follow in order to upload these documents on the www.cityfinance.in portal are given below:

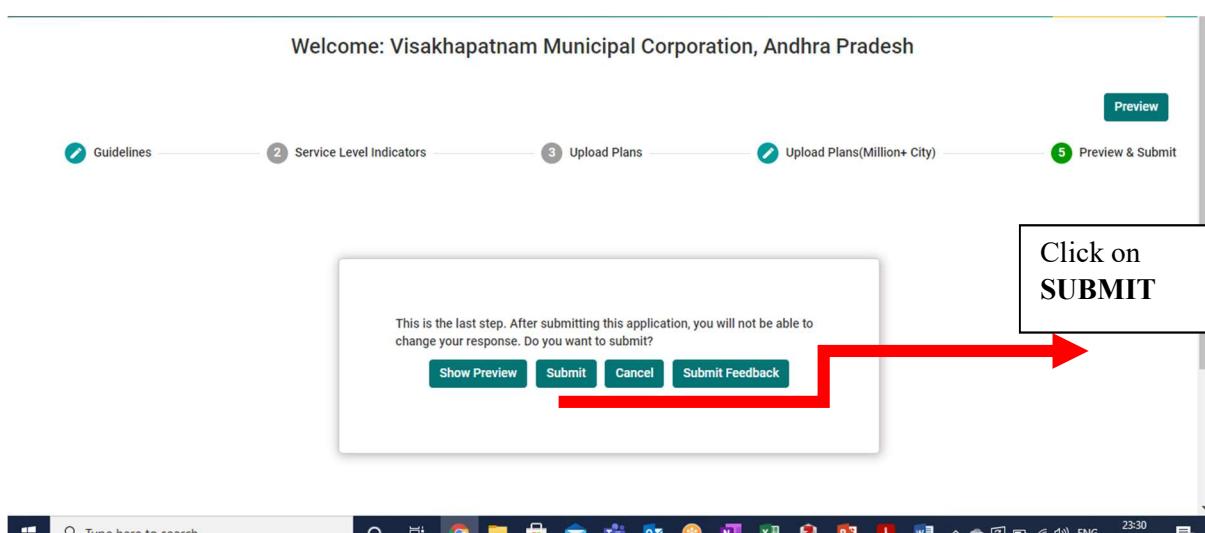
The 50 ‘Million-Plus cities’ will have an additional section in the form, apart from the ones described in previous sections. This section will only be accessible to those 50 cities as mentioned in the 15th FC report (*Refer Pages 91 and 92 of 15th FC Report*).

- Upload 4 sets of requisite documents and click on **NEXT**



Note: Only files with **PDF extension** can be uploaded. The documents to be uploaded should be named in the following format **“Document Name_State Name_ULB Name”**.

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



Approval from State

The forms submitted by ULBs will be reviewed by the nodal officer of respective State Urban Development Departments (UDD). The forms will be verified and ULBs will be checked for eligibility in view of the 15th FC recommendations.

If the form meets the criteria, nodal officer will approve the submissions by ULB and then submissions will be sent to MoHUA for final completeness check. If the submissions fail to meet the criteria, they will be sent back to the ULB along with the reason for rejection given by the State UDD.

- On receiving the rejected form, the ULB will be able to review the form and the reasons for rejection provided by the State Government/ MoHUA for different categories of information
- ULB will be able to rectify/correct only the rejected fields in **RED** and will resubmit it for approval by state UDDs.

The screenshot shows a web-based application interface for monitoring service level indicators. At the top, there are tabs for 'Guidelines', 'Service Level Indicators' (which is the active tab), 'Upload Plans', and 'Preview & Submit'. Below the tabs, there are five columns representing different years: Baseline Indicator (2020-21), Target (2021-22), Target (2022-23), Target (2023-24), and Target (2024-25). Each column contains several data points, some of which are highlighted with red boxes. A large red box on the left side of the screen contains the text 'Re-enter data basis reason for rejection and re-submit'. Another red box highlights a 'Reason for rejection Reason to Reject' field. A third red box highlights a 'Reasons for Rejection' section. At the bottom of the page, there are buttons for 'Save as draft', 'Previous', and 'Next', along with a Windows taskbar at the very bottom.

Baseline Indicator 2020-21	Target 2021-22	Target 2022-23	Target 2023-24	Target 2024-25			
150.00 LPCD	150.01 LPCD	150.01 LPCD	150.01 LPCD	150.01 LPCD			
16.00 %	16.00 %	18.00 %	18.00 %	18.00 %			
<input type="radio"/> Approved <input checked="" type="radio"/> Rejected							
Reason for rejection Reason to Reject							
% of households covered with sewerage/septage services *	100%	80.00 %	80.00 %	17.00 %	27.00 %	26.00 %	<input type="radio"/> Approved <input checked="" type="radio"/> Rejected
% of households covered with piped water supply *	100%	87.00 %	87.00 %	67.00 %	67.00 %	45.00 %	<input type="radio"/> Approved <input checked="" type="radio"/> Rejected
Reasons for Rejection							

The Steps to be followed by the State UDDs in order to review the forms submitted by ULBs is explained in the separate User Manual for State Governments.