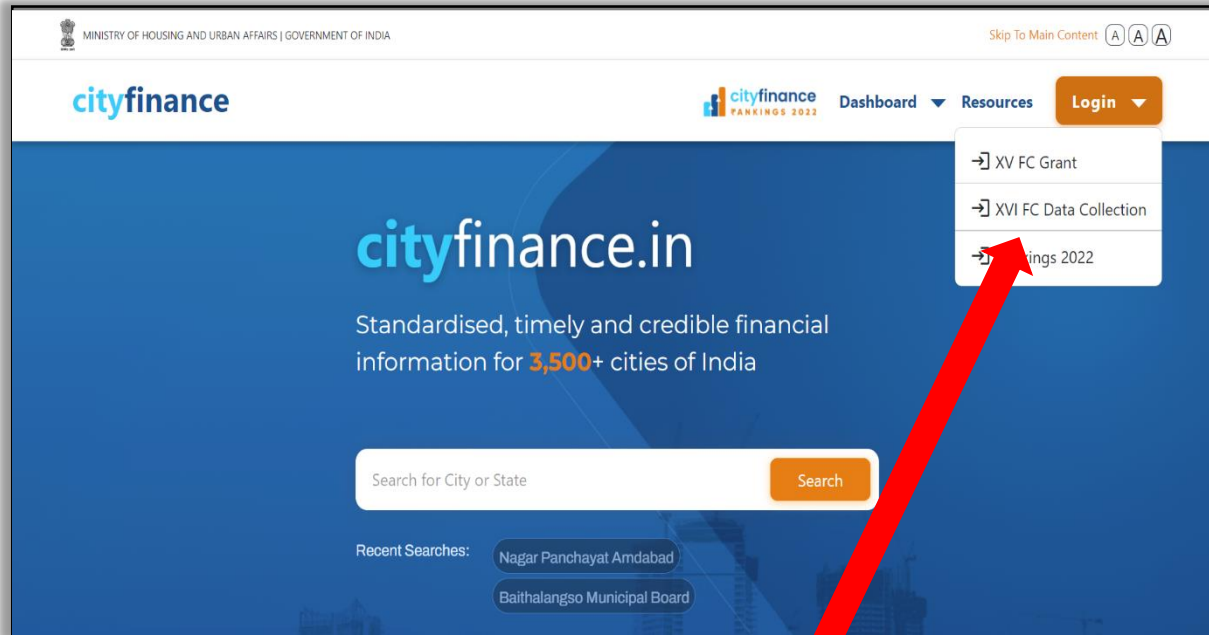


USER MANUAL

Data Collection for XVI Finance Commission
on www.cityfinance.in

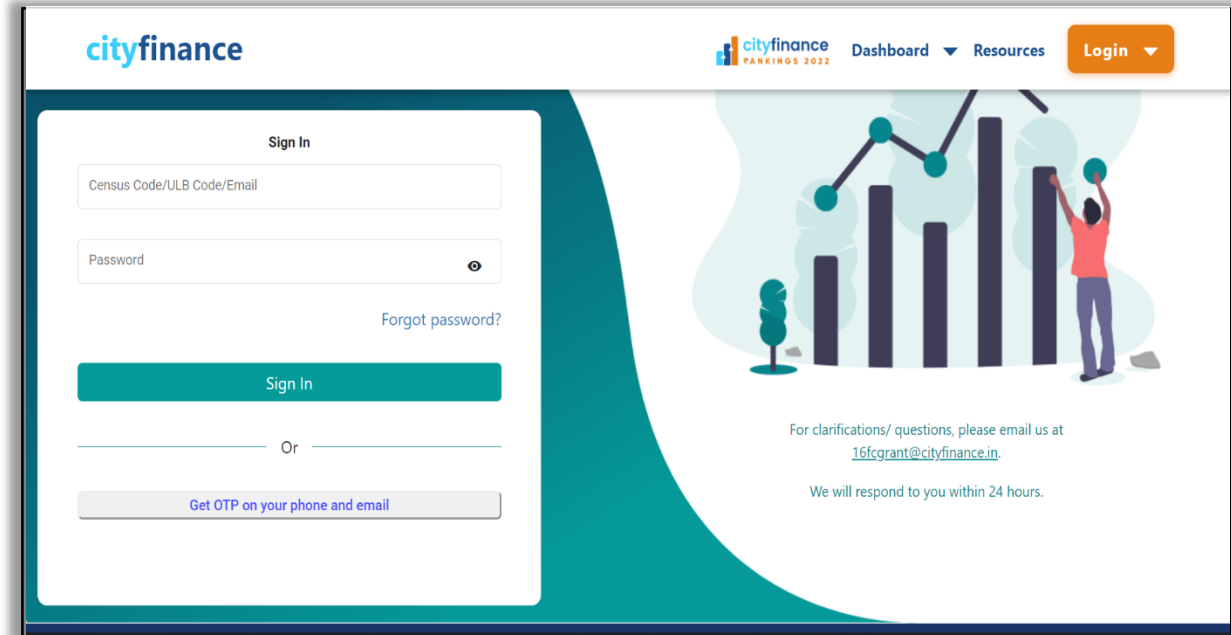
Logging in to the portal

STEP 1




Click on "**XVI FC Data Collection**" in the Login dropdown menu.




STEP 2






You will now be redirected to the login page. Please use the same credentials as those used for the XV FC Grant.

STEP 3


 MINISTRY OF HOUSING AND URBAN AFFAIRS | GOVERNMENT OF INDIA


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  Dashboard ▼ Resources 15th FC Grants XVI FC Data Collection 


Kakinada Municipal Corporation

1









Demographic Data Financial Data View/ Upload Document Accounting Practice Review & Submit

Section 1/ 5
Demographic Data

1. Name of ULB*

Kakinada Municipal Corporation

After logging in, you will be directed to the above section of the form to fill out your demographic data*. **This section for demographic data needs to be filled in mandatorily before you can proceed to other sections.**

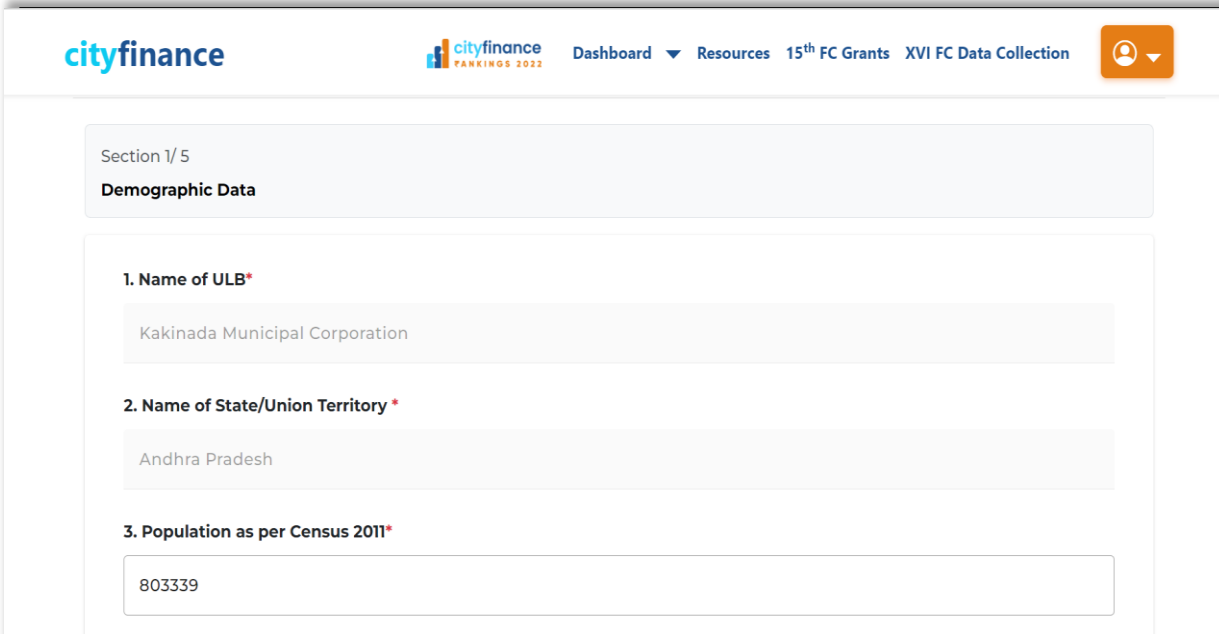
***Note – After logging in, you will be directed to a form displaying either 5 or 6 sections, depending on the requirements of the XVI FC. An additional section for Service Level Benchmarks may be visible to select few ULBs.**

How to Fill Out the Form

The following slides will guide you through the process step-by-step.

Filling Out the Demographic Data Section

STEP 1



The screenshot shows the Cityfinance portal interface. At the top, there is a navigation bar with the Cityfinance logo, a user profile icon, and links to Dashboard, Resources, 15th FC Grants, and XVI FC Data Collection. Below the navigation bar, the page is titled "Section 1/5 Demographic Data". The form contains three numbered sections: 1. Name of ULB* (with the text "Kakinada Municipal Corporation" entered), 2. Name of State/Union Territory* (with "Andhra Pradesh" entered), and 3. Population as per Census 2011* (with "803339" entered).

The first section of the form requires you to fill out the Demographic Data of your ULB. **This section is mandatory**, and you must complete it before moving on to the other sections.

However, after filling out this section, you will be able to switch between partially filled sections and saved drafts.

STEP 2



The screenshot shows the continuation of the Cityfinance portal interface. The form contains three numbered sections: 6. In which year was the ULB constituted? * (with "2017-18" selected in a dropdown), 7. Which is the latest year when ULB's election was held? * (with "2023-24" selected in a dropdown), and 8. Is the elected body in place as on 01 April 2024?* (with "Yes" selected via a radio button). At the bottom right, there are two buttons: "Save as Draft" and "Continue to Next Section". A large red arrow points from the "Save as Draft" button towards the left.

After filling out the form, click on **“Save as Draft”** to save the entered information. After completing this section, click on **“Continue to Next Section”** to proceed.

NOTE: By saving the form as a draft, the ULB can log out and continue filling out the remaining form in a future session.

Filling Out the Financial Data Section

STEP 1

cityfinance

cityfinance RANKINGS 2022

Dashboard ▾ Resources 15th FC Grants XVI FC Data Collection

Section 2/5

Financial Data

All data should be in consonance with audited accounts or information already submitted on CityFinance, wherever applicable.

Please select the source of Financial Data *

FY 2023-24 Accounts Final... ▾ FY 2022-23 Accounts Final... ▾ FY 2021-22 ▾ FY 2020-21 ▾

I. REVENUE

This section requires the ULB's financial data in accordance with the **Audited Financial Statements**, provided the data is available on the **City Finance Portal**. If not, you will need to submit the Audited Financial Statements in the subsequent section.

Click on the ⓘ icon to preview information that will guide you on how to fill in the required financial data.

STEP 2

cityfinance

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Dashboard ▾ Resources 15th FC Grants XVI FC Data Collection

Section 2/5

Financial Data

All data should be in consonance with audited accounts or information already submitted on CityFinance, wherever applicable.

Please select the source of Financial Data *

FY 2023-24 Accounts Final... ▾ FY 2022-23 Accounts Final... ▾ FY 2021-22 ▾ FY 2020-21 ▾

I. REVENUE

After filling out the form, click on “**Save as Draft**” to save the entered information. After completing this section, click on “**Continue to Next Section**” to proceed. You can also go back to the previous section of the form by clicking on “**Back**”.

NOTE: By saving the form as a draft, the ULB can log out and continue filling out the remaining form in a future session.

Filling Out the View/Upload Document Section

STEP 1

cityfinance

cityfinance RANKINGS 2022

Dashboard ▾ Resources 15th FC Grants XVI FC Data Collection

Section 3/ 5

View/ Upload Document

Instructions:

1. Annual Financial Statement should include: Income and Expenditure Statement, Balance Sheet, Schedules to IES and BS, Auditor's Report and if available Receipts & Payments Statement.
2. All documents pertaining to a specific financial year should be combined into a single PDF before uploading & should not exceed 20 MB.
3. Please use the following format for naming the documents to be uploaded: nameofthedocument_FY_ULB Name. **Example:** Annual accounts_15-16_Jaipur municipal corporation

Copy of Audited Annual Financial Statements

FY 2023-24

Please refer to the instructions before starting the section.

This section requires **Annual Financial Statements** of the financial years mentioned in the form.

You will either '**Upload Consolidated PDF**' in case of no pre-existing file on CityFinance or '**View & Verify**' pre-existing files from CityFinance database.

STEP 2

cityfinance

cityfinance RANKINGS 2022

Dashboard ▾ Resources 15th FC Grants XVI FC Data Collection

FY 2023-24

Upload consolidated PDF
Drag and drop the file here.

FY 2022-23

Already available on CityFinance **View & Verify**

FY 2021-22

Already available on CityFinance **View & Verify**

Click on “**Upload Consolidated PDF**” to upload a single file, comprising of all annual financial statements or just drag and drop the file in the yellow coloured box.


“**View & Verify**” button will guide through viewing and verifying the PDF document that has been previously uploaded to CityFinance.


Filling Out the View/Upload Document Section


STEP 3(a)


3. Please use the following format for naming the documents to be uploaded: nameofthedocument_FY_ULB Name. **Example:** Annual accounts_15-16_Jaipur municipal corporation

FY 2022-23
Already available on City Finance

 Income and Expenditure Schedules 2022-23.pdf

 Download

 Cashflow Statement 2022-23.pdf

 Download

- If the existing document(s) are correct, select the Accept Existing Document option.
- If the existing document(s) are incorrect, select the Reject Existing Document option and provide a reason for the upload.

☐ Accept Existing Document ☐ Reject Existing Document

Submit

A pop-up window will open upon clicking **“View & Verify”**. Here, you can download and review the listed financial documents.

If the uploaded documents are accurate, select **“Accept Existing Document”**.

Click **Submit**.


STEP 3(b)

FY 2021-22
Already available on City Finance

☐ Accept Existing Document ☒ Reject Existing Document

Instructions:

1. Annual Financial Statement should include: Income and Expenditure Statement, Balance Sheet, Schedules to IES and BS, Auditor's Report and if available Receipts & Payments Statement.
2. All documents pertaining to a specific financial year should be combined into a single PDF before uploading & should not exceed 20 MB.
3. Please use the following format for naming the documents to be uploaded: nameofthedocument_FY_ULB Name. **Example:** Annual accounts_15-16_Jaipur municipal corporation



If you select **“Reject Existing Document”**, you will be required to **upload the replacements** and **provide a reason for rejecting the documents**.

Click **Submit**.

Filling Out the View/Upload Document Section

STEP 4

The screenshot shows the CityFinance PANKINGS 2022 dashboard. The navigation bar includes the CityFinance logo, a secondary logo with 'PANKINGS 2022', and links for Dashboard, Resources, 15th FC Grants, and XVI FC Data Collection. A user profile icon is in the top right. The main content area is divided into sections for different fiscal years. The 'FY 2022-23' section shows a document icon and the text 'Already available on CityFinance' with a 'View & Verify' button. Below this is a green confirmation message: 'You have successfully verified the document already available on City Finance and accepted it.' The 'FY 2021-22' section also shows 'Already available on CityFinance' with a 'View & Verify' button. The 'FY 2020-21' section is partially visible at the bottom.

After verifying the documents, your screen should look like this.

You can now proceed with the rest of the form.

STEP 5

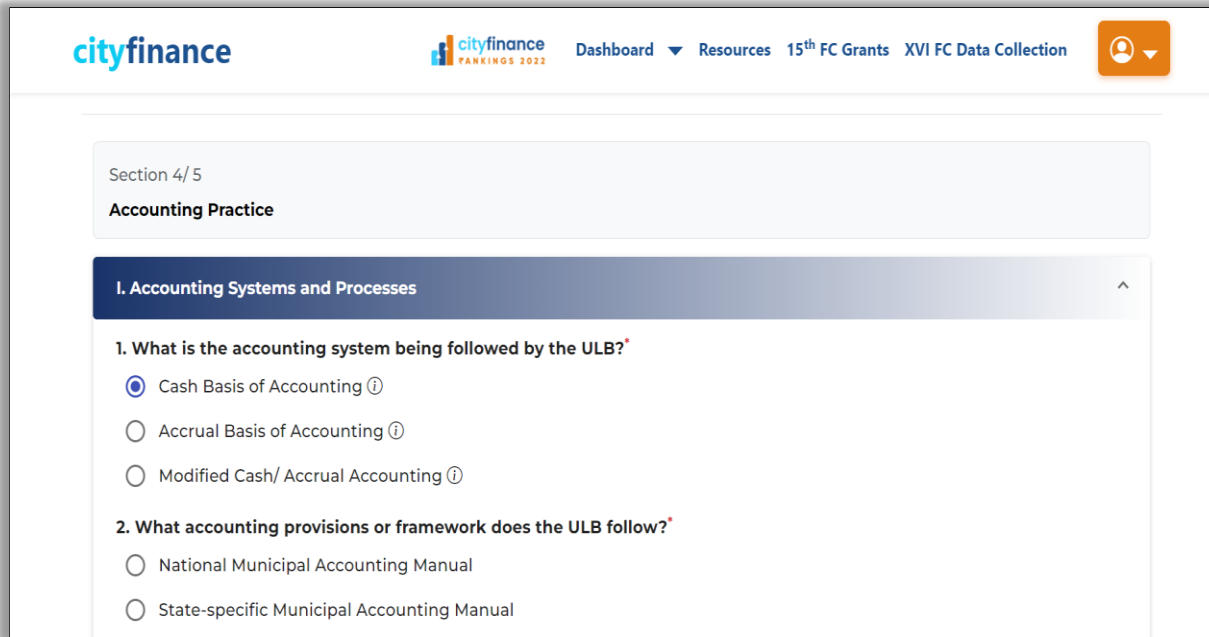
The screenshot shows the CityFinance PANKINGS 2022 dashboard with the document upload section. The navigation bar is the same as in Step 4. The main content area has sections for 'FY 2019-20' and 'FY 2018-19'. Each section contains a large orange box with a document icon, the text 'Upload consolidated PDF', and the instruction 'Drag and drop the file here.' At the bottom of the dashboard, there are three buttons: 'Back' (with a red arrow pointing left), 'Save as Draft' (with a red arrow pointing right), and 'Continue to Next Section'.

After uploading all documents, click on “**Save as Draft**” to save the entered information. After completing this section, click on “**Continue to Next Section**” to proceed. You can also go back to the previous section of the form by clicking on “**Back**”.

NOTE: By saving the form as a draft, the ULB can log out and continue filling out the remaining form in a future session.

Filling Out the Accounting Practice Section

STEP 1



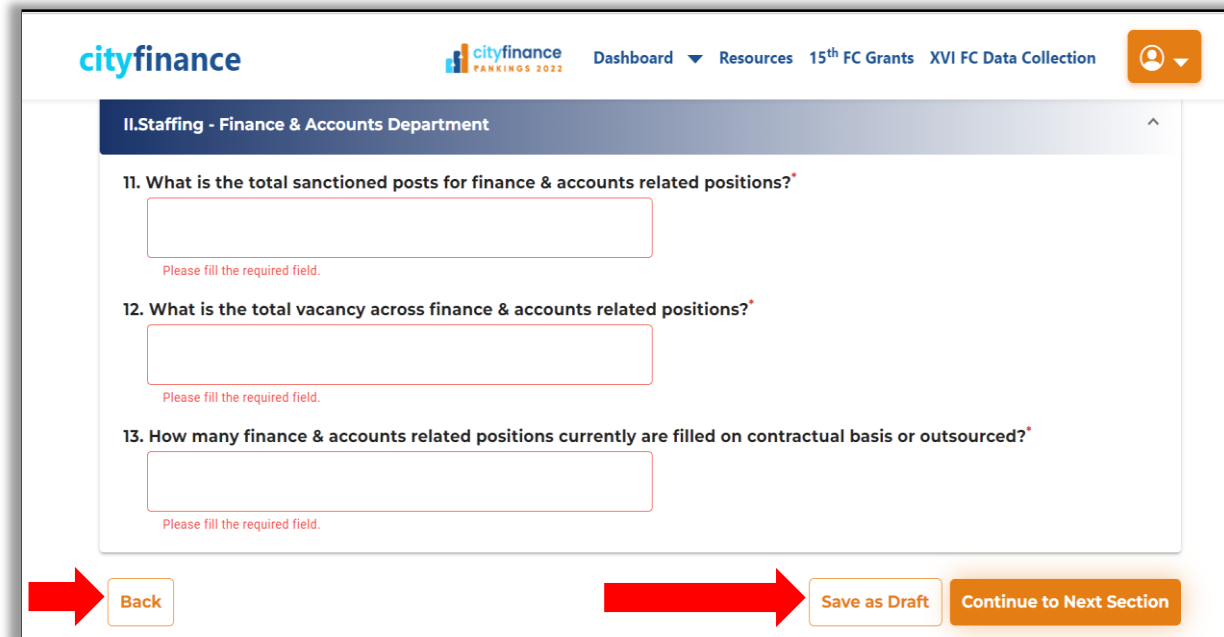
The screenshot shows the CityFinance portal interface. At the top, there is a navigation bar with the CityFinance logo, a user profile icon, and links to Dashboard, Resources, 15th FC Grants, and XVI FC Data Collection. Below the navigation bar, a section header indicates "Section 4/5 Accounting Practice". The main content area is titled "I. Accounting Systems and Processes". It contains two questions:

1. What is the accounting system being followed by the ULB?
 - ☒ Cash Basis of Accounting ⓘ
 - ☐ Accrual Basis of Accounting ⓘ
 - ☐ Modified Cash/ Accrual Accounting ⓘ
2. What accounting provisions or framework does the ULB follow?
 - ☐ National Municipal Accounting Manual
 - ☐ State-specific Municipal Accounting Manual

This Section requires you to answer questions **on Accounting Systems and Processes**, and **Staffing - Finance and Accounts Department**.

For further guidance, hover over the ⓘ icons next to the questions.

STEP 2



The screenshot shows the CityFinance portal interface for the "II. Staffing - Finance & Accounts Department" section. It contains three questions:

11. What is the total sanctioned posts for finance & accounts related positions?

Please fill the required field.
12. What is the total vacancy across finance & accounts related positions?

Please fill the required field.
13. How many finance & accounts related positions currently are filled on contractual basis or outsourced?

Please fill the required field.

At the bottom of the form, there are three buttons: "Back", "Save as Draft", and "Continue to Next Section". Red arrows point to the "Back" and "Save as Draft" buttons.

After filling out the form, click on **“Save as Draft”** to save the entered information. After completing this section, click on **“Continue to Next Section”** to proceed. You can also go back to the previous section of the form by clicking on **“Back”**.

NOTE: By saving the form as a draft, the ULB can log out and continue filling out the remaining form in a future session.

Filling Out the Service Level Benchmark Section*

STEP 1

The screenshot shows the 'Service Level Benchmark Data' section for 'I. WATER SUPPLY'. It contains three rows of data entry fields for the years FY 2023-24, FY 2022-23, and FY 2021-22. The rows are: 1. Coverage of water supply connections (%), 2. Per capita supply of water(lpcd), and 3. Extent of metering of water connections (%). Each row has three input boxes corresponding to the years.

	FY 2023-24	FY 2022-23	FY 2021-22
1. Coverage of water supply connections (%) *			
2. Per capita supply of water(lpcd) *			
3. Extent of metering of water connections (%) *			

This Section requires you to input **Service Level Benchmark** Data for **Water Supply, Sewerage, Solid Waste Management** and **Storm Water Drainage**.

STEP 2

The screenshot shows the 'Service Level Benchmark Data' section for 'IV. STORM WATER DRAINAGE'. It contains two rows of data entry fields for the years FY 2023-24, FY 2022-23, and FY 2021-22. The rows are: 27. Coverage of storm water drainage network (%) and 28. Number of incidents of water logging *. Each row has three input boxes corresponding to the years. At the bottom, there are three buttons: 'Back', 'Save as Draft', and 'Continue to Next Section'. A red arrow points to the 'Back' button, and a red arrow points to the 'Save as Draft' button.

	FY 2023-24	FY 2022-23	FY 2021-22
27. Coverage of storm water drainage network (%) *			
28. Number of incidents of water logging *			

After filling out the form, click on “**Save as Draft**” to save the entered information. After completing this section, click on “**Continue to Next Section**” to proceed. You can also go back to the previous section of the form by clicking on “**Back**”.

NOTE: By saving the form as a draft, the ULB can log out and continue filling out the remaining form in a future session.

NOTE - This section is to be filled out by only specific ULBs as per the XVI FC requirements.

Instructions for the Review and Submit Section

STEP 1

The screenshot shows the Cityfinance portal interface. At the top, there's a navigation bar with 'cityfinance' logo, 'PANINDUS 2022', and links to 'Dashboard', 'Resources', '15th FC Grants', and 'XVI FC Data Collection'. Below this is a horizontal menu with icons and labels: 'Demographic Data', 'Financial Data', 'View/ Upload Document', 'Accounting Practice', 'Service Level Benchmark', and 'Review & Submit'. The 'Demographic Data' section is active, showing a list of questions and answers. A red arrow points to the 'Edit' button in the top right corner of the section header.

Section 1/6	Demographic Data
1. Name of ULB*	Samastipur Municipality
2. Name of State/Union Territory*	Bihar
3. Population as per Census 2011*	123
4. Population as per 01 April 2024*	123
5. Area of the ULB (in Sq. Km.)*	123
6. In which year was the ULB constituted?*	2020-21
7. Which is the latest year when ULB's election was held?*	2024-25
8. Is the elected body in place as on 01 April 2024?*	Yes

This Section contains all the data uploaded in this form. You can review and edit the information by clicking the “**Edit**” button on the respective section sub headings.

STEP 2

The screenshot shows the Cityfinance portal interface for the 'Municipal Solid Waste Management' and 'Storm Water Drainage' sections. The 'Municipal Solid Waste Management' section is active, showing a table of data for FY 2023-24, FY 2022-23, and FY 2021-22. A red arrow points to the 'Back' button in the bottom left corner. Another red arrow points to the 'Submit' button in the bottom right corner.

	FY 2023-24	FY 2022-23	FY 2021-22
19. Household level coverage (%) *	N/A	N/A	N/A
20. Efficiency of collection of municipal solid waste (%) *	N/A	N/A	N/A
21. Extent of segregation of municipal solid waste (%) *	N/A	N/A	N/A
22. Extent of municipal solid waste recovered (%) *	N/A	N/A	N/A
23. Extent of scientific disposal of municipal solid waste (%) *	N/A	N/A	N/A
24. Extent of cost recovery in SWM services (%) *	N/A	N/A	N/A
25. Efficiency in collection of SWM user charges (%) *	N/A	N/A	N/A
26. Efficiency in redressal of customer complaints related to SWM (%) *	N/A	N/A	N/A

	FY 2023-24	FY 2022-23	FY 2021-22
27. Coverage of storm water drainage network (%) *	N/A	N/A	N/A
28. Number of incidents of water logging *	N/A	N/A	N/A

After completing the form, click on “**Submit**” to submit the Form. You can also go back to the previous section of the form by clicking on “**Back**”.

Instructions for the Review and Submit Section

STEP 3

The screenshot displays the 'cityfinance RANKINGS 2022' dashboard. The top navigation bar includes links for 'Dashboard', 'Resources', '15th FC Grants', and 'XVI FC Data Collection'. A user profile icon is visible in the top right corner. The main content area shows a list of questions related to accounting software and municipal systems. A confirmation modal is centered on the screen, featuring a green checkmark icon, the text 'Done!', and 'Your action has been confirmed.' with an 'OK' button. A 'Back' button is located at the bottom left of the form area.

cityfinance RANKINGS 2022

Dashboard ▾ Resources 15th FC Grants XVI FC Data Collection

8. What accounting software is currently in use by the ULB?* Standalone software

9. Does the online accounting system integrate seamlessly with other municipal systems?* No

10. Who does the municipal audit? Government

II. Staffing - Finance & Accounts

11. What is the total sanctioned positions?* 200

12. What is the total vacancy across positions?* 20

13. How many finance & accounts related positions currently are filled on contractual basis or outsourced?* 200

Back

Done!

Your action has been confirmed.

OK

After successful submission of the form, your screen should look like the picture above. The form cannot be edited further.

For issues reach out to Rohit Sharma, Ph No: 8860733340.