

Instructions to States for Performance Grant Claims 2017-2020

(SmartNet)

1. As per the Tool Kit, all ULBs have to provide information in the format prescribed in Annexure 2, duly attested by the Municipal Commissioner/Executive Officer of the ULB. This MS Excel file has been designed to capture the information required in the Annexure 2 and ULBs are expected to fill their information in this file.
 - a. **Sheet 1** – “ULB Details” must be filled with general details of the ULB such as its civic status, population, Performance Grant claim year, etc., among other details as mentioned in the Excel sheet.
 - b. **Sheet 2** – “Income” must be filled with information on the Income details of the ULB in the form of
 - c. **Sheet 3** – “Expenditure” must be filled with information on the Expenditure details of the ULB in the form of Revenue Expenditure and Capital Expenditure.
 - d. **Sheet 4** – “SLB” must be filled with SLB-wise information pertaining to water supply, sewage management, solid waste management and storm water drainage based on the SLB handbook prescribed by
 - e. **Sheet 5** – “Annex ii” will provide information details pertaining to Annexure 2 of the Tool Kit, highlighting the criteria and marks obtained for each condition in order to be eligible for Performance Grant.
 - f. **Sheet 6** – “Summary” will be generated using the information supplied and marks received as per each
2. Each ULB has to submit this MS Excel, fully completed to the State Government. **Please use this file that is shared with you. Do not create new copies.** The name of the file must be saved in the format – “State_ULB_PGY1-YY2.xls”. For example, if Amaravati in Andhra Pradesh has filled this MS Excel file to claim the
3. Each ULB also has to provide the admissible documentary evidences, duly attested by the Municipal Commissioner/Executive Officer of the ULB. The admissible documentary evidence required are:
 - a. Budget document showing detailed breakup of income and expenditure as per 'Actuals' of relevant financial
 - b. Audited account statements
 - c. SLB information as per sheet 4 of this Excel and the relevant Gazette Notification for measuring and publishingEach of the above documents must be added to a single PDF file containing all the admissible documentary evidence for that particular ULB. The name of the PDF file must be in the format – “State_ULB_DocumentsYY1-YY2.pdf”. For example, in the case of Amaravati in Andhra Pradesh submitting its documentary evidence for Performance Grant in 2017-18 in a PDF format, the name of the file will be
4. After receiving the MS Excel file and the PDF file containing admissible documentary evidence from all the ULBs, the State must prepare Annexure 1 based on the information provided in the MS Excel file for each ULB.
5. Scores generated in sheet 6 – “Summary”, of this MS Excel file may be used by the State for preparing
6. The State must ensure that information filled by the ULB is correct and accurate through measures such as third party verification, random verification by State Officials, etc. as mentioned in Annexure 3 of the Tool Kit.
7. Each State Government must upload the following files on ‘SmartNet’ before 30th October of each award year, duly verified by the Principal Secretary (UD) of the State:
 - a. **Annexure 1** – in MS Excel format and PDF format, which will provide the scores of each ULB and the list
 - b. **Annexure 2** – In PDF format which may be generated from sheet “Annex ii” of the MS Excel file for each ULB. The ULB Details MS Excel file should also be uploaded.
 - c. All **admissible documentary evidence** related to Annexure 2, must be attached in a PDF file as mentioned in para 3. The State Government must upload the documentary evidence PDF file for each ULB
 - d. **Annexure 4** – In PDF format, which is the Utilization Certificate(UC) of the previous year's performance

General Details of the ULB		
Name of the State	Kerala	
Name of the ULB	Kattappana	
Civic Status of the ULB (M Corp/ M Council/ NP)	M Council	
Census Population (2011)	42646	
Last Municipal Election Held (Year)	2015	
Next Municipal Election Due (Year)	2020	
Year of Performance Grant Claim	2017-18	
Whether the City is under AMRUT Mission or Not	No	
Name of the Municipal Commissioner / Executive Officer of the ULB	Adv Manoj M Thomas	
Contact / Mobile No.	8547747931	
Email Address	munsecktpna@gmail.com	
Name of the Contact Person	Ajithkumar V B	
Contact / Mobile No.	9497129911	
Email Address	munsecktpna@gmail.com	
Postal Address of the ULB (with Pincode)	Secretary, Kattappana Municipality, Kattappana P.O, Idukki District, Kerala, PIN - 685508	
Website Address of the ULB	www.kattappanamunicipality.in	
Publishing of Audited Accounts of Municipality on ULB / State website		
For the Performance Grant of 2017-18	Published Audited Accounts of 2015-16	Yes
	Website Address/URL	www.kattappanamunicipality.in

For the Performance Grant of 2018-19	Published Audited Accounts of 2016-17	Yes
	Website Address/URL	www.kattappanamunicipality.in
For the Performance Grant of 2019-20	Published Audited Accounts of 2017-18	Yes
	Website Address/URL	www.kattappanamunicipality.in

Income Details (Amounts to be provided in Rupees Lakh)								
S. No.	Details	For the Performance Grant of 2017-18			For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited or Unaudited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
	Total Receipts (A+B)	1242.99	1719.09	1311.40	0.00	0.00	0.00	0.00
A	Revenue Receipts (1+2+3)	1242.99	1719.09	1311.40	0.00	0.00	0.00	0.00
1	Own Revenue Receipts (a+b)	271.35	301.07	463.56	0.00	0.00	0.00	0.00
a)	Tax Revenue (levied and collected by municipal body)	180.05	182.79	233.23	0.00	0.00	0.00	0.00
i)	Property tax	117.76	114.93	106.23				
ii)	Other tax (levied and collected by municipal body)	62.29	67.86	127.00				
b)	Non-tax revenue (levied and collected by municipal body)	91.30	118.28	230.33	0.00	0.00	0.00	0.00
i)	Fees & fines	90.72	115.69	64.50				
ii)	User Charges	0.45	1.25	26.56				
iii)	Other non-tax revenue (levied and collected by municipal body)	0.14	1.35	139.27				
2	Other Revenue Receipts	67.50	123.73	6.09	0.00	0.00	0.00	0.00
a)	Income from interest/investments	2.00	30.51	2.41				
b)	Other Revenue income	65.50	93.21	3.69				
3	Transfers/Grants/Assigned Revenues	904.13	1294.30	841.74	0.00	0.00	0.00	0.00

Income Details (Amounts to be provided in Rupees Lakh)								
S. No.	Details	For the Performance Grant of 2017-18			For the Performance Grant of 2018-19		For the Performance Grant of 2019-20	
		2014-15 (Audited Actuals)	2015-16 (Audited Actuals)	2016-17 (Audited or Unaudited Actuals)	2016-17 (Audited Actuals)	2017-18 (Audited or Unaudited Actuals)	2017-18 (Audited Actuals)	2018-19 (Audited or Unaudited Actuals)
a)	State Assigned Revenue	0.00	0.00	0.00	0.00			
b)	State Finance Commission (SFC) Grants/Devolution	0.00	0.00	0.00	0.00			
c)	Octroi compensation	0.00	0.00	0.00	0.00			
d)	Other State Government Transfers	834.12	1211.14	794.85205				
e)	Central Finance Commission (CFC) Grant	70.01	83.16	46.89				
f)	Other Central Government Transfers	0.00	0.00	0.00	0.00			
g)	Others	0.00	0.00	0.00	0.00			
B	Capital Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Sale of Municipal Land	0.00	0.00	0.00	0.00			
2	Loans (from State Govt. or Banks etc.)	0.00	0.00	0.00	0.00			
3	State Capital Account Grant (under State Schemes etc.)	0.00	0.00	0.00	0.00			
4	Central Capital Account Grant (under Central Schemes etc.)	0.00	0.00	0.00	0.00			
5	Other Capital Receipts	0.00	0.00	0.00	0.00			