

State Urban Development Agency
Govt. Of Chhattisgarh
4th Floor, D Block, Indrawati Bhawan, Naya Raipur

Total Expenditure on Trainings in FY 2016-17

Sl No.	Name of Component	Module	Name of Institute	Venue of Training	Date of trainings	Total No. Of Participants	Total Exp per Training
1	Administration	Capsule-1	AULSG	Raipur	14-16 Sep-2016	29	2,58,995.00
2		Capsule-1	AULSG	Raipur	18-20 Oct-2016	28	2,52,615.00
3		Capsule-1	AULSG	Raipur	09 Nov to 01 Dec-2016	25	2,33,475.00
4		Capsule-2	AULSG	Raipur	5-7 Jan-2017	27	2,57,235.00
5		Capsule-2	AULSG	Raipur	15-17 Feb-2017	24	2,38,095.00
A	Total Expenditure on Administration Trainings					133	12,40,415.00
1	Finance & Revenue	Capsule-1	AULSG	Raipur	28-30 Sep-2016	26	2,53,055.00
2		Capsule-1	AULSG	Raipur	24-26 Oct-2016	30	2,71,975.00
3		Capsule-1	AULSG	Raipur	24-26 Nov-2016	27	2,46,235.00
4		Capsule-2	AULSG	Raipur	09-11 Jan-2017	29	2,86,495.00
5		Capsule-2	AULSG	Raipur	21-23 Feb-2017	26	2,54,155.00
B	Total Expenditure on Finance & Revenue Trainings					138	13,11,915.00
1	Engineering & Public Health	Capsule-1	ESC	Hyderabad	19-21 Sep-2016	30	2,94,085.00
2		Capsule-1	AULSG	Mumbai	20-22 Dec-2017	30	2,88,475.00
	Total Expenditure on Engineering & Public Health Trainings					60	5,82,560.00
1	Town Planning	Capsule-1	ESC	Hyderabad	19-21 Oct-2016	28	2,71,425.00
C		Total Expenditure on Town Planning Training				28	2,71,425.00
1	Elected Representatives	Sensitization cum Site visits	ESC	Hyderabad	14-16 Dec-2016	23	3,27,965.00
2		Sensitization cum Site visits	AULSG	Ahmedabad	09-11 Jan-2017	30	3,80,435.00
D	Total Expenditure on Public Representatives Trainings					53	7,08,400.00
	Grand Total Expenditure on Training in FY 2016-17 (A+B+C+D)					412	41,14,715.00



All India Institute of Local Self-Government (AIIISG)

Head Office

M.N. Roy Human Development Campus,
Plot No-8, 7th Block, TPO Road No-12,
Bandra (East), Mumbai - 400 051
Tel.: 91-22-26571713, 26571714, 26571715
Fax: 91-22-26572115 Website: www.aillsg.org
E-mail: dg@aillsg.org / dgallsg@gmail.com

Regional Centre

Shanti Ratna Sarda Vatsishthai Patel Bhavan,
22-23, Institutional Area, D Block,
Pankha Road, Janakpuri, New Delhi - 110 058
Tel: 91-11-26521763, 26525465
Fax: 91-11-26522117
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RANJIT CHAVAN
PRESIDENT

ASHISH DEOSTHALI
DIRECTOR GENERAL

RAVI RANJAN GURU
SENIOR EXECUTIVE DIRECTOR

Ref. No. _____

Date: _____

ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT

INDIVIDUAL CAPACITY BUILDING PROGRAMME – AMRUT MISSION

INVOICE

Orientation Programme on AMRUT 28 to 30 Sept. 2016 at Raipur

Invoice No: 002/AMRUT/Chhattisgarh/2016

To	CEO, State Urban Development Agency(SUDA), Govt. of Chhattisgarh	Invoice Date: 17-03-2017		
		Refer: MOU/22.07.2016		
Sl. No.	Description	Per Unit Cost (Rs.)	No. of Units	Amount (Rs.)
1	Residential Training Charges(Lodging and Boarding Per Person/Per Day) For Junior Official	2700 1700	4*3=12 22*3=66	32,400 1,12,200
2	Reading material and training kit	700	26	18,200
3	Honorarium to Faculties	1100	11	12,100
4	Travelling Allowance for Guest faculties per programme	13750	1	13,750
5	Training Hall Charges	5000	3	15,000
6	Institutional Charges	5500	3	16,500
7	Copier, documentation internet charges	3300	3	9,900
Total				2,30,050
Administrative Charges (10% of total)				23,005
Total				2,53,055

Amount in Words- (Two Lakh Fifty Three Thousand Fifty Five Rupees only)

PAN NO: AAAA0702A

Service Tax No. AAAA0702AST001

Kindly issue DD/Cheque in favour of ALL INDIA INSTITUTE OF LOCAL SELF GOVT.

Bank Details for RTGS/NEFT/ICS

Name of the Bank :- AXIS Bank Ltd., C-3, Janakpuri, New Delhi

Account No. 207010100182768

IFSC Code :- UTIB0000007

Please do not deduct the Tax since our Institute is exempted under section Sub Clause VI of (23c) of Section 10 of Income tax act 1961

[Signature]



Authorized Signatory

ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT

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All India Institute of Local Self-Government (AIILSG)

Head Office

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Bandra (East), Mumbai - 400 051
Tel.: 91-22-26571713, 26571714, 26571715
Fax: 91-22-26572118 Website: www.aiilsg.org
E-mail: dg@aiilsg.org / dgaiilsg@gmail.com

Regional Centre

Shree Ratna Bazar Vastabhihal Patel Bhawan,
22-23, Institutional Area, D Block,
Pantna Road, Janakpuri, New Delhi - 110 058
Tel.: 91-11-26521753, 26521485
Fax: 91-11-26522117
Email: delhi@aiilsg.org

RANJIT CHAVAN
PRESIDENT

ASHISH DEOSTHALI
DIRECTOR GENERAL

RAVI RANJAN GURU
SENIOR EXECUTIVE DIRECTOR

Ref. No. _____

Date : _____

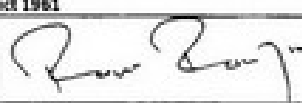
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INDIVIDUAL CAPACITY BUILDING PROGRAMME – AMRUT MISSION

INVOICE

Orientation Programme on AMRUT 18 to 20 Oct. 2016 at Raipur

Invoice No: 003/AMRUT/Chhattisgarh/2016

To	CEO, State Urban Development Agency(SUDA), Govt. of Chhattisgarh	Invoice Date: 17-03-2017		
		Refer: MOU/22.07.2016		
Sl. No.	Description	Per Unit Cost (Rs.)	No. of Units	Amount (Rs.)
1	Residential Training Charges(Lodging and Boarding Per Person/Per Day)	1700	28*3=84	142800
2	Reading material and training kit	700	28	19600
3	Honorarium to Faculties	1100	11	12100
4	Travelling Allowance for Guest faculties per programme	13750	1	13750
5	Training Hall Charges	5000	3	15000
6	Institutional Charges	5500	3	16500
7	Copier, documentation internet charges	3300	3	9900
Total				2,29,450
Administrative Charges (10% of total)				22,995
Total				2,52,445
Amount in Words:- (Two Lakh Fifty Two Thousand Six Hundred Fifteen Rupees only)				
PAN NO. AAAA0702A				
Service Tax No.AAAA0702AST001				
Kindly Issue DD/Cheque in favour of ALL INDIA INSTITUTE OF LOCAL SELF GOVT.				
Bank Details for RTGS/NEFT/ECs				
Name of the Bank :- AXIS Bank Ltd., C-3, Janakpuri, New Delhi				
Account No.207010100182768				
IFSC Code :-UTI00000307				
Please do not deduct the Tax since our Institute is exempted under section Sub Clause VI of (23c) of Section 10 of Income tax act 1961				
 				
Authorised Signatory				
ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT.				

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22-23, Institutional Area, D Block,
Perkhia Road, Janakpuri, New Delhi - 110 058
Tel.: 91-11-26521765, 26525485
Fax: 91-11-26522117
Email: delhi@aillsg.org

RANJIT CHAVAN
PRESIDENT

ASHISH DEOSTHALI
DIRECTOR GENERAL

RAVI RANJAN GURU
SENIOR EXECUTIVE DIRECTOR

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ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT

Date: _____

INDIVIDUAL CAPACITY BUILDING PROGRAMME - AMRUT MISSION

INVOICE

Orientation Programme on AMRUT 14 to 16 Sept. 2016 at Raipur

Invoice No: 001/AMRUT/Chhattisgarh/2016

Invoice Date: 17-03-2017

Refer: MOU/22.07.2016

Sl. No.	Description	Per Unit Cost (Rs.)	No. of Units	Amount (Rs.)
1	Residential Training Charges (Lodging and Boarding Per Person/Per Day)	1700	29*3=87	1,47,900
2	Reading material and training kit	700	29	20,300
3	Honorarium to Faculties	1100	11	12,100
4	Travelling Allowance for Guest faculties per programme	13750	1	13,750
5	Training Hall Charges	5000	3	15,000
6	Institutional Charges	5500	3	16,500
7	Copier, documentation internet charges	3300	3	9,900
Total				2,35,450
Administrative Charges (10% of total)				23,545
Total				2,58,995

Amount in Words:- (Two Lakh Fifty Eight Thousand Nine Hundred Ninety Five Rupees only)

PAN NO. AAAA0702A

Service Tax No. AAAA0702AST001

Kindly issue DO/Cheque in favour of ALL INDIA INSTITUTE OF LOCAL SELF GOVT.

Bank Details for RTGS/NEFT/ICS

Name of the Bank :- AXIS Bank Ltd., C-3, Janakpuri, New Delhi

Account No. 207010100282768

IFSC Code :- UTIB0000207

Please do not deduct the Tax since our Institute is exempted under section Sub Clause VI of (23c) of Section 10 of Income tax act 1961

[Signature]
Authorised Signatory
ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT

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All India Institute of Local Self-Government (AIIILSG)

Head Office

M.N. Roy Human Development Campus,
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Tel.: 91-11-28521783, 28525466
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Email: delhi@aillag.org

RANJIT CHAVAN
PRESIDENT

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Ref. No. _____

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ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT

INDIVIDUAL CAPACITY BUILDING PROGRAMME – AMRUT MISSION

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Invoice No: 002/AMRUT/Chhattisgarh/2016				
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7	Copier, documentation internet charges	3300	3	9,900
Total				2,30,050
Administrative Charges (10% of total)				23,005
Total				2,53,055

Amount in Words:- (Two Lakh Fifty Three Thousand fifty Five Rupees only)
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State Urban Development Agency

Govt. Of Chhattisgarh

4th Floor, D Block, Indrawati Bhawan, Naya Raipur

Total Personnel Trained under AMRUT in FY 2016-17

Sl No.	Name of Component	Batch	Name of Institute	Venue of Training	Date of trainings	Total No. Of Participants
1	Administration	Batch-1	AULSG	Raipur	14-16 Sep-2016	29
2		Batch-2	AULSG	Raipur	18-20 Oct-2016	28
3		Batch-3	AULSG	Raipur	29 Nov to 01 Dec-2016	25
A	Total Personnel Trained in Administration					82
1	Finance & Revenue	Batch-1	AULSG	Raipur	28-30 Sep-2016	26
2		Batch-2	AULSG	Raipur	24-26 Oct-2016	30
3		Batch-3	AULSG	Raipur	24-26 Nov-2016	27
B	Total Personnel Trained in Finance & Revenue					83
1	Engineering & Public Health	Batch-1	ESCI	Hyderabad	19-21 Sep-2016	30
2		Batch-2	AULSG	Mumbai	20-22 Dec-2017	30
Total Personnel Trained in Engineering & Public Health						60
1	Town Planning	Batch-1	ESCI	Hyderabad	19-21 Oct-2016	28
C	Total Personnel Trained in Town Planning					28
1	Elected Representatives	Sensitization cum Site visits	ESCI	Hyderabad	14-16 Dec-2016	23
2		Sensitization cum Site visits	AULSG	Ahemadabad	09-11 Jan-2017	30
D	Total Personnel Trained in Public Representatives					53
Grand Total Personnel Trained in FY 2016-17 (A+B+C+D)						306

1. The Ministry of Urban Development, Government of India (hereinafter called MOUD), has launched the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for facilitating the provision of urban services in 200 cities across the country. The Mission emphasizes capacity building as a necessary component and provides funds and other non-financial support explicitly for this purpose.
2. As part of the AMRUT Mission, the State Urban Development Agency, (hereinafter called the SUDA) is committed to building the capacity of elected representatives and officials from AMRUT cities for undertaking the various tasks envisaged under the Mission, with a focus on the following departments/topics and subjects:
 - i. **Finance & Revenue:** Revenue, Accounts, Finance and Market/Tax Departments
 - ii. **Engineering and Public Health:** Public Works, Water Supply, Street Lighting, Public Health and Sanitation, Horticulture and gardens Departments,
 - iii. **Town Planning:** Town planning, Building and town survey, Enforcement and license Departments
 - iv. **Administration:** Administration, Establishment, Law, Legal, Public relations, Record room, Computer Departments
3. The necessary funds for roll out of the individual capacity building plan will be from the ongoing Capacity Building for Urban Development (CBUD) Project of the MOUD, supported by the World Bank.
4. Individual capacity building training courses will be aligned to the Training Needs Assessment and Strategic Training Plan conducted under the CBUD Project (website at www.moud.gov.in)
5. The SUDA intends to get into MOUD with Training Entity the training entity empanelled by the MOUD under the Mission, for rolling out individual capacity building activities as per its specific requirements.
6. The National Institute of Urban Affairs, New Delhi (hereinafter called NIUA) is the strategic partner of the MOUD in capacity building and will provide single window services for capacity building under AMRUT.
7. Accordingly, the SUDA has requested the ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT(AIILSGG) hereinafter called "The Institute"

Chief Executive Officer...
State Urban Development Agency
Chhatrapati, Bhopal



to provide individual capacity building services for the elected representatives and officials from the city of Rajnandgaon, Rafta, Ambhapur, Jagdalpur and Rajgarh in the following subject areas as defined in this MoU

- A. Finance & Revenue
- B. Administration

8. With a view to further clarify the respective roles and responsibilities for implementing individual capacity building in the NDA under the ARTUT Mission (hereinafter referred to as the "Training Programme"), the NDA and ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT (AIILSG) have decided to enter into a Memorandum of Understanding (MoU), and agree on the following:

9. The Training Entity agree to undertake the following:

a. Design of Training Programme

- (i) The Training Entity will design the Training Programme after assessing the knowledge and skill needs of the trainees through a process of self-assessment. For this purpose the questionnaire used in the Training Needs Assessment conducted under the CBUD Project will be used (accessible at www.pwssn.org.in). The self-assessment to be done after conducting the first capacity/orientation Capsule mentioned in Clause 5.1(i) of the MoU.
- (ii) The Training Entity will maintain a database of all trainees including, inter-alia, the profile of the trainees, details of their present work, the name and designation of their supervising officer, present level of knowledge and skills, specific knowledge needs and required training outputs for the Department-Specific Capsules mentioned in Clause 5.1(ii) of the MoU, in the format specified by NDA/MCOG/CBUD.
- (iii) Develop training content and module-wise learning objectives for the Department-Specific Capsules based on the profile and needs of the assigned participant trainees and finalise the same in consultation with NDA. (NDA will design the evaluation/testing methodology for assess-ment training outcomes on the basis of a consolidated training agenda, to be shared with NDA during the quarter preceding the quarter in which the training has to commence.)

City Engineer Office -
Rajnandgaon, Rafta
Chhatrapati, Rafta



b. Roll-Out of Training Programme

- (i) Conduct the Training Programme (maximum batch size of 30 participants) for all trainees as assigned by the BDA, in line with the capacity building guidelines under the ARIIT Mission. The following overall training strategy is proposed to be adopted for each trainee:

Orientation and Department Specific Capsules	Number and Duration
Orientation Capsule covering subjects as indicated by NDA	1 programme of 3 day duration
Department Specific Capsules as per the specific needs of the participants	2 programmes of 3 day duration each
NOTE: Each participant will receive training through a total of 3 training capsules of 3-days each in 2 year	

- (ii) Conduct training programmes (all 3 capsules) for each participant trainee with a gap of three-four calendar months between each programme.

- (iii) Conduct one Sensitization Programme for each Elected Representative of MLAs in Chhattisgarh during the Mission period as assigned and directed by the BDA. Each Sensitization Programme must include orientation to the urban sector in the State and exposure visits to models and best practices in the form of relevant projects within the State of Chhattisgarh or in another State. States with a larger number of elected representatives may conduct multiple programmes concurrently. The models and best practices will be identified by the Training Entity in consultation with the BDA and NDA. The sensitisation programme will be properly documented as per a standardized format provided by NDA.

c. Evaluation and Post-Training Support

- (i) The Training Entity will collect post-training feedback from the trainees after the completion of each capsule, in the manner and as per formats discussed and finalized with the NDA. The format will cover, inter-alia, the following aspects:

1. Feedback on quality and appropriateness of training facilities, pedagogy, curriculum and faculty.


Training Officer
Capacity Development Agency
Chhattisgarh, India



2. Self-assessment by trainees of their learning outcomes from each session.
3. Self-assessment by trainees of their learning outcomes after completing 3-4 months of work and before the start of every subsequent capsule.
- (iv) Make suitable adjustments and changes to the Training Programme and related activities based on the feedback received from the participants and KJUK from time to time.
- (v) Assign Coaches (members of the faculty who impart training) to each batch of trainees, for answering specific queries and sharpening job specific knowledge and skills of trainees during the intervening period between each capsule.
- (vi) Assign a Mentor, in consultation with the KJUK, to each group of trainees from a U.B., who will be identified from amongst the retired Central, State or Municipal services, for providing overall guidance to the assigned group of U.B. staff related to job specific knowledge and skills as well as personal/career development.
- (v) Obtain from the Supervisors of the trainees, an assessment report of the trainees working under their charge, before the start of the next capsule as per a format finalized in consultation with KJUK.
- (vi) Conduct at own cost, one additional bridge/ remediation capsule by making changes to training modules, training methods and trainers, in case the training impact study does not indicate any positive change in the knowledge and skill of the trainees. KJUK will make a reasonable effort to identify and highlight the concerns raised through evaluation & monitoring and share the same with the Training Body in the shortest possible time.

d. Reporting Requirements

- (i). Submit quarterly updates to the KJUK and KJUK as per a mutually agreed Management Information System (MIS) and the database of trainees mentioned in above Clause 9.a
- (ii). The data should include all data necessary to comply with the timelines and provisions mentioned in Clause 14.

**Chief Executive Officer in
State Water Conservation Agency
(Chandigarh, India)**



- (v) Submit a detailed **Annual Training Report** including capsule-wise and participant-wise details, hurdles faced in implementation and way forward along with changes in work plan if any, to the BUDA and the AUSA, such that it may be incorporated in the State Annual Action Plan (SAAP) for the subsequent year.
- (vi) Provide any additional information sought by the BUDA or AUSA regarding the training programmes within 15 days of receipt of such requests.

g. Other Responsibilities

- i. Organize and conduct study visits of models and best practices implemented or being implemented in a ULB, for all trainees who have completed 3 capsules of classroom training. The sites for each study visit to be finalized in consultation with the BUDA and AUSA.
- ii. The BUDA, MOUD, CUSD and AUSA will strive to ferret additional funding from donors and bilateral & multilateral organizations to facilitate exposure visits to overseas locations on competitive basis, such that the trainees with the best record of achievement and command of learning outcomes may receive international exposure in addition to domestic exposure. Such international exposure visits will cover subjects related to urban management in other countries.
- iii. The BUDA, MOUD, CUSD and AUSA will assist the Training Entity in establishing collaboration with an institution/organization of repute having expertise in the relevant sectors in the countries to be visited, such that the international partner can introduce an element of classroom learning/briefing during the exposure visits, in addition to site visits.
- iv. Design and conduct national/regional workshops/seminars/consultations as requested by AUSA/BUDA periodically, independently or in collaboration with AUSA, to ensure adequate coverage of the area/subject which are necessary for developing appropriate knowledge and skills for application in the ULB. This will be in accordance with page No. 66, Annexure 7, para 8, of the APHUL Mission guidelines.
- v. Participate in national/regional workshops organized by AUSA from time to time.

Chief Training Officer ..
State Urban Development Agency
Chennai, Tamil Nadu



- d). Cooperate with and support the teams from AUSA or any third-party assigned by AUSA for conducting in-training and post-training monitoring and evaluations from time to time.

10. The BUSA agrees to the following:

- a). Through the State Mission Management Unit (hereinafter called (SMU)) created under the AUSA/US Mission, provide timely details and nominations of participant trainees to the Training Entity for the roll out of training programmes and to ensure adequate participation in the training programmes.
- b). Through the (SMU), provide support to the Training Entity for undertaking the various tasks assigned under this MOU.
- c). Facilitate timely payments to the Training Entity and all other entities/organisations/agencies which will be involved with the Training Programme and Sanitation Programme and other related activities such as exposure visits.
- d). Ensure that the (SMU) updates the database regularly for input into the MIS mentioned in (Clause 9.4(f)) and submits the consolidated quarterly and annual progress reports to AUSA.

11. Duration of the MOU:

The MOU shall be effective from 11-11-2015 and shall, unless terminated by the Parties in accordance with the provisions herein or extended by mutual consent expressed in writing by the Parties, remain in force up to 30-03-2017 (as per the AUSA/US guidelines).

- 12. **Non-exclusivity:** Nothing in this MOU prevents either party from entering into a similar MOU with another party, be it a BUSA or a Training Entity.

13. Financial Terms:

- a. Financial terms for funding of the training programmes, national exposure visits and workshops will be as per admissible rates under the terms for Comprehensive Capacity Building Programme (CCBP), April 2013, p-11 & 12 of the MOU2 (can be accessed at www.usa.gov).

[Signature]
 State Mission Management Unit
 AUSA/US Mission

[Signature]


- b. Payments will be linked to training outputs (number of programmes conducted) on a quarterly basis. However, as per above-mentioned Clause 5.2(c), the Training Entity may need to conduct an additional/remedial capsule if the training outcomes are not achieved.
- c. The Training Entity will raise invoices to the Project Director, (BIBD project, along with the acceptance of the ULB/BUOA for the activities completed), on a quarterly basis.
- d. All invoices will be supported through the following:
- Details of each Training Programme being claimed in terms of date, venue, number of participants, particulars of the participants (name, designation, ULB and contacts details);
 - Details of cost of each training (as per permissible heads under CCBP);
 - Applicable norms as per CCBP booklet are indicated below:

E. Training Programmes

Sr.No.	Costs	Resident (CCBP)		Non-Resident (CCBP)	
		ULB & member ULB officials	Other ULB staff	ULB member ULB officials	Other ULB staff
1	Lodging and/or boarding per person/ day	2100	1700	200	200
2	Reading material and training kit per person	100	100	100	100
3	Mezzarium per session	1100	1100	1100	1100
4	Ta for Guest Faculty per session/10000	11750	11750	11750	11750
5	Training hall charges per day	5000	5000	5000	5000
6	Site visit/local transportation per programme	10000	10000	10000	10000
7	Institutional charges per day	5000	5000	5000	5000
8	Copier, documentation and internet charges per day	5000	5000	5000	5000
9	Administrative charge	10% of total cost	10% of total cost	10% of total cost	10% of total cost

Note: This is applicable to the faculty/resource person invited outside from the training institution(s) undertaking the programme.

B.Coaches: Cost of coaches will be covered by cost of training capsules.

[Signature]
 Project Director
 ULB & member ULB officials
 (Name, Designation, Address)

[Signature]
 Project Director
 ULB & member ULB officials
 (Name, Designation, Address)

iii. **Mentors:** Cost of mentors will be borne by the BIDA.

iv. **BIDA/National exposure visits:**

1. The travel costs as per State Government Travels Rules + lump sum allowance per day as decided by the Programme Oversight Committee under the Chairmanship of the State Government Secretary concerned.
2. The costs associated with exposure visits, to the organizing training institute will be borne by the State.

v. **Workshops/Seminars/Consultations,** subject to approval of specific proposals to BIDA:

1. The maximum support for this activity is given in the table below:

National workshop	Not more than 5 lakh per event
Regional workshop	Not more than 3 lakh per event
State level workshop	Not more than 1 lakh per event

2. External Resource Persons/Experts: A maximum of ₹10,00,000/- per workshop including travel costs, boarding & lodging and honorarium.

vi. **International Study Tours:** The payment for International Study Tours shall be paid based on specific proposal for each study tour and approved to the MOU.

1.4. Expected Timelines:

Activity	Time Frame
Training Plan for roll out of first capsule to all assigned participants/trainees	within 15 days of signing of MOU
Training Plan for remaining 2 capsules for all assigned participants/trainees	within 15 days of roll out of first capsule to all assigned trainees
Finalization of training content and learning objectives for each capsule in consultation with BIDA	Before actual roll out of the capsule
Roll out of capsule 1 to assigned trainees	within 3 months of signing of MOU
Roll out of capsule 2 to assigned trainees	within 7 months of signing of MOU
Roll out of capsule 3 to assigned trainees	within 1 month
Exposure visits for all assigned trainees	within 12 months of signing of MOU
Delivery of Bridge/Assisted Capsule 4 if necessary	within 12 months of signing of MOU
Contact programme for assigned start	Every month after first capsule
Self-Monitor of progress in QMS format	Every 3 months after signing of MOU
Self-Monitor of annual progress report	Within 12 months of signing of MOU

Chief Executive Officer
 State Government Agency
 Chandigarh, India

*All steps will be repeated on a yearly basis

For and on behalf of the State Urban Development Agency, Connecticut Signature:  Name: M. P. Sullivan, Esq. Designation: C.E.O., S.E.D.A. Date: 12/15/16 Stamp: 	For and on behalf of the All India Institute of Legal Sci. Government (A.I.L.S.) Signature:  Name: Prof. Dr. J. K. Singh Designation: Director, All India Institute of Legal Sci. Date: 24/12/16 Stamp: 
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Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

Environment Management Division



1A, SURINA
Faculty B Road 3/1

ECI/EMS/AMUL/MSUT/Mission/SUDA-C/2016/17
(D) 13th July, 2016

The Chief Executive Officer
State Urban Development Agency (SUDA)
D Block, 4th Floor, Indira Park, Bhubaneswar,
Naya Raipur - 751002
Ph: 0771 - 2222400, 2210090 Fax: 0771 - 2222408
Email: sudamission@gmail.com

Dear Sir,

Subj: Memorandum of Understanding Between State Urban Development Agency (SUDA), Odhargarh and Engineering Staff College of India, Hyderabad.

This has reference to discussion we had regarding signing of MoU between State Urban Development Agency (SUDA), Odhargarh and Engineering Staff College of India, Hyderabad for rolling out the Capacity Building Programme.

Please find enclosed copy of MoU signed & in SCA Non-Judicial Stamp by Engineering Staff College of India and request you to sign the same and send one copy to us.

Thanking you,

Yours,

[Handwritten signature]
24/7/2016

20 JUL 2016

S. L. D. C. S. O. P. Y. C. O. D. M. I. S. S. I. O. N
D. O. S. O. P. O. P. U. M.

[Handwritten signature]
24/7/2016

[Handwritten signature]

GOVERNMENT OF CHHATTISGARH
STATE URBAN DEVELOPMENT AGENCY (SUDA)
CHHATTISGARH
OFFICE OF THE CHIEF EXECUTIVE OFFICER
STATE URBAN DEVELOPMENT AGENCY (SUDA)
CHHATTISGARH



FORM NO. 1
01/11/2014
JAN 12 2014
R.0000050
P.00-15
CHHATTISGARH
CHHATTISGARH

MEMORANDUM OF UNDERSTANDING

BETWEEN

STATE URBAN DEVELOPMENT AGENCY (SUDA), CHHATTISGARH

AND

ENGINEERING STAFF COLLEGE OF INDIA (ESCI), HYDERABAD



Chief Executive Officer
State Urban Development Agency - Chhattisgarh
7, Allapada Road

1. The Ministry of Urban Development, Government of India (hereinafter called MOUD), has launched the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for facilitating the provision of urban services in 500 cities across the country. The Mission emphasizes capacity building as a necessary component and provides funds and other non-financial support explicitly for this purpose.
2. As part of the AMRUT Mission, the State Urban Development Agency, Government of Karnataka (hereinafter called the SUDA) is committed to building the capacity of elected representatives and officials from AMRUT cities for undertaking the various tasks envisaged under the Mission, with a focus on the following departments/areas and subjects:
 - i. Finance & Revenue: Revenue, Accounts, Finance and Market/Tax Departments
 - ii. Engineering and Public Health: Public Works/ Water Works/ Street Lighting, Public Health and Sanitation, Horticulture and gardens Departments.
 - iii. Town Planning: Town planning, Building and town surveys, Encroachment and license Departments.
 - iv. Administration: Administration, Establishment, Law, Loans, Public relations, Record room, Computer Departments.
3. The necessary funds for roll out of the individual capacity building plan will be from the ongoing Capacity Building for Urban Development (CBUD) Project of the MOUD, supported by the World Bank.
4. Individual capacity building training courses will be aligned to the Training Needs Assessment and Strategic Training Plan conducted under the CBUD Project (accessible at www.moud.gov.in).
5. The SUDA intends to get into MOUD with Training Entity the training entity empaneled by the MOUD under the Mission, for rolling out individual capacity building activities as per its specific requirements.
6. The National Institute of Urban Affairs, New Delhi (hereinafter called NIUA) is the strategic partner of the MOUD in capacity building and will provide single window services for capacity building under AMRUT.

Accordingly, the SUDA has requested the **ENGINEERING, STATE COLLEGE OF INDIA, HYDERABAD**, hereinafter called "Training Entity".



[Signature]
 Joint Secretary (Engineering)
 Government of Karnataka

provide individual capacity building services for the elected representatives and officials from the city of Rajnandgaon, Karbi, Ambikapur, Jagdalpur and Raigarh in the following subject areas as defined in this MoU:

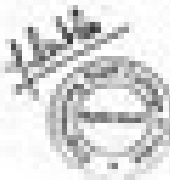
- A. Engineering and Public Health
- B. Town Planning

1. With a view to further clarify the respective roles and responsibilities for implementing individual capacity building in the BUA under the Aardur Mission (hereinafter referred to as the 'Training Programme'), the BUA and Engineering Staff College of India, Hyderabad have decided to enter into a Memorandum of Understanding (MoU), and agree on the following:

B. The Training Entity agrees to undertake the following:

a. Design of Training Programme

- (i) The Training Entity will design the Training Programme after assessing the knowledge and skill needs of the trainees through a process of self-assessment. For this purpose the questionnaire used in the Training Needs Assessment conducted under the CBUD Project will be used (accessible at www.jrcpmi.in/tna). The self-assessment to be done after conducting the first capsule/Orientation Capsule mentioned in Clause 3.6(i) of this MoU.
- (ii) The Training Entity will maintain a database of all trainees including, inter-alia, the profile of the trainees, details of their present work, the name and designation of their supervising officer, present level of knowledge and skills, specific knowledge needs and required training subjects for the Department-Specific Capsules mentioned in Clause 3.6(i) of this MoU, in the format specified by NUA/MOCC/CBUD.
- (iii) Develop training content and session-wise learning objectives for the Department-Specific Capsules based on the profile and needs of the assigned participant trainees and finalise the same in consultation with NUA. (NUA will design the evaluation/testing methodology for session-wise training outcomes on the basis of a consolidated training agenda, to be shared with NUA during the quarter preceding the quarter in which the training is to commence.)



Chief Executive Officer
Urban Development Dept.
Chennai, Tamil Nadu

B. Roll-Out of Training Programme

- (i) Conduct the Training Programme (maximum batch size of 30 participants) for all trainees as assigned by the BUDA, in line with the capacity building guidelines under the AMUL Mission. The following overall training strategy is proposed to be adopted for each trainee:

Orientation and Department Specific Capsules	Number and Duration
Orientation Capsule covering subjects as indicated by NLU.	1 programme of 3 day duration
Department-Specific Capsules as per the specific needs of the participants	2 programmes of 3 day duration each
NOTE: Each participant will receive training through a total of 3 training capsules of 3-days each in 1 year	

- (ii) Conduct training programmes (all 3 capsules) for each participant trainee with a gap of three-four calendar months between each programme.

- (iii) Conduct one Sensitization Programme for each Elected Representative of MLAs in Chhattisgarh during the Mission period as assigned and directed by the BUDA. Each Sensitization Programme must include orientation to the urban sector in the State and exposure visits to models and best practices in the form of relevant projects within the State of Chhattisgarh or in another State. States with a larger number of elected representatives may conduct multiple programmes concurrently. The models and best practices will be identified by the Training Entity in consultation with the BUDA and NLU. The sensitization programme will be properly documented as per a standardized format provided by NLU.

C. Evaluation and Post-Training Support

- (i) The Training Entity will collect post-training feedback from the trainees after the completion of each capsule, in the manner and as per formats discussed and finalized with the NLU. The format will cover, inter-alia, the following aspects:

Feedback on quality and appropriateness of training facilities, pedagogy, curriculum and faculty.



[Signature]
 Director, NULM
 Chhattisgarh

2. Self-assessment by trainees of their learning outcomes from each session,
3. Self-assessment by trainees of their learning outcomes after completing 3-4 months of work and before the start of every subsequent capsule,
- (iv) Make suitable adjustments and changes to the Training Programme and related activities based on the feedback received from the participants and NISA from time to time,
- (v) Assign Coaches (members of the faculty who impart training) to each batch of trainees, for answering specific queries and sharpening job specific knowledge and skills of trainees during the intervening period between each capsule,
- (vi) Assign a Mentor, in consultation with the BDDA, to each group of trainees from a ULB, who will be identified from amongst the retired Central, State or Municipal services, for providing overall guidance to the assigned group of ULB staff related to job specific knowledge and skills as well as personal/career development,
- (vii) Obtain from the Supervisors of the trainees, an assessment report of the trainees working under their charge, before the start of the next capsule as per a format finalized in consultation with NISA,
- (viii) Conduct at own cost, one additional bridge/modulation capsule to making changes in training modules, training methods and trainers, in case the training impact study does not indicate any positive change in the knowledge and skill of the trainees. NISA will make a reasonable effort to identify and highlight the concerns raised through evaluation & monitoring and share the same with the Training Body in the shortest possible time.

d. Reporting Requirements

- (i) Submit quarterly updates to the BDDA and NISA as per a mutually agreed Management Information System (MIS) and the database of trainees mentioned in above Clause 9.a
- (ii) The data should include all data necessary to comply with the timelines and provisions mentioned in Clause 14.



For and on behalf of
State of Karnataka
 Government of Karnataka

(ix). Submit a detailed **Annual Training Report** including capsule-wise and participant-wise details, hurdles faced in implementation and way forward along with changes in work plan if any, to the SUSA and the NUSA, such that it may be incorporated in the State Annual Action Plan (SAAP) for the subsequent year.

(x). Provide any additional information sought by the SUSA or NUSA regarding the training programmes within 15 days of receipt of such requests.

e. Other Responsibilities

- i. Organize and conduct study visits of models and best practices implemented or being implemented in a USA, for all trainees who have completed 3 capsules of classroom training. The sites for each study visit to be finalized in consultation with the SUSA and NUSA.
- ii. The SUSA, MOUT, CBUT and NUSA will strive to tie-up additional funding from donors and bilateral & multilateral organizations to facilitate exposure visits to overseas locations on competitive basis, such that the trainees with the best record of achievement and command of learning outcomes may receive international exposure in addition to domestic exposure. Such international exposure visits will cover subjects related to urban management in other countries.
- iii. The SUSA, MOUT, CBUT and NUSA will assist the Training Entity in establishing collaboration with an institution/organization of repute having expertise in the relevant sectors in the countries to be visited, such that the international partner can introduce an element of classroom training/briefing during the exposure visits, in addition to site visits.
- iv. Design and conduct national/regional workshops/seminars/consultations as requested by NUSA/SUSA periodically, independently or in collaboration with NUSA, to ensure adequate coverage of the areas/skills which are necessary for developing appropriate knowledge and skills for application in the USA. This will be in accordance with page No. 66, Annexure 7, para 9, of the AMRUT Mission guidelines.
- v. Participate in national/regional workshops organized by NUSA from time to time.



- d). Cooperate with and support the teams from MOJA or any third-party assigned by MOJA for conducting in-training and post-training mentoring and evaluations from time to time.

26. The SMOA agrees to the following:

- a). Through the State Mission Management Unit (hereinafter called SMOU) created under the AMUAF Mission, provide timely details and nominations of participant trainees to the Training Entity for the roll out of training programmes and to ensure adequate participation in the training programmes.
- b). Through the SMOU, provide support to the Training Entity for undertaking the various tasks assigned under this MOU.
- c). Facilitate timely payments to the Training Entity and all other entities/organisations/agencies which will be involved with the Training Programme and Sensitisation Programme and other related activities such as exposure visits.
- d). Ensure that the SMOU updates the database regularly for input into the MIS mentioned in Clause 9.4(c) and submits the consolidated quarterly and annual progress reports to MOJA.

27. Duration of the MOU:

The MOU shall be effective from 20-07-2016 and shall, unless terminated by the Parties in accordance with the provisions herein or extended by mutual consent expressed in writing by the Parties, remain in force up to 31.03.2017 (as per the AMUAF guidelines).

- 28. **Non-exclusivity:** Nothing in this MOU prevents either party from entering into a similar MOU with another party, be it a SMOA or a Training Entity.

29. Financial Terms:

- a. Financial norms for funding of the training programmes, national exposure visits and workshops will be as per admissible rates under the booklet for Comprehensive Capacity Building Programme (CCBP), April 2013, p-11 of the MOU (can be accessed at govt.mta.in).



[Signature]
 Director General
 External Affairs

b. Payments will be linked to training outputs (number of programmes conducted) on a quarterly basis. However, as per above-mentioned Clause 5.4(v), the Training Entity may need to conduct an additional/reminder capsule if the training activities are not achieved.

c. The Training Entity will raise invoices to the Project Director, CBSD project, along with the acceptance of the U.S./BUDs for the activities completed, on a quarterly basis.

d. All invoices will be supported through the following:

i. Details of each Training Programme being claimed in terms of date, venue, number of participants, particulars of the participants (name, designation, U.S. and contacts details);

ii. Details of cost of each training (as per permissible heads under CC&P)

e. Applicable norms as per CC&P tolist are indicated below:

5. Training Programmes

Sr.No.	Costs	Residential (RSG)		Non-residential (NRSG)	
		U.S. & senior U.S. officials	Other U.S. staff	U.S. & senior U.S. officials	Other U.S. staff
1	Lodging and/or boarding per person/ day	2700	1700	300	300
2	Feeding material and training kit per person	700	700	700	700
3	Remuneration per session	1100	1100	1100	1100
4	Tx. fee (local faculty per programme)	13750	13750	13750	13750
5	Training fee/ charges per day	5000	5000	5000	5000
6	Site visit/ local transportation per programme	10000	10000	10000	10000
7	Institutional charges per day	5000	5000	5000	5000
8	Capex, documentation and internet charges per day	2000	2000	2000	2000
9	Administrative charge	10% of total RSG	10% of total NRSG	10% of total RSG	10% of total NRSG

Notes: 1. It is applicable to the beneficiary/resource person invited outside from the training institution/ undertaking the programme.

2. **Exception:** Cost of vehicle will be covered by cost of training.

Chief Executive Officer
State Urban Development Agency
Chennai, Tamil Nadu

iii. Mentors: Cost of mentors will be borne by the NUSA,

iv. NUSA/National exposure visits:

1. The travel costs as per State Government TA/DA Rules + lump sum allowance per day as decided by the Programme Oversight Committee under the Chairpersonship of the State Government Secretary concerned.
2. The costs associated with exposure visits, to the organizing training institute will be borne by the State.

v. Workshops/Seminars/Consultations, subject to approval of specific proposals by MOU:

1. The maximum support for this activity is given in the table below:

National workshop	INR 5 lakh per event
Regional workshop	INR 3 lakh per event
State level workshop	INR 2 lakh per event

2. External Resource Persons/Experts: A maximum of INR 50,000/- per workshop including travel costs, boarding & lodging and honorarium.

vi. International Study Tours: The payment for International Study Tours shall be paid based on specific proposal for each study tour and approved by the MOU.

14. Expected Timelines:

Activity	Time Frame
Training Plan for roll out of first capsule to all assigned participant trainees	within 15 days of signing of MOU
Training Plan for remaining 2 capsules for all assigned participant trainees	within 15 days of roll out of first capsule to all assigned trainees
Evaluation of training content and learning objectives for each capsule in consultation with MOU	Before actual roll out of the capsule
Roll out of capsule 1 to assigned trainees	within 3 months of signing of MOU
Roll out of capsule 2 to assigned trainees	within 7 months of signing of MOU
Roll out of capsule 3 to assigned trainees	within 11 months
Exposure visits for all assigned trainees	within 12 months of signing of MOU
Delivery of Biogas/Biomedical Capsule 4 if necessary	within 12 months of signing of MOU
Contact programme by assigned coach	Every month after first capsule
Sub-Mission of progress in QDS format	Every 3 months after signing of MOU
Submission of annual progress report	within 12 months of signing of MOU

All steps will be repeated on a yearly basis.

Signature of the Chairperson, NUSA
Chairperson, NUSA

For and on behalf of the State Urban Development Agency, (unaffiliated) Signature:  Name: M. Rajan Sita Designation: C.E., E. U. D. A. Date: 12.3.76 Stamp: Chief Executive Officer State Urban Development Agency Chennai, Tamil Nadu	For and on behalf of the Engineering Staff College of India (ESC), Hyderabad. Signature:  Name: K. S. S. S. S. Designation: Secretary & Head of Dept. of E. U. D. A. Date: 20.3.76 Stamp: 
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BOOKING BY TELANGANA

1. Mr. A. S. Srinivasulu Reddy

2. Mr. P. Lakshmi Narayana

3. Mr. A. P. Sankar

4. Mr. A. Srinivasulu Reddy, Staff College of India

placed

Serial No. 101/126
E. MADANALAM
LICENSED STAMP VENDOR
LICED NO. 4878, RAJ. NO. 10-45/0014
B. 10/1, K. S. Road, Hyderabad,
Andhra Pradesh
P. M. S. 10/1/126

MEMORANDUM OF UNDERSTANDING

BETWEEN

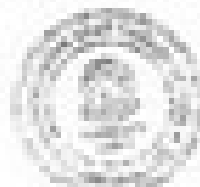
STATE URBAN DEVELOPMENT AGENCY (SUDA), HYDRABAD

AND

ADMINISTRATIVE STAFF COLLEGE OF INDIA (ASCI), HYDRABAD

1. The Ministry of Urban Development, Government of India (hereinafter called MUD), has launched the Asha Mission for Repurposing and Urban Transformation (AMRUT) for facilitating the provision of urban services in 100 cities across the country. The Mission emphasizes capacity building as a necessary component and provides funds and other non-financial support explicitly for this purpose.

[Signature]



[Signature]
Chief Executive Officer
State Urban Development Agency of
Hyderabad

2. As part of the AMULI Mission, the State Urban Development Agency, Government of Karnataka (hereinafter called the SUDA) is committed to building the capacity of elected representatives and officials from AMULI cities for undertaking the various tasks envisaged under the Mission, with a focus on the following departments/areas and subjects:
- i. **Finance & Revenue:** Revenue, Accounts, Finance and Market/Tax Departments
 - ii. **Engineering and Public Health:** Public works/ water works/ street lighting, Public health and sanitation, horticulture and gardens Departments.
 - iii. **Urban Planning:** Town planning, Building and town survey, Encroachment and license Departments
 - iv. **Administration:** Administration, Establishment, Law, Labour, Public relations, Record room, Computer Departments
3. The necessary funds for roll out of the individual capacity building plan will be from the ongoing Capacity Building for Urban Development (CBUD) Project of the MHUD, supported by the World Bank.
4. Individual capacity building training courses will be aligned to the Training Needs Assessment and Strategic Training Plan conducted under the CBUD Project (www.mhud.gov.in).
5. The SUDA intends to get into MOUs with training entity the training entity empanelled by the MHUD under the Mission, for rolling out individual capacity building activities as per its specific requirements.
6. The National Institute of Urban Affairs, New Delhi (hereinafter called NIUA) is the strategic partner of the MHUD in capacity building and will provide single window services for capacity building under AMULI.



**Chief Executive Officer –
State Urban Development Agency
Channarayana, Bellary**

7. Accordingly, the **BUDA** has requested the **ADMINISTRATIVE STAFF COLLEGE OF INDIA, HYDERABAD**, hereinafter called "Training Entity" to provide individual capacity building services for the elected representatives and officials from the city of ~~Hyderabad~~ **Hyderabad** in the following subject areas as defined in this MoU

Revenue
Engineering and Public Works
Urban Planning
Administration

8. With a view to further clarify the respective roles and responsibilities for implementing individual capacity building in the **BUDA** under the **KRIPI** Mission (hereinafter referred to as the Training Programme), the **BUDA** and **Administrative Staff College of India, Hyderabad** have decided to enter into a Memorandum of Understanding (MoU), and agree on the following:

8. The Training Entity agrees to undertake the following:

a. Design of Training Programme

- (i) The Training Entity will design the Training Programme after assessing the knowledge and skill needs of the trainees through a process of **self-assessment**. For this purpose the questionnaire used in the Training Needs Assessment conducted under the **CBUD** Project will be used (accessible at www.pnuimv.ac.in). The self-assessment to be done after conducting the first capsule/Orientation Capsule mentioned in Clause 3.6(i) of this MoU.
- (ii) The Training Entity will **maintain a database** of all trainees including, inter-alia, the profile of the trainees, details of their present work, the name and designation of their supervising officer, present level of knowledge and skills, specific knowledge needs and required training subjects for the Department-Specific Capsules mentioned in Clause 3.6(ii) of this MoU, in the format specified by **NIA/MOCD/CBUD**.



Chief Executive Officer –
State Urban Development Agency
Chennai, Tamil Nadu

- (iv) **Develop training content and session-wise learning objectives** for the Department-Specific Capsules based on the profile and needs of the assigned participant trainees and finalize the same in consultation with NCUA. (NCUA will design the evaluation/testing methodology for session-wise training outcomes on the basis of a consolidated training agenda, to be shared with NCUA during the quarter preceding the quarter in which the training has to commence.)

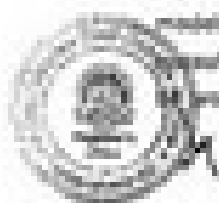
B. Roll-Out of Training Programmes

- (i) Conduct the Training Programme (maximum batch size of 30 participants) for trainees as assigned by the BUDA, in line with the capacity building guidelines under the AMRUT Mission. The following overall training strategy is proposed to be adopted for each trainee:

Orientation and Department-Specific Capsules	Duration and Frequency
Orientation Capsule covering subjects as indicated by NCUA	1 programme of 3 day duration
Department-Specific Capsules as per the specific needs of the participants	3 programmes of 3 day duration each
NOTE: Each participant will receive training through a total of 3 training capsules of 3-days each in 1 year	

- (ii) Conduct training programmes (all 3 capsules) for each participant trainee with a gap of three-four calendar months between each programme.

- (iii) Conduct one Sensitisation Programme for each elected Representative of ULBs in Chhattisgarh during the Mission period as assigned and directed by the BUDA. Each Sensitisation Programme must include orientation to the urban sector in the State and exposure visits to models and best practices in the form of relevant projects within the State of Chhattisgarh or in another State. States with a larger number of elected representatives may conduct multiple programmes concurrently. The models and best practices will be identified by the Training Body in consultation with the BUDA and NCUA. The sensitisation programme will be properly documented as per a standardized format provided by NCUA.



Chief Executive Officer
 Urban Development Agency
 Chhattisgarh, Raipur

e. Evaluation and Post-Training Support

(i) The Training Entity will collect **post-training feedback** from the trainees after the completion of each capsule, in the manner and as per formats discussed and finalized with the NLSA. The format will cover, inter-alia, the following aspects:

1. Feedback on quality and appropriateness of training facilities, pedagogy, curriculum and faculty,
 2. Self-assessment by trainees of their learning outcomes from each session,
 3. Self-assessment by trainees of their learning outcomes after completing 3-4 months of work and before the start of every subsequent capsule.
- (ii) Make suitable adjustments and changes to the training programme and related activities based on the feedback received from the participants and NLSA from time to time.
- (iii) Assign Coaches (members of the faculty who impart training) to each batch of trainees, for answering specific queries and sharpening job specific knowledge and skills of trainees during the intervening period between each capsule.
- (iv) Assign a Mentor, in consultation with the NLSA, to each group of trainees from a ULB, who will be identified from amongst the retired Central, State or Municipal services, for providing overall guidance to the assigned group of ULB staff related to job specific knowledge and skills as well as personal/career development).
- (v) Obtain from the Supervisors of the trainees, an assessment report of the trainees working under their charge, before the start of the next capsule as per a format finalized in consultation with NLSA.

✓



Office of the Director
National Skill Development Agency
201, Indraprastha, New Delhi

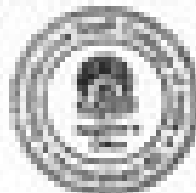
- (v) Conduct at own cost, one additional bridge/remediation capsule by making changes in training modules, training methods and trainers, in case the training impact study does not indicate any positive change in the knowledge and skill of the trainees. NCUA will make a reasonable effort to identify and highlight the concerns raised through evaluation & monitoring and share the same with the Training Entity in the shortest possible time.

d. Reporting Requirements

- (i). **Submit quarterly updates** to the SUDA and NCUA as per a mutually agreed Management Information System (MIS) and the database of trainees mentioned in above Clause 5.2
- (ii). The data should include all data necessary to comply with the timelines and provisions mentioned in Clause 3A.
- (iii). Submit a detailed **Annual Training Report** including capsule-wise and participant-wise details, hurdles faced in implementation and way forward along with changes in work plan if any, to the SUDA and the NCUA, such that it may be incorporated in the State Annual Action Plan (SAAP) for the subsequent year.
- (iv). Provide any additional information sought by the SUDA or NCUA regarding the training programmes within 15 days of receipt of such requests.

e. Other Responsibilities

- i. Organise and conduct study visits of models and best practices implemented or being implemented in a ULB, for all trainees who have completed 3 capsules of classroom training. The sites for each study visit to be finalised in consultation with the SUDA and NCUA.

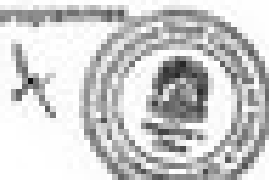



Chief Executive Officer -
State Urban Development Agency
Chhatrapati, Raipur

- ii. The **BSBA**, **MOUD**, **CBDO** and **NDA** will strive to develop additional funding from donors and bilateral & multilateral organizations to facilitate exposure visits to overseas locations on competitive basis, such that the trainees with the best record of achievement and command of learning outcomes may receive international exposure in addition to domestic exposure. Such international exposure visits will cover subjects related to urban management in other countries.
- iii. The **BSBA**, **MOUD**, **CBDO** and **NDA** will assist the Training Entity in establishing collaboration with an institution/organization of repute having expertise in the relevant sectors in the countries to be visited, such that the International partner can introduce an element of classroom training/briefing during the exposure visits, in addition to site visits.
- iv. Design and conduct national/regional workshops/seminars/consultations as requested by **NDA/BSBA** periodically, independently or in collaboration with **NDA**, to ensure adequate coverage of the area/subject which are necessary for developing appropriate knowledge and skills for application in the **ISB**. This will be in accordance with page No. 44, Annexure F, para 5, of the **ARHUF** Mission guidelines.
- v. Participate in national/regional workshops organized by **NDA** from time to time.
- vi. Cooperate with and support the teams from **NDA** or any third-party assigned by **NDA** for conducting in-training and post-training monitoring and evaluations from time to time.

18. The BSBA agrees to the following:

- a). Through the State Mission Management Unit (hereinafter called **SMMU**) created under the **ARHUF** Mission, provide timely details and nominations of participant trainees to the Training Entity for the roll out of training programmes and to ensure adequate participation in the training programmes.



[Signature]
Chief Executive Officer
 State Urban Development Ad
 (Urban Development, Govt of India)

- b). Through the SPMU, provide support to the Training Entity for undertaking the various tasks assigned under this MOU.
- c). Facilitate timely payments to the Training Entity and all other entities/organizations/agencies which will be involved with the Training Programme and Sensitization Programme and other related activities such as exposure visits.
- d). Ensure that the SPMU updates the database regularly for input into the MIS mentioned in Clause 9.4(c) and submit the consolidated quarterly and annual progress reports to NSIA.

11. Duration of the MOU

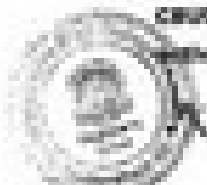
25-01-2019/2020

The MOU shall be effective from ~~01-04-2019~~ and shall, unless terminated by the Parties in accordance with the provisions herein or extended by mutual consent expressed in writing by the Parties, remain in force up to ~~31-03-2017~~ (as per the AMRUF guidelines).

- 12. **Non-exclusivity:** Nothing in this MOU prevents either party from entering into a similar MOU with another party, be it a SADA or a Training Entity.

13. Financial Terms

- a. Financial norms for funding of the training programmes, national exposure visits and workshops will be as per admissible rates under the toolkit for Comprehensive Capacity Building Programme (CCBP), April 2013, p-11 & 12 of the MOU (can be accessed at pmu.nic.in).
- b. Payments will be linked to training outputs (number of programmes conducted) on a quarterly basis. However, as per above-mentioned Clause 9.4(c), the Training Entity may need to conduct an additional/remedial capsule if the training outcomes are not achieved.
- c. The Training Entity will raise invoices to the Project Director, CBUD project, along with the acceptance of the ULB/SUDA for the activities completed, on a quarterly basis.



Chief Minister
Bihar Urban Development Agency
Ghazipur, Bihar

d. All invoices will be supported through the following:

- i. Details of each Training Programme being claimed in terms of date, venue, number of participants, particulars of the participants (name, designation, UoB and contacts details);
- ii. Details of cost of each training (as per permissible heads under CCSP);
- iii. Applicable norms as per CCSP booklet are indicated below:

I. Training Programmes

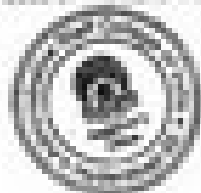
Sl.No.	Particulars	2019-20	2020-21	2021-22	2022-23
1	Lodging and/or boarding per person/ day	2700	2700	3000	3000
2	Reading material and training kit per person	700	700	700	700
3	Monitors/um per session	1100	1100	1100	1100
4	TA for Guest Faculty per programme	12750	12750	12750	12750
5	Training hall charges per day	5000	5000	5000	5000
6	Site visit/local transportation per programme	10000	10000	10000	10000
7	Institutional charges per day	5500	5500	5500	5500
8	Copyr, documentation and internet charges per day	3000	3000	3000	3000
9	Administrative charge	10% of total cost	10% of total cost	10% of total cost	10% of total cost

Note: This is applicable to the faculty/staff/other person invited outside from the training institution(s) undertaking the programme.

B.Coaches: Cost of coaches will be covered by cost of training capsules.

III.Mentors: Cost of mentors will be borne by the BUDA.

✓



(Signature)
 Joint Executive Officer -
 Data centre (non-permanent)
 Channarayana, Bengaluru

iv. NQQA/National exposure visits:

1. The travel costs as per State Government TA/DA Rules + lump sum allowance per day as decided by the Programme Oversight Committee under the Chairmanship of the State Government Secretary concerned.
2. The costs associated with exposure visits, to the organizing training Institute will be borne by the State.

v. Workshops/Seminars/Consultations, subject to approval of specific proposals by NQQA:

1. The maximum support for this activity is given in the table below:

National workshop	INR 5 lakh per event
Regional workshop	INR 2 lakh per event
State level workshop	INR 2 lakh per event

2. External Resource Persons/Experts: A maximum of INR 50,000/- per workshop including travel costs, boarding & lodging and honorarium.

vi. International Study Tours: The payment for International Study Tours shall be paid based on specific proposal for each study tour and approved by the NQQA

14. Expected Timelines:

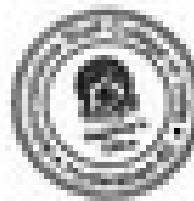
Activity	Time Frame
Training Plan for roll out of first capsule to all assigned participant trainees	Within 15 days of signing of MOU
Training Plan for remaining 2 capsules for all assigned participant trainees	Within 15 days of roll out of first capsule to all assigned trainees
Finalisation of training content and learning objectives for each capsule in consultation with NQQA	Before actual roll out of the capsule
Roll out of capsule 1 to assigned trainees	Within 3 months of signing of MOU



Chief Executive Officer –
State Urban Development Agency
Channarayana, Bengaluru

Activity	Time Frame
Roll out of capsule 2 to assigned business	within 7 months of signing of MOU
Roll out of capsule 3 to assigned business	within 11 months
Exposure visits for all assigned business	within 12 months of signing of MOU
Delivery of Bridge/Remedial Capsule 4 if necessary	within 12 months of signing of MOU
Contact programme for assigned coach	Every month after first capsule
Sub-Mission of progress in QCR format	Every 3 months after signing of MOU
Sub-Mission of annual progress report	within 12 months of signing of MOU
*All steps will be repeated on a yearly basis	

For and on behalf of the State Urban Development Agency, Chhattisgarh Signature :  Name : Manoj Kumar Designation : CEO, SUDA Date : 23-09-2016 Chief Executive Officer, State Urban Development Agency, Chattisgarh, Raipur	For and on behalf of the Administrative Staff College of India (ASCI), Hyderabad. Signature :  Name : KULKARNI PCV Designation : Regional Secretary Administrative Staff College of India Bareilly Road - Hyderabad - 500 002 Date : _____ Stamp : _____
--	--



Chief Executive Officer -
State Urban Development Agency
Chattisgarh, Raipur



All India of Local Self - Government

About the Institute

ARH India Institute of Local Self Government (ARH-IL) established in 1988 has been working in the field of urban management as an active partner in providing the means of training and capacity building of the urban local governments in India and overseas. The Regional Centre for Urban and Environmental Studies (RCUES) of the ARH-IL, Mumbai actively conducts the training of municipal officials, staff and elected members from the states of China, Japan, Vietnamese, Argentina and the former Republics of the former Soviet Union of Nagaland and spreading the knowledge and skill required for effective municipal administration. The research and training activities of the RCUES of ARH-IL are supported by the Ministry of Urban Development, Government of India, New Delhi.

The Institute has organized several urban management training/consultancy programmes for various countries in South Asia viz Bangladesh, Nepal, Sri Lanka and other countries, viz South Africa, Ethiopia, Indonesia, Malaysia, China etc. It has organized several conferences and workshops on a variety of thematic issues especially those related to environment, poverty alleviation, municipal governance and sustainable development.

The World Habitat Conference in Taipei, Argentina in 1988 and in Cochin, Kerala in 1995 were the unique events of international in the field of local self government. The Institute has representation in various national and international forums, and is the official member of the International Union of Local Authorities (IULA), Netherlands. (Housing Council), ARH-IL is a member of the Executive Committee of the IULA. The Institute is an active member of the International Council of Local Government Managers (ICLGM). The President of the Institute Mr. R. N. Chavan is the Executive Director of ICLGM. The Housing Council (H.C. Asset Fund) has recently taken over as Executive Council of the Institute. It is a former Indian Money Officer. The Institute has close collaboration with UNDP (Habitat), UNEP, UNICEF, WHO, ILO, CIPRA, ICLEI, USAID, Ford Foundation, etc. and is the Indian Institute for Urban Management Programme (IIMP) (UNEP Habitat) for South Asia.

The Institute has also set up a Fire Academy at Thane, Gujarat which imparts regular and specialized training in fire management Environment Education and Research Centre (EERC) of the Institute at Thane is in collaboration with ICLEI Japan imparts experience sharing visits in environmental management for Government and municipal officials. The Institute is working in close collaboration with the Ministry of Urban Development and Paddy Allocation, Government of India, several State Governments, Development Authorities, Research and Training Institutions, international and national agencies. The Institute has in depth developmental work in 18 urban areas in India. The ARH-IL has set up a Solid Waste Management (SWM) Cell in 2002.

FOREWORD

The urban economic development in an urban area is largely influenced by the availability of necessary services to the people. It is in regards to availability of basic infrastructure that the urban centres of India present a grim picture. Urban infrastructure services that an urban local body is responsible for providing are safe and assured water supply, sewerage, solid waste management and storm water drains. The increasing urban population, rising standards of living and ageing infrastructure makes this an ever difficult task.

The Urban Mission for Rejuvenation and Urban Transformation (AMRUT) scheme was launched by the Hon Prime Minister Shri. Narendra Modi in June 2015 with the focus of the urban renewal projects to establish infrastructure that would ensure adequate urban water supply, sewerage networks, storm water drains and Solid Waste Management for urban transformation.

The purpose of AMRUT is to (i) ensure that every household has access to safe and assured supply of water and a sewerage connection; (ii) increase the security value of cities by developing greenery and well-maintained open spaces (e.g. parks) and (iii) reduce pollution by introducing a public transport or commonway facilities for non-motorised transport (e.g. walking and cycling). All these outcomes are valued by citizens, particularly women and vulnerable and handicapped families, particularly for the Ministry of Urban Development (MoUD) as the Union Minister Level Roadmap (ULR).

Several reports and studies, have recommended capacity building of both municipal institutions and municipal institutions. Accordingly, the Integrated Capacity Building Plan consists of two strategic interventions - Individual Capacity Building and Institutional Capacity Building. Individual training will enhance the functional knowledge, improve the job related skills and change the attitude of municipal institutions.

The Institute is organizing Individual Capacity Building Programmes for staff of Panchayat under AMRUT. The National Seminar on Urban Management Overview, Key Issues & Challenges, Financing options for Urban Development, Understanding the Urban Mission and Institutional Innovation and Good Practices and Research Paper on Finance Resource Mobilization.

PREFACE

India is a part of the global trend towards increasing urbanisation in which more than half of world population is living in urban settlements. 57.8 per cent of India's population (385 million) live in urban areas as per 2011 census. Information development is one of the constitutional functions of the municipal bodies.

And Mission for Information and Urban Transformation (AMBIT) scheme, launched in 19th June 2015, is aimed at providing basic services to households and public facilities to cities to improve the quality of life, especially the poor and the disadvantaged. AMBIT focuses on ensuring water supply, sewerage and sewage management, storm water drainage, urban transport and availability of green and open spaces, urban management and support, and capacity building.

The Institute is organising a three day orientation course for officials of state of Karnataka under And Mission for Information and Urban Transformation (AMBIT).

The Institute's Delhi Regional Centre, under its former Executive Director Mr. Ravi Rajgopal Chavla, along with its team Dr. Director General Mr. Ashish Choudhary, Mr. Rajendra Mishra, Mr. Ravindra Thakur and Mr. Vijay Choudhary, has done a commendable job in the preparation of the manual. The Institute is really thankful to the entire AMBIT team especially Mr. Anup Singh, Director AMBIT, Dr. Subhash Chandra Sr. Research Officer and Mr. Nishu Rajadhyakshi, IC Capacity Building Specialist, who providing very valuable and continuous support to Delhi Centre for the activity.

AMBIT is thankful to the State Government under AMBIT of Karnataka and their officers for supporting the Centre in all its activities. The AMBIT also thanks the AMBIT, Govt. of India for their support to the Centre in the above training programme.

Capt. Anant Wadh

Director-General

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**Individual Capacity Building Programme
under CBUD Project of AMRUT**

**Capsule 1 - Orientation Programme
for the Town Planning Officers of ULBs of
Govt. of Chhattisgarh**

17 – 19 April, 2017

ESCI Campus, Hyderabad

Reading Material

Course Director

M. SUBHA

Faculty & Head I/c
Environment Management Division

Organised by



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
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6	ESCO Street Lighting	6.1 – 6.4
7	Planning for Urban Development in India	7.1 – 7.48

ACKNOWLEDGEMENT

The information given in this reading material is based on the extracts of relevant articles and downloads from manuals, textbooks and relevant websites.

We gratefully acknowledge the same.

Engineering Staff College of India (ESCI)

**Individual Capacity Building Programme
under CBUD Project of AMRUT**

**Capsule 1 - Orientation Programme
for the Public Health Engineers of ULBs of
Govt. of Chhattisgarh**

ESCI Campus, Hyderabad

Reading Material

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