

OFFICE OF THE COMMISSIONER OF MUNICIPAL ADMINISTRATION,
CHEPAUK, CHENNAI-5

Roc.No.74786/2005/P3

Dated:- 14.09.2007.

CIRCULAR

Sub: Municipal Disclosers-JnNURM - Information/Records to be hosted on the Municipal Web-site. Instruction issued - Regarding.

Ref: Reform agenda under JnNURM



To provide for transparency and accountability in the functioning of Municipalities there is necessity that each Municipality should maintain and publish all its records duly catalogued and indexed on the web site of the Municipality. In the past many of the Municipalities have provided many of these information on the website. If this is not already done the Executive Authorities of ULB's are requested to include the following items immediately.

1. Particulates of the Municipality
 - Formation of the Municipality
 - Brief history
 - Significant event/person
2. The minutes of the meetings of the council and other committees
3. A directory of its Councillors, officers and employees.
4. Citizen's Charter.
5. Unaudited financial statements of Balance Sheet, Receipts and Expenditures within two months of end of each quarter; and statutorily audited financial statements for the full financial year, within three months of the end of the financial year.
6. The service level being provided for each of the services being undertaken by the Municipality. Already performance indicators have been developed. These indicators may be hosted on the website.
7. Particular of all plans, proposed expenditure, actual expenditures on major services provided or activities performed and reports on disbursements made.
8. Details of subsidy programmes on major services provided or activities performed by the municipality, and manner and criteria of identification of beneficiaries for such programmes.
9. Particulars of the Master Plan, City Development Plan or any other plan concerning the development of the municipal area. Commissioner of Municipal Administration/ TNUIFSL is in the process of making CCCBP / CDP for the Municipalities, same may be hosted on the website.

10. The particulars of all works including procurement together with information on the value of works, time of completion, and details of contract etc.,
11. The details of the municipal funds i.e., income generated in the previous year by the following.
 - (a) Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission.
 - (b) Taxes, duties cess and surcharge, rent from the properties, fees from licenses and permission that remain uncollected and the reasons thereof.
 - (c) Share of taxes levied by the state government and transferred to municipality and the grants released to the municipality.
 - (d) Grants released by the State Government for implementation of the schemes, projects and plans assigned or entrusted to the municipality the nature and extent of utilization.
 - (e) Money raised through donation or contribution from public or non governmental agencies.

12. Annual budget/Revised budget
The receipt of the Circular should be acknowledged by return of post.

Sd/- Niranjana Mardi,
Commissioner of Municipal
Administration.

To

All Corporations Commissioners
All Municipal Commissioners.
All Executive Officers of 3rd Grade Municipalities.

Copy to:-

All Regional Directors of Municipal Administration.
All Officers of this Commissionerate.

IT Specialist (He is requested to host the circular in the web site immediately)

//Forwarded by Order//

SUPERINTENDENT