

The Directorate of Urban Development has designated Sh. Bheem Singh Thakur, Project Officer as “**Training Manager**” in respect of this Directorate to review and monitoring of the Training Plan under H.P. State Training Policy,2009 vide it’s order no. UD-H(B)(12)-6/2007-7512 dated 16.07.2009.

The details of the officer designated as Training Manager is as under:-

| Name of the Training manager | Designation | Tel. No. | E-mail id. |
|-------------------------------------|--------------------|------------------------------|---------------------|
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TRAINING MANUAL

for

ELECTED REPRESENTATIVES

of

URBAN LOCAL BODIES

in

HIMACHAL PRADESH

TRAINING MODULES FOR ELECTED REPRESENTATIVES OF URBAN LOCAL BODIES

- General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies
- Identity, Role & Functions of Elected Representatives of Urban Local Bodies.
- Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization
- The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies
- Managing Developmental Schemes in Urban Local Bodies.
- Construction, maintenance, repair Works and tendering process in ULBs
- Municipal Services, infrastructure and public grievance redressal - Citizen Interface.
- Urban Environment protection and social development/ Social Audit.

Name of Training : Training Programme for Elected Representatives of ULBs in H.P.
Duration : 2 days
Venue : HIPA, Fairlawns, Shimla, H.P.
No. of participants : 502 (ten batches of 50 each)

| Sr. No. | Theme | Number of Trainees (Approx.) | Duration of Training | Venue of Training | Total Training period | Expected Learning |
|---------|--|------------------------------|----------------------|-------------------|-----------------------|---|
| 1 | General Administration, Functions and importance of decentralization/ devolution of functions in Urban Local Bodies | 502 | 2 days | HIPA | 3 months | <ul style="list-style-type: none"> • To orient the ERs on the local self government, functions and municipal governance • To make the ERs aware of the salient features of 74th Constitutional Amendment Act. • Decentralization & basic Principles. • Devolution of functions and responsibility • Better performance of devolved functions SWM, civic amenities, map approval, management & technical process, M&E user charges. • To orient the ERs on the various provisions of HP Municipal Act, 1994 • Managing house proceedings, resolutions etc. • To orient the ERs on the City Development Strategy of Himachal Pradesh • Municipal laws. |
| 2 | Identity, Role and Functions of Elected Representatives of Urban Local Bodies | | | | | <ul style="list-style-type: none"> • Powers, Roles, Responsibilities and Limitation of Municipal Councils and Elected Representatives • Sensitization about constitutional, legal and |

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| | | | | | | <p>social responsibilities of ERs</p> <ul style="list-style-type: none"> • Leadership issues • Capacity building for improved ULB Management. • Basic computer literacy & Internet. • Gender Budgeting |
| 3 | Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization | | | | | <ul style="list-style-type: none"> • Municipal Budget • Municipal accounting concepts and accounting procedures. • Maintenance of Finance and Financial statements • Role of State and 13th Finance commission • Performance linkage to 13th FC Award. • Public works, Store & stock etc. • Audit reports • Do's and Don'ts |
| 4 | The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies | | | | | <ul style="list-style-type: none"> • Municipal Taxes / Fees. • Grants • Self reliance of ULBs • Other revenue resources • Levy of taxation in order to make ULB self reliant. • Improved collection of taxation levied by ULBs |
| 5 | Managing Developmental Schemes management in Urban Local Bodies | | | | | <ul style="list-style-type: none"> • Need and priorities of development of local area. • Scope of various development schemes for local area. • Land availability and financing requirements • Reforms / conditions to implement the schemes. • Effective implementation and monitoring of schemes. • Cost Benefit Project Analysis |

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| 6 | Construction , maintenance, repair Works and tendering process in ULBs | | | | <ul style="list-style-type: none"> • Handling issues regarding procurement, technical and administrative approvals • Importance of Estimates in new & maintenance/repair works. • Execution & monitoring • Maintenance of proper record. |
| 7 | Municipal Services, Infrastructure and public grievance redressal system in ULBs | | | | <ul style="list-style-type: none"> • RTI Act. • Legal Issues • Service Level Benchmarks • Citizen Charter • Effective Service Delivery • Infrastructure creation and Management • Effective public grievance redressal system through E-samadhan |
| 8 | Urban Environment protection and social Impacts | | | | <ul style="list-style-type: none"> • Community Sensitization on environment and development. • Polythene campaigns • Eco friendly Solid waste management • Door to door garbage collection • Segregation at door step level. • Transportation method and treatment • Disaster Management, rationalizing resource use, climate change |

MODULE-1
General Administration, Functions and importance of decentralization/devolution of functions in Urban Local Bodies

| Session | Theme | Expected Learning |
|---------|---|--|
| 1 | Local Governance | <ul style="list-style-type: none"> • Powers & Functions of the Municipalities • Duration of municipality. • Quorum • Municipal Laws. • Norms and Bye-Laws • Payment of allowances to the Members out of municipal fund |
| 2 | State Government Role | <ul style="list-style-type: none"> • Power of State Government to give directions, dissolution of Municipality • Power of State Government to frame & make rules. • Powers of Deputy Commissioner. |
| 3 | Committees | <ul style="list-style-type: none"> • Constitution of standing Committees and their functions • Constitution of wards Committee. • Meeting of the Ward Sabha. • Better committee structure w.r.t budget & performance orientation |
| 4 | House Meetings | <ul style="list-style-type: none"> • Ordinary and Special meetings • Chairman of the meeting of the municipality • Time for holding House Meetings • Recording of Proceedings of meetings and submission to the quarter concerned. |
| 5 | Decentralization & Basic Principles | <ul style="list-style-type: none"> • Role & meaning of decentralization • Basic Principles of decentralization • Historically violation of decentralization and it's principles. • Decentralization & 74th amendment in constitution of India • Limitation of 74th amendment and history of later attempts by Finance Commission to realize this. |
| 6 | Devolution of Functions and responsibility allocation | <ul style="list-style-type: none"> • Devolution of functions • Proper sub-division of functions • Responsibility allocations. |
| 7 | Better Performance in discharge of devolved functions and other civic functions | <ul style="list-style-type: none"> • Way to perform better what is devolved. • Better performance in SWM, civic amenities, map approval etc. • Effective management and technical processes for better performance • Levy of M & E User charges and also sign other functions |

MODULE- 2
Identity, Role and Functions of Elected Representatives of Urban Local Bodies

| Session | Theme | Expected Learning |
|---------|---|--|
| 1 | Identity & Role of elected Representatives | <ul style="list-style-type: none"> • Resignation of Member • Resignation of President / Vice-President • Removal of President/Vice-President • Bar to hold more than one office, • Honorarium to President & Vice-President and members. • Elected representatives to be public servants, • Delegation of Powers and liability for loss etc. • Municipal laws. • Power of State Government as to removal, • Police assistance, financial control, power to suspend exception of order etc. |
| 2 | Capacity Building | <ul style="list-style-type: none"> • Capacity building for improved ULB Management. • Basic computer literacy & Internet. • Gender Budgeting |

MODULE-3

Finance & Accounts of the Urban Local Bodies and core principles of fiscal decentralization

In pursuance of the recommendation of the 11th Finance Commission the Government of India requested the C&AG of India to devise an effective and appropriate accounting system for ULBs. The C& AG constituted a task force in February, 2002, which was accepted by the Government of India in April 2003 and forwarded to the State to prepare its own Municipal Account Manual. Accordingly the H.P. Municipal Account Manual was prepared and the instructions to switchover to the system of Double entry system w.e.f 01.04.2009 were issued and ULBs are now maintaining the accounts on the basis of Municipal Account Manual based on Double entry system. Which contain required forms, formats, periodical statement, reconciliation procedure etc with report to position of the ULBs .

| Session | Theme | Expected learning Outcomes |
|---------|---|---|
| 1. | Accounting Procedure | Page. No.3 |
| 2. | Sources of Funds (1) Property & other Taxes. (2) Cess. (3) Water Supply. (4) Assigned revenue. (5) Rental Fee & other income. (6) Grants. (7) Borrowing. (8) Special Funds. (9) Health & Sanitation. | <ul style="list-style-type: none">The particulars will learn about various sources of funding including taxation and its accounting transactions. |
| 3 | Expenditure Mechanism & Maintenance. (1) Public works. (2) Store. (3) Employees related Expenditure. (4) Other revenue Expenditure. (5) Investments. (6) Deficiencies | <ul style="list-style-type: none">The particulars about expenditure terms/works etc. & its accounting transactions. |
| 4 | Budget | <ul style="list-style-type: none">Importance of budget.Role of Finance Committee in budget preparation.Process and stages of preparing and approving budget. |
| 5 | Period & Procedure | <ul style="list-style-type: none">Period and procedure.Reconciliations.Financial Statement. |
| 6 | Cash Book | <ul style="list-style-type: none">To make the participants understand general issues regarding cash book.The importance of filling in/signing of cash book.Provisions for Cash in Hand. |

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| 7. | Ledger | <ul style="list-style-type: none"> • Importance of maintaining proper ledger. |
| 8. | Store and Stock | <ul style="list-style-type: none"> • Principles and procedure for procurement of material and other stock items. • Construction of committees for purchase. • Maintenance of Stock register : receipt and issuance of items from the stock register. • Maintenance of inventory and all immovable property. |
| 9. | Core Principles of fiscal decentralization | <ul style="list-style-type: none"> • Fiscal decentralization and its core principles • Role of State & centre schemes |
| 10 | Role of State Finance commission | <ul style="list-style-type: none"> • State Finance Commission & its role • Need to strengthen State Finance Commission |

MODULE-4**The management / generation of revenue resources with effective collection thereof in the Urban Local Bodies**

| Session | Theme | Expected Learning |
|----------------|---|--|
| 1 | Existing financial resources with ULBs | <ul style="list-style-type: none">• Procedure for imposition of taxes and collection thereof.• Leasing out of Shops/Staff of the municipalities. And recovery thereof. |
| 2 | Levy of taxation and improved collection | <ul style="list-style-type: none">• New directions for property and other taxation.• Improvement in collection of taxation. |
| 3 | Effective Recovery & realization mechanism | <ul style="list-style-type: none">• Maximum realization of Taxes, Fees and rent recovery to strengthen ULB• Generation of additional resources to make ULBs financially viable. |
| 4 | Performance Linkage to Grants & funds | <ul style="list-style-type: none">• Excellence in performance linked with 13th FC award. |

MODULE-5**Managing Developmental Schemes management in Urban Local Bodies**

| Session | Theme | Expected Learning |
|----------------|----------------------------------|--|
| 1 | Scope of Schemes | <ul style="list-style-type: none">• Introduction to various schemes / projects being implemented by Urban Local Bodies.• Aims and Objectives of the Schemes• Components of Schemes.• Funding pattern and norms |
| 2 | Sanctioning & approval process | <ul style="list-style-type: none">• Prioritizing works / projects under various schemes.• Cost benefit project analysis.• Preparation of DPRs• Role of resolution of House in submission of proposals. Completion of all documents / formalities such as availability of land for the project clearly indicating Khasra No. and tile, area etc. |
| 3 | Project Monitoring & Supervision | <ul style="list-style-type: none">• Contract arrangement, outsourcing, experts, consultancies. etc.• Monitoring of ongoing works / projects.• Timely completion of projects to avoid cost escalation• Submission of utilization certificates• The funds are utilized on works for which it was sanctioned. |

MODULE-6**Construction , maintenance, repair Works and tendering process in ULBs**

| Session | Theme | Expected Learning |
|----------------|---|--|
| 1 | Powers of Municipal Functionaries | <ul style="list-style-type: none">• Powers of Administrative Approvals• Power for execution of original/repair work• Revised Administrative approval |
| 2 | Grant-in-Aid & Estimates | <ul style="list-style-type: none">• Grant-in-aid for original/repair work• Preparation of Preliminary plans, specifications and Estimates of works• Procedure for alignment adjoining railway line• Repeal & Savings• Writing off of the government Property after dismantling and declared unsafe by concerned PWD authorities. |
| 3 | Land availability for Projects/Schemes | <ul style="list-style-type: none">• Availability of land for implementation of various projects/schemes free from all incumbencies.• Final sanction/approval of the land by Forest department, if land is involved under FCAct,1980. |
| 4 | Tendering Process | <ul style="list-style-type: none">• Guidelines for proper tendering procedure to be adopted by making necessary advertisements in News Papers and Giri Raj etc.• Approval of DNIT's before tendering from competent authorities. |

MODULE-7**Municipal Services, Infrastructure and public grievance redressal**

| Session | Theme | Expected Learning |
|----------------|--|--|
| 1 | Public Services | <ul style="list-style-type: none">• Importance of adherence to Service Level Benchmarks• Role of Citizen Charter in delivering the public services |
| 2 | Transparency & public Grievance Redressal | <ul style="list-style-type: none">• RTI Act and it's implementation• Use of E-Samadhan for Public Grievance Redressal• Displaying information on Notice Board• Legal Issues |
| 3 | Infrastructure & Asset Management | <ul style="list-style-type: none">• Preservation of natural resources in the area.• Maintenance of ULB's assets• Proper upkeep and maintenance of existing & to be created infrastructure. |

MODULE-8**Urban Environment protection and social Impacts**

| Session | Theme | Expected Learning |
|----------------|--|--|
| 1 | Clean & Green Cities | <ul style="list-style-type: none">• To make cities Clean Green and Livable.• Installation of public water purifiers at main tourist points, bus stands, religious places and busy market places displaying that purified drinking water is available free of cost.• Adherence to MSW-Rules• Scientific Management of Solid Waste• Clean Polythene Campaigns• Coverage of Sewerage connectivity & septic tanks.• Sanitation |
| 2 | Community awareness & sensitization | <ul style="list-style-type: none">• Ill effects of plastic & pollution on public health & environment.• Role of community in preserving environment and eco-friendly development.• Social Audit. |
| 3 | Disaster Management | <ul style="list-style-type: none">• Need for effective disaster management to fight natural as well as man made calamities.• Reasons for Climate change . |
| 4 | Penalties & deterrents | |

TRAINING PLAN-2011-12 FOR STAFF OF DIRECTORATE OF URBAN DEVELOPMENT H.P.

| Name of Course. | Aims and Objectives. | Duration of Course. | Participati on Level. | Total Duratio n. | Training at |
|---|--|----------------------------|------------------------------|-------------------------|-------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| Office Procedure and Financial Management. | <ul style="list-style-type: none"> • To develop knowledge about Noting and Drafting and job requirement in general. | 1 st day. | Clerks/ Jr. Assistants. | 5 days. | HIPA, Fairlawns, Shimla |
| | <ul style="list-style-type: none"> • Application of Accounting System and Financial Rules in Office Administration. | 2 nd day | | | |
| | <ul style="list-style-type: none"> • To create awareness about regulatory mechanism for administering State Financial rules in Office Administration. | 3 rd day | | | |
| | <ul style="list-style-type: none"> • Knowledge about Budget Manual and Maintenance of Accounts. | 4 th day | | | |
| | <ul style="list-style-type: none"> • To impart detailed knowledge of Record Keeping and Managing Files. | 5 th day (FN) | | | |
| | <ul style="list-style-type: none"> • Store/Stock Management-handling of articles, receipt and issue of store/stock, Physical verification/ disposal of surplus store etc. | 5 th day (AN) | | | |
| Budgetary Rules and Control. | <ul style="list-style-type: none"> • To make the participants aware about the Role of Finance Commission/Planning Commission and Budgetary | 1 st day | Clerks / Jr. Assistants | 3 days. | HIPA, Fairlawns, Shimla |
| | <ul style="list-style-type: none"> • Knowledge about Cash Book and maintenance of Accounts. | 2 nd day | | | |

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| | <ul style="list-style-type: none"> • Knowledge about preparation Budget / Treasury Rules and Subsidiary Treasury Rules. | 3 rd day | | | |
| Service Matters/Conduct Rules and CCS(CCA)Rules. | <ul style="list-style-type: none"> • To make the participants aware about the various provisions of Conduct Rules and CCS(CCA)Rules. | 1 st day. | Officials at the level of Sr. Assistant. | 3 days. | HIPA, Fairlawns, Shimla |
| | <ul style="list-style-type: none"> • To make the participants aware about the maintenance of Service Record and to deal with Service Matters of employees. | 2 nd day | | | |
| | <ul style="list-style-type: none"> • To make the participant aware about dealing the Secret and Confidential Matters. | 3 rd day(FN.). | | | |
| | <ul style="list-style-type: none"> • To deal the cases pertaining to Departmental inquiries. | 3 rd (A.N) | | | |

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| Right to Information. | <ul style="list-style-type: none"> • To sensitize the participants about the concept and importance of information. | 1 st day. | Gazetted and Non-Gazetted officers(PI OS and APIOs) | 2 days. | HIPA, Fairlawns, Shimla |
| | <ul style="list-style-type: none"> • To acquaint the participants about the provisions of Right of Information Act, 2005 and the duties and obligation of Government officials under the Act. | 2 nd day. | | | |

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| Office Procedure and Financial Management. | <ul style="list-style-type: none"> • Financial Management/Financial Control i.e knowledge of HPFR. etc. • To make the participants aware about the provisions of Office Mannual/Office Procedures etc. • To make the participants aware about the Maintenance of , accounts/Cash Book etc. • Role & responsibilities of Drawing and Disbursing Officers. • To deal with the Legal matter. • To make the participants aware about the Role Of State Finance Commission/Planning Commission and Budget Preparation and Budget Control etc. • Gender Budgeting • Project Monitoring | 1 st day. 2 nd day. 3 rd day. 4 th day. 5 th day(F.N) 5 th day(A.N) 6 th day(F.N) 6 th day(A.N) | Officers at the level of Supdt.Gr. I, Gupdt. Gr.II, P.O. and ATP. Etc. | 6 days. | HIPA, Fairlawns, Shimla |
| Computer, office automation and publishing | <ul style="list-style-type: none"> • Basic handling of computers & peripherals • Internet, emailing, Website handling etc. • Office Automation tools-MS-OFFICE(MS-Word, MS-Excel, Powerpoint etc. | 1 st day(F.N.) 1 st day(A.N) 2 nd & 3 rd day | All officers/officials. | 3days | HIPA, Fairlawns, Shimla |