



REVISED GUIDELINES FOR DATA ENTRY

SLB/ PAS CHECKLIST

November 2013

Prepared by: Urban Management Centre
In association with CEPT University

Contact Details:
Urban Management Centre
3rd Floor, AUDA Office, Usmanpura, Ahmedabad, 380014
Tel: 079 27546403/ 5303
Email: info@umcasia.org; www.umcasia.org

UMC: The Urban Management Centre is a not-for-profit organization based in Ahmedabad, Gujarat, working towards professionalizing urban management in India and South Asia. UMC provides technical assistance and support to Indian state local government associations and implements programs that work towards improvement in cities by partnering with city governments. UMC builds and enhances the capacity of city governments by providing much-needed expertise and ready access to innovations on good governance implemented in India and abroad. UMC is a legacy organization of International City/County Management Association (ICMA) and hence is also known as ICMA-South Asia. More details are available on www.umcasia.org

PAS, a five-year action research project, has been initiated by CEPT University with funding support from Bill and Melinda Gates Foundation. PAS aims to develop better information on water and sanitation performance at the local level to be used to improve the financial viability, quality and reliability of services. It will use performance indicators and benchmarks on water and sanitation services in all the 400-plus urban areas of Gujarat and Maharashtra. UMC and All India Institute of Local Self Governance are CEPT's project partners in Gujarat and Maharashtra respectively. More details are available on www.pas.org.in

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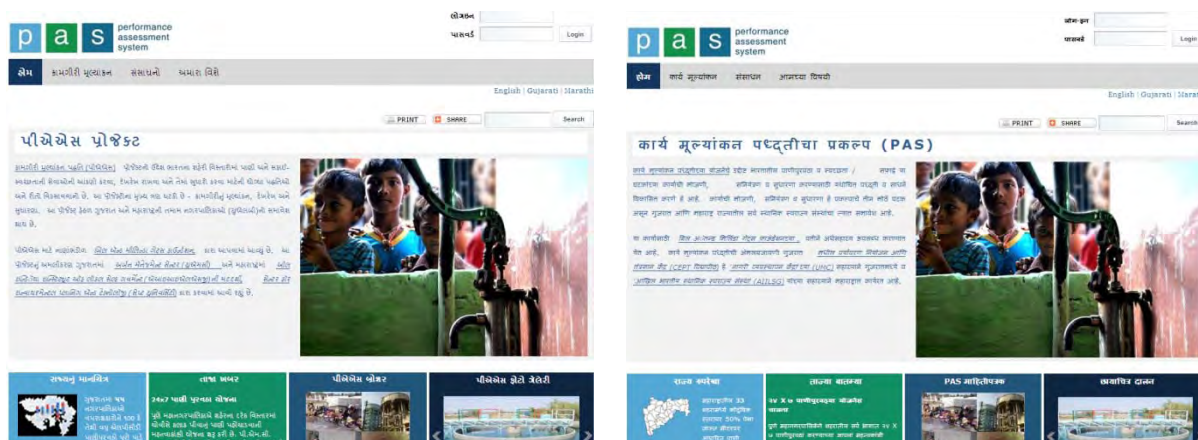
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About the SLB PAS e-Data

The SLB PAS e-Data is an online data entry tool for assessment of urban water supply and sanitation. The information collected is important to assess the current service levels of a city in water supply and sanitation.

In December 2008, the Ministry of Urban Development adopted National Benchmarks in the sectors of Water Supply, Sewerage, Solid Waste Management and Storm Water Drainage. The Performance Assessment System project in alignment with the SLB initiative has conducted performance measurement across 400+ cities in Gujarat and Maharashtra. The first and second round (2008-09 to 2010-11) of performance measurement was conducted through the use of data questionnaires in MS Excel. For the third round of measurement, the project has developed e-Data, an online data entry tool that will help cities record information on water supply and sanitation services provided by them. E-data will help to give cities an annual assessment of their service operations, financial health and services to special groups such as urban poor households. The tool is hosted on the PAS portal, www.pas.org.in. The portal also provides a graphical representation of the performance of services provided by each city, and enables the city to track its progress over the years.

The website is bilingual, i.e., it can be read in Gujarati and Marathi as well.



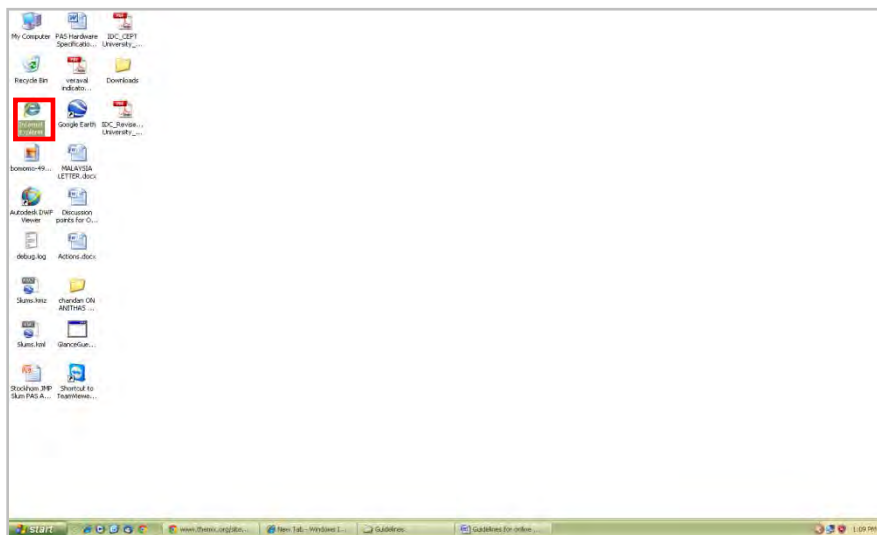
The User Guide would help you through the following:

- How to access your account
- How to enter data for each sector
- How to generate indicator reports
- How to enter targets for SLBs
- How to view the graphical charts online
- How to track its approval/rejection status
- How to edit/update data for each sector

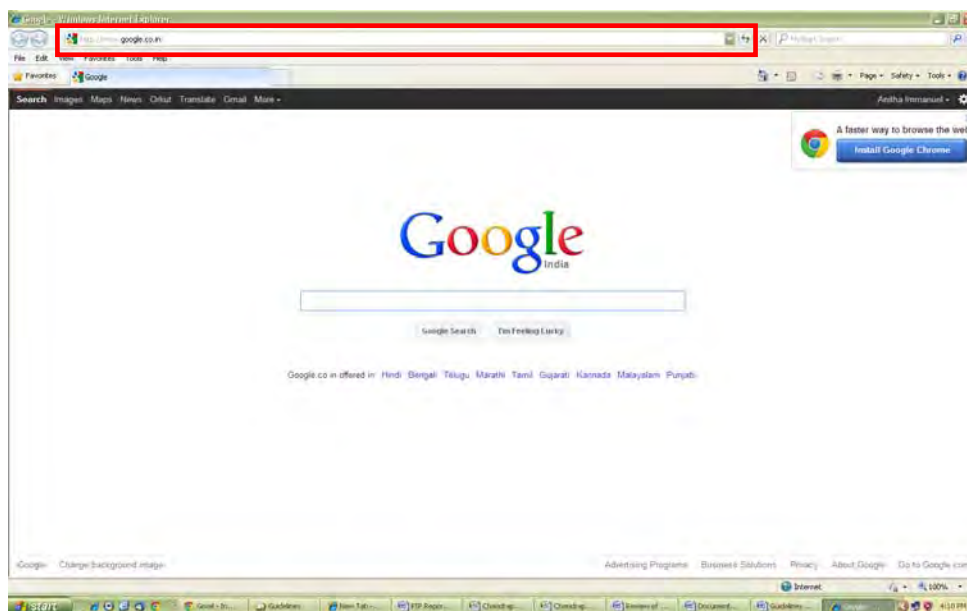
1. How can ULBs access their account?

The guidelines will take one through the steps involved in accessing the website and entering data in the website.

STEP 1. Double click on the internet browser installed in your system. The internet browser can be either Internet Explorer (version 7 and above), Google Chrome, Mozilla Firefox, etc.



STEP 2. A window opens as shown below. Type the website address, www.pas.org.in, in the address tab highlighted below.

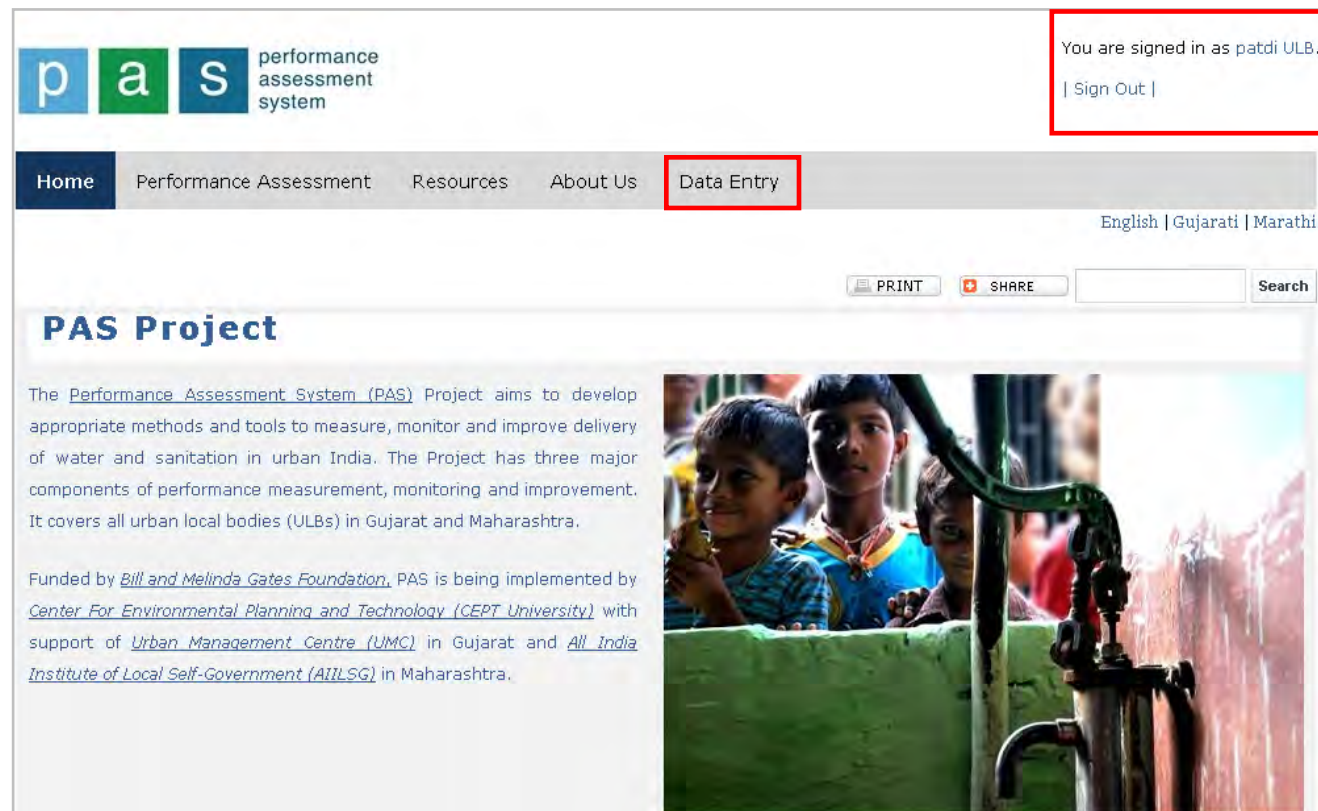


STEP 3. The PAS website opens as shown below. To enter data online, the ULB has to login using its username and password within the boxes (highlighted below) on the right hand side of the page.



2. How can ULBs enter data in the online checklist?

STEP 1. Once the ULB logs into the website, the name of the ULB appears on the right hand side of the page. Also a tab 'Data Entry' appears as seen below. Click on the Data Entry tab



The screenshot shows the PAS Project website. The logo 'pas performance assessment system' is in the top left. The navigation menu includes 'Home', 'Performance Assessment', 'Resources', 'About Us', and 'Data Entry' (highlighted with a red box). In the top right, it says 'You are signed in as patdi ULB.' with a 'Sign Out' link. Below the navigation menu, there are links for 'English | Gujarati | Marathi', 'PRINT', 'SHARE', and a search bar. The main content area is titled 'PAS Project' and contains text about the project's goals and funding. A photograph of children at a water pump is on the right.

STEP 2. A sub menu appears in which two tabs, Checklist and Target Setting, are given. Click on the Checklist tab



The screenshot shows the PAS Project website with the 'Data Entry' tab selected in the main navigation menu. A sub-menu is displayed below it, containing 'Checklist' (highlighted with a red box) and 'Target Setting'. The top right corner shows 'You are signed in as Patdi ULB.' with a 'Sign Out' link. The main content area is titled 'Data Entry' and contains text about online data entry for SLB checklists and targets.

STEP 3. A page describing the format of the online checklist opens. Please read through the general instructions given here for ease in data entry. Select the financial year, e.g. 2011-12.

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Checklist

The SLB-PAS checklist has been developed to assess Service Level Benchmarks for the indicators as recommended by the **13th Finance Commission**.

This checklist is composed of 6 worksheets, with an additional sheet on list of documents/formats to be compiled. The 6 worksheets ask for information about the water supply, wastewater (sanitation and sewerage), solid waste management, and slum unit's performance data and operating environment. These are:

1. General Information
2. Water Supply
3. Sewerage and Drainage
4. Solid Waste Management
5. Additional Information
6. Reliability

Cells highlighted WHITE is for data entry inputs. Cells highlighted YELLOW is disabled as data is already filled. Please save (click 'Save') after entering data for each sub section. Upon completion of data entry for a particular sheet (e.g. General Information), click SUBMIT button given at the top of the page to ensure the data is stored in the database. Please note that once the data is submitted, the data can be edited only upon approval by Administrator.

Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

Once the data is submitted, the approval of the checklist will be done by the Commissioner/Chief Officer, and state department. Once the Commissioner/ Chief Officer and state department approves the data, the various reports for the city would be generated.

Select Financial Year

---Select---

View Checklist

View Indicator Report

Approval Status

Select Language

---Select---

Download Checklist

Designation	Role
State SLB Cell	Reviews Cities Pending the Checklist Submission
District Collector	Approval Required After Approval by City
City Commissioner / Chief Officer	Approval Required After Submission of Checklist
City Data Entry Operator	Submits Checklist

STEP 4. The tab to view the online checklist for the financial year (FY) 2011-12 appears. Click on the 'View FY 2011-2012 Checklist tab'. Please note that the indicator report for the particular year would be generated only after the data for 2011-12 is submitted by the ULB.

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Checklist Target Setting

Checklist

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1. General Information
2. Water Supply
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4. Solid Waste Management
5. Additional Information
6. Reliability

Cells highlighted WHITE is for data entry inputs. Cells highlighted YELLOW is disabled as data is already filled. Please save (click 'Save') after entering data for each sub section. Upon completion of data entry for a particular sheet (e.g. General Information), click SUBMIT button given at the top of the page to ensure the data is stored in the database. Please note that once the data is submitted, the data can be edited only upon approval by Administrator.

Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

Select Financial Year

FY 2011-2012

View FY 2011-2012 Checklist

View FY 2011-2012 Indicator Report

Approval Status

Select Language to Download Checklist

---Select---

Download FY 2011-2012 Checklist

Designation	Role
State SLB Cell	Reviews Cities Pending the Checklist Submission
District Collector	Approval Required After Approval by City

STEP 5. The checklist with tabs for each sub section, like General Information, Water Supply, etc is displayed. The white cells are for data entry, while the yellow cells indicate data that is pre-populated and cannot be edited. Subsequent sections on water supply, etc can be entered in the same manner.

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PERFORMANCE ASSESSMENT SYSTEM (PAS) PROJECT

Patdi

General Information

Water Supply

Sewerage and Drainage

Solid Waste Management

Equity Related Information

Reliability

GENERAL INFORMATION : FY 2011-2012

Reset
Submit
Go Back to Data Entry
Save All

1. Demographics

Item	Unit	2010-2011	2011-2012
1.1 Population (Census 2001)/2011	Persons	16808	16808
1.2 Decadal Growth Rate of the City	%	7.0	
1.3 Population (Present Year)	Persons	18000	
1.4 Number of Households (Census 2001)/2011	Number	2885	2885
1.5 Number of Households (Present Year)	Number	5500	
1.6 Family Size (Census 2001)/2011	Persons	5.83	5.83
1.7 Family Size (Present Year)	Persons	3.27	
1.8 Number of Slums (2001)/2011	Number	0	
1.9 Number of Slums (Present Year)	Number	10	
1.10 Number of Slum Households (2001)/2011	Number	0	
1.11 Number of Slum Households (Present Year)	Number	1333	
1.12 Number of Properties (2001)/2011	Number	0	
1.13 Number of Properties (Present Year)	Number	6390	
1.14 Number of Election Wards (2001)/2011	Number	0	
1.15 Number of Election Wards (Present Year)	Number	7	
1.16 Town/City Area (Census 2001)/2011	Sq.km	5.21	5.21
1.17 Present Town/City Area	Sq.km	5.21	
1.18 Population Density (Present Year)	Number	3455.0	
1.19 Number of Commercial and other establishments (offices, institutions, markets), Hotels and Restaurants (Year 2001)/2011	Number	0	
1.20 Number of Commercial and other establishments (offices, institutions, markets, Hotels and Restaurants)(Present Year)	Number	1219	

Save

STEP 6. Once the data entry for a particular sub-section (e.g. Demographics in the above image) is complete, click Save at the end of the sub section (e.g. Demographics). *It is advisable to save after each sub section to ensure that data is not lost due to connectivity issues, etc.*

1.10 Number of Slum Households (2001)/2011	Number	0	
1.11 Number of Slum Households (Present Year)	Number	1333	
1.12 Number of Properties (2001)/2011	Number	0	
1.13 Number of Properties (Present Year)	Number	6390	
1.14 Number of Election Wards (2001)/2011	Number	0	
1.15 Number of Election Wards (Present Year)	Number	7	
1.16 Town/City Area (Census 2001)/2011	Sq.km	5.21	5.21
1.17 Present Town/City Area	Sq.km	5.21	
1.18 Population Density (Present Year)	Number	3455.0	
1.19 Number of Commercial and other establishments (offices, institutions, markets), Hotels and Restaurants (Year 2001)/2011	Number	0	
1.20 Number of Commercial and other establishments (offices, institutions, markets, Hotels and Restaurants)(Present Year)	Number	1219	

Save

STEP 7. In case, there is any error in data entry for a particular sub section (like water supply, etc), click Reset to erase the data for that particular page. An alert window opens asking confirmation on whether to reset the data. *It must be noted that all data in that particular page will be erased, once reset is selected.*

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PERFORMANCE ASSESSMENT SYSTEM (PAS) PROJECT
Ahmedabad

General Information **Water Supply** Sewerage and Drainage Solid Waste Management Equity Related Information Reliability

GENERAL INFORMATION : FY 2009-2010

Reset Submit Go Back to Data Entry Save All

1. Demographics

Item	Unit	2008-2009	2009-2010
1.1 Population (Census 2001/2011)	Persons	3520085	3520085.08
1.2 Decadal Growth Rate of the City	%		2.3
1.3 Population (Present Year)	Persons	5606728	5606728
1.4 Number of Households (Census 2001/2011)	Number	692257	692257
1.5 Number of Households (Present Year)	Number	1265372	1265372
1.6 Family Size (Census 2001/2011)	Persons	5.08	5.08
1.7 Family Size (Present Year)	Persons	4.43	4.43

Update

Message from webpage

Do you want to Reset data of General Information sheet?

OK Cancel

STEP 8. Click Submit once the user has finalised and saved the data for each subsection. Once the sheet is submitted, the data cannot be edited/ updated without approval by administrator. Therefore it is necessary to make sure the data is correct and verified to the extent possible before submitting the checklist.

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PERFORMANCE ASSESSMENT SYSTEM (PAS) PROJECT
Ahmedabad

General Information Water Supply Sewerage and Drainage Solid Waste Management Equity Related Information Reliability

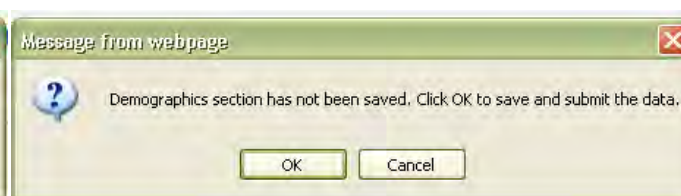
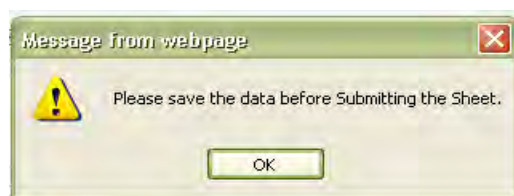
GENERAL INFORMATION : FY 2009-2010

Reset **Submit** Go Back to Data Entry Save All

1. Demographics


Item	Unit	2008-2009	2009-2010
1.1 Population (Census 2001/2011)	Persons	3520085	3520085.00
1.2 Decadal Growth Rate of the City	%		2.3
1.3 Population (Present Year)	Persons	5606728	5606728.00

Update



If the ULB has missed saving any subsection, an alert appears upon submitting the checklist prompting the ULB to save the section.

STEP 9. Once the sheet is submitted, the indicator report for that particular year can be viewed as shown below. An additional window displaying the indicator report will open as seen below.



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Checklist

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4. Solid Waste Management
5. Additional Information
6. Reliability

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Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

Once the data is submitted, the approval of the checklist will be done by the Commissioner/Chief Officer, and state department. Once the Commissioner/ Chief Officer and state department approves the data, the various reports for the city would be generated.

Select Financial Year

FY 2009-2010

[View FY 2009-2010 Checklist](#)

[View FY 2009-2010 Indicator Report](#)

[Approval Status](#)

Select Language

---Select---

[Download FY 2009-2010 Checklist](#)

Designation	Role
State SLB Cell	Reviews Cities Pending the Checklist Submission
District Collector	Approval Required After Approval by City
City Commissioner / Chief Officer	Approval Required After Submission of Checklist
City Data Entry	Submit Checklist

Indicator Report of Bhavnagar for Year : FY 2009-2010

Water Supply		
Water Supply Indicator Values		
Indicator Name	Unit	Value
Coverage of water supply connections	%	93.18
Per capita available of water at consumer end	Lpod	91.1
Extent of metering of water connections	%	0.1
Extent of Non Revenue Water	%	31.92
Continuity of water supply	Hours/Day	0.55
Efficiency in redressal of customer complaints	%	99.0
Quality of water supplied	%	100.0
Cost recovery in water supply services	%	43.23
Efficiency in collection of water supply related charges	%	55.05
Coverage of WS connections in slums	%	0.0
Local Action Indicators		
Indicator Name	Unit	Value
% of population with access to improved water services	%	93.18
Coverage of distribution network	%	80.68
Drive for identifying and regularizing illegal connections taken up	Y/N	NO
% illegal connections	%	
% of identified illegal connections that are regularized	%	
Percentage of estimated water demand over next 3 years to	%	0.0

STEP 10. Click on 'Go Back to Data Entry' to go back to the Data Entry home page. Click on the 'Checklist'.

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PERFORMANCE ASSESSMENT SYSTEM (PAS) PROJECT
Ahmedabad

General Information Water Supply Sewerage and Drainage Solid Waste Management Equity Related Information Reliability

GENERAL INFORMATION : FY 2009-2010

Reset Submit **Go Back to Data Entry** Save All

1. Demographics

Item	Unit	2008-2009	2009-2010
1.1 Population (Census 2001/2011)	Persons	3520085	3520085.00
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1.6 Family Size (Census 2001/2011)	Persons	5.08	5.08
1.7 Family Size (Present Year)	Persons	4.43	4.43

☐ Update

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Checklist Target Setting

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Data Entry

Cities can enter data online for the SLB checklist, as well as targets as per the 13th FC requirements for all SLB indicators.

STEP 11. Select the Financial Year and language for which the checklist has to be downloaded.

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Checklist Target Setting

Checklist

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Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

Select Financial Year
---Select---

View Checklist

View Indicator Report

Approval Status

Select Language to Download Checklist
---Select---

Download Checklist

Designation	Role
State SLB Cell	Review Cases Pending the Checklist Submission
District Collector	Approval Required After Annual Review

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Checklist Target Setting

Checklist

The SLB-PAS checklist has been developed to assess Service Level Benchmarks for the indicators as recommended by the **13th Finance Commission**.

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Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

Select Financial Year
FY 2010-2011

View FY 2010-2011 Checklist

View FY 2010-2011 Indicator Report

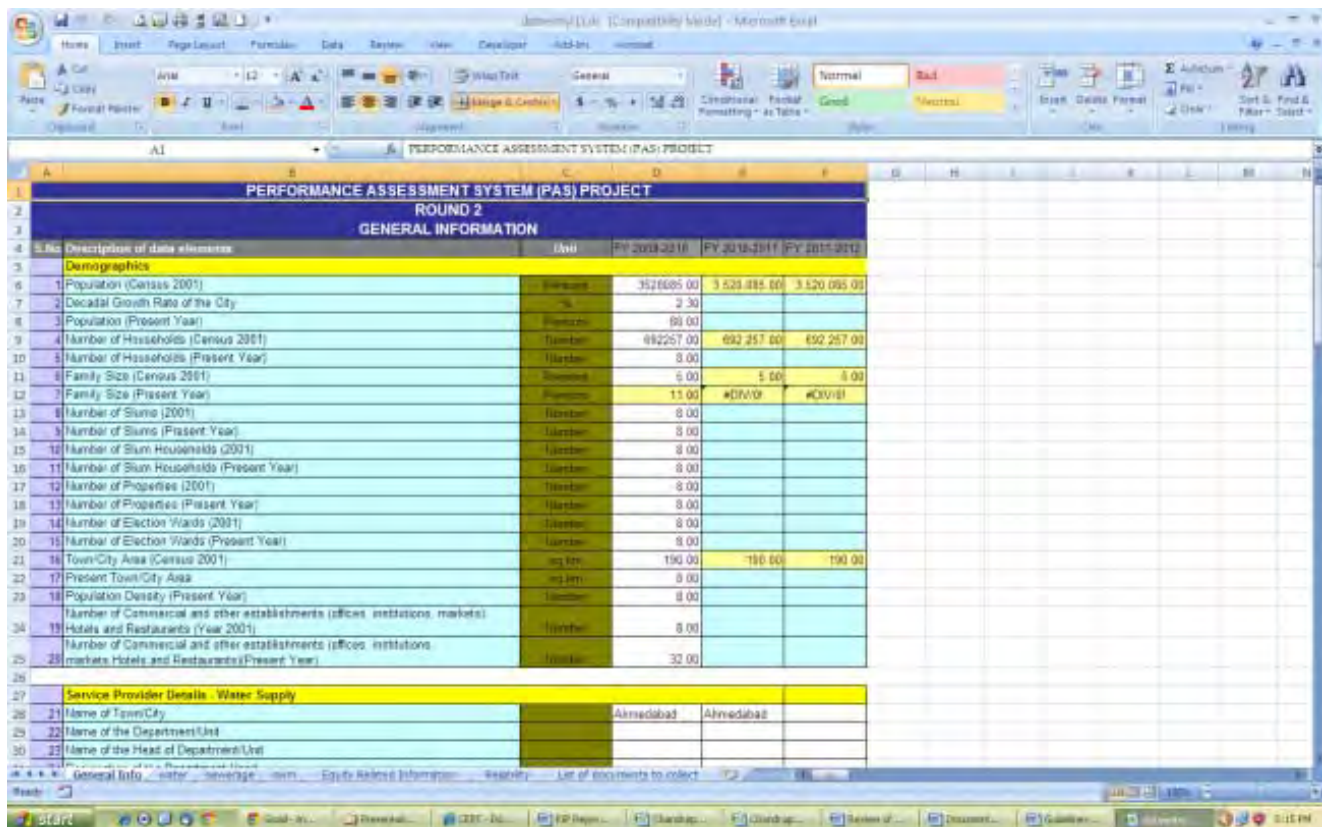
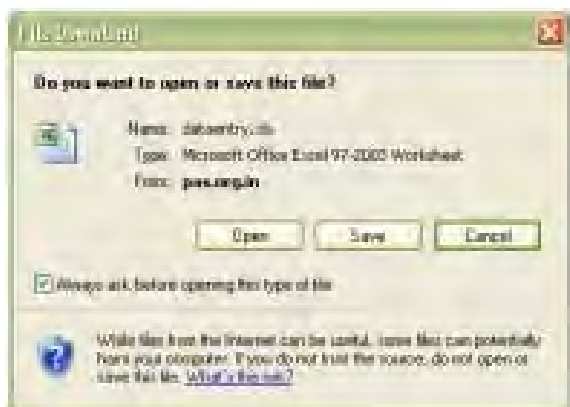
Approval Status

Select Language to Download Checklist
English

Download FY 2010-2011 Checklist

Designation	Role
State SLB Cell	Review Cases Pending the Checklist Submission
District Collector	Approval Required After Annual Review

A new tab opens with a window asking whether to open or save the checklist. Choose the appropriate option to view the checklist as shown below.



3. How to approve/ reject the checklist

Once data is entered in the checklist, it has to be verified both by the city commissioner or chief officer and in some cases, by the district collector. The process flow is explained in the figure below.

- Data entry by ULB
- Verification of data by commissioner/ chief officer
- Verification by District Collector
- Status of checklists submitted and verified by State SLB cell

Designation	Flow	Approval Status	Date of Approval/Rejection
State SLB Cell	Gujarat/Maharashtra	Pending	
District Collector	DEF District Collector	Pending	
City Commissioner/Chief Officer	ABC Chief Officer	Approved	December 10, 2011
City Data Entry Operator	ABC	Submitted	December 1, 2011

STEP 1. Once the checklist has been submitted by the data entry operator of a city, the chief officer/ commissioner through their login has to verify the checklist (as mentioned in Chapter 1, step 3).

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Checklist Target Setting

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4. Solid Waste Management
5. Additional Information
6. Reliability

Cells highlighted YELLOW is disabled as data is already filled. Please note that the data for the previous year is displayed along with the current year to facilitate data entry.

The data entered by cities need approval by both the commissioner/chief officer as well as the district collector. The **'Approval Status'** tab allows the city commissioner or chief officer to approve/reject the city data. If the city has submitted the checklist, **'Approve/Reject'** will appear next to the year column. The user can view the **'Indicator Report'** to validate and approve the data submitted by the cities.

The State SLB Cell can keep track of the cities' that have yet not submitted the checklists and have

Select Financial Year
FY 2010-2011

View FY 2010-2011 Checklist

View FY 2010-2011 Indicator Report

Approval Status

Select Language
---Select---

Download FY 2010-2011 Checklist

Designation	Role
State SLB Cell	Reviews Cities Pending the Checklist Submission
District Collector	Approval Required After

STEP 1. a. Verification by viewing the Checklist

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[Sign Out]

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PERFORMANCE ASSESSMENT SYSTEM (PAS) PROJECT
Patdi

General Information **Water Supply** Sewerage and Drainage Solid Waste Management Equity Related Information Reliability

GENERAL INFORMATION : FY 2011-2012

Reset Submit Go Back to Data Entry Seen All

1. Demographics

Item	Unit	2010-2011	2011-2012
1.1 Population (Census 2001)/2011	Persons	16808	16800
1.2 Decadal Growth Rate of the City	%	7.0	
1.3 Population (Present Year)	Persons	16000	
1.4 Number of Households (Census 2001)/2011	Number	2865	2865
1.5 Number of Households (Present Year)	Number	5500	
1.6 Family Size (Census 2001)/2011	Persons	5.83	5.63
1.7 Family Size (Present Year)	Persons	3.27	
1.8 Number of Slums (2001)/2011	Number	0	
1.9 Number of Slums (Present Year)	Number	10	

STEP 1. b. Verification by viewing the Indicator Report

Google Chrome

org.in/web/cspas/dataentry?p_p_id=SLBDataEntryScreen_WAR_Fortal&p_p_lifecycle=1&p_p_state=exclude&p_p_mode=view&p_p_col_id=column-1&p_p_col_...

Indicator Report of Bhavnagar for Year : FY 2009-2010

Water Supply		
Water Supply Indicator Values		
Indicator Name	Unit	Value
Coverage of water supply connections	%	93.18
Per capita available of water at consumer end	Lpcd	91.1
Extent of metering of water connections	%	0.1
Extent of Non Revenue Water	%	31.92
Continuity of water supply	Hours/Day	0.55
Efficiency in redressal of customer complaints	%	99.0
Quality of water supplied	%	100.0
Cost recovery in water supply services	%	43.23
Efficiency in collection of water supply related charges	%	55.05
Coverage of WS connections in slums	%	0.0
Local Action Indicators		
Indicator Name	Unit	Value
% of population with access to improved water services	%	93.18
Coverage of distribution network	%	80.68
Drive for identifying and regularizing illegal connections taken up	Y/N	NO
% illegal connections	%	
% of identified illegal connections that are regularized	%	
Percentage of estimated water demand over next 3 years to	%	0.0

STEP 2. Once the checklist has been verified, it can be approved/ rejected and appropriate remarks can also be added.

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Online Page Status: 2010

PAGE APPROVAL STATUS

CITY	YEAR	STATUS	APPROVE/REJECT	VIEW REMARK	HIERARCHY	REPORT
Veraval	2010	PENDING	Approve / Reject	REMARK	HIERARCHY	REPORT

STEP 2. a. The status of verification of the checklist can be viewed by clicking the 'Hierarchy' tab.

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Online Page Status: 2010

PAGE APPROVAL STATUS

CITY	YEAR	STATUS	APPROVE/REJECT	VIEW REMARK	HIERARCHY	REPORT
Baravala	2010	PENDING	Approve / Reject	REMARK	HIERARCHY	REPORT

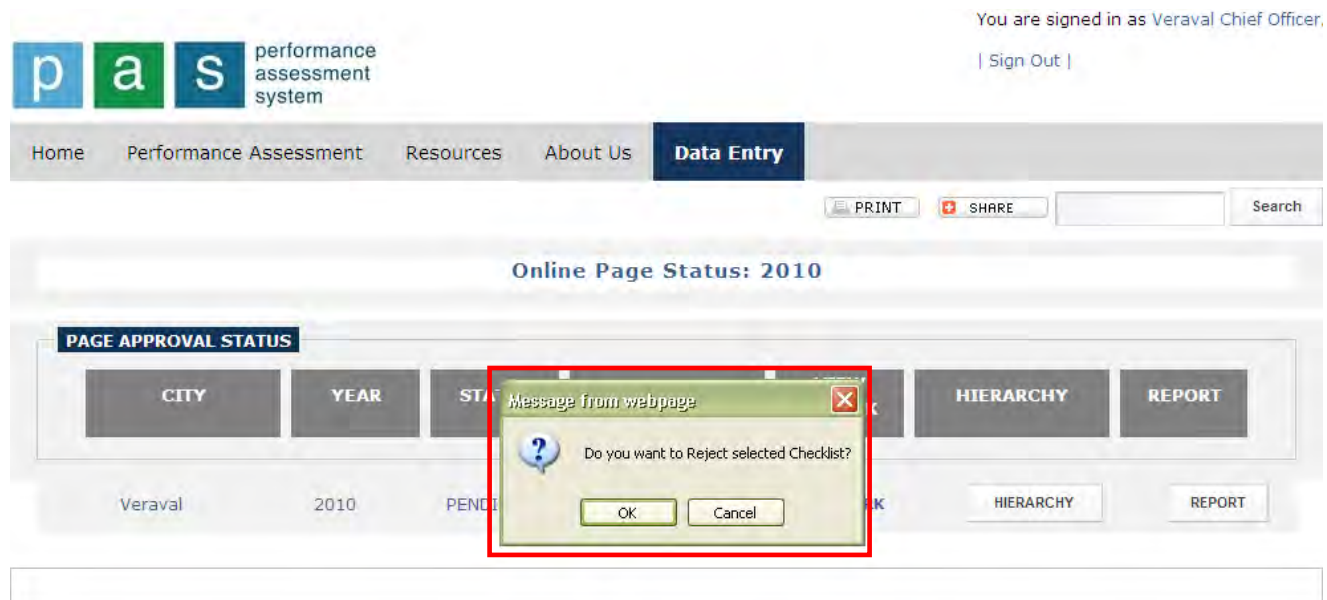
STEP 2. b. The hierarchy chart shows the cleared stages in green and pending stages in red. The date on which the stages are cleared can also be seen.

Hierarchy of Data Entry Approval Stages

Designation	Flow	Approval Status	Date of Approval/Rejection
Admin (CEPT/UMC/AIISG)	Admin	PENDING	
State Head	Collector	PENDING	
District Collector	Almudabai Collector	PENDING	
City Commissioner / Chief Officer	Baravala Chief Officer	PENDING	
City Data Entry Operator	Baravala	SUBMITTED	January 12, 2012

Close

STEP 3. On selecting either of the two options, an alert window is displayed asking for confirmation of the action. The figure below shows the alert window displayed on rejecting the checklist.



The process described above is similar for verification at higher levels, like district collector, etc.

4. How can ULBs enter targets online?

STEP 1. As mentioned in Chapter 2: step 1, login into the portal. Click the 'Target Setting' tab.

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Checklist **Target Setting**

Target Setting

The 13th Central Finance Commission (CFC) which submitted its report in 2010 has recommended specific performance based grants for urban local bodies.

One of the conditions to access these grants is the notification of service standards for the sectors of water supply, sewerage, storm water drainage and solid waste management by the state government. The notified service standards are targets to be set for each ULB through a consultative process. The targets have to be entered for each of the indicators listed in the table below for the year 2012-13.

Select Financial Year :

Get Target Setting

STEP 2. Select the Financial Year for which the targets need to be entered. Click on 'Get FY 2011-2012 Target Setting' tab.

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Checklist **Target Setting**

Target Setting

The 13th Central Finance Commission (CFC) which submitted its report in 2010 has recommended specific performance based grants for urban local bodies.

One of the conditions to access these grants is the notification of service standards for the sectors of water supply, sewerage, storm water drainage and solid waste management by the state government. The notified service standards are targets to be set for each ULB through a consultative process. The targets have to be entered for each of the indicators listed in the table below for the year 2012-13.

Select Financial Year :

Get FY 2011-2012 Target Setting

STEP 3. The ULB can now enter the targets for each indicator for all the sectors of water supply, wastewater, SWM and SWD. Once the targets are entered for each sector, click 'Submit' to complete target entry. There are also options to download the target values in either excel or pdf format.

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[Checklist](#) **Target Setting**

Target Setting for Petlad for FY 2011-2012

The 13th Central Finance Commission (CFC) which submitted its report in 2010 has recommended specific performance based grants for urban local bodies.

One of the conditions to access these grants is the notification of service standards for the sectors of water supply, sewerage, storm water drainage and solid waste management by the state government. The notified service standards are targets to be set for each ULB through a consultative process. The targets have to be entered for each of the indicators listed in the table below for the year 2012-13.

[Go Back to Target Setting](#)

Water supply: KPIs	2008-2009	2009-2010	2010-2011	Target for 2011-2012
Coverage of water supply connections(%)	115	75.30	74.80	<input type="text"/>
Per capita supply of water at consumer end(lpcd)	94	136.14	135.09	<input type="text"/>
Extent of metering of water connections(%)	NA	0.00	0.00	<input type="text"/>
Extent of non-revenue water(%)	9	5.18	3.88	<input type="text"/>
Continuity of water supply(hrs per day)	2.6	4.00	4.00	<input type="text"/>
Efficiency in redressal of customer complaints(%)	100	100.00	100.00	<input type="text"/>
Quality of water supplied(%)	89	95.29	95.30	<input type="text"/>
Cost recovery in water supply services(%)	100	32.20	160.98	<input type="text"/>
Efficiency in collection of water supply related charges(%)	50	55.39	52.37	<input type="text"/>
Coverage of water supply connections in slums(%)	82	82.88	83.26	<input type="text"/>
				<input type="button" value="Submit"/>

SWD: KPIs	2008-2009	2009-2010	2010-2011	Target for 2011-2012
Coverage of storm water drainage network(%)	59	0.00	3.15	<input type="text"/>
Incidence of water logging/flooding(nos)	ND	0.00	0.00	<input type="text"/>
				<input type="button" value="Submit"/>

5. How to track the submission of data by ULBs?

The SLB state cell can use the ‘**Online Status Tracker**’ to monitor the status of the cities that have submitted the checklist or are yet to do so. The tracker also provides the percentage of indicators that are generated based on data submitted by each city. This helps in following up with cities on specific aspects in the checklist.

STEP 1. Login using the SLB state cell username and password on the right hand side of the page. Click on the Admin tab.

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English | Gujarati | Marathi

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PAS Project

The Performance Assessment System (PAS) Project aims to develop appropriate methods and tools to measure, monitor and improve delivery of water and sanitation in urban India. The Project has three major components of performance measurement, monitoring and improvement. It covers all urban local bodies (ULBs) in Gujarat and Maharashtra.

Funded by Bill and Melinda Gates Foundation, PAS is being implemented by Center For Environmental Planning and Technology (CEPT University) with support of Urban Management Centre (UMC) in Gujarat and All India Institute of Local Self-Government (AIILSG) in Maharashtra.


State Profile
33 Cities in Maharashtra have more than 50 % metered

Latest Update
24X7 Water Supply Scheme Gets a Push
The Pune Municipal Corporation has

PAS Brochure

PAS Photo Gallery

STEP 2. A sub menu appears. Click on Checklist. Select state, class and financial year for which the checklists are to be tracked.



performance
assessment
system

You are signed in as Maharashtra StateHead.

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[Checklist](#) [Approval Status](#) [Target Setting](#) [Contact Person](#) [Support Request](#)

City	Water Supply	Sewerage & Drainage	SWM	Additional Info	Reset	Indicator Report
<u>A</u>	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%		View
<u>B</u>	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%		View
<u>C</u>	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%		View
<u>D</u>	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%		View
<u>E</u>	KPI: 60% LAI: 40%	KPI: 60% LAI: 40%	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%		View
<u>F</u>	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%		View
<u>G</u>	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%	KPI: 100% LAI: 100%		View
<u>H</u>	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 100% LAI: 100%	KPI: 60% LAI: 40%		View

Select State : Maharashtra

Select Class : Municipal Corporation

Select Financial Year
---Select---

6. How can ULBs view the graphical charts online

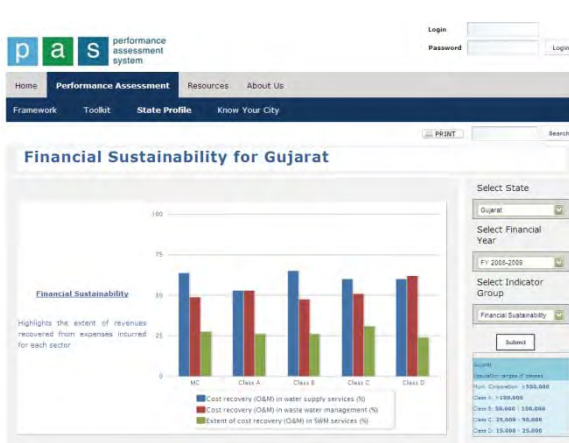
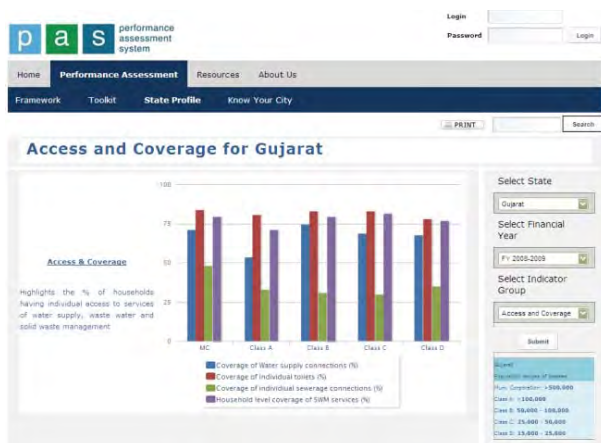
The cities can view the data online in the form of graphs and/or tables. One such page is the **State Profile**. Averages across classes in each state are shown for all the performance indicators specified under SLB.

STEP 1. Select state, the financial year for which the charts need to be viewed and the indicator group. Submit to view the charts.

The screenshot shows the 'State Profile' page of the PAS Performance Assessment System. The page includes a navigation bar with 'Home', 'Performance Assessment', 'Resources', and 'About Us'. Below this is a sub-navigation bar with 'Framework', 'Toolkit', 'State Profile', and 'Know Your City'. The main content area features a map of India and a sidebar with the following options:

- Select State: Gujarat
- Select Financial Year: FY 2008-2009
- Select Indicator Group: Access and Coverage
- Submit

The sidebar is highlighted with a red box. The main content area also includes a 'PRINT' button and a 'Search' field.



Additionally the cities can view their individual city profiles, compare against their peers as well as other cities on specific indicators once they log in to the portal.

STEP 2. Select Know Your City to view the various charts related to city's UWSS services.

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Framework Toolkit State Profile **Know Your City**

Overview City Profile Compare Your City

PRINT SHARE Search


Know Your City

Know Your City takes you through an **Overview** of the city, **City Profile**, and **Comparison** of the city.

An **Overview** of the city is given across all the sectors for all indicator groups.

The **City Profile** is generated for each city and sector based on key indicators as mentioned in Framework.

Compare Your City helps each city compare itself with another city based on its respective class or state.



STEP 3. On selecting the Overview, the context or background information related to WSS is displayed as shown below.

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Framework Toolkit State Profile **Know Your City**

Overview City Profile Compare Your City

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Background of Kalol

GENERAL INFORMATION

Class	Class A	No. of slum settlements	
District	Gandhinagar	Slum population	28,694.0
Area (sq.km.)	17.2	Slum households	5,690.0
Total city population	130,863.0	Total annual city capital receipts	-70,752,659.0
Total households	34,123.0	Total annual city capital expenditure	4,748,895.0
Density (persons per sq.km.)	7,608.3	Total annual city revenue receipts	146,179,830.0
Total municipal staff	236.0	Total annual city revenue expenditure	101,313,917.0

Select State
Gujarat

Select City
Kalol

Select Financial Year
FY 2008-2009

Submit

Overview Report

WATER SUPPLY

Total water produced (MLD)	10.7
Ground water(MLD)	3.0
Surface water(MLD)	7.7
Average daily volume treated (MLD)	0.0
Installed storage capacity (MLD)	16.8
Total water connections (Nos.)	17,974.0
Water connections in slums (Nos.)	1,865.0
Area covered by network (sq.km.)	16.0
No. of days of supply in a month	30.0
Annual revenue receipts from water	14,726,313.0
Annual revenue expenditure on water	11,452,991.0
Annual capital expenditure on water	41,300.0

Supply Days

No. of supply days in a month(days)

Supply Days

WASTE WATER

Area covered by waste water network(sq.km.)	15.7
Underground sewerage network(sq.km)	12.0
Closed drains(sq.km)	1.7
Open drains(sq.km)	2.0
Total sewerage connections (Nos.)	20,798.00
Sewerage connections in slums (Nos.)	0.0
Installed STP treatment capacity (MLD)	12.8
Annual revenue receipts from WW	13,680,983.0
Annual revenue expenditure on WW	3,812,486.0
Annual capital expenditure on WW	158,380.0

Access to Toilets

% of households with access to individual toilets

% of households with access to community toilets

Access to Toilets

SOLID WASTE MANAGEMENT

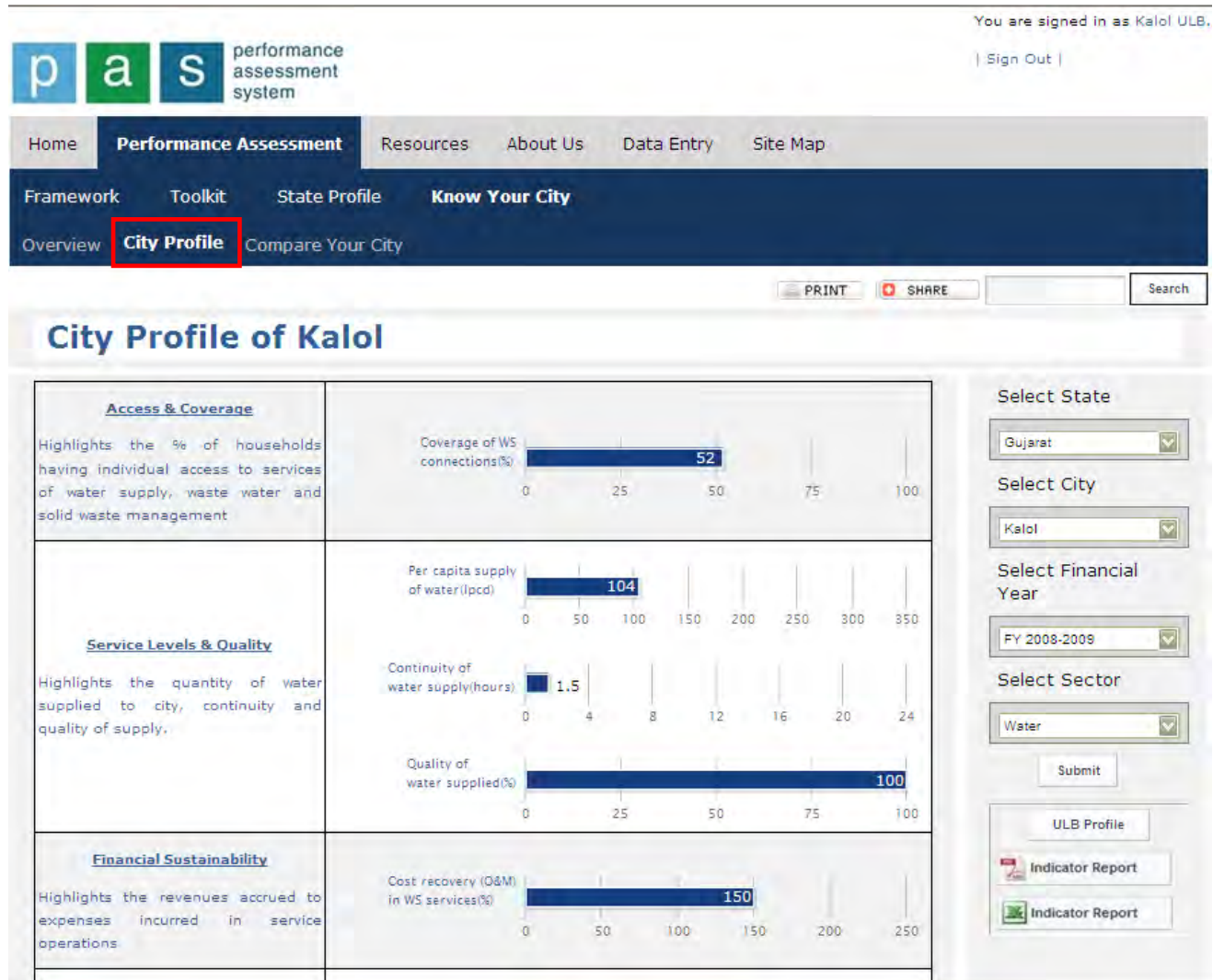
Waste generated (TPD)	22.0
Waste collected (TPD)	21.5
Quantity of waste treated (TPD)	0.0
Waste received at scientific landfill (TPD)	0.0

Percapita generation

400

300

STEP 4. Select 'City Profile' to view sector wise indicator charts.



STEP 5. Select 'Compare Your City' to compare the city's performance against other cities.

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Home **Performance Assessment** Resources About Us Data Entry Site Map

Framework Toolkit State Profile **Know Your City**

Overview City Profile **Compare Your City**

PRINT SHARE Search

Kalol: Compare your city

Class A: cities
Coverage of water supply connections(%)

City	Coverage of water supply connections(%)
Patan	117
Navsari	93
Nadiad	75
Mehsana	63
Gandhidham	63
Palanpur	60
Kalol	52
Anand	52
Surendranagar	51
Valsad	47
Bharuch	46
Jetpur	45
Morbi	41
Porbandar	39
Veraval	37
Botad	36
Godhara	33
Vani	33

Select State
Gujarat

Select City
Kalol

Select Financial Year
FY 2008-2009

Select Sector
Water

Select Indicator
Coverage of water supply connections(%)

Compare With

Type of Class

7. Possible data sources for checklist

1.1.General Information

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
Demographics				
1.1.	Population (Census 2001/2011)	Persons	Population figures for 2001 for the years 2008-09 and 09-10 are to be entered here. For 2011, provisional population figures can be provided	Census
1.2.	Decadal Growth Rate of the City	%	This shows the growth of the city's population over a period of ten years	Based on trend from 2001-current year
1.3.	Population (Present Year)	Persons	Population figures are updated by statistical projections between census/ survey years. Typically the annual growth rate for the period 1991-2001 may be used to arrive at population estimates for the current year	Population and housing (households, properties) information are normally obtained from census and surveys; or Town Planning Department
1.4.	Number of Households (Census 2001/2011)	Number	Household figures for 2001, based on population of 2001 are to be entered here. Similarly, for 2011, number of households based on 2011 population is to be given.	Census
1.5.	Number of Households (Present Year)	Number	This is derived from population figures given for the present year	Population and housing (households, properties) information are normally obtained from census and surveys; or Town Planning Department
1.6.	Family Size (Census 2001/2011)	Persons	This is automatically generated based on population and number of households for 2001/2011	
1.7.	Family Size (Present Year)	Persons	This is automatically generated based on population and number of households for the present year	
1.8.	Number of Slums (2001/2011)	Number	Number of slum settlements provided in census 2001/2011 is to be provided	Census
1.9.	Number of Slums (Present Year)	Number	Number of slum settlements and households are obtained from the city's Urban Community Department in most cases	Urban Community Department, Surveys for BPL families which covers slum settlements as well.
1.10.	Number of Slum Households (2001/2011)	Number	Number of slum settlements provided in census 2001/2011 is to be provided	Census

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
1.11.	Number of Slum Households (Present Year)	Number	Number of slum settlements and households are obtained from the city's Urban Community Department in most cases. It is also likely that surveys for BPL have been conducted from which number of slum households can be obtained	Urban Community Department, Surveys for BPL families which covers slum settlements as well.
1.12.	Number of Properties (2001/2011)	Number	Number of properties in the city as recorded by Census	Census
1.13.	Number of Properties (Present Year)	Number	Number of properties in the city in the current year	Property tax records
1.14.	Number of Election Wards (2001/2011)	Number	Number of election wards in the city as recorded by Census	Census
1.15.	Number of Election Wards (Present Year)	Number	Number of election wards in the current year	Town Planning Department
1.16.	Town/City Area (Census 2001/2011)	sq.km	Area in the city as recorded by Census	Census
1.17.	Present Town/City Area	sq.km	Area of the city in the present year	Town Planning Department
1.18.	Population Density (Present Year)	Number	This is obtained by dividing population for the present year by area of the city (Sr. No. 1.3/1.17)	
1.19.	Number of Commercial and other establishments (offices, institutions, markets), Hotels and Restaurants (Year 2001/2011)	Number		Census
1.20.	Number of Commercial and other establishments (offices, institutions, markets, Hotels and Restaurants)(Present Year)	Number	All properties other than residential (None residential properties)	Property tax department

1.2. Water supply

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
Water Service Coverage - Number of Connections				
Only Residential connections are to be entered				
1.1.	Domestic Connections (Metered Functional)	Number	Number of domestic metered connections that are functional	Property Tax Software, Water Connection Register, DoM Patrak
1.2.	Domestic Connections (Metered Non-Functional)	Number	Number of domestic metered connections that are non-functional.	
1.3.	Domestic Connections (Unmetered)	Number	Number of domestic connections that are not metered.	
	Domestic connections (Total)	Number	This is automatically generated based on the total number of domestic connections.	
1.4.	Bulk supply Apartments (Metered Functional)	Number	Bulk supply connections include apartments, buildings with single bulk connection serving several residential units (households). Number of metered connections that are functional.	Property Tax Software, Water Connection Register, DoM Patrak
1.5.	Bulk supply Apartments (Metered Non-Functional)	Number	Bulk supply connections include apartments, buildings with single bulk connection serving several residential units (households). Number of metered connections that are non-functional.	
1.6.	Bulk supply Apartments (Unmetered)	Number	Bulk supply connections include apartments, buildings with single bulk connection serving several residential units (households). Number of non metered connections.	
	Bulk supply Apartments (Total)	Number	This is automatically generated based on the total number of Bulk supply connections.	
1.7.	Bulk supply Layouts/Societies (Metered Functional)	Number	Bulk supply connections to apartment complexes or societies. Number of such metered connections that are functional.	Property Tax Software, Water Connection Register, DoM Patrak
1.8.	Bulk supply Layouts/Societies (Metered Non-Functional)	Number	Bulk supply connections to apartment complexes or societies. Number of such metered connections that are non-functional.	
1.9.	Bulk supply Layouts/societies (Unmetered)	Number	Bulk supply connections to apartment complexes or societies. Number of such connections that are not metered.	
	Bulk supply Layouts/Societies (Total)	Number	This is automatically generated based on total number of Bulk supply connections in Layouts/societies	
1.10.	Others - Specify (Metered Functional)	Number	Any other metered and functional connections, which cannot be included in the above nomenclature.	Property Tax Software, Water Connection Register, DoM Patrak

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
1.11.	Others - Specify (Metered Non-Functional)	Number	Any other metered and non- functional connections, which cannot be included in the above nomenclature.	
1.12.	Others - Specify (Unmetered)	Number	Any other unmetered connections, which cannot be included in the above nomenclature.	
	Others - Specify (Total)	Number	This is automatically generated based on total number of other connections.	
	Total Number of Water Supply Connections - Residential	Number	This is automatically generated based on total number connections.	
Water Service Coverage - Households Served				
1.13.	Households served by Domestic Connections	Number	Preferably, households served should come directly from connection register. In its absence, multiply the no. of each type (ferrule size) of domestic connection by the average no. of persons served by each type of connection and divide the product by Average Household size or Multiply the no. of each type of connection by the average no. of Households served by each type of connection. This figure should not include households served by own sources, such as wells, hand pumps, etc.	Property Tax Software, Water Connection Register, DoM Patrak
1.14.	Households served by Bulk supply - Apartments	Number	Preferably, households served should come directly from connection register. In its absence, multiply the no. of each type (ferrule size) of Bulk Supply-Apartment connection by the average no. of persons served by each type of connection and divide the product by Average Household size or Multiply the number of each type of connection by the average no. of Households served by each type of connection. This figure should not include households served by own sources, such as wells, hand pumps, etc.	
1.15.	Households served by Bulk supply - Layouts/Societies	Number	Preferably, households served should come directly from connection register. In its absence, multiply the number of each type (ferrule size) of Bulk supply-Layouts/Societies connection by the average no. of persons served by each type of connection and divides the product by Average Household size or Multiply the no. of each type of connection by the	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
			average no. of Households served by each type of connection. This figure should not include households served by own sources, such as wells, hand pumps, etc.	
	Total Households served with Water Supply	Number	This is automatically generated based on total no. of Households served with water supply.	
<i>*Households served by own sources such as wells, hand pumps shall not be included</i>				
Water Production Capacity				
2.1.	Installed Capacity of Treatment Plants for Surface Water Sources	MLD	Indicate the total water treatment capacity for Surface Water Sources on a daily basis.	Computerised/Manual logbooks of flow meters/Pumping hours of the treatment plant
2.2.	Volume of water produced through Surface Water Sources	MLD	Ideally the records are maintained on daily basis in the stations log-sheet and reported on monthly basis. From monthly records, estimation of the water quantity of daily average is to be noted here.	
2.3.	Installed Capacity of Treatment Plants for Ground Water Sources	MLD	Indicate the total water treatment capacity for Ground Water Sources on a daily basis.	
2.4.	Volume of water produced through Ground water (power pumps)	MLD	Ideally the records are maintained on daily basis in the pumping stations' log-sheet and reported on monthly basis. From monthly records, estimation of the water quantity of daily average is to be noted here.	
2.5.	Volume of water produced through any Other Sources	MLD	Ideally the records are maintained on daily basis in the pumping stations' log-sheet and reported on monthly basis. From monthly records, estimation of the water quantity on a daily basis, from any other sources is to be noted here.	
	Total Installed Capacity	MLD	This is automatically generated based on total installed capacity of the treatment plants.	
	Total Volume of water produced	MLD	This is automatically generated based on total installed capacity of the treatment plants.	
Water Consumption				
2.6.	Volume of water billed from Domestic Connections	MLD	Volume of water consumed from piped supplies to billed domestic connections	Ideally volume is to be noted through consumer water meters. In case of non working /unmetered connections, estimation based on surveys of monthly household consumption.
2.7.	Volume of water billed from Bulk supply Apartments	MLD	Volume of water consumed from piped supplies to apartments with billed bulk supply connections.	
2.8.	Volume of water billed from Bulk supply	MLD	Volume of water consumed from piped supplies to Layouts/Societies with billed	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Layouts/Societies		bulk supply connections.	
2.9.	Volume of water billed from Non domestic Connections	MLD	Volume of water consumed from piped supplies to billed Non domestic connections	
2.10.	Volume of water billed from Public taps	MLD	Volume of water consumed from piped supplies to billed Public taps	
2.11.	Volume of water billed from any other sources	MLD	Volume of water consumed from piped supplies to any other billed sources	
	Total Volume of water billed	MLD	This is automatically generated based on total volume of water consumed from billed connections	
	Total Volume of water unbilled (free supplies to Public taps)	MLD	Volume of water consumed from free supplies to Public taps and hand pumps.	On the basis of number of public taps and hand pumps and the average quantum of supply
	Total Volume of water unbilled (free connections e.g. Religious institutions etc)	MLD	Volume of water consumed from free supplies to Religious institutions etc.	On the basis of number of free connections and the average quantum of supply
3.1.	Total Volume of Water Produced	MLD	This is automatically generated based on the total water produced	
3.2.	Total Volume of Water Billed	MLD	This is automatically generated based on total water billed	
4.1.	Non domestic incl. commercial/Indus/Instl. (Metered Functional)	Number	Provide the number of non - domestic connections which are metered and functional	Property Tax Software, Water Connection Register, DoM Patrak
4.2.	Non domestic incl. commercial/Indus/Instl. (Metered Non-Functional)	Number	Provide the number of non - domestic connections which are metered and non-functional	
4.3.	Non domestic incl. commercial/Indus/Instl. (Unmetered)	Number	Provide the number of non - domestic connections which are not metered	
	Non domestic incl. commercial/Indus/Instl. (Total)	Number	This is automatically generated based on total non domestic connections	
4.4.	Public taps (Metered Functional)	Number	Provide the number of public taps which are metered and functional	Municipal Records
4.5.	Public taps (Metered Non-Functional)	Number	Provide the number of public taps which are metered and non-functional	
4.6.	Public taps (Unmetered)	Number	Provide the number of public taps which are not metered	
	Public Taps (Total)	Number	This is automatically generated based on total no. of Public Taps	
	Total number of metered and functional	Number	This is automatically generated based on total metered & functional connection	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	connections (domestic, bulk supply, others)			
	Total number of Water Supply Connections	Number	This is automatically generated based on total Water supply connections	
Water Supply Frequency				
5.1.	Days of supply per month	Number	Average days of water supply per month based on pump operators records	This can be provided based on records maintained by pump operators at each valve operating point.
5.2.	Hours of supply per day to consumer	Hours	Average duration of supply (hours/day)	This can be obtained from each ward or distribution zone and averaged out based on the population covered for the entire network.
Consumer Services				
6.1.	Complaints received during the year	Number	Total no. complaints received in a year	Computerised/Manual consumer grievance redressal records/ complaint registers
6.2.	Complaints resolved within 24 hours during the year	Number	Total no. of complaints redressed within 24 hours of registering	
Treated Water Quality Surveillance				
7.1.	Residual Chlorine - No. of Samples taken at the source/ outlet of Water Treatment Plant (in a year)	Number	Records on no. of samples taken at source are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	RC test reports for internal audits and for those conducted by external quality checking agencies. DoM Patrak
7.2.	Residual Chlorine - No. of Samples taken at intermediate points (in a year)	Number	Records on no. of samples taken at intermediate points are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.3.	Residual Chlorine - No. of Samples taken at consumer end (in a year)	Number	Records on no. of samples taken at consumer end are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.4.	Total Samples taken for Residual Chlorine tests (<u>if location wise samples are not available</u>)	Number	Records on no. of samples taken overall are available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
	Total Samples taken for Residual Chlorine tests	Number	This is automatically generated based on total no. of RC samples	
7.5.	Number of Samples Passed	Number	Records on no. of samples passed are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.6.	Physical/Chemical - No. of Samples taken at the source/outlet of Water	Number	Records on no. of samples taken at source are ideally available on a daily/monthly basis, which has to be averaged out on a	Physical/ Chemical test reports for internal audits and for those conducted by

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Treatment Plant (in a year)		yearly basis.	external quality checking agencies. DoM Patrak
7.7.	Physical/Chemical - No. of Samples taken at intermediate points (in a year)	Number	Records on no. of samples taken at intermediate points are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.8.	Physical/Chemical - No. of Samples taken at consumer end (in a year)	Number	Records on no. of samples taken at consumer end are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.9.	Total Samples taken for Physical/Chemical tests (<u>if location wise samples are not available</u>)	Number	Records on no. of samples taken overall are available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
	Total Samples taken for Physical and Chemical tests	Number	This is automatically generated based on total no. of Physical & Chemical samples	
7.10.	Number of Samples Passed	Number	Records on no. of samples passed are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.11.	Bacteriological - No. of Samples taken at the source/outlet of Water Treatment Plant (in a year)	Number	Records on no. of samples taken at source are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	Bacteriological test reports for internal audits and for those conducted by external quality checking agencies. DoM Patrak
7.12.	Bacteriological - No. of Samples taken at intermediate points (in a year)	Number	Records on no. of samples taken at intermediate points are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.13.	Bacteriological - No. of Samples taken at consumer end (in a year)	Number	Records on no. of samples taken at consumer end are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
7.14.	Total Samples taken for Bacteriological tests (<u>if location wise samples are not available</u>)	Number	Records on no. of samples taken overall are available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
	Total Samples taken for Bacteriological tests	Number	This is automatically generated based on total no. of Physical & Chemical samples	
7.15.	Number of Samples Passed	Number	Records on no. of samples passed are ideally available on a daily/monthly basis, which has to be averaged out on a yearly basis.	
	Total Number of Samples taken for all types of tests	Number	This is automatically generated based on total no. of samples of all types of tests	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Total Tests Passed	Number	This is automatically generated based on total no. of tests passed	
Financial Information - Operating Expenses(1st April to 31st March)				
8.1.	Regular Staff and administration	Rs. Lakhs	Salary expenditure on Permanent employees and administrative expenditure for water supply department during the financial year	Data obtain from Budget documents / Municipal finance registers
8.2.	Outsourced/Contract Staff Costs	Rs. Lakhs	Salary expenditure on Contractual staff / Outsourced staff for water supply department during the financial year	
8.3.	Electricity Charges/Fuel Costs	Rs. Lakhs	Electricity Charges/Fuel Costs for providing water to citizens during the financial year	
8.4.	Chemical Costs	Rs. Lakhs	Expenses on Chemicals for water supply (testing and chlorination, etc.) during the financial year	
8.5.	Repairs/Maintenance Costs	Rs. Lakhs	Expenses on repairs or maintenance of the water system (Machineries, Pump, Bore, Vehicles etc. during the financial year	
8.6.	Bulk (Raw/Treated) Water Charges	Rs. Lakhs	Expenditure on bulk water purchase (water bills from GWSSB, Narmada, Mahi etc) during the financial year	
8.7.	Other Costs	Rs. Lakhs	Any miscellaneous expenditure for Water department for providing water to citizens during the financial year	
	Total Operating Expenditure	Rs. Lakhs	This is automatically generated based on total Operating Expenditure	
Financial Information - Operating Revenues				
8.8.	Arrears at the beginning of previous year	Rs. Lakhs	Outstanding revenues in lieu of arrears in the beginning of the financial year	Data obtain from DCB tables (Demand, Collection and Balance Statement) on Property tax software.
8.9.	Revenue demand from user charges	Rs. Lakhs	Special water tax demand for the current year	
8.10.	Revenue demand from tax/cess - Water Service only	Rs. Lakhs	General water tax demand for the current year	
8.11.	Revenue demand from other revenues (eg. connection costs/Donations etc)	Rs. Lakhs	If demand rose for new water connection cost and donations.	Data obtain from Budget documents/ Municipal finance register
	Total Revenue Demand for previous year	Rs. Lakhs	This is automatically generated based on total Revenue Demand for previous year	
9.1.	Total Revenue Demand for previous year (from user charges, taxes etc)	Rs. Lakhs	This is automatically generated based on total Revenue Demand for previous year	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
9.2.	Collection against arrears	Rs. Lakhs	Tax collection against outstanding water tax demand during the financial year	Data obtain from DCB tables (Demand, Collection and Balance Statement) on Property tax software
9.3.	Collection against the current demand of previous year	Rs. Lakhs	Tax collection against current year water tax demand during the financial year	
	Additional Information (Optional)			
	Staff Information			
10.1.	Senior Management (Sanctioned)	Number	Number of sanctioned staff in senior managerial posts	Mahekam paripatrak for sanctioned staff and other municipal records
10.2.	Senior Management (Working)	Number	Number of staff working in senior managerial posts (permanent, on contract and daily wages)	Municipal records
10.3.	Engineers (Sanctioned)	Number	Number of posts sanctioned for Engineers	Mahekam paripatrak for sanctioned staff and other municipal records
10.4.	Engineers (Working)	Number	Number of Engineers working currently (permanent, on contract and daily wages)	Municipal records
10.5.	Clerks/Accountants (Sanctioned)	Number	Number of posts sanctioned for Clerks/Accountants	Mahekam paripatrak for sanctioned staff and other municipal records
10.6.	Clerks/Accountants (Working)	Number	Number of Clerks/Accountants working currently (permanent, on contract and daily wages)	Municipal records
10.7.	Work Inspectors/Meter Readers (Sanctioned)	Number	Number of posts sanctioned for Work Inspectors/Meter Readers	Mahekam paripatrak for sanctioned staff and other municipal records
10.8.	Work Inspectors/Meter Readers (Working)	Number	Number of Work Inspectors/Meter Readers working currently (permanent, on contract and daily wages)	Municipal records
10.9.	Electricians/Fitters (Sanctioned)	Number	Number of posts sanctioned for Electricians/Fitters	Mahekamparipatrak for sanctioned staff and other municipal records
10.10	Electricians/Fitters (Working)	Number	Number of Electricians/Fitters working currently (permanent, on contract and daily wages)	Municipal records
10.11	Lines men/plumbers (Sanctioned)	Number	Number of posts sanctioned for Lines men/plumbers	Mahekam paripatrak for sanctioned staff and other municipal records
10.12	Lines men/plumbers (Working)	Number	Number of Lines men/plumbers working currently (permanent, on contract and daily wages)	Municipal records
10.13	Labourers (Sanctioned)	Number	Number of posts sanctioned for Labourers	Mahekam paripatrak for sanctioned staff and other municipal records
10.14	Labourers (Working)	Number	Number of Labourers working currently (permanent, on contract and daily wages)	Municipal records

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Total (Sanctioned)	Number	This is automatically generated based on total number of sanctioned staff	
	Total (Working)	Number	This is automatically generated based on total number of staff working	
Connection Costs for Water Connections				
10.15	Residential - General	Rs	New water connection cost for Residential connections	Obtain from approved copy of GR of general body / Municipal records
10.16	Residential - Urban Poor	Rs	New water connection cost for Urban poor (Slum)	
10.17	Institutional	Rs	New water connection cost for Institutional connections (School, Temple, Social, Religious etc)	
10.18	Commercial	Rs	New water connection costs for Commercial(shops, restaurants, hospitals, etc) connections	
10.19	Industrial	Rs	New water connection cost for Industrial connections	
Water Tariff Structure - Flat Rate Tariff				
10.20	Residential - General	Rs./ Month	Tariff for Residential connections	Obtain from approved copy of GR of general body / Municipal records
10.21	Residential - Urban Poor	Rs./ Month	Tariff for Residential connections in slums	
10.22	Institutional	Rs./ Month	Tariff for Institutional connections School, temple, Mandir, Religious etc cost .	
10.23	Commercial	Rs./ Month	Tariff for Commercial connections shops cost for shops	
10.24	Industrial	Rs./ Month	Tariff for Industrial connections Business industries	
Water Tariff Structure - Volumetric Tariff (Applicable only if metering at consumer end)				
10.25	Residential - General	Rs./KL	Unit rate for Residential connections in non slum areas based	
10.26	Residential - Urban Poor	Rs./KL	Unit rate for Residential connections in slum areas	
10.27	Institutional	Rs./KL	Unit rate for Institutional connections	
10.28	Commercial	Rs./KL	Unit rate for Commercial connections	
10.29	Industrial	Rs./KL	Unit rate for Industrial connections	

1.3.Sewerage and Drainage

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
Sanitation Coverage				
1.1.	Total Number of Properties in the City	Number	This is automatically generated based on number of properties entered in the Demographics section	
1.2.	Properties with toilets	Number	This is the total number of properties, both residential and non-residential, having access to individual or community toilets	Sanitary Inspector, Sanitation Department
1.3.	Households dependent on functional community toilets	Number	Number of households (mostly in slum settlements) having access to community toilets that are functional	Sanitary Inspector, Sanitation Department/ Urban Community Department
1.4.	Total Number of Properties with access to toilets	Number	This is automatically generated based on the properties with toilets and households dependent on functional community toilets	
2.1.	Total Number of Properties in the City	Number	This is automatically generated based on number of properties entered in the Demographics section	
2.2.	Properties with sewer connections	Number	Number of properties, residential and non-residential, connected to sewerage network	Property Tax Software/ Sanitation Department
2.3.	Properties with onsite sanitary disposal	Number	Number of properties, residential and non-residential, connected to on-site sanitation systems like septic tanks	
Waste Water Production - Volume of Water Consumed and Waste Water Generated				
3.1.	Volume of water consumed and billed from Domestic Connections	MLD	This is automatically generated based on value entered in water supply QN. 2.6	
3.2.	Volume of water consumed and billed from Bulk supply - Apartments	MLD	This is automatically generated based on value entered in water supply QN. 2.7	
3.3.	Volume of water consumed and billed from Bulk supply - Layouts/Societies	MLD	This is automatically generated based on value entered in water supply QN. 2.8	
3.4.	Volume of water consumed and billed from Non domestic Connections	MLD	This is automatically generated based on value entered in water supply QN. 2.9	
3.5.	Volume of water consumed (both billed and unbilled) from	MLD	This is automatically generated based on value entered in water supply QN. 2.10	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Public taps			
3.6.	Volume of water from free supplies (other connections)	MLD	This is automatically generated from water supply sheet	
3.7.	Volume of water consumed and billed from any other ULB sources	MLD	This is automatically generated from water supply sheet	
3.8.	Volume of water consumed from any Non ULB water sources	MLD	Volume of water consumed from non municipal sources like private supply, etc	Water supply department
3.9.	Total Water Consumption (billed and unbilled) from ULB and Non ULB sources)	MLD	This is automatically generated from water supply sheet	
3.10.	Volume of waste water generated from Domestic Water Consumption	MLD	This is automatically generated based on 80% of QN. 3.1	
3.11.	Volume of waste water generated from Bulk Supply - Apartments	MLD	This is automatically generated based on 80% of QN. 3.2	
3.12.	Volume of waste water generated from Bulk Supply - Layouts/Societies	MLD	This is automatically generated based on 80% of QN. 3.3	
3.13.	Volume of waste water generated from Non Domestic Water Consumption	MLD	This is automatically generated based on 80% of QN. 3.4	
3.14.	Volume of waste water generated from Public Tap Water Consumption	MLD	This is automatically generated based on 80% of QN. 3.5	
3.15.	Volume of waste water generated from free supplies (other connections)	MLD	This is automatically generated based on 80% of QN. 3.6	
3.16.	Volume of waste water generated from other ULB source water consumption	MLD	This is automatically generated based on 80% of QN. 3.7	
3.17.	Volume of waste water generated from Non ULB source Water consumption	MLD	This is automatically generated based on 80% of QN. 3.8	
	Total Waste Water	MLD	This is automatically generated based	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Generated		on total of QN. 3.10 – 3.17	
	Waste Water Collection and Treatment			
3.18.	Volume of sewage actually treated at the Primary Treatment Plant	MLD	Quantity of wastewater received at the inlet of the Sewage Treatment Plant (STP) having only primary treatment capacity	Log records at STP, Sewerage/Sanitation Dept.
3.19.	Volume of sewage actually treated at Secondary Treatment Plant	MLD	Quantity of wastewater received at the inlet of the Sewage Treatment Plant (STP) having secondary treatment capacity	
3.20.	Total Volume of Waste Water collected and Treated at Sewage Treatment Plants	MLD	This is automatically generated based on total of QN. 3.18-3.19	
4.1.	Installed Capacity of Primary Treatment Plant	MLD	Total installed capacity of STP having only primary treatment	Log records at STP, Sewerage/Sanitation Dept.
4.2.	Installed Capacity of Secondary Treatment Plant	MLD	Total installed capacity of STP having secondary treatment	
4.3.	Total Installed Capacity (Primary + Secondary Treatment)	MLD	This is automatically generated based on total of QN. 4.1-4.2	
4.4.	Total Waste Water Generated	MLD	This is automatically generated	
5.1.	Volume of sewage actually treated at Secondary Treatment Plant	MLD	This is automatically generated based on QN. 3.19	
5.2.	Volume of treated waste water reused after Secondary Treatment	MLD	Quantity of wastewater that is reused for purposed like irrigation, agriculture, etc after secondary treatment	Log records at STP, Sewerage/Sanitation Dept.
	Discharge Compliance after Secondary Treatment of Sewage			
6.1.	Number of Treated Effluent Samples Tested (in a year)	Number	Records on number of effluent samples taken at sewage outfalls on a daily/monthly basis, which has to be averaged out on a yearly basis.	Test reports maintained at ULB labs/ sent to regional labs. DoMPatrak
6.2.	Number of Treated Effluent Samples Passed (in a year)	Number	Records on number of effluent samples that have passed tests conducted at sewage outfalls on a daily/monthly basis, which has to be averaged out on a yearly basis.	
	Consumer Services			
7.1.	Sewage related complaints received during the year	Number	Total number of complaints received in a year	Computerised/Manual consumer grievance redressal records
7.2.	Sewage related complaints resolved within 24 hours during	Number	Total number of complaints redressed within 24 hours of registering	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	the year			
Financial Information - Annual Operating Expenses (1st April to 31st March)				
8.1.	Regular Staff and Administration	Rs. Lakhs	Salary expenditure on Permanent employees and administrative expenditure for waste water during the financial year	Data obtain from Budget documents / Municipal finance registers
8.2.	Outsourced /Contract Staff Costs	Rs. Lakhs	Salary expenditure on Contractual staff / Outsourced staff for waste water during the financial year	
8.3.	Electricity Charges /Fuel Costs	Rs. Lakhs	Electricity Charges/Fuel Costs for waste water services during the financial year	
8.4.	Chemicals Costs	Rs. Lakhs	Expenses on Chemicals for waste water testing during the financial year	
8.5.	Repairs/Maintenance Costs	Rs. Lakhs	Expenses on repairs or maintenance of the waste water (machineries Pumps used , line repair)during the financial year	
8.6.	Contract cost for O & M	Rs. Lakhs	Expenditure on, If Operation & Maintenance out sourced then contract expenses for drainage line maintenance for providing facility during the financial year	
8.7.	Others (Specify)	Rs. Lakhs	Any miscellaneous expenditure for Waste water during the financial year	
	Total Annual Operating Expenses	Rs. Lakhs		
Financial Information - Annual Operating Revenues				
8.8.	Arrears at the beginning of the year	Rs. Lakhs	Outstanding revenues in lieu of arrears in the beginning of the financial year	Data obtain from DCB tables (Demand, Collection and Balance statement) on Property tax software
8.9.	Revenue demand from user charges - sewerage only	Rs. Lakhs	Special waste water tax demand for the current year	
8.10.	Revenue demand from tax/cess - sewerage only	Rs. Lakhs	General waste water tax demand for the current year	
8.11.	Revenue demand from other sources (e.g. connection costs/donations etc.)	Rs. Lakhs	If demand rose for new sewer connection cost and donations.	Data obtain from Budget documents/ Municipal finance register
	Total Revenue Demand of the previous year	Rs. Lakhs	This is automatically generated based on total Revenue Demand for previous year	
9.1.	Total Revenue Demand of the year	Rs. Lakhs	This is automatically generated based on total Revenue Demand for previous year	
9.2.	Collection against arrears	Rs. Lakhs	Tax collection against outstanding waste water tax demand during the financial year	Data obtain from DCB tables (Demand, Collection and Balance statement) on

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
9.3.	Collection against current demand	Rs. Lakhs		Property tax software
10.1.	Total Length of Road Network	Kilometres	Length of road network	Town Planning Dept./Civil works department (Baandhkam shakha)
10.2.	Total Length of Pucca covered drains	Kilometres	Length of pucca covered drains	
10.3.	Number of Flood Prone Points in the city	Number	Number of areas in the city prone to floods where water stagnant for more than four hours of depth more than six inches	
10.4.	Average Frequency of Flooding	Number	Average number of hours of flooding in the city	
	Additional Information (Optional)			
	Staff Information			
11.1.	Senior Management (Sanctioned)	Number	Number of sanctioned staff in senior managerial posts	Mahekam paripatrak for sanctioned staff and other municipal records
11.2.	Senior Management (Working)	Number	Number of staff working in senior managerial posts (permanent, on contract and daily wages)	Municipal records
11.3.	Engineers (Sanctioned)	Number	Number of posts sanctioned for Engineers	Mahekam paripatrak for sanctioned staff and other municipal records
11.4.	Engineers (Working)	Number	Number of Engineers working currently (permanent, on contract and daily wages)	Municipal records
11.5.	Clerks/Accountants (Sanctioned)	Number	Number of posts sanctioned for Clerks/Accountants	Mahekam paripatrak for sanctioned staff and other municipal records
11.6.	Clerks/Accountants (Working)	Number	Number of Clerks/Accountants working currently (permanent, on contract and daily wages)	Municipal records
11.7.	Labourers/Cleaners (Sanctioned)	Number	Number of posts sanctioned for Labourers/Cleaners	Mahekam paripatrak for sanctioned staff and other municipal records
11.8.	Labourers/Cleaners (Working)	Number	Number of Work Labourers/Cleaners working currently (permanent, on contract and daily wages)	Municipal records
	Total (Sanctioned)	Number	This is automatically generated based on total number of sanctioned staff	
	Total (Working)	Number	This is automatically generated based on total number of staff working	
	Septage Management			

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
11.9.	Does the ULB practice septage management?	Yes/No	Septage management includes collection, transportation and treatment of waste from septic tanks and soakpit	Sanitation Dept.
11.10.	Septage sucking machines available within ULB	Number	Number of machines owned by ULB to collect waste from septic tanks and soakpit	
11.11.	Private Septage machines licensed by ULB	Number	Number of machines owned by private agencies and used by ULB to empty septic tanks and soak pits	
	Connection Costs for Sewerage Connections			
11.12.	Residential - General	Rs	New sewer connection cost for Residential connections	Obtain from approved copy of GR of general body / Municipal records
11.13.	Residential - Urban Poor	Rs	New sewer connection cost for Urban poor (Slum)	
11.14.	Institutional	Rs	New sewer connection cost for Institutional connections (School, Temple, Social, Religious etc)	
11.15.	Commercial	Rs	New sewer connection costs for Commercial(shops, restaurants, hospitals, etc) connections	
11.16.	Industrial	Rs	New sewer connection cost for Industrial connections	
	Sewerage Tariff Structure - Flat Rate Tariff			
11.17.	Residential - General	Rs./Month	Tariff for Residential connections	Obtain from approved copy of GR of general body / Municipal records
11.18.	Residential - Urban Poor	Rs./Month	Tariff for Residential connections in slums	
11.19.	Institutional	Rs./Month	Tariff for Institutional connections, School, temple, Mandir, Religious etc cost .	
11.20.	Commercial	Rs./Month	Tariff for Commercial connections, shops cost for shops	
11.21.	Industrial	Rs./Month	Tariff for Industrial connections Business industries	
	Sewerage Tariff Structure - Volumetric Tariff (Applicable only if metering)			
11.22.	Residential - General	Rs./KL	Unit rate for Residential connections in non slum areas based	
11.23.	Residential - Urban Poor	Rs./KL	Unit rate for Residential connections in slum areas	
11.24.	Institutional	Rs./KL	Unit rate for Institutional connections	
11.25.	Commercial	Rs./KL	Unit rate for Commercial connections	
11.26.	Industrial	Rs./KL	Unit rate for Industrial connections	

1.4.Solid Waste Management

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
Door to Door Collection - Number of HHs and establishments covered by Door to Door Collection				
1.1.	Number of Households covered by Door to Door Collection	Number	Number of households that are covered by door to door collection by ULB or private agencies	Sanitation/ SWM Dept.
1.2.	Number of Hotels and Restaurants covered by Door to Door Collection	Number	Number of hotels and restaurants that are covered by door to door collection by ULB or private agencies	
1.3.	Number of Commercial Establishments (institutions, offices) covered by Door to Door Collection	Number	Number of commercial establishments that are covered by door to door collection by ULB or private agencies	
1.4.	Number of any other establishments (incl. markets) covered by Door to Door Collection	Number	Any other establishments (incl. markets) that are covered by door to door collection by ULB or private agencies	
1.5.	Total number of establishments covered by door to door collection (<u>if type wise establishments is not available</u>)	Number	Total number of establishments that are covered by door to door collection by ULB or private agencies in case type wise establishment details are unavailable	
	Total Number of Households and Establishments covered by Door to Door Collection	Number	This is automatically generated based on QN. 1.1-1.4	
Waste Generation				
2.1.	Waste Generated by Households	MT/ month	Quantity of waste generated by households/ residential properties	Sanitation/ SWM Dept. Also Environment Status Reports/ SWM DPRs
2.2.	Waste Generated by Street Sweeping	MT/ month	Quantity of waste generated by Street Sweeping	
2.3.	Waste Generated by Hotels and Restaurants	MT/ month	Quantity of waste generated by Hotels and Restaurants	
2.4.	Waste Generated by Markets (Vegetable Markets, Mandis etc)	MT/ month	Quantity of waste generated by Markets (Vegetable Markets, Mandis etc)	
2.5.	Waste Generated by Commercial Establishments (e.g. Institutions, etc)	MT/ month	Quantity of waste generated by Commercial Establishments (e.g. Institutions, etc)	
2.6.	Waste Generated by other sources (e.g. debris, horticulture	MT/ month	Quantity of waste generated by other sources (e.g. debris, horticulture waste etc)	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	waste etc)			
2.7.	Total Waste Generated (if type wise generation is not available)	MT/ month	Total quantity of waste generated estimated based on per capita waste generation norms (depending on population of city)	
	Total Waste Generated	MT/ month	This is automatically generated based on QN. 2.1-2.6	
Waste Collection and Transportation - Details of waste received at Processing/ Disposal Facilities				
2.8.	Quantity of waste received at processing and recycling facilities	MT/ month	Quantity of waste received at inlet of Solid Waste Treatment Plant	Log records at Treatment Plant
2.9.	Quantity of waste received at disposal sites	MT/ month	Quantity of waste received at inlet of Solid Waste Treatment Plant	
	Total waste received at processing/disposal facility and recycled	MT/ month	This is automatically generated based on total of QN.2.8-2.9	
Waste Collection and Transportation - Details of waste transported to Processing/ Disposal Facilities				
2.10.	Number of trucks used for transportation of waste	Number	Number of trucks used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.11.	Capacity of each trucks	Metric Tons (MT)	Carrying capacity of each truck	
2.12.	Total number of trips made per day by each truck to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by trucks	MT/ month	This is automatically generated based on QN.2.10-2.12	
2.13.	Number of dumper placers used for transportation of waste	Number	Number of dumper placers used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.14.	Capacity of each dumper placer	Metric Tons (MT)	Carrying capacity of each dumper placer	
2.15.	Total number of trips made per day by each dumper placer to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by dumper placers	MT/ month	This is automatically generated based on QN.2.13-2.15	
2.16.	Number of mini lorries used for transportation of waste	Number	Number of mini lorries used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.17.	Capacity of each mini lorry	Metric Tons (MT)	Carrying capacity of each mini lorry	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
2.18.	Total number of trips made per day by each mini lorry to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by mini lorries	MT/ month	This is automatically generated based on QN.2.16-2.18	
2.19.	Number of tractor trailers used for transportation of waste	Number	Number of tractor trailers used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.20.	Capacity of each tractor trailer	Metric Tons (MT)	Carrying capacity of each tractor trailer	
2.21.	Total number of trips made per day by each tractor trailer to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by tractor trailer	MT/ month	This is automatically generated based on QN.2.19-2.21	
2.22.	Number of tipper trucks used for transportation of waste	Number	Number of tipper trucks used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.23.	Capacity of each tipper trucks	Metric Tons (MT)	Carrying capacity of each tipper truck	
2.24.	Total number of trips made per day by each tipper trucks to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by tipper trucks	MT/ month	This is automatically generated based on QN.2.22-2.24	
2.25.	Number of 3 wheeler auto tippers used for transportation of waste	Number	Number of 3 wheeler auto tippers used for transportation of waste from secondary bins to treatment /disposal site	Log records at Treatment Plant
2.26.	Capacity of each 3 wheeler auto tipper	Metric Tons (MT)	Carrying capacity of each 3 wheeler auto tipper	
2.27.	Total number of trips made per day by each 3 wheeler auto tipper to the disposal site	Trips per day	Total number of trips made each day to treatment/ disposal site	
	Total quantity of waste collected by 3 wheeler auto tippers	MT/ month	This is automatically generated based on QN 2.25-2.27	
	Total quantity of waste collected and transported to disposal	MT/ month	This is automatically generated	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	site			
Segregation of Waste				
3.1.	Quantity of waste arriving at Processing/ Disposal facility in segregated manner	MT/ month	Quantity of waste received at inlet of Solid Waste Treatment Plant in a segregated manner, i.e., biodegradable and non degradable waste separated	Log records at Treatment Plant
3.2.	Quantity of waste taken away by recyclers from intermediate points	MT/ month	Quantity of waste taken by recyclers from secondary collection points/ treatment/ disposal sites	Sanitation/ SWM Dept.
Quantity of Waste Processing				
4.1.	Installed Capacity of Composting Plant	MT/ month	Installed capacity of composting plant	Sanitation/ SWM Dept. DPRs
4.2.	Waste Quantity Input at the Composting Plant	MT/ month	Quantity of waste received at composting plant	Log records at Treatment Plant
4.3.	Installed Capacity of Vermi-composting Plant	MT/ month	Installed capacity of Vermi-composting plant	Sanitation/ SWM Dept. DPRs
4.4.	Waste Quantity Input at the Vermi-composting Plant	MT/ month	Quantity of waste received at Vermi-composting plant	Log records at Treatment Plant
4.5.	Installed Capacity of Refuse Derived Fuel	MT/ month	Installed capacity of Refuse Derived Fuel	Sanitation/ SWM Dept. DPRs
4.6.	Waste Quantity Input at the Refuse Derived Fuel	MT/ month	Quantity of waste received at Refuse Derived Fuel	Log records at Treatment Plant
4.7.	Installed Capacity of Bio Methanation/ Waste-to-Energy Plants	MT/ month	Installed capacity of Bio Methanation/ Waste-to-Energy Plants	Sanitation/ SWM Dept. DPRs
4.8.	Waste Quantity Input at Bio Methanation/ Waste-to-Energy plants	MT/ month	Quantity of waste received at Bio Methanation/ Waste-to-Energy Plants	Log records at Treatment Plant
4.9.	Installed Capacity of any other processing facilities	MT/ month	Installed capacity of any other processing facility	Sanitation/ SWM Dept. DPRs
4.10.	Waste Quantity Input at other processing facilities	MT/ month	Quantity of waste received at any other processing facility	Log records at Treatment Plant
	Total Installed Capacity of Processing facilities	MT/ month	This is automatically generated	
	Total Waste Quantity Input at all types of processing facilities	MT/ month	This is automatically generated	
4.11.	Quantity of waste rejected by processing facilities at intake point	MT/ month	Quantity of waste rejected at intake of treatment plants	Log records at Treatment Plant
4.12.	Quantity of post-processing rejects sent to dumpsite/ landfills	MT/ month	Quantity of waste rejected after treatment of solid waste	

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
	Total Waste Processed in the ULB	MT/month	This is automatically generated	
Quantity of Waste Disposal				
5.1.	Quantity of waste disposed in compliant landfill sites	MT/month	Quantity of waste received at the scientific landfill site	Log records at Landfill site
5.2.	Quantity of waste disposed in open dump sites	MT/month	Quantity of waste received at the open dump sites	Sanitation/ SWM Dept. Log records at open dumps
Customer Service				
6.1.	Complaints received during the year	Number	Total no. complaints received in a year	Computerised/Manual consumer grievance redressal records
6.2.	Complaints resolved within 24 hours during the year	Number	Total no. of complaints redressed within 24 hours of registering	
Financial Information - Operational Expenditure on SWM (1 st April to 31 st March)				
7.1.	Regular Staff & Administration	Rs. In Lakhs	Salary expenditure on Permanent employees and administrative expenditure for solid waste during the financial year	Data obtain from Budget documents / Municipal finance registers
7.2.	Outsourced/Contracted Staff Costs	Rs. In Lakhs	Salary expenditure on Contractual staff / Outsourced staff for solid waste during the financial year	
7.3.	Electricity Charges/Fuel Costs	Rs. In Lakhs	Electricity and Fuel (Petrol , Diesel) expenses for Solid waste management during the financial year	
7.4.	Chemical Costs	Rs. In Lakhs	Expenses on Chemicals for solid waste (Malathion, DDT powder etc.) during the financial year	
7.5.	Repair/Maintenance Costs	Rs. In Lakhs	Expenses on repairs or maintenance of the solid waste (machineries , Vehicles, Tools used during the financial year	
7.6.	Contracted Services Cost	Rs. In Lakhs	If Operation & Maintenance fully out sourced then contract expenses for Solid waste picking (Door to Door) expenses for providing facility to citizens during the financial yea	
7.7.	Other Costs (Specify)	Rs. In Lakhs	Any miscellaneous expenditure for solid waste during the financial year	
	Total Operational Expenses	Rs. In Lakhs		
Financial Information - Operational Revenues from SWM during previous year				
7.8.	Arrears at the end of previous year	Rs. In Lakhs	Outstanding revenues in lieu of arrears in the beginning of the financial year	Data obtain from DCB tables (Demand, Collection and Balance statement) on
7.9.	Tax / Cess - Solid Waste only	Rs. In Lakhs	Special solid waste tax demand for the current year	Property tax software

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
7.10.	User Charges	Rs. In Lakhs	General solid waste tax demand for the current year	
7.11.	Fixed Charges based on Property Tax/ State Taxes/Cess/Surcharges	Rs. In Lakhs	Tax demand for current year if solid waste tax % on property tax during the financial year	
7.12.	Sale of Recyclables	Rs. In Lakhs	If any solid waste scrap like Bins sale.	
	Sale from processing - compost/energy	Rs. In Lakhs	If any solid waste compost sale.	
7.13.	Royalty	Rs. In Lakhs	Revenue demand from royalty	
7.14.	Others (Specify)	Rs. In Lakhs	If demand rose for new sewer connection cost and donations.	
	Total Revenue Demand Raised for the previous year	Rs. In Lakhs	This is automatically generated	
8.1.	Total Revenue Demand Raised for the year	Rs. In Lakhs	This is automatically generated	
8.2.	Collection against arrears	Rs. In Lakhs	Tax collection against outstanding solid waste tax demand during the financial year	Data obtain from DCB tables (Demand, Collection and Balance statement) on Property tax software
8.3.	Collection against Current Demand	Rs. In Lakhs	Tax collection against current year solid waste tax demand during the financial year	
	Additional Information (Optional)			
	Staff Information			
9.1.	Senior Management-Health Officer (Sanctioned)	Number	Number of sanctioned staff in senior managerial posts	Mahekam paripatrak for sanctioned staff and other municipal records
9.2.	Senior Management-Health Officer (Working)	Number	Number of staff working in senior managerial posts (Permanent, on contract and daily wages)	Municipal records
9.3.	Sanitary Inspector (Sanctioned)	Number	Number of posts sanctioned for Sanitary Inspector	Mahekam paripatrak for sanctioned staff and other municipal records
9.4.	Sanitary Inspector (Working)	Number	Number of Sanitary Inspector working currently (permanent, on contract and daily wages)	Municipal records
9.5.	Sanitary Supervisor (Sanctioned)	Number	Number of posts sanctioned for Sanitary Supervisor	Mahekam paripatrak for sanctioned staff and other municipal records
9.6.	Sanitary Supervisor (Working)	Number	Number of Sanitary Supervisor working currently (permanent, on contract and daily wages)	Municipal records
9.7.	Maistries/Safai Karamchari (Sanctioned)	Number	Number of posts sanctioned for Maistries/Safai Karamchari	Mahekam paripatrak for sanctioned staff and other municipal records

Sr. No.	Description of data elements	Unit	Description	Possible sources of data
9.8.	Maistries/Safai Karamchhari (Working)	Number	Number of Maistries/ Safai Karamchhari working currently (permanent, on contract and daily wages)	Municipal records
9.9.	Cleaners/Drivers (Sanctioned)	Number	Number of posts sanctioned for Cleaners/Drivers	"
9.10.	Cleaners/Drivers (Working)	Number	Number of Cleaners/Drivers working currently (permanent, on contract and daily wages)	Municipal records
9.11.	Labourers (Sanctioned)	Number	Number of posts sanctioned for Labourers	Mahekam paripatruk for sanctioned staff and other municipal records
9.12.	Labourers (Working)	Number	Number of Labourers working currently (permanent, on contract and daily wages)	Municipal records
9.13.	Others (specify)	Number	Any other officers working currently	Mahekam paripatruk for sanctioned staff and other municipal records
	Total (Sanctioned)	Number	This is automatically generated	
	Total (Working)	Number	This is automatically generated	
9.14.	Are daily records of waste received at compliant landfill maintained (MSW 2000)	Y/N	Applicable only if the city has a compliant scientifically designed landfill site and if the ULB maintains records	Logbook or register at the landfill site
9.15.	Is weighbridge available at landfill site?	Y/N	Applicable only if the city has a compliant scientifically designed landfill site	Logbook or register at the weighbridge at landfill site
9.16.	Are daily records of waste received at open dumpsites maintained?	Y/N	Note if city maintains records of waste received at the open dumpsite	Logbook or register at the dumpsite
9.17.	Is weighbridge available at dumpsite?	Y/N	Note if city has records of waste being weighed at the weigh bridge before dumping waste at the dumpsite	Logbook or register at the weighbridge
User charges				
9.18.	Residential	Rs./ Month	Solid waste charges for households/ residential properties	Obtain from approved copy of GR of general body / Municipal records
9.19.	Slum HH	Rs./ Month	Solid waste charges for slum households	
9.20.	Commercial Establishment	Rs./ Month	Solid waste charges for Commercial Establishment	
9.21.	Fixed charge through property tax	Rs./ Month	Fixed charge levied as a percentage of property tax	
9.22.	Others	Rs./ Month	Solid waste charges for other properties	

1.5. Equity Related Information

Sr. No	Description of data elements	Unit	Description	Possible sources of data
General Details				
1.1.	Number of slum settlements	Number	Total number of slum settlements, both notified and non-notified	Urban Community Department, Surveys for BPL families which covers slum settlements as well.
1.2.	Population in slums	Number	Total population in slums	
1.3.	Households in slums	Number	Total households in slums	
1.4.	Household size in slums	Ratio	This is automatically generated	
1.5.	Total number of slums notified by state	Number	Total number of notified slums in the state	Urban Community Department
1.6.	Number of slums that have been de notified in the current year	Number	Number of slums that have been de-notified in the state	
Policy provision for slums				
1.7.	Does the ULB provide individual WSS services to slums?	Y/N	Note if the ULB has policy or provides individual water supply and sanitation services to slum settlements	
1.8.	Does it exclude non notified slums?	Y/N	Whether the above provision applies to non-notified slums as well	
1.9.	Are slum settlements covered under property tax assessment?	Y/N	Note if the slum settlements are covered under the property tax assessment, and part of property tax records	
1.10.	If Yes, number of slum settlements covered under property tax assessment	Number	Number of slum settlements covered under property tax assessment	Data obtained from Property tax records / Urban Community Department
1.11.	Does the ULB have a specific department or cell (e.g. UCD) responsible for service provisions in slums?	Y/N	Please note whether the ULB has a dedicated department responsible for services to slum settlements	
1.12.	Are external agencies (like NGOs, CBOs, and private agencies) involved in service provision to slums?	Y/N	Please note if agencies like non-governmental organisations/ community based organisations, etc are involved in service provision	
1.13.	Does the ULB earmark funds for the poor in budgetary allocation?	Y/N	Please note if the ULB allocates funds in the municipal budget for slum settlements	
1.14.	% of funds allocated in the budget for pro poor activities	%	Percentage of funds allocated in the budget for activities related to slum settlements	Accounts Department
1.15.	% expenditure for service provision in slums to total ULB expenditure	%	Percentage of expenditure incurred in service provision to slum settlements	
1.16.	Do slum households	Y/N	Please note if residents in slum	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	have options to pay connection charges in instalments?		settlements have provision to pay the connection charges in instalments (once in three months, etc)	
1.17.	Specify documents needed to obtain individual water/sewer connections in slums	(1/2/3)	Please note the documents that need to be provided by residents in slum settlements to obtain water/sewer connections.	
	1:Property tax bill,2:Ration card,3:Others,specify			
1.18.	Have any surveys been conducted as part of programs/ schemes to enhance services in slums?	Y/N	Please note if any surveys have been carried out to assess services to slums	Urban Community Department
1.19.	If yes, mention program/ scheme under which the surveys have been undertaken?	(1/2/3/4/5)	Please mention program/ scheme under which these surveys have been carried out	
	1: Nirmal Gujarat, 2: MSNA, 3: IHSDP, 4: JnNURM, 5: Others, specify			
	Services in slums at city level			
1.20.	Number of settlements which have an internal water supply network	Number	Number of slum settlements that are covered by water supply network	Water Supply Department
1.21.	Number of individual water connections in slums	Number	Number of individual water connections provided in slums	Tax Department/ Water Supply Department
1.22.	Number of new connections given in slums in the current year	Number	Number of individual connections provided in the current year in the slums	
1.23.	Number of group connections in slums	Number	Number of group connections provided in slums	
1.24.	Number functional stand posts in slums	Number	Number of functional stand posts provided in slums	Water Supply Department
1.25.	Number of stand posts converted to group connections for slums	Number	Number of stand posts that have been converted to group connections in slums	
1.26.	Number of individual toilets in slums	Number	Number of individual toilets provided in slums	Sanitation Department / Urban Community Department
1.27.	Number of individual toilets constructed in slums in current year	Number	Number of individual toilets constructed in the current year in slums	Urban Community Department
1.28.	Number of seats in pay-n-use toilets (functional toilets) in slums	Number	Number of functional seats in pay-n-use toilets in slums	
1.29.	Number of seats in community toilets (functional toilets) in	Number	Number of functional seats in community toilets in slums	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	slums			
1.30.	Number of settlements which have an internal underground sewerage network	Number	Number of slum settlements that are covered by underground sewerage network	Sanitation Department / Urban Community Department
1.31.	Number of sewerage connections in slums	Number	Number of sewerage connections provided in slums	
1.32.	<i>Number of community and pay-n-use toilets without access to safe disposal systems</i>	Number	Number of community and pay-n-use toilets that are not connected to either a sewerage network or septic tank	
1.33.	Number of slum HHs served by door to door collection of MSW	Number	Number of slum HHs that are covered by door to door collection of solid waste	
	<i>* Attach List of slums with Ward No.; Survey/TP/FP No's; Area of each slum and Age of each slum</i>			
	Water supply			
	Network details			
2.1.	Length of trunk main	km	Please note the length of trunk main of water supply network	Water supply Dept.
2.2.	Length of transmission mains	km	Please note the length of transmission mains of water supply network	
2.3.	<i>Length of trunk and/or transmission mains that have undergone renovation</i>	km	Please note the length of <i>trunk and/or transmission mains</i> of water supply network that has undergone repairs in the previous three years	
2.4.	Length of distribution network	km	Please note the length of distribution network of water supply	
2.5.	Number of pipe breaks in the current year	Number	Number of pipe breaks (on trunk main/transmission/ distribution network) in the current year	
2.6.	Total area under water distribution network	sq.km	Total area covered by water distribution network	
2.7.	Length of road network	km	Total length of road network	
	Source level details			
2.8.	Average daily quantity of water supplied from ground sources	MLD	Average of daily quantity of water supplied through ground water sources	Log records at source/ WTP/ Water supply Dept.
2.9.	Average daily quantity of water supplied from own surface sources	MLD	Average of daily quantity of water supplied through own surface sources	
2.10.	Average daily quantity of water supplied from bulk raw purchase	MLD	Average of daily quantity of water supplied through bulk raw purchase	
2.11.	Average daily quantity of water supplied from bulk treated water	MLD	Average of daily quantity of water supplied through bulk treated water	
2.12.	Average daily quantity	MLD	Average of daily quantity of water	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	of water supplied from other sources (desalination, rainwater harvesting, etc)		supplied through other sources (desalination, rainwater harvesting, etc)	
2.13.	Total daily quantity of water supplied from source	MLD	This is automatically generated	
2.14.	Average daily quantity of water supplied from WDS	MLD	Average of daily quantity of water supplied through WDS	Log records at WDS/ Water supply Dept.
2.15.	Average pressure at WDS	meters	Average pressure of water supplied from WDS	
2.16.	Average pressure at consumer end	meters	Average pressure at consumer end	
2.17.	Does the ULB conduct regular assessment of availability of sources through preparation of depletion statements, etc?	Y/N	Please note if the ULB conducts annual assessments of water availability	Water supply Dept.
2.18.	Capacity addition/augmentation to present supply of water commissioned over next 3 years from projects/schemes/bulk purchase	MLD	Please note if any projects to augment water supply is currently undertaken by the ULB	
	Audits			
2.19.	Has the ULB conducted studies for preliminary or detailed water audits?	Y/N	Please note if the ULB has conducted any preliminary or detailed water audits	Water supply Dept.
2.20.	Has the ULB conducted studies for energy audits?	Y/N	Please note if the ULB has conducted any studies for energy audits	
2.21.	Number of pumps at water source, treatment and distribution points inspected in the current year	Number	Number of pumps inspected in the current year for efficiency, etc	
2.22.	Number of pumps replaced/repared in the current year	Number	Number of pumps replaced/ repared in the current year	
	Metering			
2.23.	% of consumer meters that are functional	%	Percentage of consumer level meters that are functional	Water supply Dept.
2.24.	Number of consumer meters that are	Number	Number of consumer meters that are repaired/replaced in the current year	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	repaired/replaced in the current year			
2.25.	Metered consumption (where consumer meters are functional)	MLD	This is automatically generated	
2.26.	Number of connections exempted from property tax/ water bills	Number	Number of connections exempted from property tax/ water bills	
Complaint redressal System				
2.27.	Is a system to record complaints received and redressed properly maintained by the ULB?	Y/N	Please note if system to record complaints received and redressed properly maintained by the ULB	
2.28.	Does the redressal system allow for monitoring and analysing complaints on a regular basis?	Y/N	Please note if redressal system allow for monitoring and analysing complaints on a regular basis	
Unauthorised connections				
2.29.	Does the ULB have any measures to identify and/or regularise illegal connections?	Y/N	Please note if ULB have any measures to identify and/or regularise illegal connections	Water supply Dept.
For Water supply				
2.30.	Estimated number of illegal connections	Number	Number of illegal connections	Surveys/ Water supply Dept.
2.31.	% of illegal connections regularised	%	% of illegal connections regularised	
For Wastewater				
2.32.	Estimated number of illegal connections	Number	Number of illegal connections	Surveys/ Waste water Dept.
2.33.	% of illegal connections regularised	%	% of illegal connections regularised	
Sewerage and/or sullage network				
Type of system				
3.1.	Does the ULB have an underground piped network?	Y/N	Please note if the ULB has an underground sewerage network	Surveys/ Waste water Dept.
3.2.	Total length of underground piped network	km	Please note length of underground piped network if type wise network details are not available	
3.3.	Length of trunk and/or lateral mains that have undergone replacement/renovation in the past 3 years	km	Please note length of trunk and/or lateral mains that have undergone replacement/renovation in the past 3 years	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
3.4.	Total area covered by underground piped network	sq. km	Please note area covered by underground piped network (if type wise network details not available)	
3.5.	Does the ULB have a covered drainage network?	Y/N	Please note if the ULB has a covered drainage network	
3.6.	Length of covered drainage network	km	Please note length of covered drainage network	
3.7.	Area covered by covered drainage network	sq. km	Please note area covered by covered drainage network	
3.8.	Does the ULB have open drainage network?	Y/N	Please note if the ULB has open drainage network	
3.9.	Length of open drainage network	km	Please note length of open drainage network	
3.10.	Area covered by open drainage network	sq. km	Please note area covered by open drainage network	
	Augmentation and efficiency of network			
3.11.	Does the ULB have a plan to develop/augment its sewer network?	Y/N	Please note if the ULB has a plan to develop/augment its sewer network	Waste water Dept.
3.12.	Does the ULB contract out services related to O&M operations for sewerage?	Y/N	Please note if the ULB contract out services related to O&M operations for sewerage	
3.13.	Number of sewage pumps replaced/repared in the current year	Number	Number of sewage pumps replaced/repared in the current year	
3.14.	Number of HHs with individual toilets in the city	Number	Number of HHs with individual toilets in the city	
3.15.	Number of residential sewer connections in the city	Number	Number of residential sewer connections in the city	
3.16.	Number of non-residential sewer connections in the city	Number	Number of non-residential sewer connections in the city	
3.17.	Number of new sewer connections provided in the current year	Number	Number of new sewer connections provided in the current year	
3.18.	Number of sewer overflows reported in the current year	Number	Number of sewer overflows reported in the current year	
3.19.	Does the ULB have a sewage treatment plant?	Y/N	Please note if the ULB has a Sewage Treatment Plant	
3.20.	If Yes, specify type of treatment	(1/2/3)	Please note the type of treatment	
	1: UASB, 2: Lagoons, 3: Oxidation pond			

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	Reuse of wastewater			
3.21.	Does the ULB charge for untreated/treated wastewater that is reused?	Y/N	Please note if the ULB charges for untreated/treated wastewater that is reused	Waste water Dept.
3.22.	<i>If Yes, please specify the rate for untreated wastewater</i>	Rs/MLD	Please specify the rate for untreated wastewater	
3.23.	<i>If Yes, please specify the rate for treated wastewater</i>	Rs/MLD	Please specify the rate for treated wastewater	
3.24.	Is quality of untreated wastewater tested before disposal/reuse?	Y/N	Please note if quality of untreated wastewater tested before disposal/reuse	
3.25.	<i>If yes, effluent samples that have been tested for untreated wastewater</i>	Number	Number of effluent samples that have been tested for untreated wastewater	
3.26.	<i>If yes, effluent samples that have passed for untreated wastewater</i>	Number	Number of effluent samples that have passed for untreated wastewater	
3.27.	Is the untreated waste water being reused?	Y/N	Please note if the untreated wastewater is being reused	
3.28.	<i>If Yes, estimated volume of untreated wastewater reused</i>	MLD	Estimated volume of untreated wastewater reused	
3.29.	<i>If Yes, specify the purpose</i>	(1/2/3)	Specify the purpose	
	<i>1:Agriculture,2:Sewage farms,3:Others,specify</i>			
	Means of disposal of waste water			
3.30.	Sullage	(1/2/3)	Specify means of disposal of sullage	Waste water Dept.
3.31.	Untreated waste water	(1/2/3)	Specify means of disposal of untreated wastewater	
3.32.	Treated waste water	(1/2/3)	Specify means of disposal of treated wastewater	
	<i>1:on land,2:in water bodies,3:Others,specify</i>			
	In areas of ULB/ ULBs with no sewer/drainage network			
3.33.	Estimated properties connected to septic tanks	Number	Estimated properties connected to septic tanks	Waste water Dept.
3.34.	Estimated properties connected to soak pits	Number	Estimated properties connected to soak pits	
3.35.	Estimated number of septic tanks in the ULB	Number	Estimated number of septic tanks in the ULB	
3.36.	Estimated number of septic tanks cleaned annually	Number	Estimated number of septic tanks cleaned annually	
3.37.	If means of disposal is by septic tanks, agency for cleaning septic tanks?	(1/2/3)	Specify agency for cleaning septic tanks	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
	1:ULB, 2:Private agency, 3:Both			
3.38.	Charge levied by agency for emptying septic tanks <i>inside</i> city limits	Rs/trip	Specify charge levied by agency for emptying septic tanks inside city limits	
3.39.	Charge levied by agency for emptying tanks <i>outside</i> city limits	Rs/trip	Specify charge levied by agency for emptying tanks outside city limits	
3.40.	Does the ULB have facilities to treat septage?	Y/N	Please note if the ULB has facilities to treat septage	
3.41.	If yes, then specify installed capacity of septage treatment facility	Cu. m/ year		
3.42.	If yes, then specify quantity of septage received at treatment facility	Cu. m/ year		
3.43.	If yes, then specify quantum of treated septage reused after treatment	Kgs/ Year		
3.44.	Number of Treated Septage Samples Tested in a year	Number	Number of samples of treated septage taken is to be considered	
3.45.	Number of Treated Septage Samples Passed in a year	Number	Consider only the passed septage samples	
3.46.	Location of disposal of septic tank waste	(1/2/3)	Please note the location of disposing septic tank waste	
	1: Sewage treatment plants (inclu. Functional oxidation ponds), 2: Open dumps, 3: Water bodies			
	Solid Waste Management			
4.1.	Total number of wards in the city	Number	Total number of wards used for SWM in the city	Sanitation/ SWM Dept.
	Number of wards covered by primary collection agencies for SWM			Sanitation/ SWM Dept.
4.2.	ULB	Number	Number of wards covered by ULB in door to door collection	
4.3.	Private	Number	Number of wards covered by private agencies in door to door collection	
4.4.	Resident Welfare Associations	Number	Number of wards covered by resident welfare associations in door to door collection	
4.5.	NGO/CBOs	Number	Number of wards covered by NGO/CBOs in door to door collection	
4.6.	Number of sweepers deployed	Number	Number of sweepers deployed	
4.7.	Total length of road swept	km	Total length of road swept	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
4.8.	Number of secondary storage bins	Number	Number of secondary storage bins	
4.9.	Capacity of secondary storage bins	tonnes	Capacity of secondary storage bins	
4.10.	Frequency of secondary collection of waste	days	Frequency of secondary collection of waste	
	Does the ULB contract out services related to			
4.11.	Secondary collection?	Y/N	Please note if the ULB contracts out services related to secondary collection of solid waste	Sanitation/ SWM Dept.
4.12.	Transportation?	Y/N	Please note if the ULB contracts out services related to transportation of solid waste	
4.13.	Treatment?	Y/N	Please note if the ULB contracts out services related to treatment of solid waste	
4.14.	Disposal?	Y/N	Please note if the ULB contracts out services related to disposal of solid waste	
	Financial Details for ULB			
	Receipts and Expenditure			
5.1.	Capital receipts of ULB	Rs. In Lakhs	Total capital income received during the financial year (Own source, Grants, Donations etc.)	Data obtain from Budget documents / Municipal finance registers
	Capital expenditure for municipal services			
5.2.	Water supply	Rs. In Lakhs	Total capital expenditure for water supply services of the ULB	Data obtain from Budget documents / Municipal finance registers
5.3.	Wastewater	Rs. In Lakhs	Total capital expenditure for wastewater services of the ULB	
5.4.	MSWM	Rs. In Lakhs	Total capital expenditure for MSWM services of the ULB	
5.5.	Others	Rs. In Lakhs	Total capital expenditure for remaining services of the ULB	
	Total	Rs. In Lakhs	This is automatically generated	
5.6.	Total Revenue Income of ULB	Rs. In Lakhs	Total Revenue Income received during the financial year (Own source, Revenue grants, Donations, Fees etc.)	Data obtain from Budget documents / Municipal finance registers
5.7.	Total Revenue Expenditure of ULB	Rs. In Lakhs	Total Revenue Expenditure during the financial year	
5.8.	Total Extraordinary Income of ULB	Rs. In Lakhs	Income received from unpredictable / unforeseen, which may be high value and cannot be merge with other income groups	Data obtain from Budget documents / Municipal finance registers
5.9.	Total Extraordinary Expenditure of ULB	Rs. In Lakhs	Expenditure incurred for unpredictable / unforeseen, which may be high value and cannot be merge with other	

Sr. No	Description of data elements	Unit	Description	Possible sources of data
			expenditure groups	
Property tax details				
5.10.	Arrears at the beginning of previous year	Rs. In Lakhs		
5.11.	Current year billed demand	Rs. In Lakhs		
5.12.	Collection against arrears	Rs. In Lakhs	Tax collection against outstanding property tax demand during the financial year	Tax department
5.13.	Collection against current year demand	Rs. In Lakhs	Tax collection against current year property tax demand during the financial year	Tax department
5.14.	Total payment due to the state electricity board for outstanding electricity bills and penalties	Rs. In Lakhs	Total payment due to the state electricity board for outstanding electricity bills and penalties	Electricity register and Outstanding bills from Accounts Dept.
5.15.	Total payments due for bulk supply (irrigation, Narmada etc.) including charges and penalties	Rs. In Lakhs	Total payments due for bulk supply (irrigation, Narmada etc.) including charges and penalties	Bulk water register and Outstanding bills from Accounts Dept.
Improving Collection efficiency				
<i>Does the ULB levy charge in the form of taxes, user fees, etc for providing services related to</i>				
5.16.	Water supply?	Y/N	Please note if the ULB collects charges/taxes related to water supply	Property tax Dept.
5.17.	Wastewater (Sanitation and Sewerage)?	Y/N	Please note if the ULB collects charges/taxes related to wastewater	
5.18.	MSWM?	Y/N	Please note if the ULB collects charges/taxes related to MSWM	
5.19.	SWD?	Y/N	Please note if the ULB collects charges/taxes related to SWD	
5.20.	Does the ULB facilitate payment of bills through banks?	Y/N	Please note if the ULB has options to facilitate bill payments through banks	
5.21.	Does the ULB have various mechanisms to facilitate collection of bills at ward level like e-kiosks, civic centres, etc?	Y/N	Please note if the ULB has mechanisms to facilitate bill collection like e-kiosks, etc	
5.22.	Does the ULB outsource its bill collections to private agencies, etc?	Y/N	Please note if the ULB has outsourced bill collection	
5.23.	What is the penalty for late payment?	Rs	Please note the penalty is levied by ULB for late payment of bills	Property tax dept

8. Reliability of data

The quality data sets are essential to assess and generate the reliability of the data sets. The reliability grades (A, B, C and D) are generated based on the data source listed below

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
1	Coverage		
	What is the basis of estimation of HHs served for		
	HHs served with individual water supply connections	1. Through household surveys	
		2. Through property tax/billing records	
		3. Number of residential connections	
		4. Past trends/surveys	
		5. Area covered by distribution network	
		6. Road covered by network length	
	Properties served with toilets (individual + community)	1. Through household surveys	
		2. Through property tax records	
		3. Area covered by toilet facilities	
		4. Road covered by network length	
	Properties served with sewerage connections	1. Through household surveys	
		2. Through property tax records	
		3. Number of sewer connection	
		4. Past trends/surveys	
		5. Area covered by sewer network	
		6. Road length covered by sewerage	
	HHs and establishments served by door to door collection	1. Through household surveys (1-5yrs)	
		2. Quantity of waste collected	
		3. No. of wards served	
	How are records of HHs served by water supply maintained?	1. Computerized	
		2. Only Manual	
	How are records of properties served maintained for		
	Toilets	1. Computerized	
		2. Only Manual	
		1. Computerized	

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
	Sewerage	2. Only Manual	
	Door to door collection of MSW	1. Computerized	
		2. Only Manual	
	How are connection registers maintained for		
	Water supply	1. Computerized	
		2. Only Manual	
	Sewerage	1. Computerized	
		2. Only Manual	
	Storm Water Drains		
	What is the basis of estimation of length of pucca and covered drains?	1. Ground level surveys	
		2. Based on road maps (<5 yrs old)	
	How are flood prone points identified in the city?	1. Flood monitoring stations	
		2. Complaints/reports from citizens	
2	Coverage in slums		
	What is the basis of estimation of population/HHs in slums?	1. Recent Survey (1-3yrs)	
		2. Past Survey	
	What is the basis of estimation of UWSS services provided in slums?	1. Recent Survey (1-3yrs)	
		2. Past Survey	
	How are records of information on slums maintained for?		
	Water supply	1. Computerized	
		2. Only Manual	
	Sewerage	1. Computerized	
		2. Only Manual	
	Individual toilets	1. Computerized	
		2. Only Manual	
	Door to door collection of MSW	1. Computerized	
		2. Only Manual	
3	Water Production, treatment and consumption		
	Basis of measurement of water produced at WTP/tube wells	1. Bulk flow meters	
		2. Pump/level details	
	Basis of measurement of water supplied from bulk distribution points	1. Bulk flow meters	
		2. Pump/level details	
		3. Periodic sample surveys	
	How are records maintained at WTP/tube wells?	1. Computerized	
		2. Only Manual	

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
	How are records maintained at bulk distribution points like ESRs, etc?	1. Computerized	
		2. Only Manual	
4	Quality of Water		
	Are proper records of samples conducted and passed/failed at source, WTP/bore wells, bulk distribution points and consumer end maintained? <i>(If records are for tests conducted, and not the tests passed, then the answer will be no. Only if there is record of tests passed maintained, the data will be considered)</i>		
	Are tests for quality conducted through	1. Own laboratory regularly	
		2. Accredited centers regularly	
		3. Third party agencies intermittently	
	How are audits to monitor water quality procedures carried out?	1. by independent agencies periodically	
		2. ULB itself occasionally	
	Record Keeping	1. Computerized	
		2. Only Manual	
5	Continuity of water supplied		
	How is the duration of water supplied for the city estimated?	1. Valve operating points across zones	
		2. Periodic surveys	
		3. Feedback from city field engineers	
	Is adequacy of pressure and hours of supply at consumer end assessed?		
	Record keeping	1. Computerized	
		2. Only Manual	
6	Metering of Water Connections		
	Are meters installed at consumer level?		
	Extent of metering of connections	1. At all consumer points	
		2. Only bulk & commercial consumers	
	How are functional meters assessed?	1. Regular reading and billing of meters	
		2. Spot checks	
	How is household consumption estimated?	1. Meters installed at all consumer points	
		2. Periodic Survey	
		3. Spot Survey	
		4. Ferrule size and hours of supply	
	Record Keeping	1. Computerized	
		2. Only Manual	
7	Wastewater collection and treatment		
	How is quantity of wastewater collected by network estimated?	1. Bulk flow meters at inlet of Treatment plant	

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
		2. V-Notch at outlet of channel	
		3. Installed Plant Capacity	
	How quantity of wastewater is actually treated estimated?	1. Bulk flow meters at outlet of treatment plant	
		2. V-Notch at outlet of channel	
		3. Installed Plant Capacity	
	Record keeping	1. Computerized	
		2. Only Manual	
8	Quality of Wastewater		
	Are proper records of samples conducted and passed/failed for all parameters (BOD, COD, etc) maintained?		
	Are tests for quality conducted through	1. Own laboratory regularly	
		2. Accredited centers regularly	
		3. Third party agencies intermittently	
	How are audits to monitor waste water quality procedures carried out?	1. by independent agencies periodically	
		2. ULB itself occasionally	
	Record keeping	1. Computerized	
		2. Only Manual	
9	SWM		
	How quantity of waste generated is estimated?	1. Quarterly/ sample surveys	
		2. Per capita waste generation	
	How quantity of waste segregated is estimated?	1. Measurement at treatment/disposal site	
		2. HHs & establishments with two bins	
		3. Inputs from door to door collection agencies	
	Estimation of municipal waste received at		
	Treatment plant (choose from 4 options)	1. Weighbridge	
		2. On the basis of Trips	
		3. Aggregate mass balance (Mass balance: Separating moisture content from the waste)	
		4. Installed capacity	
	Scientific landfill (choose from 4 options)	1. Weighbridge	
		2. On the basis of Trips	
		3. Aggregate mass balance	

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
		4. Installed capacity	
	Open dumps (choose from 3 options)	1. Weighbridge	
		2. On the basis of Trips	
		3. Aggregate mass balance	
	Record keeping at		
	Treatment plant	1. Computerized	
		2. Only Manual	
	Scientific landfill	1. Computerized	
		2. Only Manual	
	Open dumps	1. Computerized	
		2. Only Manual	
10	Finance		
	Is regular (quarterly/annual) reporting of the financial statements conducted to state/central agencies?		
	Are arrears segregated from current demand in financial statements/budgets?		
	Extent of segregation of budget heads for		
	Water supply	1. Fully	
		2. Partially	
	Sewerage	1. Fully	
		2. Partially	
	SWM	1. Fully	
		2. Partially	
	Accounting System	1. Accrual-Double entry	
		2. Cash Based	
		3. Both systems	
	Are records maintained for charges collected against the specific bill issued?	1. Water Supply	
		2. Sewerage	
		3. SWM	
	Are DCB tables linked to billing and collection system?		
	Billing systems	1. Computerized	
		2. Only Manual	
	Are billing and collection records regularly updated?		
	Record keeping	1. Computerized	
		2. Only Manual	
11	Complaint Redressal System		
	Are records of complaints resolved maintained?		
	<i>(If only received complaints have been registered, and there is no record of the ones redressed, the answer will be no. Yes</i>		

No	Reliability parameters for water supply, wastewater, SWM and SWD	Data Source	Y/N
	<i>only if both received and redressed)</i>		
	Water supply		
	Sewerage		
	SWM		
	System for Collating, sorting and tracking of complaints		
	Water supply	1. Computerized	
		2. Only Manual	
	Sewerage	1. Computerized	
		2. Only Manual	
	SWM	1. Computerized	
		2. Only Manual	
	Are the records of types of complaints (low water pressure, no water, sewer blocks, etc) maintained?		
	Water supply		
	Sewerage		
	SWM		
	Are multiple mechanisms to register complaints (through telephone, in person, by email) available to the consumers in		
	Water supply		
	Sewerage		
	SWM		