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# Jawaharlal Nehru National Urban Renewal Mission

Government of India

*Supplementary Toolkit for reimbursement of  
expenses incurred for preparation of City  
Development Plans and Detailed Project Reports*

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Sub-Mission for Urban Infrastructure and Governance



GOVERNMENT OF INDIA  
Ministry Of Urban Development

## **Table of Content**

### *The Toolkit*

#### Part 1: Toolkit for accessing reimbursement for expenditure incurred for preparation of City Development Plan, under JNNURM

1. *The procedure for reimbursement*
2. *Reimbursement of expenses*
  - 2.1 *Criteria for reimbursement*
  - 2.2 *Items eligible for reimbursement*
  - 2.3 *Basis for reimbursement*
  - 2.4 *Role of concerned agencies/ institutions*

#### Part 2: Toolkit for accessing reimbursement for expenditure incurred for preparation of Detailed Project Reports, under JNNURM

3. *The procedure for reimbursement*
4. *Reimbursement of expenses*
  - 4.1 *Criteria for reimbursement*
  - 4.2 *Items eligible for reimbursement*
  - 4.3 *Basis for reimbursement*
  - 4.4 *Role of concerned agencies / institutions*

#### Annexure / Documents

5. *Form A – for Part 1*
6. *Form B – for Part 2*

#### List of Tables and Figures

*Table 1: Basis for reimbursement of costs related to preparation of DPRs*

*Figure 1: Process of Application, Vetting, Sanction and Reimbursement of expenses incurred for preparation of City Development Plans*

*Figure 2: Process of Application, Vetting, Sanction and Reimbursement of expenses incurred for preparation of Detailed Project Reports*

## **The Toolkit**

In accordance with the processes envisaged under JNNURM, the Mission Cities may seek assistance for preparation of City Development Plans (CDPs) and Project proposals (DPRs) and can seek investment support for project implementation. Guidelines for JNNURM (Sub-Mission I : Sub – Mission for Urban Infrastructure and Governance) provide a provision of 5 % of the Additional Central Assistance or actual requirement, which is less, for sanction to cities / towns covered under the Mission in order to prepare City Development Plans (CDPs), Detailed Project Reports (DPRs), training & capacity building, community participation and information, education and communication (IEC) activities.

This toolkit is designed to assist the State / ULBs / SLNAs / Prastatal organizations to access reimbursement of expenses incurred for preparation of CDPs and DPRs, under Sub-Mission I of JNNURM. It provides an overview of the process, criteria and eligible items for reimbursement.



**Part 1:**  
**Reimbursement of expenses incurred for preparation of City Development  
Plans (CDPs), under Sub Mission I of JNNURM**

**1. The procedure for reimbursement of expenses**

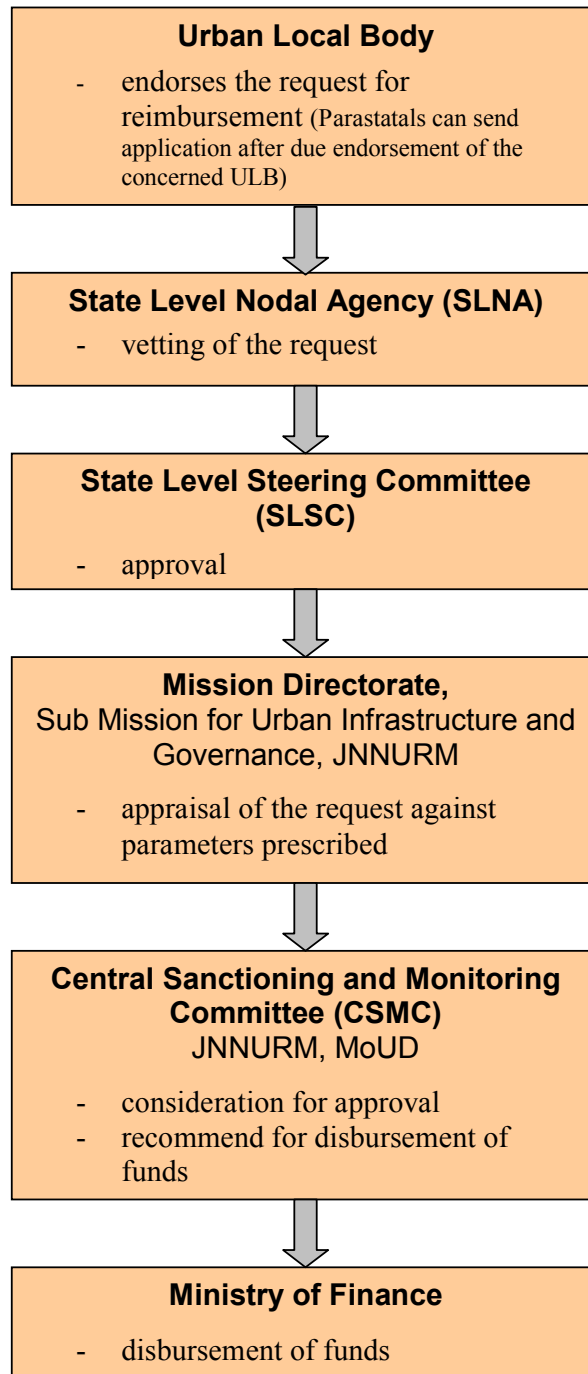
The CDPs are prepared by the Mission Cities and forwarded to Mission Directorate, MoUD, as per the prescribed processes. It is accorded approval after due appraisal. (*Refer Toolkit 1: Overview of JNNURM*)

The request for reimbursement of expenses incurred for preparation of CDP may originate from the ULB or the agency that is responsible for preparation of CDP. The request shall be forwarded to the SLNA after due endorsement of concerned ULB. After vetting the request and receipt of SLSC approval, the SLNA may forward the same to the Mission Directorate, in the same manner as a project proposal. The request for reimbursement will be verified against parameters prescribed and recommended to the CSMC for consideration and approval. After approval from the CSMC, funds will be released through Ministry of Finance (MoF)

The process flow for the same is indicated below in Figure A.



**Figure 1: Process of Application, Vetting, Sanction and Reimbursement of expenses incurred for City Development Plans.**



## **2. Reimbursement of Expenses**

### ***2.1 Criteria for reimbursement***

Eligibility criteria for reimbursement of expenditure incurred in preparation of CDP are:

1. The CDP for the concerned Mission city must have been appraised and approved under JNNURM.
2. The concerned city must have signed the Memorandum of Agreement, for undertaking urban reforms mandated under JNNURM.
3. The city should file the request for reimbursement in the prescribed format (Refer Form A of Annexure)
4. The services should have been procured through competitive bidding processes, as per procurement norms of the concerned city / state, unless the work is done in-house or a state agency is engaged.
5. All services, eligible for reimbursement, should have been procured or the decision to incur the cost should have been taken, after the launch of JNNURM i.e December 3, 2005.

### ***2.2 Items eligible for reimbursement***

The expenses eligible for reimbursement towards preparation of CDP may include:

1. Costs incurred by ULBs for preparation of ULB specific CDPs within the urban agglomeration, and subsequent UA level consolidation
2. Costs of consultants / experts hired for preparation of CDPs
3. In case CDP is prepared in-house, costs of expenditure incurred on bought out items (surveys, data collection, report writing, publication, etc.)
4. Costs incurred in consultation exercises, dissemination, surveys, etc.

The costs in-admissible for reimbursement, shall include:

1. Expenses incurred for travel relating to submission of CDPs / CDP appraisal / CDP sanctioning are not admissible.
2. Expenses already claimed as a part of financial assistance from other programs or from other institutions, are not admissible.

### ***2.3 Basis for reimbursement***

The reimbursement of expenses shall be made against actual amounts incurred for preparation of CDP, as validated by documentary evidence.

## ***2.4 Role of concerned agencies/ institutions***

### ULB / the Parastatal responsible for preparing the CDP

- The ULB / concerned agency shall submit the request for reimbursement as per the prescribed format (Refer Form A of Annexure).
- The concerned ULB shall forward the request to the SLNA.
- The ULB / concerned agency shall submit other indicated details, as may be required by the SLNA for due-diligence.

### SLNA:

- The due diligence for the request for reimbursement is responsibility of the SLNA.
- The SLNA shall ensure that completed Form A for the concerned city is submitted to the Mission Directorate, after SLSC approval.

### Mission Directorate of JNNURM, MoUD

- The Mission Directorate shall recommend the request to CSMC for sanction, subject to verification of the details furnished in prescribed format.
- The Mission Directorate shall forward the request to MoF for release of fund.

**Part 2:**  
**Reimbursement of expenses incurred for preparation of Detailed Project Reports (DPRs), under Sub Mission I of JNNURM**

**3. The procedure for re-imburement of expenses**

The DPRs are prepared by the Mission Cities and forwarded to the Mission Directorate, MoUD, as per the prescribed processes. It is accorded sanction after due appraisal by technical appraisal agencies. (*Refer Toolkit 1: Overview of JNNURM*)

The request for reimbursement of expenses incurred for preparation of the DPR under Sub-Mission I of JNNURM, may originate from the ULB or the agency responsible for preparation of DPR. The request shall be forwarded to the State Level Nodal Agency (SLNA) after due endorsement of the concerned ULB. After vetting the request and receipt of SLSC approval, the SLNA may forward the same to the Mission Directorate, in the same manner as a project proposal.

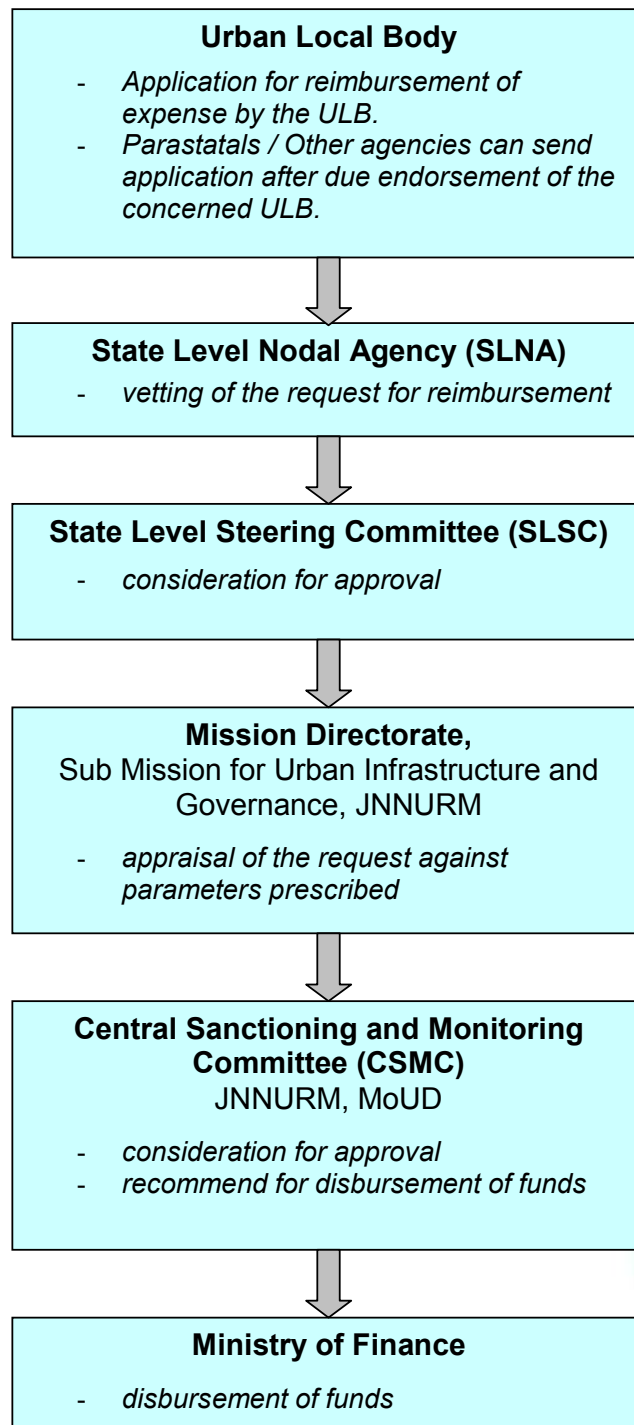
The Mission Directorate will verify the request for reimbursement against parameters prescribed and recommend to the CSMC for consideration and approval. After approval from the CSMC, funds will be released through Ministry of Finance (MoF).

The process flow for reimbursement of expenses is indicated below in Figure B.





**Figure 2: Process of Application, Vetting, Sanction and Reimbursement of expenses incurred in preparation of DPRs**



## 4. Reimbursement of Expenses

### 4.1 Criteria for reimbursement

Eligibility criteria for reimbursement of expenses incurred in preparation of DPRs are:

1. The DPR for the concerned Mission city, for which the request is filed, must have been appraised and sanctioned by due authority under JNNURM.
2. City Development Plan for concerned Mission city must have been appraised and approved under JNNURM, and the concerned city must have signed the Memorandum of Agreement, for undertaking urban reforms mandated under JNNURM.
3. Request for reimbursement for each DPR shall be raised separately, as per the prescribed format. (Refer Form B of Annexure)
4. The services should have been procured through competitive bidding processes, as per procurement norms of the concerned city / state, unless the work is done in-house or a state agency is engaged.
5. For all DPRs eligible for reimbursement, the DPR preparation works must have been awarded / outsourced after the launch of JNNURM i.e December 3, 2005.

### 4.2 Items eligible for reimbursement

The expenses eligible for reimbursement towards preparation of DPR may include:

1. Expenses towards preparation of DPRs, which may typically include:
  - Expenses towards engagement of consultants / experts
  - Expense towards survey / data collection / field investigations
  - Expenses towards adequate design of various component, drawings, rate analysis, cost estimates, PERT/CPM chart (as required) for all the components proposed for funding under JNNURM in the DPR.
2. For DPRs prepared departmentally, all expenses incurred towards payments to external agencies, experts, outsourced activities, etc. are eligible
3. For projects that cut-across JNNURM cities and other cities, cost components related to work for Mission cities are eligible

The components in-admissible for reimbursement shall include:

1. Any expense incurred on the project after the project sanction date
2. Expense towards fine tuning design and detailed drawings for construction phase or during implementation of the project
3. Expenses already claimed as a part of financial assistance from other programs or from other institutions.

4. Expense incurred for travel relating to submission of DPRs / DPR appraisal / DPR sanctioning.

#### 4.3 Basis for reimbursement

Reimbursements of expenses incurred on preparation of DPRs shall be based on percentage of project cost sanctioned under Sub-Mission I of JNNURM, as validated by documentary evidence.

An eligible ceiling amount for reimbursement is based on percentage of sanctioned cost of project or actual cost incurred, which ever is lower. Maximum upper ceiling amount for reimbursement of expenses for a single DPR is Rs. Two Crore.

Basis for reimbursement of expense as a percentage of project cost shall be as per table given below:

**Table 1: Basis for Reimbursement of Cost related to Preparation of DPRs**

SI No.	Project Sectors/Sub-sectors/Components	Project Cost Range (in Rs. Crore)				Remarks
		<20	20-70	70-100	>100	
<b>1</b>	<b>Urban Renewal and Heritage Conservation</b>					
1a	Inner City Renewal	1.50%	1.25%	1.00%	1.00%	
<b>2</b>	<b>Water Supply</b>					
2a	Intake and Water Treatment Plant	2.00%	1.50%	0.75%	0.60%	
2b	Transmission and Distribution System (Pipelines) including all associated structures	1.50%	1.00%	0.75%	0.50%	
2c	Service Reservoir	2.00%	1.50%	0.75%	0.60%	
2d	All integrated	2.00%	1.50%	0.75%	0.60%	
<b>3</b>	<b>Sewerage</b>					
3a	Collection, conveyance and pumping stations	3.00%	2.00%	1.00%	0.75%	
3b	Treatment Plants	1.25%	1.00%	1.00%	0.50%	
3c	All integrated	3.00%	2.00%	1.00%	0.75%	
<b>4</b>	<b>Solid Waste Management</b>					
5	Storm water drains / Preservation of water bodies - Construction and improvement, restoration, desilting, etc.	1.00%	1.00%	1.00%	1.00%	

SI No.	Project Sectors/Sub-sectors/Components	Project Cost Range (in Rs. Crore)				Remarks
		<20	20-70	70-100	>100	
<b>6</b>	<b>Urban Transport</b>					
6a	Road Improvement/corridor development including all components and bid/tender document preparation	1.25%	1.00%	0.75%	0.60%	Supervision/monitoring etc. not considered
6b	New Roads	0.75%	0.60%	0.50%	0.50%	Excluding land cost
6c	Flyovers/ ROB/ RUBs/ Underpasses/ Bridges	1.75%	1.50%	1.50%	1.25%	
6d	Road Based Public Transport System including ridership estimate, design of road components, facilities such as bus stops/terminals, routing, scheduling etc.	2.00%	1.50%	1.00%	0.75%	Cost of fleet procurement is not considered in project cost
6e	Multi-modal Public Transport System					To be considered on case to case basis
6f	Terminals/multi-story parking complex	1.50%	1.25%	1.00%	1.00%	
<b>7</b>	<b>Development of Heritage Area</b>					
7a	Urban Heritage Conservation	2.50%	2.00%	1.50%	1.25%	
7b	Restoration	5.00%	4.00%	2.50%	2.50%	

#### 4.4 Role of concerned agencies/ institutions

##### Agency responsible for preparation of DPR

- The ULB / concerned agency shall submit the request for reimbursement as per prescribed format (Refer Form B of Annexure).
- The concerned ULB shall forward the request to the SLNA, after due endorsement.
- The ULB / concerned agency shall submit other indicated details, as may be required by the SLNA for due-diligence.

##### SLNA:

- The due diligence for the request for reimbursement is responsibility of the SLNA.
- The SLNA shall ensure that completed Form B for the concerned project is submitted to the Mission Directorate, after SLSC approval.

Mission Directorate of JNNURM, MoUD

- The Mission Directorate shall recommend the request to CSMC for sanction, after due vetting against criteria mentioned.
- The Mission Directorate shall forward the request to MoF for release of fund.



**Annexure**

**5. Form A**

**Application form for reimbursement of expenses for CDP Preparation**

1.	Name of the City	
2.	Name of the SLNA	
3.	Date of CDP approved by SLSC	
4.	Agency responsible for preparation of CDP	

**Expense Summary**

5.	Total amount Claimed ( in Rs)	
5.A	Consultancy Fees	
5.B	Other expenditure incurred to ULB/State in preparation of the CDP (please furnish Items-wise supporting documents)	
6.	Payment details	<b>Attach as Annexure-</b> 1. Copy of payment Invoice 2. Proof of payment made to consultant 3. Copy of cash vouchers

**Other documents – for validation of procurement procedures**

7.	Enclose copy of EoI publication /Tender Advertisement ( with date)	<b>Attach as Annexure-</b>
8.	Details of bid/Evaluation - Comparative statement specifying bidder and their respective bids.	<b>Attach as Annexure-</b>
9.	Copy of work order / contract agreement	<b>Attach as Annexure-</b>
10.	Copy of work completion certificate issued to the consultant	<b>Attach as Annexure-</b>
11.	Certificate	<b>Form B of Annexure</b>

Signature of the Commissioner / Municipal officer / Chief Executive Officer at ULB	
Signature of the forwarding officers at SLSC	

## 6. Form B

### Application form for reimbursement of expenses for DPR Preparation

<b>Project Name</b>	
<b>Project JNNURM MIS Code</b>	

<b>1.</b>	Name of the City	
<b>2.</b>	Name of the SLNA	
<b>3.</b>	Date of DPR approved by SLSC	
<b>4.</b>	Implementing Agency	

#### Expense Summary

<b>5.</b>	Total amount Claimed ( in Rs)	
<b>5.A</b>	Consultancy Fees	
<b>5.B</b>	Other expenditure incurred to ULB/State in preparation of the DPR (please furnish Items-wise supporting documents)	
<b>6.</b>	Payment details	<b>Attach as Annexure-</b> 3. Copy of payment Invoice 4. Proof of payment made to consultant 3. Copy of cash vouchers

#### Other documents to be provided as Annexure

<b>7.</b>	Enclose copy of EoI publication /Tender Advertisement ( with date)	<b>Attach as Annexure-</b>
<b>8.</b>	Details of bid/Evaluation - Comparative statement specifying bidder and their respective bids.	<b>Attach as Annexure-</b>
<b>9.</b>	Copy of work order / contract agreement	<b>Attach as Annexure-</b>
<b>10.</b>	Copy of work completion certificate issued to the consultant	<b>Attach as Annexure-</b>
<b>11.</b>	Copy of final approved DPR (1 Hard Copy and 1 Soft copy on CD) & Comments of CSMC	<b>Attach as Annexure-</b>

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<b>12.</b>	Certificate	<b>Form D of Annexure-</b>
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Signature of the Commissioner / Municipal officer / Chief Executive Officer at ULB	
Signature of the forwarding officers at SLSC	

