



# URBAN GOVERNANCE REFORMS FOR MAHARASHTRA

Study on  
Corporation Procedure Rule





# TABLE OF CONTENTS

<b>ACKNOWLEDGEMENT</b>	01
<b>ABOUT PRAJA</b>	02
<b>FOREWORD</b>	03
<b>EXECUTIVE SUMMARY</b>	05
<b>PART 1</b> Study of Corporation Procedure Rules in Municipal Corporations of Maharashtra	06
1.1 Availability of CPR	07
1.2 The study framework	08
1.2.1 Details of the attributes	10
1.2.2 Key Insights	21
1.2.3 Procedures outlined in the CPRs as per 155 attributes	25
<b>PART 2</b> Urban Governance Reforms in Maharashtra	37
2.1 Need for structured training of Councillors	38
2.2 Empowered Mayor	39
2.3 Citizen Participation	40
<b>ANNEXURE</b>	41

# ACKNOWLEDGEMENT

Praja has obtained the documents, data and information after reaching out to all the 27 Municipal Corporations of Maharashtra. Thus, it is very important to acknowledge everyone who helped us in this study and provided guidance. We would like to sincerely thank all the stakeholders including the Members of Legislative Assembly (MLA), Govt. of Maharashtra; Members of Legislative Council (MLC), Govt. of Maharashtra; Mayors and Municipal Secretaries of all the Municipal Corporations; Administrative officials, Individuals, Academicians and Civil Society Organisations from all the 27 cities for their support.

Praja Foundation appreciates the contributions made by our supporters and donors, namely Tree for Life Foundation, Friedrich Naumann Foundation, Rohini Nilekani Philanthropies, Lal Family Foundation, A.T.E. Chandra Foundation and Madhu Mehta Foundation and numerous other individual supporters.

We like to thank our group of Advisors & Trustees and last but not the least, we would like to acknowledge the contributions of all members of Praja's team, who worked towards completing this study.



**Madhu Mehta  
Foundation**



*The views and opinions included in this report are solely that of Praja Foundation and not that of our supporters and does not imply an endorsement from them or any entity they represent.*

# ABOUT PRAJA

Over the last two decades, Praja Foundation has been working towards enabling accountable governance. We conduct data-driven research on civic issues, and inform citizens, media, and government administration. We also work with elected representatives to equip them to address inefficiencies in their work processes, bridging the information gaps, and mobilising them in taking corrective measures advocating for change.

In the past we have partnered with the Mumbai Corporation to come up with its first Citizen Charter to revamp their Citizens' Complaint Grievances Mechanism and handholding them to run it in the initial years; we come up with annual white papers on the performances of civic, health, crime, education and housing issues in Mumbai and Delhi; since 2011 we have been coming up with annual report cards to rank performances of MLAs and Councillors in Mumbai and (since 2016) Delhi. We do not just stop at creating standardised matrixes or governance indicators but also support in capacity building of elected representatives, executives and citizens by coming up with various handbooks on governance and conducting numerous workshops/trainings on governance issues.

Praja has now embarked on an ambitious journey to transform urban governance across the country, to advocate policy changes that will change the way Indian cities are governed. It is a multilayer project in nature, with research being the bedrock to form a network and influence change. We have recently conducted an Urban Governance Reforms Study to map the implementation of the 74th Amendment and the status of urban reforms in all the states to identify levers and barriers and to identify a set of recommendations. The first of its kind study, led to developing an 'Urban Governance Index' to assess the present status of reform implementation, with the larger goal of forging a network of key influencers, thought leaders and local government bodies to democratise city governments and improve the delivery of services. The network is being leveraged as a platform for knowledge sharing through thematic studies such as on Fiscal Empowerment of City Governments in partnership with NIUA (National Institute of Urban Affairs).

Parallely, we are working in different cities; Mumbai, Srinagar and Bellary to build models of good governance. Where we are working with the municipal corporation to strengthen its urban governance frameworks and revamp its e-governance platform, building the capacity of councillors & officials and engaging youth in an urban governance fellowship. In a nutshell, the project, in the long run, will enable urban governance to transform a 'smart city' into a 'smartly governed city' by influencing policy change at a structural and system level.

# FOREWORD

Maharashtra is the third most urbanised state in India with 45.23% urban population<sup>1</sup>. The urban population in Maharashtra has seen a growth of 23.67% from 2001-2011<sup>1</sup>. To be able to provide basic services and quality of life to the rapidly increasing urban population in Maharashtra, it is important to empower the grassroots democracy.

As of December 2022, municipal elections are due for 23 out of the 27 Municipal Corporations in Maharashtra and are expected to happen in the near future. The interim period can be used effectively to introduce provisions and build mechanisms for further strengthening Urban Governance.

Praja released the 1st Urban Governance Index (UGI) in December 2020, to map urban governance status across 28 states and National Capital Territory of Delhi, on indicative themes of democratic empowerment and accountability pertaining to urban governance. In Praja's UGI 2020, Maharashtra State has secured an overall UGI rank of 2 (out of 29) with a score of 55.15%. The lack of empowerment of local governments in Maharashtra along with rapid urbanisation clearly reflects the need for immediate reforms in the urban governance domain. The reform recommendation for Maharashtra include:

1. A **standardised robust and detailed municipal corporation procedure and conduct of business rules** to be drafted and approved for all municipal corporations in Maharashtra.
2. Provision for **Regular and Mandatory training for councillors** in the state municipal acts of Maharashtra should be made and strictly implemented.
3. Empowering the Mayor to be the *defacto* and *dejure* head of the city government by term which is **coterminous with that of the city government (five years), a Mayor-in-Council system and a directly elected Mayor**.
4. Citizen participation in planning, consultation and feedback should be included through **area sabha** or similar platforms like a robust **e-governance system** with provision for **Open Data Portal, Transactions, Public Grievance Redressal Mechanism and Citizen Participation Forum**.

To continue advocacy on urban governance reforms, Praja had hosted a consultation with key political and administrative leadership of Maharashtra in June, 2021 to discuss the key reforms. The consultation outlined a six point reform agenda for immediate attention and implementation towards empowering urban governance.

Taking the research and advocacy steps ahead, Praja Foundation has conducted a **study on the status of Corporation Procedure Rules in the 27 Municipal Corporations in Maharashtra**. Corporation procedure rules (CPR) lay out the details and procedures of conduct to ensure structured discussion and deliberation in council and committee meetings.

# FOREWORD

The study evaluates the availability of CPR documents and the processes laid out for all 27 Municipal Corporations. The study has shown that there is a need for a standardised robust and detailed corporation procedure rules for all municipal corporations in Maharashtra.

The provision for **Regular and Mandatory training for Councillors** in the state municipal acts of Maharashtra should be made and strictly implemented. As it is observed that the newly elected Councillors need two to three years to understand the procedure of working of the corporation, municipal corporation act and the budget processes and departments, development plan, smart cities project etc. due to absence of a robust training system.

Implementing a robust CPR along with a structured councillor training will not only improve the quality of deliberations at the local level but also have an impact on the decision making. It will also help the local elected representatives as well as the local administration to deliver on their mandate.

**NITAI MEHTA**

**Founder and Managing Trustee, Praja Foundation**

# EXECUTIVE SUMMARY

The city governments are responsible for providing basic functions and services such as water supply, sanitation, solid waste management and some important functions such as urban planning, land use, construction of buildings, roads and bridges. These functions have a direct impact on quality of life in cities. Therefore, it is important that the deliberation and decision-making process in the city government is well structured to make decision making effective.

In Maharashtra, the Brihanmumbai Municipal Corporation (BMC) is formed and given functions under the Mumbai Municipal Corporation Act, 1888 while all other 26 Municipal Corporations are formed under the Maharashtra Municipal Corporation Act, 1949. The Municipal Corporation Acts outline the structure and functioning of the Municipal Corporations, and the Corporation Procedure Rules (CPR) document outlines the details and procedures of conduct for all the municipal authorities ensuring structured discussion, effective deliberation and decision making. Therefore, CPR is an important document for functioning of the Municipal Corporations.

The report contains insights from the study of CPR documents of the 27 Municipal Corporations in Part 1 and the other urban governance reforms for Maharashtra in Part 2. Key insights from the study are:

- Out of the 27 Municipal Corporations, 15 Municipal Corporations have a CPR document.
- CPR of only 10 municipal corporations are approved by the State Government.
- Out of the 155 attributes for analysis of CPR, none of the CPR documents have procedures laid out for all of them.
- The CPR of Jalgaon, Mira-Bhayander, Mumbai and Pune have detailed processes outlined for most of the themes and attributes.
- CPR of Pimpri-Chinchwad, Kolhapur, Solapur has processes outlined for less than 55 attributes out of the 155 attributes.
- Only in the CPR of Mumbai, detailed processes on functioning of the Municipal Corporation, Municipal Committees, especially the devices to be used for raising questions in the corporation and committees have been outlined.

It is evident from the study that even the 15 CPR documents are not detailed and do not outline the processes for effective deliberation. The study clearly calls for **formulation of a standardised and detailed Corporation Procedure Rule for all municipal corporations in Maharashtra**. Along with the formulation of CPR, a **training and hand holding program** should be outlined to support the Municipal Corporations to practice the provisions and processes outlined in the CPR.

**MILIND MHASKE,**  
CEO, Praja Foundation



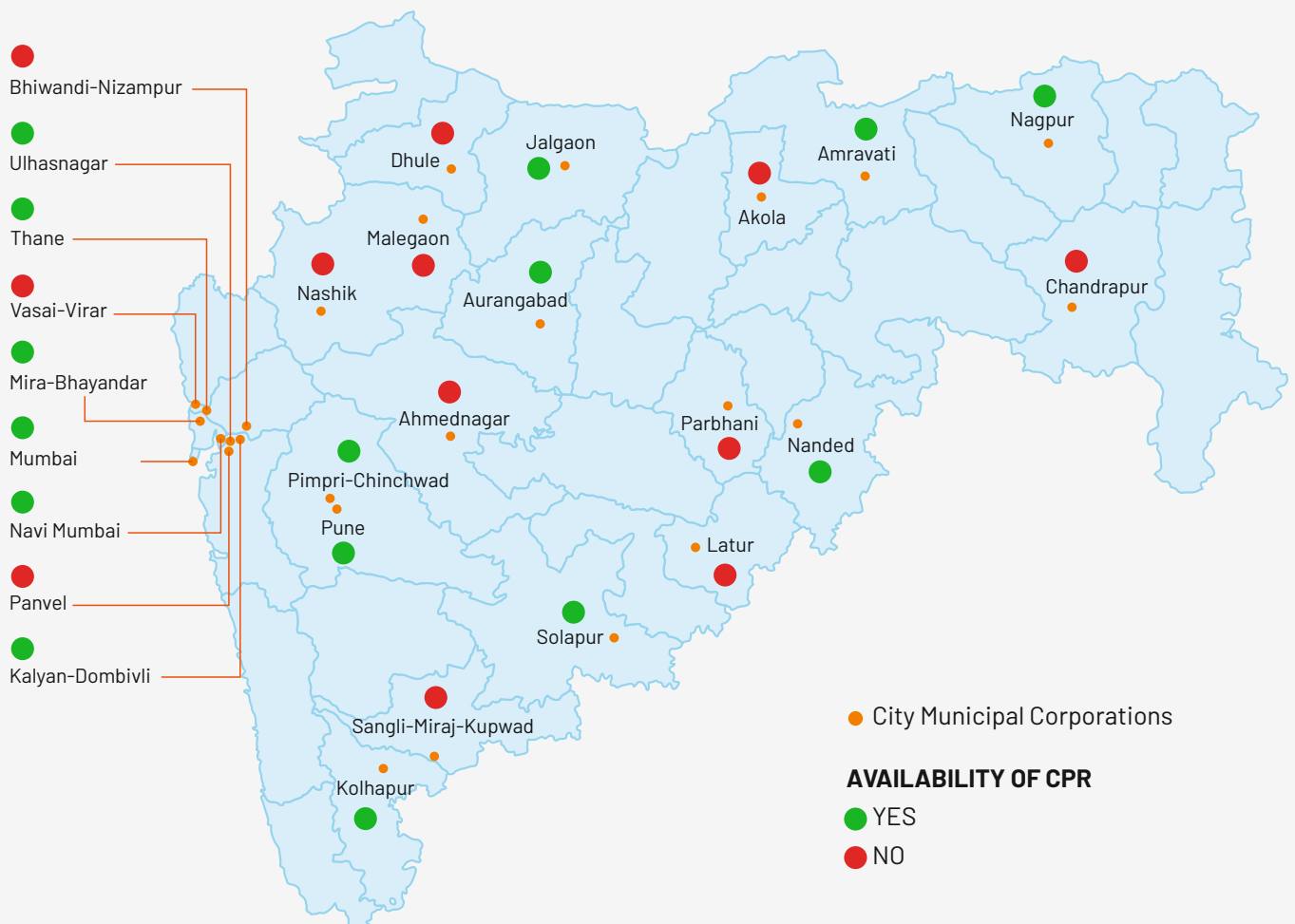
# PART 1


## Study of Corporation Procedure Rules in Municipal Corporations of Maharashtra



## 1.1 AVAILABILITY OF CPR

There are **27 Municipal Corporations** in Maharashtra. Out of the 27 Municipal Corporations, only **15 Municipal Corporations have CPR documents**. Out of the 15 CPR documents, **10 documents are approved by the State government**, rest **5 are passed by the Municipal Corporation in the General Body/ Corporation meetings**.



 Note: Map not to scale

Sr. No	Name	CPR document approved by State Govt.
1	● Ahmednagar Municipal Corporation	Not applicable
2	● Akola Municipal Corporation	Not applicable
3	● Amravati Municipal Corporation	Published in Maharashtra Government Gazette
4	● Aurangabad Municipal Corporation	Passed by the Corporation
5	● Bhiwandi-Nizampur Municipal Corporation	Not applicable
6	● Mumbai Municipal Corporation	Approved by Maharashtra Government
7	● Chandrapur Municipal Corporation	Not applicable
8	● Dhule Municipal Corporation	Not applicable
9	● Jalgaon Municipal Corporation	Passed by Corporation
10	● Kalyan-Dombivli Municipal Corporation	Approved by Maharashtra Government through resolution
11	● Kolhapur Municipal Corporation	Passed by Corporation
12	● Latur Municipal Corporation	Not applicable
13	● Malegaon Municipal Corporation	Not applicable
14	● Mira-Bhayandar Municipal Corporation	Passed by the Corporation
15	● Nagpur Municipal Corporation	Published in Maharashtra Government Gazette
16	● Nanded-Waghala Municipal Corporation	Passed by the Corporation
17	● Nashik Municipal Corporation	Not applicable
18	● Navi Mumbai Municipal Corporation	Approved by Maharashtra Government
19	● Panvel Municipal Corporation	Not applicable
20	● Parbhani Municipal Corporation	Not applicable
21	● Pimpri-Chinchwad Municipal Corporation	Approved by Maharashtra Government through resolution
22	● Pune Municipal Corporation	Approved by Maharashtra Government
23	● Sangli-Miraj-Kupwad Municipal Corporation	Not applicable
24	● Solapur Municipal Corporation	Approved by Maharashtra Government through accompaniment to resolution
25	● Thane Municipal Corporation	Approved by Maharashtra Government
26	● Ulhasnagar Municipal Corporation	Approved by Maharashtra Government
27	● Vasai-Virar Municipal Corporation	Not applicable

AVAILABILITY OF CPR ● YES ● NO

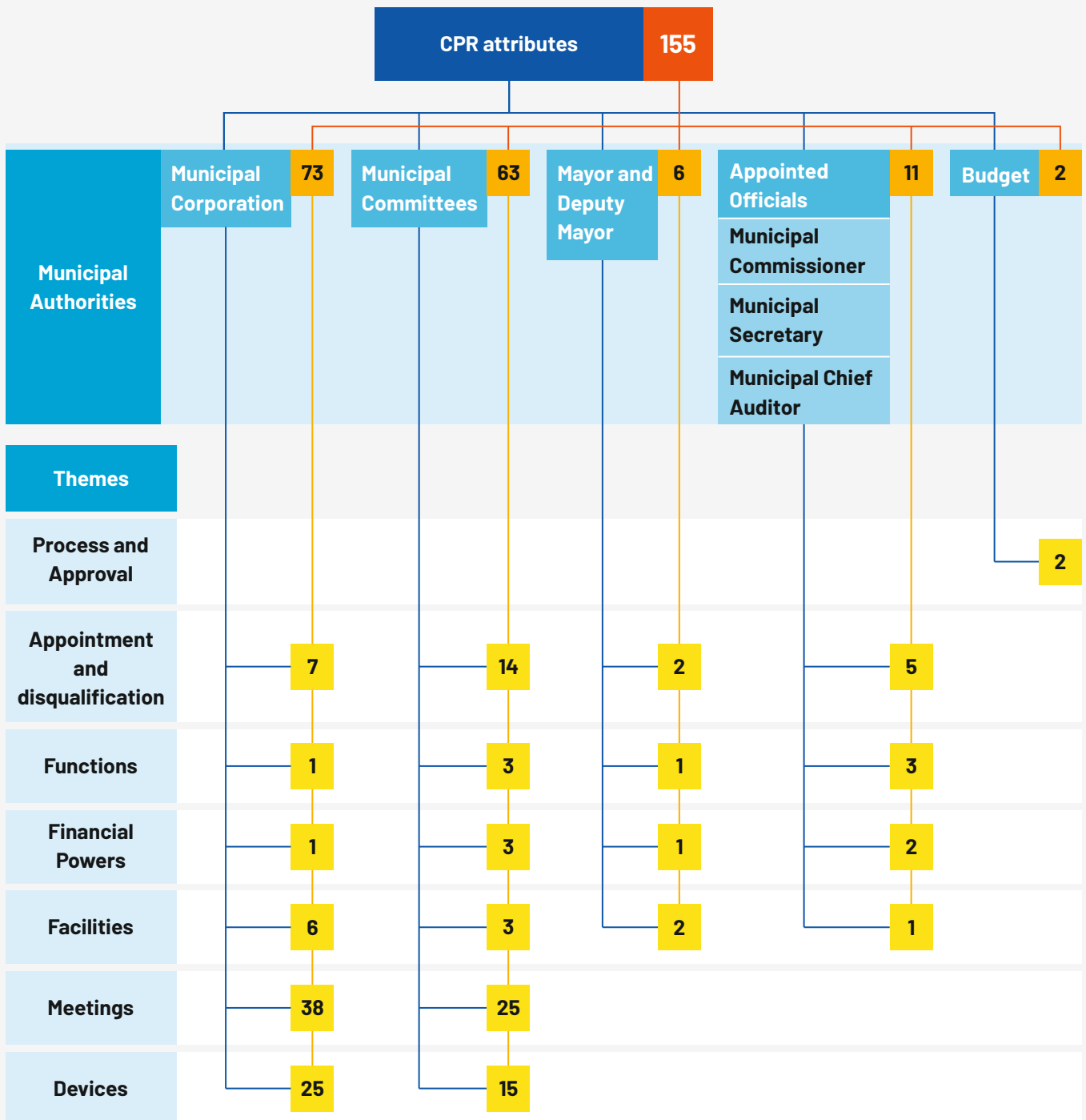
## 1.2 THE STUDY FRAMEWORK

The CPR study framework has two components for evaluation. The first component is the municipal authorities which form the base of the study. The second component is the themes which include the key processes that must be included in the CPR for effective functioning and deliberation of the Municipal Corporation.

In Maharashtra, there are two municipal corporation Acts; Mumbai Municipal Corporation Act, 1888 applicable for Mumbai and Maharashtra Municipal Corporation Act, 1949 applicable for other 26 Municipal Corporations. Both Municipal Corporation Acts mention Municipal Corporation, Municipal Committees, Mayor and Appointed Officials (Commissioner) as the authorities charged with carrying out the provisions mentioned in the respective Acts. Therefore, the CPR study evaluates if there are process attributes mentioned for the said authorities.

For each of the mentioned authorities, the procedures for appointment, disqualification, functions, financial powers, meetings, and devices should be laid out in detail in the CPR of each of the Municipal Corporations. Therefore, these form the themes under each authority. Each theme is further detailed into attributes necessary for outlining the processes. A total of 155 attributes have been outlined after studying the CPRs and Municipal by-laws documents available in cities across India.

The CPR document will outline processes for the provisions mentioned in the Municipal Corporation Acts which revolve around the authority to carry out the provisions mentioned. However, processes such as councillor elections and the appointment of officials are under the purview of the State Government. Therefore, the respective attributes are evaluated in the Municipal Corporation Acts and all other attributes evaluate the CPR documents.



### 1.2.1 DETAILS OF THE ATTRIBUTES

The State Municipal Act mentions Municipal Corporation, Municipal Committees, Mayor and Deputy-Mayor and Appointed officials (Municipal Commissioner) as the municipal authorities in charge of carrying out the provisions mentioned in the respective Municipal Corporation Acts. Therefore, it is important to outline the procedures for carrying out the provisions mentioned in the Acts. The procedures need to be outlined for appointment and disqualification, functions, financial powers, facilities, meetings, and devices for the functioning of the General Body Meeting and municipal committees. The processes for appointment and disqualification, functions, financial powers and facilities should be included for Mayor, Deputy Mayor and appointed officials such as Municipal Commissioner, Municipal Secretary and Municipal Chief Auditor. The municipal budget is a very important aspect of the works of the Municipal Corporation. Therefore, procedures for the preparation and approval of the municipal budget should also be included in the Corporation Procedure Rules.

#### AUTHORITY 1: MUNICIPAL CORPORATION/GENERAL BODY MEETING

The Municipal Corporation or the General Body Meeting (GBM) is the most important and key deliberative body of the Municipal Corporation. It is responsible for deliberation and decision making related to all issues and development in the city. The CPR attributes therefore include the procedures for appointment and disqualification of the members of the corporation, functions of the corporation, financial powers devolved to the corporation, facilities provided to the corporation members, meetings of the corporation, and the details of devices used for deliberation in the general body meeting.

#### ● 1.1 Appointment and disqualification

The theme of appointment and disqualification of members of the corporation includes the processed for appointment and disqualification of the elected and nominated councillors along with the details and procedures for suspension of Councillors. The procedures are important to ensure criteria for the right members to be elected in the corporation and to ensure the rules are followed and decorum is maintained against which the members can face disqualification.

Attribute No	Attributes
1	Does the Act/By-law explain the process for election of Councillors?
2	Does the Act/By-law explain the process of how a nominated individual becomes a member of the Corporation?
3	Does the By-law explain the process of disqualification of Councillors?
4	Does the By-law explain the process of disqualification of Nominated Councillors?
5	Does the By-law explain the details of suspension of Councillor? And how will this process be executed?
6	Does the By-law explain the process of training of members (elected and nominated)?
7	Does the By-law explain the process of election of Speaker?

#### ● 1.2 Functions

The functions of the Councillors should be laid out in the CPR to ensure there is a clear mandate for the members towards executing their duties as the members of the corporation

Attribute No	Attributes
8	Does the By-law explain the functions of Councillor?

### ● 1.3 Financial Powers

The municipal corporation/general body had the power to approve plans and estimates of a specified amount. The process for this should be outlined to ensure the decision is taken after deliberation in the general body.

Attribute No	Attributes
9	Does the By-law include provision to approve plans and estimates of specified amount by the Corporation?

### ● 1.4 Facilities

It is important to provide adequate facilities to the corporation members both elected and nominated to be able to perform their duties. Being the members of the Corporation, the elected and nominated councillors should be provided with facilities such as fixed salaries, allowances for office space, secretary, vehicle, etc.

Attribute No	Attributes
10	Does the By-law have provision for fixed salary for Elected Councillors?
11	Does the By-law mention the provision of allowances for office space, secretary, vehicle, etc to the Councillors?
12	Does the By-law explain provision and rule for payment of fees/salary to Nominated Councillors?
13	Does the By-law mention the process for the use of stationery by the Municipal Secretary department and the Corporation members?
14	Does the By-law mention process for the use of corporation vehicle or the method of usage of display (logo) on the private vehicle by the members?
15	Does the By-law mention process for the use and method of usage of display (logo) on public building or private office by the members?

### ● 1.5 Meetings

The meetings of the general body/corporations are the most important forum for deliberation and decision making in the corporation. Therefore, it is important to outline the processes for the general body meetings. The processes should include details of the meetings such as ordinary and special meetings, meetings open to the public, a notice of meeting, preparation of agenda, quorum, attendance and meeting minutes. The mentioned processes are important to ensure the effective functioning of the general body meeting.

Attribute No	Attributes
16	Does the By-law explain how meetings should be held by the Corporation?
17	Does the By-law explain what is an ordinary meeting? How and when an ordinary meeting should be held?
18	Does the By-law explain what is a special meeting? How and when a special meeting should be held?
19	Does the By-law have the provision for meetings to be open for public?
20	Does the By-law explain details on how the meeting will be open for public, details of how the public be informed about the meetings and how many citizen/public can attend the meeting?
21	Does the By-law include provision for resolution to hold meeting in private?

Attribute No	Attributes
22	Does the By-law give details on how the notice for meetings will be given to members?
23	Does the By-law outline the process of how agenda will be prepared for the GBM?
24	Does the By-law mention how the agenda will be shared with the members?
25	Does the By-law mention the agenda to be published for the citizens?
26	Is there any format/process explained in By-law on arranging of business and order of items/meetings agenda for any meetings and who will do so?
27	Is there any provision in the By-law to group the item of business of the meetings with the consent of majority or any other process?
28	Does the By-law explain the quorum of all GBM meetings and processes if no quorum is attained?
29	Does the By-law include provision for keeping an attendance register?
30	Does the By-law mention who will maintain the attendance register?
31	Does the By-law mention process of recording the attendance?
32	Does the By-law mention the selection of presiding officer for the meetings? If the presiding officer is the Mayor/Deputy Mayor, does it mention the procedure when the presiding officer is absent?
33	Is there a provision in By-law explaining if adjourned meetings to be held on some other days under adjournment meeting(tahakub)?
34	Is there a provision in the By-law explaining the process of deciding a meeting date, notice to members for the meeting and order of items during the meetings?
35	Does the By-law mention mandatory language for corporation proceedings?
36	Does the By-law explain the process for suspension of a meeting?
37	Does the By-law mandate keeping minutes of meeting?
38	Does the By-law mention the process to keep the meeting minutes (offline in a book and in soft copy)?
39	Does the By-law mention who will keep the minutes, what will be taken in the minutes, what will be omitted, and whose name will be mentioned in the meetings?
40	Does the By-law mention the process to disseminate minutes of the meetings among the members and the concerned department?
41	Does the By-law mention any fee to be paid by the members for accessing the minutes?
42	Does the By-law mention who is responsible to circulate the minutes?
43	Does the By-law explain how will the minutes be disseminated to the public (online through the corporation website/newspaper/other way)? Will the citizen have to pay fee for accessing the minutes?
44	Does the By-law explain the process of how the minutes be read in the house and the process of passing the minutes in GBM/corporation meeting?
45	Does the By-law mention the provision to make amendments in the minutes, the process of how and who can do the amendments in the minutes?

Attribute No	Attributes
46	Does the By-law mention process of recording the minutes of meeting and provision to share the recorded minutes in Public Domain?
47	Does the By-law explain who shall have the custody of proceedings and records of the corporation?

## ● 1.6 Devices

There are different formats of devices used to raise questions and deliberate in the general body meeting. It is important to outline in detail the process of raising questions through all the devices in order to ensure effective deliberation. The CPR should include a timeline, whom to address, how many questions to be asked, quorum, amendment, debate and voting under each of the device used in the general body meeting.

Attribute No	Attributes
48	Does the By-law contain details of each device (question/issues to be raised in the house or committees), naming of all kind of devices and explanation of each device?
49	Does the By-law mention how much prior notice to be given to ask any device/question?
50	Does the By-law mention details to whom the questions to be submitted/addressed to?
51	Does the By-law mention details on how many questions can be asked by one councillor at a time?
52	Does the By-law mention details on how many issues can be asked in one question/device?
53	Does the By-law mention if the timeline to reopen the question which is once disposed of?
54	Does the By-law mention what should be the quorum of the house/meeting during the question is raised?
55	Does the By-law explain how a question is written and what will be the content of the respective devices?
56	Does the By-law share a sample of a question under each device?
57	Does the By-law explain details of the following during a raised questions under each device: vote, discuss/debate, adjournment, passing?
58	Does the By-law explain the time period for the discussion in the meeting?
59	Does the By-law explain in detail who replies to the question and the time taken to reply to the question asked by the member in GBM/corporation meetings?
60	Does the By-law explain if the Councillor is not present during the question what will happen to the raised questions?
61	Does the By-law explain the time period within which the question of a certain type under each device can be tabled, and included in the proceeding of the meetings of the house?
62	Does the By-law explain how an amendment can be proposed?
63	Does the By-law explain how many amendments can be moved in one meeting or by one Councillor?
64	Does the By-law explain about withdrawal of the motions or amendments and who can withdraw it, and by whose permission?
65	Does the By-law explain the process of voting on the amendments tabled?
66	Does the By-law explain how is the vote taken, documented and maintained?



Attribute No	Attributes
67	Is there any provision in By-law to propose an adjournment to a meeting, debate or motion? Does the By-law explain the process of the adjournment motion?
68	Does the By-law explain the process of Voting?
69	Does the By-law explain who is permitted to vote or debarred from voting? If there is a tally of votes then what will be the process of making a decision?
70	Does the By-law explain the process of moving a resolution?
71	Does the By-law mention time period for moving a resolution?
72	Does the By-law explain details of following during resolution process: vote, discuss/debate, adjournment, passing?
73	Does the By-law explain how will any resolution/motion be debated, passed, moved and seconded? Can the councillor speak more than once?

## AUTHORITY 2: MUNICIPAL COMMITTEES

Municipal Committees are the second most important municipal authority for deliberation. Important discussions and deliberations on needs, grievances, issues and budget are conducted in the committees. The CPR attributes therefore include the procedures for appointment and disqualification of the members of committees, functions of the committees, financial powers devolved to the committees, facilities provided to the chairperson and members, meetings of the committees and the details of devices used for deliberation in the committee meetings.

### ● 2.1 Appointment and disqualification

The theme of appointment and disqualification of members of the committee includes the details of committees to be set up, the number of members of each committee, details of elected and nominated members of the committee, processes of the election, retirement of members and ex-officio members. The processes related to all these are important for ensuring a good committee structure.

Attribute No	Attributes
74	Does the By-law explain the type and name of the committees?
75	Does the By-law mention the number of members for each committee mentioned in the Act?
76	Does the By-law explain the provision and number of nominated members in the committees?
77	Does the By-law explain the process for qualification/disqualification of the Councillors to be a member of the committee?
78	Does the By-law explain the process for qualification/disqualification of the Nominated members to be a member of the committee?
79	Does the By-law explain the process of election of the member of the committees mentioned in the Act?
80	Does the By-law explain process of selection of the nominated committee member mentioned in the Act?
81	Does the By-law mention the tenure of the member (councillors and nominated members) to the committees mentioned in the Act?

Attribute No	Attributes
82	Does the By-law mention the method of retirement of the members (councillors and nominated members) from the committees?
83	Does the By-law explain the process of the election of the Committee Chairperson?
84	Does the By-law explain the process of the election of Committee Deputy Chairperson?
85	Does the By-law mention who will preside over the meeting in absence of the Chairperson and Deputy Chairperson?
86	Does the By-law mention who will be the ex-officio members of the Committees?
87	Does the By-law explain the process of training of members (elected and nominated)?

## ● 2.2 Functions

The functions of the committee members should be laid out in the CPR to ensure there is a clear mandate for the members towards executing their duties as the members of the committee.

Attribute No	Attributes
88	Does the By-law explain what is the function of the apex committee Chairperson?
89	Does the By-law explain the sphere of business/area of functioning of each committee mentioned in the Act?
90	Does the By-law explain the sphere of business/area of functioning of each committee mentioned in the Act?

## ● 2.3 Financial Powers

Similar to the municipal corporation/general body, municipal committees also should have the power to approve plans and estimates of a specified amount. The process for this should be outlined to ensure the decision is taken after appropriate deliberation in the committee meetings.

Attribute No	Attributes
91	Does the By-law include provision to approve plans and estimates of specified amount by the apex committee?
92	Does the By-law include provision to approve plans and estimates of specified amount by the subject/standing committees?
93	Does the By-law include provision to approve plans and estimates of specified amount by the ward committees?

## ● 2.4 Facilities

It is important to provide adequate facilities to the apex committee chairpersons to be able to perform their duties. The theme looks at the facilities of the apex committee chairperson, and the right of the members to obtain information.

Attribute No	Attributes
94	Does the By-law mention the facilities (vehicle, residence, etc) for the Apex Committee Chairperson?
95	Does the By-law explain the right of the members to obtain information pertaining to administration?
96	Does the By-law explain the details of the restrictions on the members while speaking?

## ● 2.5 Meetings

The committee meetings are an important forum for deliberation and decision making. Therefore, it is important to outline the processes for the committee meetings. The processes should include details of the meetings such as date, time, type, meetings open to the public, a notice of meeting, preparation of agenda, quorum, attendance and meeting minutes. The mentioned processes are important to ensure the effective functioning of the committee meetings.

Attribute No	Attributes
97	Does the By-law explain the process to decide the time and date for the committee meetings?
98	Does the By-law explain the process to decide the type of the committee meetings like general, special or adjourn?
99	Does the By-law explain the procedure for conducting the meeting?
100	Does the By-law have provision for opening the committee meetings for Public (In-person/through video stream)?
101	Does the By-law explain how will it be open for public, details of how the public will be informed about the meetings and how many citizen/individuals can attend the meeting (In person/through video stream)?
102	Is there a provision for the meeting to be held in private?
103	Does the By-law explain how will the notice for all committee meetings will be given to the members?
104	Does the By-law explain the process of preparation of the agenda of committee meetings for all committees mentioned in the Act?
105	Does the By-law explain the process of preparation and circulation of agenda for all the committee meetings mentioned in the Act?
106	Does the By-law have a provision for keeping an attendance register?
107	Does the By-law mention who will maintain the attendance register?
108	Does the By-law mention process of recording the attendance?
109	Do the By-law explain the quorum of all meetings and the process if no quorum is attained?
110	Does the By-law explain the process of voting?
111	Does the By-law explain who is permitted to vote and debarred from voting? If there is a tally of votes then what will be the process of making a decision?
112	Is there any provision in the By-law to propose an adjournment to a committee meeting, debate or a motion? Does the By-law explain the process of the adjournment motion?
113	Does the By-law mandate keeping minutes of committee meetings?
114	Does the By-law mention the process to keep the committee meeting minutes (offline in a book and in soft copy)?
115	Does the By-law mention who will keep the minutes, what will be taken in the minutes and what will be omitted, and whose name will be mentioned in the meetings?
116	Does the By-law mention the process to disseminate minutes of the meetings among the members and the concerned department?
117	Does the By-law mention any fee to be paid by the members for the minutes?

Attribute No	Attributes
118	Does the By-law mention who is responsible to circulate the minutes? Does the By-law explain how will it be disseminated to the public (online through corporation website/ newspaper/any other way)?
119	Does the By-law explain how will the minutes be disseminated to the public (online through corporation website/ newspaper/any other way)? Will the citizen have to pay a fee for the minutes?
120	Does the By-law explain process of how the minutes be read and passed in the committee meeting?
121	Does the By-law mention the provision to make amendments in the minutes, the process of how and who can do the amendments in the minutes?

## ● 2.6 Devices

There are different formats of devices used to raise questions and deliberate in the committee meetings. It is important to outline in detail the process of raising questions through all the devices in order to ensure effective deliberation. The CPR should include of timeline, whom to address, how many questions to be asked, quorum, amendment, debate and voting under each of the devices used in the committee meeting.

Attribute No	Attributes
122	Does the By-law contain details of each device (question/issues to be raised in the house or committees), naming of all kinds of devices and explanation of each device?
123	Does the By-law mention time period of prior notice to ask any device/question?
124	Does the By-law mention details to whom the questions to be submitted/addressed?
125	Does the By-law mention details about how many questions can be asked by one Councillor at one time?
126	Does the By-law mention details on how many issues can be asked in one question/device?
127	Does the By-law mention the time period to reopen the question which is once disposed of?
128	Does the By-law mention what should be the quorum of the house/meeting during the question is raised?
129	Does the By-law explain how a question is written and what will be the content of the respective Devices?
130	Does the By-law share a sample of a question under each device?
131	Does the By-law explain details of the following during a raised question under each device: vote, discuss/ debate, adjournment, passing?
132	Does the By-law explain the time period for the discussion in the meeting?
133	Does the By-law explain details of; who replies to the question and the time taken to reply to the question asked by the member committee meetings?
134	Does the By-law explain if the Councillor is not present during the question what will happen to the raised questions?
135	Does the By-law explain the days and time mentioned when the question of the certain type under each device can be tabled, and mentioned in the proceeding of the meetings of the house?
136	Does the By-law mention the process if there are conflicting decisions in different committees?

### AUTHORITY 3: MAYOR AND DEPUTY MAYOR

Mayor is the head of the Municipal Corporation. Therefore, It is important to ensure that the appointment, disqualification, functions, financial powers and facilities are outlined for both Mayor and Deputy Mayor in the CPR.

#### ● 3.1 Appointment and disqualification

The theme of appointment and disqualification includes the processes of election and disqualification of Mayor and Deputy Mayor.

Attribute No	Attributes
137	Does the By-law mention the process of election of Mayor and Deputy Mayor?
138	Does the By-law explain the process of disqualification of Mayor and Deputy Mayor?

#### ● 3.2 Functions

The functions of the Mayor and Deputy Mayor should be laid out in the CPR to ensure there is a clear mandate for executing their duties.

Attribute No	Attributes
139	Does the By-law explain what are the roles and responsibilities of Mayor and Deputy Mayor?

#### ● 3.3 Financial Powers

Similar to the municipal corporation/general body and the municipal committees, Mayor also should have the power to approve plans and estimates of a specified amount. The process for this should be outlined to ensure effective decision making.

Attribute No	Attributes
140	Does the By-law include provision to approve plans and estimates of specified amount by the Mayor?

#### ● 3.4 Facilities

Being the head of the municipal corporation, it is important to provide adequate facilities in order to perform their duties. The theme looks at the facilities of the Mayor.

Attribute No	Attributes
141	Does the By-law mention facilities(vehicle, residence, etc)for the Mayor?
142	Does the By-law mention facilities(vehicle, residence, etc)for the Deputy Mayor?

## AUTHORITY 4: APPOINTED OFFICIALS

The Appointed officials such as Municipal Commissioner, Municipal Secretary and Municipal Chief Auditor play an important role in the functioning of the municipal corporation and delivery of services in the city. Therefore, the CPR should include the process for appointment, disqualification, functions, financial powers and facilities of the mentioned officials.

### 4.1 Municipal Commissioner:

The Municipal Commissioner is responsible for the administrative wing of the corporation and to ensure the effective delivery of services to the citizens. Therefore, it is important to outline the procedure for appointment, disqualification, functions, financial powers and facilities of the Municipal Commissioner.

Attribute No	Themes	Attributes
143	Appointment and disqualification	Does the Act/By-law mention the process of appointment of the Commissioner?
144	Appointment and disqualification	Does the Act/By-law mention the process of disqualification of the Commissioner?
145	Functions	Does the By-law mention the functions of Commissioner?
146	Financial Powers	Does the By-law include provision to approve plans and estimates of specified amount by the Commissioner?
147	Financial Powers	Does the By-law include provision to approve plans and estimates of specified amount by the Additional Commissioner?
148	Facilities	Does the By-law mention facilities (vehicle, residence, etc) for the Municipal Commissioner?

### 4.2 Municipal Secretary:

The Municipal Secretary is responsible for ensuring proceedings of the municipal corporation and committee meetings and the possession of the papers and documents. Therefore, it is important to outline the procedure for appointment, disqualification and functions of the Municipal Secretary.

Attribute No	Themes	Attributes
149	Appointment and disqualification	Does the Act/By-law mention provision for Municipal Secretary?
150	Appointment and disqualification	Does the By-law mention powers, duties and functions of the Municipal Secretary or equivalent post?
151	Functions	Does the By-law mention the functions of Municipal Secretary?

### 4.3 Municipal Chief Auditor

The Municipal Chief Auditor is responsible for conducting an audit of accounts of the Municipal Funds. Therefore, it is important to outline the procedure for appointment, disqualification, and functions of the Municipal Chief Auditor.

Attribute No	Themes	Attributes
152	Appointment and disqualification	Act/Does the By-law mention provision for Municipal Chief Auditor?
153	Functions	Does the By-law mention the functions of Municipal Chief Auditor?

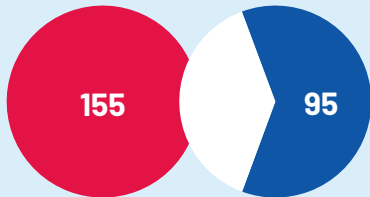
## 5. MUNICIPAL BUDGET

The Municipal Budget is an instrument which is important to ensure budgetary allocations to the decision making towards the improvement of quality of life in cities. Therefore, processes for making and conducting a general meeting on budget is important.

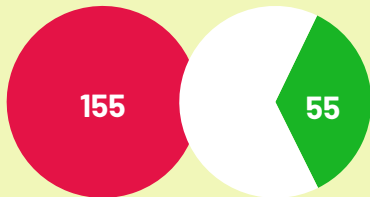
Attribute No	Themes	Attributes
154	Process of Budget General meeting on Budget estimates: Approval	Does the By-law mention the process of budget making?
155	General meeting on Budget estimates:	Does the By-law explain the process of how the general meeting on Budget estimates will be decided?

1.2.2 KEY INSIGHTS

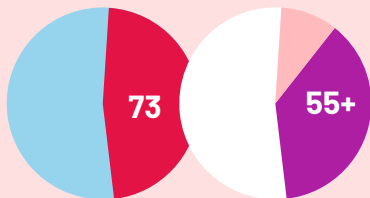
OVERALL INSIGHTS



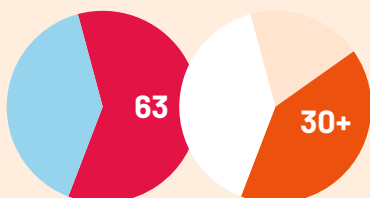
The CPR documents of **Jalgaon, Mira-Bhayander, Mumbai** and **Pune** have processes outlined for more than **95 attributes** out of the **155 attributes**.



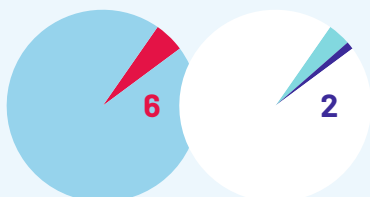
CPR of **Pimpri-Chinchwad, Kolhapur,** and **Solapur** has processes outlined for less than **55 attributes** out of the **155 attributes**.



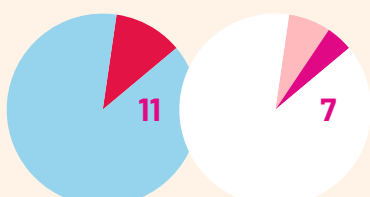
Out of the **73 attributes** for procedures of Municipal corporation, the CPR document of **Mumbai, Thane** and **Navi Mumbai** has a process for **more than 55 attributes**.



**Jalgaon, Nanded-Waghala, Mira-Bhayander, Pune** and **Ulhasnagar** have processes outlined for **more than 30 attributes** out of the **63** for the functioning of municipal committees. However, Solapur CPR has a process for only three attributes.



Out of the **six attributes** for the process of Mayor and Deputy-Mayor, only **Mumbai** CPR has processes for **two attributes**. However, there is no provision outlined in the CPR of **Nagpur** and **Solapur**.



Out of the **11 attributes** for the processes related to Municipal Officials, procedures for **seven attributes** are outlined in CPR of **Mumbai**. However, All other CPR documents under study have procedures for **five attributes**.



**MUNICIPAL CORPORATION**



The **Mumbai CPR** has outlined procedures for most of the attributes (6/7) for appointment and disqualification of the corporation members. All other corporation CPRs have processes outlined for partial processes only.

Only **Mumbai CPR** has outlined processes and facilities for the corporation members in detail.



**Mumbai** and **Amravati CPR** have outlined the process for approval of plans and estimates of a specified amount by the municipal corporation.



The processes for conducting municipal meetings are outlined for more than **30 out of 33** attributes for **Navi Mumbai, Nagpur** and **Thane CPR**.



The CPR of **Thane, Navi Mumbai, Mira-Bhayandar, Pune** and **Ulhasnagar** have outlined the detailed process of using devices in the corporation meeting for more than **20 attributes out of 25**.

**MUNICIPAL COMMITTEES**



The CPR document of **Jalgaon, Mira-Bhayandar** and **Pune** have procedures laid out for the appointment and disqualification of members of municipal committees.



The CPR documents of **Kolhapur, Pimpri-Chinchwad** and **Solapur** have not outlined the functions of municipal committees. While the CPR of all other Municipal Corporations has only one attribute out of the three outlined for the functioning of committees.



Only in the CPR of **Amravati, Mumbai** and **Pune** Municipal Corporation have outlined processes for approval of plans and estimates of a specified amount by the Municipal Committees.



**Nanded-Waghala, Jalgaon, Mira-Bhayandar, Kolhapur** and **Mumbai** CPR have outlined processes for devices to be used for raising questions in the committee meetings for more than five out of the 11 attributes.

**MAYOR**

The CPR documents of all Municipal Corporations except Nagpur and Solapur have outlined a **detailed procedure for election of Mayor**.

Since the Mumbai Municipal Corporation Act, 1888 and the Maharashtra Municipal Corporation Act, 1949 both **does not have provision for disqualification of Mayor**, the process is not outlined in the CPR documents.

None of the CPR documents outline the **function of the Mayor**.

Only in the CPR of **Amravati and Mumbai** have outlined processes for **approval of plans and estimates of specified amount** by the Mayor.

**1.2.3 PROCEDURES OUTLINED IN THE CPRs AS PER 155 ATTRIBUTES**

**1 to 29**

Mu - Mumbai	Am - Amravati	Au - Aurangabad	JI - Jalgaon	Kd - Kalyan-Dombivli
KI - Kolhapur	Mb - Mira-Bhayandar	Ng - Nagpur	Nw - Nanded-Waghala	Nm - Navi Mumbai
Pc - Pimpri-Chinchwad	Pn - Pune	SI - Solapur	Tn - Thane	UI - Ulhasnagar

■ Attribute included in CPR ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Corporation						Themes		Municipal Corporations										#					
1	Does the Act/By-law explain the process for election of Councillors?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	1
2	Does the Act/By-law explain the process of how a nominated individual becomes a member of the Corporation?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	2
3	Does the By-law explain the process of disqualification of Councillors?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	3
4	Does the By-law explain the process of disqualification of Nominated Councillors?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	4
5	Does the By-law explain the details of suspension of Councillor? And how will this process be executed?							Suspension of Councillors from meeting		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	5
6	Does the By-law explain the process of training of members (elected and nominated)?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	6
7	Does the By-law explain the process of election of Speaker?							Appointment and disqualification		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	7
8	Does the By-law explain the functions of Councillor?							Functions		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	8
9	Does the By-law include provision to approve plans and estimates of specified amount by the Corporation?							Financial Powers		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	9
10	Does the By-law have provision for fixed salary for Elected Councillors?							Financial Powers		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	10
11	Does the By-law mention the provision of allowances for office space, secretary, vehicle, etc to the Councillors?							Financial Powers		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	11
12	Does the By-law explain provision and rule for payment of fees/salary to Nominated Councillors?							Financial Powers		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	12
13	Does the By-law mention the process for the use of stationery by the Municipal Secretary department and the Corporation members?							Facilities		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	13
14	Does the By-law mention process for the use of corporation vehicle or the method of usage of display (logo) on the private vehicle by the members?							Facilities		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	14
15	Does the By-law mention process for the use and method of usage of display (logo) on public building or private office by the members?							Facilities		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	15
16	Does the By-law explain how meetings should be held by the Corporation?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	16
17	Does the By-law explain what is an ordinary meeting? How and when an ordinary meeting should be held?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	17
18	Does the By-law explain what is a special meeting? How and when a special meeting should be held?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	18
19	Does the By-law have the provision for meetings to be open for public?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	19
20	Does the By-law explain details on how the meeting will be open for public, details of how the public be informed about the meetings and how many citizen/public can attend the meeting?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	20
21	Does the By-law include provision for resolution to hold meeting in private?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	21
22	Does the By-law give details on how the notice for meetings will be given to members?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	22
23	Does the By-law outline the process of how agenda will be prepared for the GBM?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	23
24	Does the By-law mention how the agenda will be shared with the members?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	24
25	Does the By-law mention the agenda to be published for the citizens?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	25
26	Is there any format/process explained in By-law on arranging of business and order of items/meetings agenda for any meetings and who will do so?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	26
27	Is there any provision in the By-law to group the item of business of the meetings with the consent of majority or any other process?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	27
28	Does the By-law explain the quorum of all GBM meetings and processes if no quorum is attained?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	28
29	Does the By-law include provision for keeping an attendance register?							Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	29

30 to 50

<b>Mu - Mumbai</b>	<b>Am - Amravati</b>	<b>Au - Aurangabad</b>	<b>JI - Jalgaon</b>	<b>Kd - Kalyan-Dombivli</b>
<b>KI - Kolhapur</b>	<b>Mb - Mira-Bhayandar</b>	<b>Ng - Nagpur</b>	<b>Nw - Nanded-Waghala</b>	<b>Nm - Navi Mumbai</b>
<b>Pc - Pimpri-Chinchwad</b>	<b>Pn - Pune</b>	<b>SI - Solapur</b>	<b>Tn - Thane</b>	<b>UI - Ulhasnagar</b>

■ Attribute included in CPR
 ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Corporation				Themes		Municipal Corporations														#	
30	Does the By-law mention who will maintain the attendance register?					<b>Meetings</b>		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	30
31	Does the By-law mention process of recording the attendance?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	31	
32	Does the By-law mention the selection of presiding officer for the meetings? If the presiding officer is the Mayor/Deputy Mayor, does it mention the procedure when the presiding officer is absent?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	32	
33	Is there a provision in By-law explaining if adjourned meetings to be held on some other days under adjournment meeting(tahakub)?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	33	
34	Is there a provision in the By-law explaining the process of deciding a meeting date, notice to members for the meeting and order of items during the meetings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	34	
35	Does the By-law mention mandatory language for corporation proceedings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	35	
36	Does the By-law explain the process for suspension of a meeting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	36	
37	Does the By-law mandate keeping minutes of meeting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	37	
38	Does the By-law mention the process to keep the meeting minutes (offline in a book and in soft copy)?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	38	
39	Does the By-law mention who will keep the minutes, what will be taken in the minutes, what will be omitted, and whose name will be mentioned in the meetings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	39	
40	Does the By-law mention the process to disseminate minutes of the meetings among the members and the concerned department?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	40	
41	Does the By-law mention any fee to be paid by the members for accessing the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	41	
42	Does the By-law mention who is responsible to circulate the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	42	
43	Does the By-law explain how will the minutes be disseminated to the public (online through the corporation website/newspaper/other way)? Will the citizen have to pay fee for accessing the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	43	
44	Does the By-law explain the process of how the minutes be read in the house and the process of passing the minutes in GBM/corporation meeting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	44	
45	Does the By-law mention the provision to make amendments in the minutes, the process of how and who can do the amendments in the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	45	
46	Does the By-law mention process of recording the minutes of meeting and provision to share the recorded minutes in Public Domain?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	46	
47	Does the By-law explain who shall have the custody of proceedings and records of the corporation?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	47	
48	Does the By-law contain details of each device (question/issues to be raised in the house or committees), naming of all kind of devices and explanation of each device?						<b>Devices</b>	Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	48
49	Does the By-law mention how much prior notice to be given to ask any device/question?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	49
50	Does the By-law mention details to whom the questions to be submitted/addressed to?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	50
51	Does the By-law mention details on how many questions can be asked by one councillor at a time?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	51
52	Does the By-law mention details on how many issues can be asked in one question/device?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	52
53	Does the By-law mention if the timeline to reopen the question which is once disposed of?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	53
54	Does the By-law mention what should be the quorum of the house/meeting during the question is raised?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	54

55 to 77

<b>Mu - Mumbai</b>	<b>Am - Amravati</b>	<b>Au - Aurangabad</b>	<b>JI - Jalgaon</b>	<b>Kd - Kalyan-Dombivli</b>
<b>KI - Kolhapur</b>	<b>Mb - Mira-Bhayandar</b>	<b>Ng - Nagpur</b>	<b>Nw - Nanded-Waghala</b>	<b>Nm - Navi Mumbai</b>
<b>Pc - Pimpri-Chinchwad</b>	<b>Pn - Pune</b>	<b>SI - Solapur</b>	<b>Tn - Thane</b>	<b>UI - Ulhasnagar</b>

■ Attribute included in CPR
 ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Corporation				Themes		Municipal Corporations															#	
55	Does the By-law explain how a question is written and what will be the content of the respective devices?					Devices		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	55	
56	Does the By-law share a sample of a question under each device?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	56		
57	Does the By-law explain details of the following during a raised questions under each device: vote, discuss/debate, adjournment, passing?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	57		
58	Does the By-law explain the time period for the discussion in the meeting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	58		
59	Does the By-law explain in detail who replies to the question and the time taken to reply to the question asked by the member in GBM/corporation meetings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	59		
60	Does the By-law explain if the Councillor is not present during the question what will happen to the raised questions?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	60		
61	Does the By-law explain the time period within which the question of a certain type under each device can be tabled, and included in the proceeding of the meetings of the house?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	61		
62	Does the By-law explain how an amendment can be proposed?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	62		
63	Does the By-law explain how many amendments can be moved in one meeting or by one Councillor?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	63		
64	Does the By-law explain about withdrawal of the motions or amendments and who can withdraw it, and by whose permission?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	64		
65	Does the By-law explain the process of voting on the amendments tabled?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	65		
66	Does the By-law explain how is the vote taken, documented and maintained?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	66		
67	Is there any provision in By-law to propose an adjournment to a meeting, debate or motion? Does the By-law explain the process of the adjournment motion?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	67		
68	Does the By-law explain the process of Voting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	68		
69	Does the By-law explain who is permitted to vote or debarred from voting? If there is a tally of votes then what will be the process of making a decision?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	69		
70	Does the By-law explain the process of moving a resolution?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	70		
71	Does the By-law mention time period for moving a resolution?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	71		
72	Does the By-law explain details of following during resolution process: vote, discuss/debate, adjournment, passing?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	72		
73	Does the By-law explain how will any resolution/motion be debated, passed, moved and seconded? Can the councillor speak more than once?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	73		
Attribute No. # & Name		Municipal Authorities : Municipal Committees					Appointment and disqualification																	#
74	Does the By-law explain the type and name of the committees?								Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	74
75	Does the By-law mention the number of members for each committee mentioned in the Act?								Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	75
76	Does the By-law explain the provision and number of nominated members in the committees?								Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	76
77	Does the By-law explain the process for qualification/disqualification of the Councillors to be a member of the committee?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	77	

78 to 104

Mu - Mumbai	Am - Amravati	Au - Aurangabad	Jl - Jalgaon	Kd - Kalyan-Dombivli
Kl - Kolhapur	Mb - Mira-Bhayandar	Ng - Nagpur	Nw - Nanded-Waghala	Nm - Navi Mumbai
Pc - Pimpri-Chinchwad	Pn - Pune	Sl - Solapur	Tn - Thane	Ul - Ulhasnagar

■ Attribute included in CPR
 ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Committees			Themes	Municipal Corporations										#					
78	Does the By-law explain the process for qualification/disqualification of the Nominated members to be a member of the committee?				Appointment and disqualification	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	78
79	Does the By-law explain the process of election of the member of the committees mentioned in the Act?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	79
80	Does the By-law explain process of selection of the nominated committee member mentioned in the Act?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	80
81	Does the By-law mention the tenure of the member (councillors and nominated members) to the committees mentioned in the Act?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	81
82	Does the By-law mention the method of retirement of the members (councillors and nominated members) from the committees?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	82
83	Does the By-law explain the process of the election of the Committee Chairperson?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	83
84	Does the By-law explain the process of the election of Committee Deputy Chairperson?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	84
85	Does the By-law mention who will preside over the meeting in absence of the Chairperson and Deputy Chairperson?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	85
86	Does the By-law mention who will be the ex-officio members of the Committees?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	86
87	Does the By-law explain the process of training of members (elected and nominated)?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	87
88	Does the By-law explain what is the function of the apex committee Chairperson?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	88
89	Does the By-law explain the sphere of business/area of functioning of each committee mentioned in the Act?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	89
90	Does the By-law explain the sphere of business/area of functioning of each committee mentioned in the Act?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	90
91	Does the By-law include provision to approve plans and estimates of specified amount by the apex committee?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	91
92	Does the By-law include provision to approve plans and estimates of specified amount by the subject/standing committees?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	92	
93	Does the By-law include provision to approve plans and estimates of specified amount by the ward committees?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	93	
94	Does the By-law mention the facilities (vehicle, residence, etc) for the Apex Committee Chairperson?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	94	
95	Does the By-law explain the right of the members to obtain information pertaining to administration?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	95	
96	Does the By-law explain the details of the restrictions on the members while speaking?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	96	
97	Does the By-law explain the process to decide the time and date for the committee meetings?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	97	
98	Does the By-law explain the process to decide the type of the committee meetings like general, special or adjourn?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	98	
99	Does the By-law explain the procedure for conducting the meeting?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	99	
100	Does the By-law have provision for opening the committee meetings for Public (In-person/ video stream)?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	100	
101	Does the By-law explain how will it be open for public, details of how the public will be informed about the meetings and how many citizen/individuals can attend the meeting (In person/through video stream)?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	101	
102	Is there a provision for the meeting to be held in private?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	102	
103	Does the By-law explain how will the notice for all committee meetings will be given to the members?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	103	
104	Does the By-law explain the process of preparation of the agenda of committee meetings for all committees mentioned in the Act?				Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	104	

105 to 130

<b>Mu - Mumbai</b>	<b>Am - Amravati</b>	<b>Au - Aurangabad</b>	<b>JI - Jalgaon</b>	<b>Kd - Kalyan-Dombivli</b>
<b>KI - Kolhapur</b>	<b>Mb - Mira-Bhayandar</b>	<b>Ng - Nagpur</b>	<b>Nw - Nanded-Waghala</b>	<b>Nm - Navi Mumbai</b>
<b>Pc - Pimpri-Chinchwad</b>	<b>Pn - Pune</b>	<b>SI - Solapur</b>	<b>Tn - Thane</b>	<b>UI - Ulhasnagar</b>

■ Attribute included in CPR
 ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Committees				Themes		Municipal Corporations														#	
105	Does the By-law explain the process of preparation and circulation of agenda for all the committee meetings mentioned in the Act?					Meetings		Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	105
106	Does the By-law have a provision for keeping an attendance register?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	106	
107	Does the By-law mention who will maintain the attendance register?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	107	
108	Does the By-law mention process of recording the attendance?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	108	
109	Do the By-law explain the quorum of all meetings and the process if no quorum is attained?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	109	
110	Does the By-law explain the process of voting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	110	
111	Does the By-law explain who is permitted to vote and debarred from voting? If there is a tally of votes then what will be the process of making a decision?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	111	
112	Is there any provision in the By-law to propose an adjournment to a committee meeting, debate or a motion? Does the By-law explain the process of the adjournment motion?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	112	
113	Does the By-law mandate keeping minutes of committee meetings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	113	
114	Does the By-law mention the process to keep the committee meeting minutes (offline in a book and in soft copy)?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	114	
115	Does the By-law mention who will keep the minutes, what will be taken in the minutes and what will be omitted, and whose name will be mentioned in the meetings?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	115	
116	Does the By-law mention the process to disseminate minutes of the meetings among the members and the concerned department?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	116	
117	Does the By-law mention any fee to be paid by the members for the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	117	
118	Does the By-law mention who is responsible to circulate the minutes? Does the By-law explain how will it be disseminated to the public (online through corporation website/ newspaper/any other way)?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	118	
119	Does the By-law explain how will the minutes be disseminated to the public (online through corporation website/ newspaper/any other way)? Will the citizen have to pay a fee for the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	119	
120	Does the By-law explain process of how the minutes be read and passed in the committee meeting?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	120	
121	Does the By-law mention the provision to make amendments in the minutes, the process of how and who can do the amendments in the minutes?						Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	121	
122	Does the By-law contain details of each device (question/issues to be raised in the house or committees), naming of all kinds of devices and explanation of each device?						Devices	Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	122
123	Does the By-law mention time period of prior notice to ask any device/question?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	123
124	Does the By-law mention details to whom the questions to be submitted/addressed?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	124
125	Does the By-law mention details about how many questions can be asked by one Councillor at one time?							Mu	Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	125
126	Does the By-law mention details on how many issues can be asked in one question/device?					Mu		Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	126	
127	Does the By-law mention the time period to reopen the question which is once disposed of?					Mu		Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	127	
128	Does the By-law mention what should be the quorum of the house/meeting during the question is raised?					Mu		Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	128	
129	Does the By-law explain how a question is written and what will be the content of the respective Devices?					Mu		Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	129	
130	Does the By-law share a sample of a question under each device?					Mu		Am	Au	JI	Kd	KI	Mb	Ng	Nw	Nm	Pc	Pn	SI	Tn	UI	130	



131 to 155

Mu - Mumbai	Am - Amravati	Au - Aurangabad	Jl - Jalgaon	Kd - Kalyan-Dombivli
Kl - Kolhapur	Mb - Mira-Bhayandar	Ng - Nagpur	Nw - Nanded-Waghala	Nm - Navi Mumbai
Pc - Pimpri-Chinchwad	Pn - Pune	Sl - Solapur	Tn - Thane	Ul - Ulhasnagar

■ Attribute included in CPR      ■ Attribute not included in CPR

Attribute No. # & Name		Municipal Authorities : Municipal Committees			Themes	Municipal Corporations													#		
131	Does the By-law explain details of the following during a raised question under each device: vote, discuss/ debate, adjournment, passing?				Devices	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	131
132	Does the By-law explain the time period for the discussion in the meeting?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	132
133	Does the By-law explain details of; who replies to the question and the time taken to reply to the question asked by the member committee meetings?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	133
134	Does the By-law explain if the Councillor is not present during the question what will happen to the raised questions?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	134
135	Does the By-law explain the days and time mentioned when the question of the certain type under each device can be tabled, and mentioned in the proceeding of the meetings of the house?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	135
136	Does the By-law mention the process if there are conflicting decisions in different committees?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	136
Attribute No. # & Name		Municipal Authorities : Mayor and Deputy Mayor																			
137	Does the By-law mention the process of election of Mayor and Deputy Mayor?				Appointment and disqualification	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	137
138	Does the By-law explain the process of disqualification of Mayor and Deputy Mayor?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	138
139	Does the By-law explain what are the roles and responsibilities of Mayor and Deputy Mayor?				Functions	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	139
140	Does the By-law include provision to approve plans and estimates of specified amount by the Mayor?				Financial Powers	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	140
141	Does the By-law mention facilities(vehicle, residence, etc)for the Mayor?				Facilities	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	141
142	Does the By-law mention facilities(vehicle, residence, etc)for the Deputy Mayor?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	142
Attribute No. # & Name		Municipal Authorities : Appointed Official - Commissioner																			
143	Does the Act/By-law mention the process of appointment of Commissioner?				Appointment and disqualification	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	143
144	Does the Act/By-law mention the process of disqualification of Commissioner?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	144
145	Does the By-law mention the functions of Commissioner?				Functions	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	145
146	Does the By-law include provision to approve plans and estimates of specified amount by the Commissioner?				Financial Powers	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	146
147	Does the By-law include provision to approve plans and estimates of specified amount by the Additional Commissioner?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	147
148	Does the By-law mention facilities(vehicle, residence, etc)for the Municipal Commissioner?				Facilities	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	148
Attribute No. # & Name		Municipal Authorities : Appointed Official - Municipal Secretary																			
149	Does the Act/By-law mention provision for Municipal Secretary?				Appointment and disqualification	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	149
150	Does the By-law mention powers, duties and functions of the Municipal Secretary or equivalent post?					Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	150
151	Does the By-law mention the functions of Municipal Secretary?				Functions	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	151
Attribute No. # & Name		Municipal Authorities : Appointed Official - Municipal Chief Auditor																			
152	Act/Does the By-law mention provision for Municipal Chief Auditor?				Appointment and disqualification	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	152
153	Does the By-law mention the functions of Municipal Chief Auditor?				Functions	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	153
Attribute No. # & Name		Budget Process																			
154	Does the By-law mention the process of budget making?				Process of Budget General meeting on Budget estimates: Approval	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	154
155	Does the By-law explain the process of how the general meeting on Budget estimates will be decided?				General meeting on Budget estimates	Mu	Am	Au	Jl	Kd	Kl	Mb	Ng	Nw	Nm	Pc	Pn	Sl	Tn	Ul	155

# PART 2

## Urban Governance Reforms in Maharashtra



## 2.1 NEED FOR STRUCTURED TRAINING OF COUNCILLORS

While it is important to devolve all powers and functions mentioned in the 74th Constitution Amendment Act, 1992 and have a detailed corporation procedure rule document for all Municipal Corporations, it is equally important to ensure **regular and structured training of municipal councillors** to be able to effectively leverage the structure established towards ensuring the quality of life in cities.

Every five years, when the elections of corporations in Maharashtra take place, around 60-80 % of councillors are newly elected or first-term councillors; 50% of female reservation contributes to the majority of the first-time female councillors as well. It is observed that the newly elected councillors need two to three years to understand the procedure of working of the corporation, the municipal corporation act, the budget processes and departments. Structured and regular training for the Councillors will ensure effective deliberation from the formation of the corporation and will not delay addressing problems and planning for the city.

The Municipal Corporation of 23 Municipal Corporations out of 27 in Maharashtra are dissolved as of December 2022 and will be due for elections. Currently, there is no provision for regular, structured and mandatory training of councillors in the State Municipal Acts of Maharashtra. Therefore, it is most important to have a provision for Regular and Mandatory training for councillors in the state municipal acts of Maharashtra should be made and strictly implemented. The structured training for the councillors should include systematic and interactive workshops on understanding the municipal corporation act, the process of making the municipal budget, different schemes and programs implemented in the city, etc.

The state of Kerala has an institute Kerala Institute of Local Administration (KILA) for regular trainings of municipal councillors and officials. The institute does trainings on different subjects such as urban governance, finance management, local planning and development, etc. The institute empowers and equips the councillors on regular basis to effectively deliberate and work for the development of the councillor wards and the city.

Different organisations and institutions active in providing training like Yashwantrao Chavan Academy Of Development Administration (YASHADA) should be actively involved to conduct and facilitate training of Municipal Councillors.

## 2.2 EMPOWERED MAYOR

We need to empower the Mayor as a true head of the city government and not just a nominal head. The mayor being the head of city government should be responsible for development, planning, economic activities and service delivery in the city. To fulfil the responsibilities, the mayor should be adequately empowered to take decisions.

It is important to give the mayor a **term which is coterminous with that of the city government** to be able to implement projects, to ensure effective implementation, the mayor should **hold executive authority over commissioner** through actionable annual confidential report (ACR) and appointment and termination of the commissioner. Similarly, to be able to deliberate on issues and take decisions, the **mayor should be the chairperson of apex committee** and hold **authority to appoint chairperson of various committees (subject/standing committee)**.

The mayor being the head of city government should be responsible for development, planning, economic activities and service delivery in the city. To fulfil the responsibilities, the mayor should be adequately empowered to take decisions. It is important to give the mayor a term which is coterminous with that of the city government to be able to implement projects, to ensure effective implementation, the mayor should hold executive authority over commissioner through actionable annual confidential report (ACR) and appointment and termination of the commissioner. Similarly, to be able to deliberate on issues and take decisions, the mayor should be the chairperson of apex committee and hold authority to appoint chairperson of various committees (subject/standing committee).

### Term of Mayor

Seven states, (Arunachal Pradesh, Delhi, Goa, Gujarat, Himachal Pradesh, Karnataka and Maharashtra) do not have a term of mayor coterminous with the City Government (five years). All other states have a term of five years for the Mayor.

### Mayor-in-Council

Five states, (Assam, Chhattisgarh, Madhya Pradesh, Tripura and West Bengal) have a Mayor-in-Council system.

### Directly Elected Mayor

Seven states namely Bihar, Chhattisgarh, Haryana, Jharkhand, Madhya Pradesh, Uttar Pradesh and Uttarakhand have directly elected Mayor.

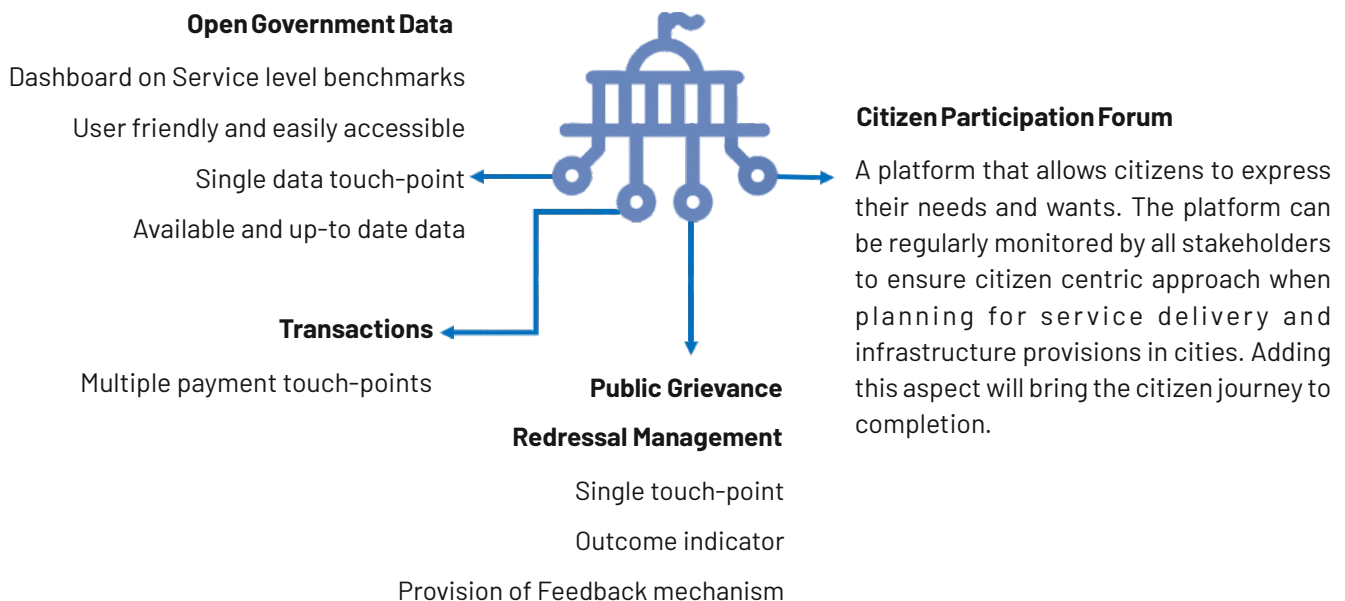
REFORMS	Mumbai Municipal Corporation Act, 1888 (MMCA, 1888)	Maharashtra Municipal Corporation Act, 1949 (MMCA, 1949)
<p><b>The term of the Mayor's office should be co-terminus with term of City Government.</b></p> <p>This means the Mayor's term needs to be changed from 2.5 years to 5 years.</p>	MMCA, 1888, Section 37	MMCA, 1949, Section 19
<p>An apex committee system such as <b>Mayor-in-Council</b> needs to be constituted. The Mayor should be the chairperson of the committee.</p>	MMCA, 1888, Section 44	MMCA, 1949, Section 21
<p><b>Direct election of Mayors is recommended for direct for the purpose of larger mandate of citizens with the Mayor</b></p>	MMCA, 1888, Section 37	MMCA, 1949, Section 19

## 2.3 CITIZEN PARTICIPATION

To facilitate the growing needs of the citizens in the cities, it is important that the city government focuses on inclusive governance where the citizens are involved in the process. Towards that, we need to create an e-platform that will allow the city government to involve citizens and empower the governance system to create a prototype of smart governance. Many cities in India have an e-Governance system in place and has led the way in online interactions when it comes to city municipalities in India. The current system has three different categories:

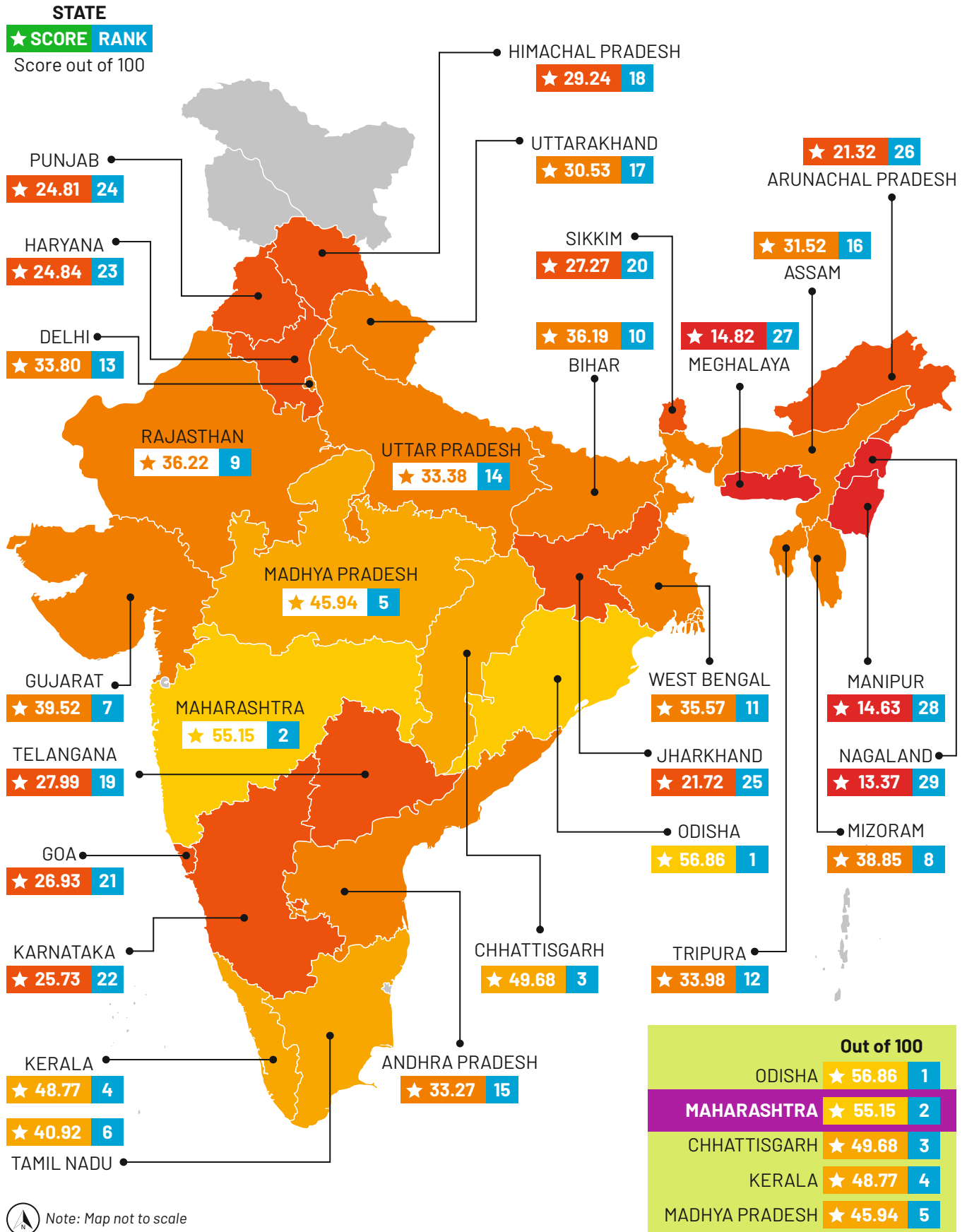
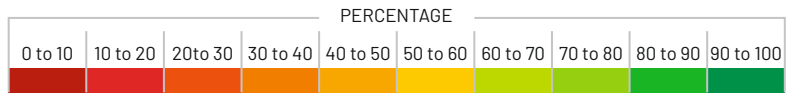
- The first aspect involves the promotion of transparency in the functioning of the City Government through **‘Open Government Data’**. This includes updating information through an online user-friendly portal on budgetary allocation and processes; sanctioning of projects and projects that are ongoing and executed; and importantly, information on elected representatives and the functioning of corporations, committees, and citizen consultative meetings through regular updates of minutes of meetings.
- The second aspect involves **‘Transactions’** which includes any end-to-end transactions with respect to service delivery including online taxes, licences, applications and other services – both monetary and otherwise.
- The third category for e-Governance is the **‘Complaint Management’**, which also exists in the many cities.
- However, there is a fourth component which is critical but lacks an appropriate platform. This is the aspect of understanding the **‘citizens’ needs and wants’**.

An e-Governance system that involves all the three aspects of the transaction, complaint management and citizens’ need and wants, will lead the way towards a better governance structure taking the city’s smart governance vision to the next level through this mechanism.

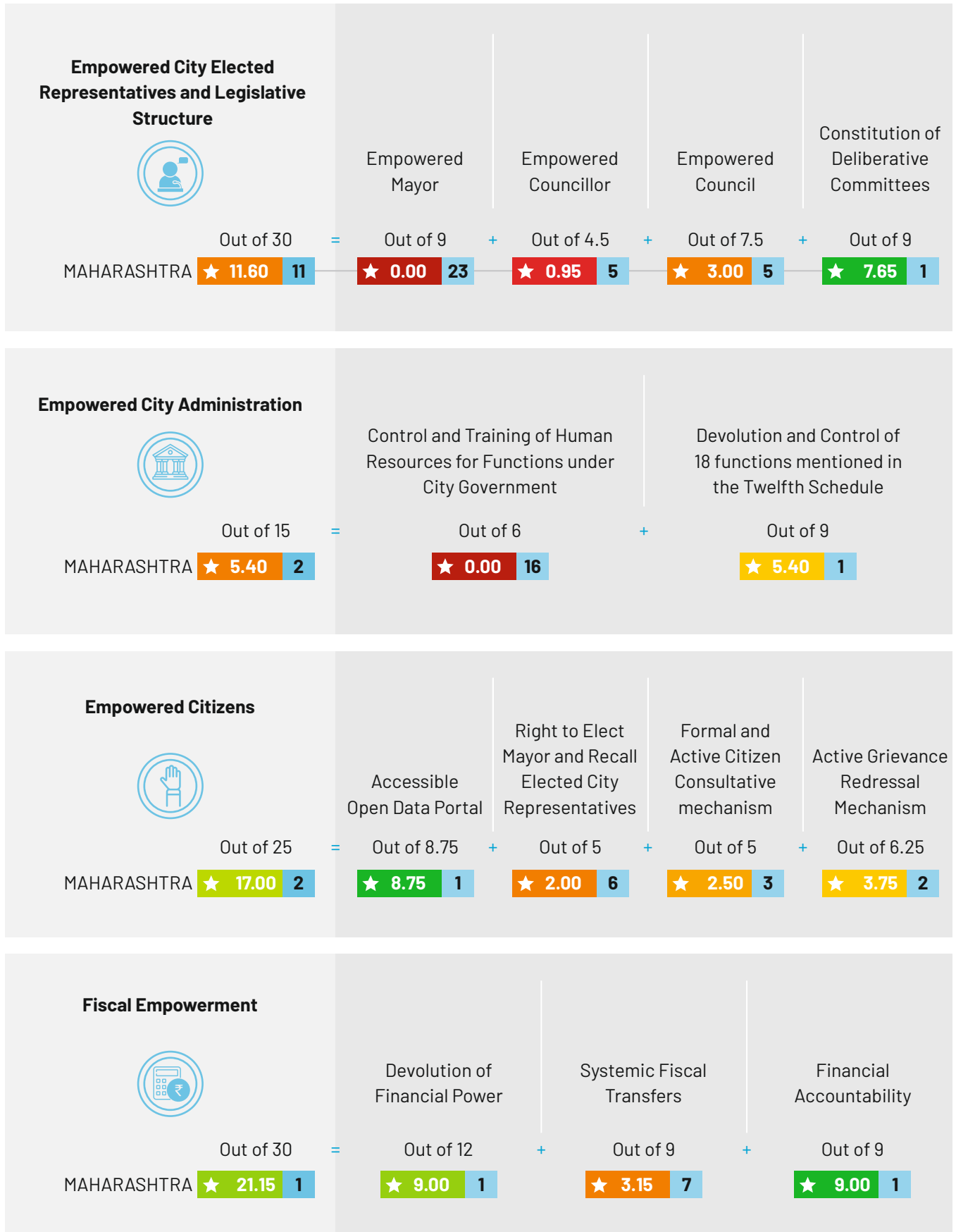


# ANNEXURE

## URBAN GOVERNANCE INDEX



## MAHARASHTRA THEMATIC SCORE AND RANK



### Consultation on Urban Governance Reforms in Maharashtra 2021

Praja had hosted a consultation on Urban Governance Reforms for Maharashtra in June 2021. The participants of the consultation, **built consensus on a 6 point reform agenda for implementation to empower urban governance in Maharashtra:**

1. Corporation procedure rules lay out the details and procedures of conduct to ensure structured discussion and deliberation in council and committee meetings. Therefore, a **standardised robust and detailed municipal corporation procedure and conduct of business rules to be drafted** and approved for all municipal corporations in Maharashtra.
2. It is observed that the newly elected councillors need 2-3 years to understand the procedure of working of the corporation, municipal corporation act and the budget processes and departments due to absence of a robust training system. Therefore, **provision for Regular and Mandatory training for councillors** in the state municipal acts of Maharashtra should be made and strictly implemented.
3. Citizen participation in governance process is the key to effective governance. Citizen participation in planning, consultation and feedback should be included through area sabha or similar platforms like a robust e-governance system in with provision for **Open Data Portal, Transactions, Public Grievance Redressal Mechanism and Citizen Participation Forum.**
4. Mayor being the head of city government, should have de jure and de facto executive powers which should be implemented through **Mayor-in-Council system and direct election of Mayor** in Maharashtra.
5. Cities are complex systems and specialised skills are required to run and manage them. There is need for forming a **special municipal cadre having required skills.** Their capacity should also be built with regular and structured training. This will ensure effective functioning in metropolitan cities as well as smaller city governments.
6. The city governments need to **be empowered financially** through direct transfer of GST and with authority to raise own finance through increasing the collection of property tax and introduction of new taxes.







### **Mumbai**

B18, 2nd Floor, Shri Ram Industrial Estate,  
13, G.D Ambekar Marg, Next to Wadala  
Udyog Bhawan, Wadala, Mumbai - 400031.  
Tel: 022-6666 1442

### **Delhi**

Room No. 404, 4th Floor, Pratap Bhawan, 5,  
Bahadur Shah Zafar Marg,  
New Delhi-110002  
Tel: +91 9654366222