

No.N-11027/21/2006-BSUP-JNNURM
Government of India
Ministry of Housing and Urban Poverty Alleviation
JNNURM Directorate

Nirman Bhawan, New Delhi

Date: 22nd July 2010
/26

↙ To
Principal Secretaries/Secretaries
(All States as per list)

Subject: Guidelines for setting up of CVTCs under JNNURM

Sir/Madam

The Ministry of Housing and Urban poverty Alleviation in the Guidelines on "Sub-mission on Basic Services to the Urban Poor" has mentioned the setting up of Voluntary Technical Corps for each Mission City under JNNURM. In this regard, the Ministry has prepared detailed guidelines, to help the States and Urban Local Bodies, to setup City Volunteer Technical Corps (CVTCs) in all the Mission cities.

2. The Guidelines are along similar lines as circulated by the Ministry of Urban Development to States vide Letter No: K14018/68/2009-NURM-III dated 29th March 2010. However, it may please be noted that the current guidelines being circulated by this Ministry differ slightly and call for formation of two additional groups namely: 1) Legal Services/Legal Advisory and 2) Social Audit/Urban Community Development, in addition to the 7 groups proposed in Guidelines issued by the Ministry of Urban Development.

3. It is requested that CVTCs be established in all Mission Cities as per Guidelines with the support of National Technical Advisory Group. Please find enclosed herewith the detailed guidelines for necessary action.

Yours sincerely,

Vivek Nangia
(Vivek Nangia)

Copy to:

1. Secretary, Ministry of Urban Development
2. SLNAs of all States
- ✓ 3. TAG Secretariat (Ms. Nitika Arora)

Enclosures:

1. Guidelines for setting up of City Volunteer Technical Corps (CVTC) under JNNURM

<p>Smt Pushpa Subramaniam, Principal Secretary, Municipal Administration Department, Govt. of A.P. L-Block Secretariat, Hyderabad-500 002.</p>	<p>Mr. Yeshi Tsering Principal Secretary Urban Development & Housing, Govt. of Arunachal Pradesh, Secretariat Itanagar-791111</p>
<p>Shri Saraswati Prasad, Principal Secretary, Urban Development Department, Government of Assam, Assam Secretariat, Dispur, Guwahati-781006</p>	<p>Shri Girish Shonkar Secretary (UD & Housing) Urban Development Department Vikash Bhavan, New Sectt.Patna, Bihar</p>
<p>Shri Jawahar Srivastava Secretary, Urban Development & Administration Govt. of Chhattisgarh, Room No.210, D.K.S. Bhavan, Mantralay, Raipur</p>	<p>Shri S. Kumar Swamy Secretary(Iousing & UD) Secretary (Finance) Govt. of Goa, Secretariat Annexe, Porvorim, Panaji Goa - 403001</p>
<p>Shri B.K. Shinha Additional Chief Secretary Urban Development & Housing Government of Gujarat, Block No, 14, 9th Floor, New Sachivalaya, Gandhinagar- 382010</p>	<p>Shri Raj Kumar, Pr.Secretary, ULB Deptt. of Urban Local Body Govt. of Haryana, SCO-20 Sec.7C, Chandigarh - 160 001.</p>
<p>Smt. Sarojini Thakur Addl. Chief Secretary Housing & Urban Development, Govt. Of Himachal Pradesh Shimla-0171002</p>	<p>Shri Suresh Kumar Secretary Housing & Urban Development Govt. of Jammu & Kashmir, New Secretariat, Srinagar JAMMU</p>
<p>Shri P.K. Jajoria Secretary Urban Development Department, HEC Project Bldg. Room No.412, 4th Floor Dhurva Ranchi, Jharkhand.</p>	<p>Sh. G.V. Kongawad Principal Secretary (Housing) Govt. of Karnataka, Room No.213 2nd Floor Vikas Sauda,Dr. B.R. Ambedkar Road,BANGALORE-</p>
<p>Shri Shambhu Dayal Meena Secretary, Urban Department, Government of Karnataka Room No. 436, 4th Floor, Vikas Sadan Dr. B.R. Ambedkar Road, Bangalore :- 560001</p>	

<p>Shri S.M.Vijayanand Principal Secretary(LSG&UD) Government of Kerala, Secretariat , Thiruvananthapuram-695001</p>	<p>Shri SPS Parihar Principal Secretary UA & Dev) Government of Madhya Pradesh, Nagar Palika Bhavan Shivaji Nagar Bhopal -462016</p>
<p>Shri Sita Ram Kunte, Secretary (Housing), Government of Maharashtra, Room No.268, 2nd Floor Main Building Housing Mantralaya, Mumbai-400032</p>	<p>Shri Sunder Lal Singh Commissioner (MAHUD) & Housing, Govt. of Manipur Imphal</p>
<p>Shri P. Naik Principal Secretary, Urban Affairs Department Govt. of Meghalaya, Main Secretariat, Additional Building Shillong-793001</p>	<p>Sh P. Lianhrima Secretary (UD) R.No.412, 4th Floor Civil Secretariat Block-C, Treasury Square Aizwal-796001</p>
<p>Shri Norman Putsure Secretary, Urban Development Department, Govt. of Nagaland, Kohima</p>	<p>Shri A.K. Panda, IAS Commissioner Cum Secretary Housing & Urban Development, Government of Orissa, Orissa Secretariat BHUBANESWAR-751001</p>
<p>Shri C. Roul Principal Secretary(LSG) Govt. of Punjab 8th Floor, Room No.8 Punjab Civil Secretariat Sector-I, Chandigarh 160001</p>	<p>Shri G. S. Sandhu Principal Secretary, Department of UD & Housing Govt. of Rajasthan, Secretariat, JAIPUR-302005</p>
<p>Shri Tobjor Dorji Pr. Secretary Department of UD & Housing, Govt of Sikkim, NH 31A, GANGTOK-737101</p>	<p>Shri Niranjani Mardi Secretary, Municipal Administration & Water Supply, Government of Tamil Nadu,6th Floor, Ezhilagam Annexe,Chepauk, CHENNAI - 600 009</p>
<p>Shri S.K. Roy Principal Secretary (UD) Govt. of Tripura, Civil Secretariat, Pt. Nehru Complex, Agartala-799001</p>	<p>Shri S. Raju Principal Secretary Urban Development Government of Uttrakhand, Uttrakhand Secretariat, 4 B, Subhash Road DEHRADUN</p>

<p>Shri Navneet Sehagal Secretary (UD & MA) Govt. of UP Urban Development Department Room No.825, 8th floor Babu Bhawan, UP Secretariat LUCKNOW 226001</p> <p>Shri Alapan Bandhyopadhyay Secretary (Municipal Affairs), Govt. of West Bengal, Writers Building, Kolkata-700001</p>	<p>Shri Debashis Sen, Principal Secretary (UD), Govt. of West Bengal, "NAGARAYAN" DF, Sector-I, Salt Lake Kolkata-700064</p>
<p>Shri Ved Prakash Commissioner & Secretary (UD), UT of Andman & Nicobar Islands Secretariat, Port Blair ANDMAN-744101</p>	<p>Shri Sanjay Kumar Finance Secretary and Secretary in-charge of UD & Housing, Chandigarh Administration, UT Secretariat, Sector 9, Chandigarh-160001</p>
<p>Shri Satya Gopal, Secretary (Housing & UD), UT of Dadra & Nagar Haveli, Secretariat, Silvassa-396220</p>	<p>Shri P.K. Gupta Secretary (Housing & UD), UT of Daman & Diu, Secretariat, Moti Daman-396220</p>
<p>Shri Mamyacte Secretary (Housing & UD), Secretariat of the Union Territory of Lakshadweep, (Planning & Statistics Department) Kavaratti Islands 682555</p>	<p>Shri B.V. Selvaraj Prin Secretary (UD) C-Wing, 9th Level Delhi Secretariat Delhi.</p>
<p>Mrs. Nutan Guha Biswas Secretary (Housing & UD), Govt. of Pondicherry, Chief Secretariat, Beach Road, Pondicherry-605001</p>	

**Guidelines for setting up of
City Volunteer Technical Corps (CVTC) under JNNURM**

1 Introduction:

- 1.1 The Jawaharlal Nehru National Urban Renewal Mission (JnNURM) launched on December 3rd, 2005 is the largest national urban renewal initiative to encourage reforms and fast track planned development of 65 identified Mission cities.
- 1.2 One mechanism to enhance community participation and facilitate disclosure of programmes to the public to the overall scheme of JNNURM is the creation of City Voluntary Technical Corps (CVTC) in Cities.
- 1.3 The Guidelines on “Sub-mission on Basic Services to the Urban Poor” refer to the CVTC and para 15 states as follows “The (Advisory) Group would be headed by Technical Adviser drawn from civil society with proven experience in mobilizing collective action for reforms in urban governance. The group would enable the Mission to create similar Voluntary Technical Corps in each city identified for the Mission/sub Mission. It would encourage private sector participation, citizen’s involvement in urban governance at the grass root level and transparency in municipal governance.”
- 1.4 In her address to the current national Parliament on June, 4th 2009, the Hon’ble President of India outlining the priorities of the new government for the next 100 days has clearly mentioned the need to establish Volunteer Technical Corps of professionals in all urban areas through JnNURM to support city’s development activities.

2 Objective of CVTC

- 2.1 City Volunteer Technical Corps have been envisaged as an integral part of programme implementation at city level with the objective of offering advice to JNNURM related activities.

3 The role of CVTC in the overall scheme of JNNURM includes

- 3.1 Advise to city governance and management team on enlisting community participation in service delivery and urban poverty alleviation initiatives.
- 3.2 To help mobilize the Community Participation Fund Projects relating to their specific thematic areas.
- 3.3 Ensuring transparency and accountability to citizens in programme implementation of JNNURM.

3.4 Ensuring connectivity between the CDP and DPR and more particularly connectivity in respect of City wide infrastructure with the approved and sanctioned poor settlement infrastructure.

3.5 To build capacities, support, facilitate & involve in the conduct of social audit.

4 CVTC's nine areas:

The CVTC's are to be formed in the nine areas namely urban engineering, urban planning, urban poverty alleviation, urban governance, heritage, urban environment, legal services/advisory, urban financial services (including housing finance) and urban community development/ social audit.

5 Process for constituting the CVTC.

5.1 The Municipal Corporation/ULB would invite by way of 10 day Notice as per Annexure-I, application from all professionals having expertise in the above nine areas who are ordinarily resident in their Municipal areas and who are willing to provide their voluntary services for the CVTCs in their Urban Local Bodies. Copy of the Notice would be provided to all Municipal Corporators / Councilors, Members of Legislative Assemblies and Members of Parliament in whose constituencies the Municipal areas are located. Copies would also be sent to the State Government and the SLNA of the concerned State and leading local voluntary /professional& civic institutions (as indicative list of such institutions is as follows).Professionals in the respective areas would provide details regarding their qualifications and experience in the format enclosed in Annexure-II.

5.2 An indicative list of institutions

- a. Local chapter of institution of engineers
- b. Local University
- c. Local bar council
- d. Local Rotary and Lions organisation
- e. Local chapter of the All India Medical Association
- f. Local council of NGOs.
- g. The District Women Dwacra group
- h. The revenue Officer's association
- i. The National Association of Architects
- j. Local chapter of Indian National Trust for Cultural Heritage.

5.3 It would also be open for the city to select anchor NGO(s) that have a prolonged presence in the field of urban governance in the State and city wide presence. The Municipal Corporation will issue a notice calling for applications from qualified NGO's for appointment as anchor NGO (as at Annexure V).

5.4 The Municipal Commissioner/CEO of ULB would prepare a List of all professionals whose names have been provided for each of the concerned 9 categories based upon their expertise. The Municipal Commissioner/CEO will facilitate conduct of a meeting to be held for this purpose or otherwise for identifying the members for CVTC. The Municipal Commissioner/CEO would invite the NTAG members and Hon. Mayor of Corporation/Chairman of the ULB Councilors, Corporators, Hon. MP's and MLA's of the area and inform the State Govt. and SLNA as well as the Mission Directorate on the meeting to be held. The purpose is to bring on board all the stakeholders in a city and to sensitize them on the issue of CVTC formation.

5.5 Selection of the CVTC would be done during the meeting. During the meeting a List of 5 CVTC members will be prepared from the List for each of the 9 areas. The size of each CVTC group should not ordinarily be more than 5. It can be extended later based on shared understanding of new members.

5.5 (A) Convener from among the CVTC members may be nominated in order to coordinate the activities of CVTC with the Municipal body.

5.6 The Municipal Commissioner/CEO of the ULB then notify the CVTC in the meeting itself with the approval of Hon. Mayor of the Corporation/Chairman of the ULB would make the formal announcement of the notification and invite the CVTC members for their council meeting to introduce the members to the council members and inform them about legitimate space occupied by the CVTC to render advice for better implementation of the plans of the Urban Local Body.

5.7 The NTAG will facilitate both the ministries in the process of orienting the CVTC members to position them and to build an attitude of collaboration with the city administration keeping the perspective of urban sector reforms envisaged.

5.8 An introduction kit about the City Development Plan, Appraisal notes, Copies of the Detailed Project Reports along with the executive summary and the list of consultants who prepared the development plan will be given to all the members.

6 Selection criteria for the anchor NGO(s).

6.1 If the ULB decides on selection of an anchor NGO then, the anchor NGO(s) will be selected during the meeting held for the purpose of constituting the CVTCs.

Initially the anchor NGO will have to work on voluntary basis without any compensation involved for a period of 6 months. Following which the performance would be reviewed in the meeting taking stock of the progress of CVTCs who will give their feedback (in terms of their satisfaction) with the work done by the anchor NGO(in the evaluation formats provided in Annexure VII). If the evaluation is positive then the anchor NGO will continue holding its position and will start getting

the remuneration as per the rules laid down in the guidelines from then onwards. This evaluation process has to be completed within a period of one month after the initial period of six months.

6.2 The anchor NGO will be given this role for 1 year with renewal of contract on yearly basis till the Mission period.

6.3 Any complaint against the anchor NGO in terms of not meeting its deliverables or otherwise will lead to its termination after a proper by the city commissioner/CEO.

6.4 Some basic prerequisites for an NGO to get selected.

6.4.1 Registered as a Trust or Society and compliance with all reporting requirements under such registration.

6.4.2 Trustees/ Board members should have cross sectoral presence.

6.4.3 Tenure of existence for the minimum period of 5 years.

6.5 **Funds** handled: The organization should have handled funds of minimum Rs.10 Lakhs per annum on an average in the last 3 years.

6.6 **The NGO should not have any political inclinations.**

6.7 Nature of work

6.7.1 One of the central purposes of the institution should be in establishing networks.

6.7.2 Experience of establishment /playing a Lead NGO role by integrating people's institutions.

6.7.3 Advocacy for NGO matters with various policy makers at the state/national level

6.7.4 Track record of linking NGO institutions with government activities, at national or state level.

7 Logistical Support for the CVTC

7.1 The Municipal corporation/ULB will provide logistical support to the CVTC, a room to be separately allocated for their regular meetings and an officer of the rank of an additional commissioner will be nominated as the nodal officer for CVTC.

8 Funding for the CVTC

8.1 CVTC have been envisioned as volunteer driven programme, mobilizing skills, capacities and good intentions of the city residents without any provision of remuneration. However, some amount of logistical support will be required. This will

primarily be in the form of: a full time/ part time resource for coordinating the CVTC activities.

8.2 The admission components are provided below.

1	Full time resource allocated for the CVTC	Rs. 20,000 per month
2	Part time senior resources for the CVTC	Rs. 10,000x2 =20,000 per month
3	Organisational overheads	Rs.10,000 per month
4	Per annum per Mission city	Rs. 6 Lakhs p.a.
5	Per annum Additional funds for logistical and documentation of meeting minutes and for publishing of Annual Report of CVTC and CPF activities in the Mission city.	Rs. 4 Lakhs per annum
Total		Rs. 10 Lakhs per mission city per annum.

The above assistance would be available only during the Mission period up to 2011-12. In case the city decides to have an anchor NGO, the above resource could be allocated through the anchor NGO.

8.3 This money will be drawn from the 1% capacity building fund under JNNURM to be shared in the ratio of 60:40 by Ministries of Urban Development and Housing and Poverty Alleviation. Details of the fund release and review of funds will be circulated as a separate note.

9 Milestones for CVTC-CGC

It is important to have an indicative list of milestones and outcomes for the CVTC & CGC. The above mentioned table lists such milestones for 3 phases for the CVTC-CGC.

Table 1

Phase/Purpose	Formative	Performance	Sustaining
Period	I-Year	II-Year to V year	VI Year onwards
Focus	<ul style="list-style-type: none"> • Listing of CVTC Members • Formation of CVTC and CGC with notification, • Anchor NGO Identification with inception report • Orientation and Role Sharing • Community Consultations 	<p>Significant contributions on</p> <ul style="list-style-type: none"> • Urban Planning • Urban Governance • Urban Environment • Urban Poverty Alleviation • Urban Engineering • Heritage • Urban Financial services (including housing finance) • Legal services/advisory • Social audit /urban community development, Dynamic CDP, Relevant DPRS, Community Inputs and Involvement, Effective Implementation 	<p>Beyond JnNURM as a legal entity of city, updating CDP, New DPRs with potential funders &lenders, Self reliant and cost coverage</p> <p>Rolling master Plan with long term Perspective.</p>
Outcome	Formation of CVTC and CGC Shared Vision and Mission	Relevant CDP, and DPRS, Networking with stakeholders	Legitimate legal entity with self supportive nature Multiple initiatives

10 Notification

The format for notification of CGC-CVTC by the Municipal Corporation is enclosed as Annexure III to these guidelines.

11 Monitoring of CGC-CVTCs

The setting up of CVTC and CGC and their performance will be reviewed quarterly (by the steering group) under the Mission in future. The SLNA's would be responsible to ensure that reports are sent along with the Quarterly Progress Reports as per the format enclosed in Annexure IV.

12 Steering group for CVTC-CGC.

A Steering group for quarterly review of CVTC (formation, functioning and related tasks) will be formally constituted comprising of both the Mission Directors and the members of the National TAG. It will meet on quarterly basis to jointly review the state of affairs.

Name of the Municipal Corporation
Name of the City

Dated

NOTICE

1. City Volunteer Technical Corps (CVTC) is to be formed for the city of..... The City Volunteer Technical Corps under the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) for both the sub- mission under Ministry of Housing & Urban Poverty Alleviation are to be formed for each of the nine areas of Urban Planning, Urban Governance, Urban Environment, Heritage, Urban Poverty Alleviation, Urban Engineering, Urban municipal finance (including housing finance), Legal services, Social audit / urban community development.
2. Terms of reference of the City Volunteer Technical Corps shall be:
 - 2.1 Advise to city governance and management team on enlisting community participation in service delivery and urban poverty alleviation initiatives.
 - 2.2 To help mobilize the Community Participation Fund Projects relating to their specific thematic areas.
 - 2.3 Ensuring transparency and accountability to citizens in programme implementation of JNNURM.
 - 2.4 Ensuring connectivity between the CDP and DPR and more particularly connectivity in respect of City wide infrastructure with the approved and sanctioned poor settlement infrastructure.
 - 2.5 To build capacities, support, facilitate & involve in the conduct of social audit.
3. Applications are invited from willing voluntary professionals ordinarily resident in the Municipal area having expertise in the above mentioned nine areas within 10 days of issue of this notice

Apply to: Address of the concerned contact person and department (where applications have to be sent).

(Commissioner)

(Name of the Municipal Corporation)

Copy to:

- Hon Mayor/Chairman and all councilors/corporators
- Hon. MPs/MLAs – concerned
- Secretary/Additional Secretary/Joint Secretary, MoHUPA, GoI
- State Secretary/SLNA
- TAG Secretariat NTAG, New Delhi for informing NTAG chairperson & members.

Annexure-II

Date

CVTC for the city of (name of the city)

I, Shri/Smt/Kum. _____ S/o / D/o / W/o _____ ordinarily resident at my address _____ for the last _____ years, in response to the notice dated _____ for formation of City Volunteer Technical Corps express my willingness to volunteer my services to the CVTC in the group for _____.

My qualifications are as below:

- 1.
- 2.
- 3.
- 4.
- 5.

My relevant experience in the above professional area is as below:

- 1.
- 2.
- 3.
- 4.
- 5.

Date:

Place:

Signature:

Name:

Contact No:

Email (optional)

Name of the Municipal Corporation

Name of the City

Date: _____

Notification

The City Volunteer Technical Corps of the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) for the sub mission under Ministry of Housing & Urban Poverty Alleviation is hereby constituted as under:

Sr.	Technical Field/ Area of Expertise	Names of the Members of each working group	Name of Chairperson of the Group
i)	Urban Planning		
ii)	Urban Governance		
iii)	Urban Environment		
iv)	Urban Poverty Alleviation		
v)	Urban Engineering		
vi)	Heritage		
vii)	Urban financial services (including housing finance)		
viii)	Legal services / Legal advisory		
ix)	Social Audit / Urban Community Development		

CGC members - consisting of all the group chairpersons will convene CVTC and will work with each of the members of the CVTC to ensure smooth functioning.

2. Terms of reference of the City Volunteer Technical Corps shall be:

2.1 Advise to city governance and management team on enlisting community participation in service delivery and urban poverty alleviation initiatives.

- 2.2 To help mobilize the Community Participation Fund Projects relating to their specific thematic areas.
 - 2.3 Ensuring transparency and accountability to citizens in programme implementation of JJNURM particularly by serving as City Resource Persons for conducting social audits (as proposed in the social audit toolkit issued by the Ministry of HUPA).
 - 2.4 Ensuring connectivity between the CDP and DPR and more particularly connectivity in respect of City wide infrastructure with the approved and sanctioned poor settlement infrastructure.
 - 2.5 The CVTC groups would actively participate in screening the detailed project reports prepared by the Corporation's Consultants in these specific fields and suggest the ways and means for submitting the quality report and also guide the corporation for effective implementation.
 - 2.6 Provide voluntary professional/technical support to the Municipal Corporation, as and when required by it.
3. City Volunteer Technical Corps will meet bimonthly
 4. City Corporation will provide suitable space and other logistical support for Smooth conduct of meetings of the Group.
 5. This issue with the approval of Mayor, Corporation {name of the corporation}.

(Commissioner)

Copy to: -

1. Mayor / Chairperson, (.....) Municipal Corporation
2. Head /Chief of the Concerned Line departments (related to above nine areas)
3. Additional Secretary/Joint Secretary, MoHUPA, GoI
4. State Secretary/SLNA
5. TAG Secretariat NTAG, New Delhi for informing NTAG chairperson & members
6. Coordinating Group of CVTC Members

Date: _____

Quarterly Progress Report of the CVTC activities

Municipal Corporation of _____ of State _____
CVTCs has been formed in the following areas and has met on the following dates during the period _____.

CVTC Area	Dates of Meetings	Time	No. of Suggestions received	No. of actions taken
Urban Planning				
Urban Governance				
Urban Environment				
Urban Poverty Alleviation				
Urban Engineering				
Heritage				
Urban Financial Services (including housing finance)				
Legal services/ Legal Advisory				
Social Audit / Urban Community Development				

Details of activities undertaken by CVTC may be mentioned or attached as annexure.

1. The venue of the meetings were:
2. The Nodal Official(s) for the CVTCs functioning is (are):
3. Space for CVTC Secretariat has been provided at _____

(Commissioner)

(Name of the Municipal Corporation)

Notice seeking applications for appointment as anchor NGO

The Jawaharlal Nehru National Urban Renewal Mission (JnNURM) launched on December 3rd, 2005 is the largest national urban renewal initiative to encourage reforms and fast track planned development of 65 identified Mission cities.

Since the cities are the real theatre where all the activities vis-à-vis JnNURM take place, the concept of the City Volunteer Technical Corps (CVTC) in all the Mission cities are intended to harness and channelize civic minded and talented professionals who are concerned and motivated to help their city. The mechanism of CVTC would not only provide the Urban Local Bodies with much-needed technical inputs on a voluntary basis, but also strengthen the delivery mechanisms by bringing in grassroots realities at different levels and encourage greater citizen participation in the activities of the city, including JNNURM-mission related activities.

In this process “Anchor NGO(s)” will be required to support the CVTC in all their initiatives as well as coordinate with the Urban Local Body.

Role of the anchor NGO

1. Assist the ULB in functioning of the CVTC & CGC - by being a resource for facilitating coordination and support secretarial activities of the CVTC and CGC
2. Assist the ULB/ MoUD/ MoHUPA in making available the capacity building programmes for the CVTC-CGC.
3. Ensure proper coordination between the CGC-CVTC & the ULB on an ongoing basis.
4. To ensure that meetings are held periodically, properly minuted and actionable points followed up etc.

Selection process & selection criteria for the anchor NGO

- If the ULB decides on selection of an anchor NGO then, the anchor NGO(s) will be selected during the meeting held for the purpose of constituting the CVTCs.
- Initially the anchor NGO will have to work on voluntary basis without any compensation involved for a period of 6 months. Following which the City TAG and the Commissioner will give their feedback (in terms of their satisfaction) with the work done by the Anchor NGO. If the evaluation is positive then the Anchor NGO will continue holding its position and will start

getting the remuneration as per the rules laid down in the guidelines from then onwards. This evaluation process has to be completed within a period of one month.

- The anchor NGO will be given this role for 1 year with revision of contract on yearly basis till the Mission period.
- Any complain against the anchor NGO in terms of not meeting its deliverables or otherwise will lead to its termination after a proper joint inquiry by the city commissioner & CGC.

Some basic prerequisites for an NGO to get selected are:

- Registered as a Trust or Society and compliance with all reporting requirements under such registration.
- Trustees/ Board members should have cross sectoral presence.
- Tenure of existence for the minimum period of 5 years and have a prolonged presence in the field of urban governance & issues related to urban poverty alleviation.
- Funds handled: The organization should have handled funds of minimum Rs. 10 lakhs per annum on an average in the last 3 years.
- The NGO should not have any political inclinations.

Nature of work so far done by the NGO

- One of the central purposes of the institution should be in establishing networks.
- Experience of establishment / playing a Lead NGO role by integrating people's institutions.
- Advocacy for NGO matters with various policy makers at the state / national level.
- Track record of linking NGO institutions with government activities, at national or state level.

Apply to: Address of the concerned contact person and department within 10 days from the date of notification (where applications have to be sent).

Date:

Commissioner
(Municipal Corporation)

Application for appointment as Anchor NGO

1. Name and Address of the organization
(Along with email/phone/cell/website/Fax No)
2. Registration No. and Dates, FCRA No.
(Attested photocopy of the registration certification to be enclosed)
3. Details of Members of executive/Governing Body along with address/ contact no's:

Sr. No	Name	Address	Field service	of	Contact no.

4. Name of the Chief Functionary: (Along with cell no)
5. Major Activities/ Field of Work/ Clients in Urban Areas:

Sr. No	Field of work	Activities	Target Group

6. Experience of networking with academic, research, corporate, people and civic institutions on Urban Planning, Urban Governance, Heritage, Urban Environment, Urban Poverty Alleviation, Urban Engineering, Urban municipal finance (including housing finance), Legal services, Social Audit / Urban Community Development, etc for a minimum period of ten years and capability of promoting voluntary action with concrete outcomes need to be shared.
7. Annual Reports/ Audited Statement of last three years duly attested to be enclosed.
8. Proposed Personnel who will be involved in CVTC work:
(Curriculum vitae for the post of Senior Coordinator- 1 person and Support Staff- 2 persons).

All the above information is true to the best of my knowledge and belief. In case at any stage it is found that any of the above information(s) is incorrect, my application for grant of any assistance may be liable to be rejected.

Signature of the Authorised signatory:

Place and seal of the organization:

Notice of provisional appointment as anchor NGO

(On the letter head of the Commissioner of the ULB)

Date:.....

To

.....NGO.

.....

Notice

This is a notice of provisional appointment of _____organisation/ institution as the anchor NGO for JNNURM for our city. Please note the following:

1. The role of anchor NGO shall be as following:
 - Assist the ULB in functioning of the CVTC & CGC - by being a resource for facilitating coordination and support secretarial activities of the CVTC and CGC
 - Assist the ULB/ MoUD/ MoHUPA in making available the capacity building programmes for the CVTC-CGC.
 - Ensure proper coordination between the CGC-CVTC & the ULB on an ongoing basis.
 - To ensure that meetings are held periodically, properly minuted and actionable points followed up etc.
2. The provisional appointment is for a period of 6 (six) months, starting _____
3. There shall be no remuneration during the period of provisional appointment.
4. Upon completion of this 6 months period, there shall be 2 assessments; first an assessment of your work as anchor NGO filled by the CVTC members; and seconds an assessment of your work by the Commissioner of the ULB.
5. Based on these assessments, the Commissioner shall either confirm your appointment as anchor NGO, or withdraw your provisional appointment.
6. The duration for the assessment and recommendations shall be no more than 1 month.

7. The process of re-appointment of anchor NGO shall be similar to that of assessment and recommendation outlined herewith.

We recognize the valuable service your organization/institution is rendering to society at large and our city in particular. We are delighted that you have come forward to serve the city and its citizens as the anchor NGO. I look forward to working with your organization/institution to make the CVTC & CGC concept success for our city.

Commissioner
(Municipal Corporation)

Anchor NGO evaluation and recommendation

Format 1

CVTC feedback on the anchor NGO

Name of the city:....., Name of anchor NGO.....

Date:

Following is the assessment of the anchor NGO by the CVTC*

Area of support	Item	Evaluation				
		Excellent	Very good	Average	Poor	Very poor
Interaction of CVTC with ULB	Monthly meetings with Commissioner/ Mayor/ other elected representatives and senior officials.					
	Additional meetings as required by CVTC members.					
Support for functioning of CVTC	Call for monthly meetings					
	Timely minutes of the monthly meetings					
	Other secretarial assistance/ networking support to					

	CVTC					
Support in reaching out to communities	Facilitating CGC & CVTC meetings with the community					

*Note: all the members of the CVTC are required to fill in the form for evaluating anchor NGO based on which the recommendation will be suggested.

(Signature of the CVTC member)

Recommendation: Based on the above assessment we recommend/do not recommend that be formally accepted as the anchor NGO for the city of

(Signature of the CVTC members).

Anchor NGO evaluation and recommendation

Format 2

Municipal Commissioner’s feedback on the anchor NGO

Name of the city:.....Name of anchor NGO.....

Date:

Following is the assessment of the anchor NGO by the Commissioner, City of

Area of support	Item	Evaluation				
		Excellent	Very good	Average	Poor	Very poor
Interaction of CVTC with ULB	Monthly meetings with Commissioner/ Mayor/ other elected representatives and senior officials.					
	Additional meetings as required by CVTC members.					
Support for functioning of CVTC	Call for monthly meetings					
	Timely minutes of the monthly meetings					
	Other secretarial assistance/ networking support to CVTC					
Support in reaching out to communities	Facilitating CGC & CVTC meetings with the community					

I have read the recommendations of the CVTC on the anchor NGO.

My assessment is:

- a. In concurrence with the CVTC assessment
- b. Not in concurrence with the CVTC assessment (describe below the reasons for the difference in assessment)
.....

(Municipal Commissioner's Signature)

Name of the Municipal Corporation

Notice of Confirmation

(on the letterhead of the commissioner)

I approve _____ NGO as the Anchor NGO for the city _____under JnNURM. Based on this confirmation, the Anchor NGO shall be eligible for remuneration for services rendered as Anchor NGO for the city_____ in the amount of Rs_____(in words Rupees) for a period of one year, with effect from _____date.

Note: This confirmation notice shall be renewed annually, based on an annual assessment by the CVTC members and a recommendation by the Municipal Commissioner. In the manner prescribed.

Date:

(Municipal Commissioner’s Signature)

Name of the Municipal Corporation

Notice of termination of provisional appointment as Anchor NGO

(on the letterhead of the commissioner)

_____NGO is not suited to be formally confirmed as the Anchor NGO to be released, and a fresh process for selection of Anchor NGO to be undertaken, with a similar assessment and confirmation process.

Date:

(Municipal Commissioner’s Signature)

Name of the Municipal Corporation