

(xi) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on Disbursements made:

ANNUAL REPORT

2003-04



National Institute of Urban Affairs
I & II Floor, Core 4B, India Habitat Centre, Lodhi Road
New Delhi 110 003

Phone: 24643284 24617517 24617543
Fax: 24617513
Email: niua@niua.org

CONTENTS

PREFACE	1
MEMBERS OF GOVERNING COUNCIL	2
RESEARCH STUDIES: COMPLETED	3
RESEARCH STUDIES: ONGOING	6
SEMINARS//WORKSHOPS/TRAINING PROGRAMMES CONDUCTED	10
INDIA URBAN INFORMATION RESOURCE CENTRE	13
PUBLICATIONS/DOCUMENTATION	14
FACULTY ACTIVITIES	15
BUDGET	17
MANAGEMENT	18
I T INFRASTRUCTURE	18
LIBRARY	19
LIST OF JOURNALS SUBSCRIBED/RECEIVED ON EXCHANGE/GIFT	20
LIST OF STAFF POSITIONS AS ON 31 MARCH 2004	22
ANNUAL ACCOUNTS	23

PREFACE

The Institute conducted a number of policy research projects, evaluation studies, data gathering exercises, training programmes, workshops and seminars, during the year 2003-2004, to provide research, capacity building, and information support to all concerned with the urban sector in the country. Scholarly reports and publications for dissemination of its research work were brought out during the year.

Projects completed during the year included a project on Healthy City sponsored by WHO, studies on property tax reforms, and decentralisation funded by UNDP, a study on evaluation of plan schemes for slum improvement for the Government of NCTD, and five studies conducted as part of Indo-USAID FIRE-D project. The ongoing studies included two studies sponsored by MOUD&PA on implementation of the provisions of Constitution 74th Amendment, a follow up project on Healthy District sponsored by WHO, and a couple of studies to support modification of the municipal act of Municipal Corporation of Delhi. Research support for the completed and ongoing projects at the Institute was received from a number of national and international agencies, including MOUD&PA, Government of NCTD, USAID, WHO, UNDP, and CARE India.

The ongoing FIRE-D project was extended for a further period of five years, up to 30 September 2008. NIUA was again designated as the nodal agency of Government of India for this highly successful Indo-US collaborative project that has made significant contributions to urban reform process including development of capital market for urban infrastructure financing, training of municipal officials and elected representatives, and building the capacities of municipal bodies in developing commercially viable urban infrastructure projects.

The Institute's network of 14 training institutions spread across the country, developed as a part of FIRE-D activities, conducted a large number of training programmes in fields related to urban infrastructure management and financing. The target group of these programmes included both municipal functionaries and elected representatives of municipal bodies. The Institute organised a number of national level policy advocacy seminars during the year to assist the urban reform process in the country including a seminar on Municipal Reforms for Good Urban Governance, a workshop on Model Municipal Law, and a conference of South-Asian Mayors.

This annual report provides information related to various academic activities of the Institute, including the professional activities of its faculty members, during the year 2003-2004 and presents the audited accounts of the Institute for the year.

Sd/-
Arcot Ramachandran
President

Sd/-
Vinod Tewari
Director

RESEARCH STUDIES: COMPLETED

1. Evaluation of the Plan schemes regarding Environmental Improvement in Urban Slums; Community halls/Basti Vikas Kendras; Pay and use Jan Suvidha complexes and Relocation of JJ Clusters.

The objective of the study was to evaluate the physical and financial targets of the schemes, status of the schemes, their locations, problems and constraints in the implementation of the schemes, maintenance of the infrastructure/facilities provided through the schemes and users' satisfaction etc.

The study highlighted the deficiencies in the basic services in the selected slum settlements and recommended the range of options for the improvement of urban slums. Keeping in view the magnitude of problems in urban slums, the study suggested the in-situ upgradation of slums and provision of basic services at the relocation sites before or simultaneous to the relocation of squatters.

2. Healthy City Project

The objective of the Project was to formulate Health (Action) Plans for the city of Mirzapur, to improve environmental hygiene with the help of the local government and the community. The project was sponsored by the Ministry of Urban Development and Poverty Alleviation, and funded by the World Health Organisation.

The project had organised 6 major workshops in Hyderabad, Mirzapur, Bhubaneshwar and Nagpur, developed a Guide Atlas on how to plan for Healthy Cities, did a city wide campaigning for awareness, distributed leaflets in schools on hygiene, held local task force meetings, completed small scale localised upgradation of infrastructure.

3. Review of Urban Decentralisation in India

The main objective of the study was to analyse the achievements in the expected outcomes of the urban decentralization process in the country. Using the available data at NIUA and other Delhi based organisation, the strategy paper examined various issues of decentralisation in the country specially initiated after the implementation of Constitution 74th Amendment Act 1992. Study concluded that Impact of Decentralisation in Urban India is not very encouraging particularly in the small and medium towns.

4. Preparation of Policy Agenda and legislative intentions for the part on Municipal Revenue including tax on profession, Trades, Callings and Employments for the proposed New Municipal Law for Delhi to replace The MCD Act, 1957

The main object of the study was to develop the policy agenda and legislative intentions to amend the MCD Act, 1957 to strengthen the finances of Delhi Municipal Corporation. The specific objectives of the study were (i) to review MCD Act, 1957 particularly its taxation section with a view to examine the feasibility of different taxes in the present situation, (ii) to suggest new taxes and non-tax revenues including tax on professions, trades, callings and employment, (iii) to streamline the provisions concerning to levy and collection of advertisement tax, and (iv) to suggest enabling provisions to collect the duty on transfer of property.

5. Community Based Information System (CBIS) for CAREPLUS

The Community-Based Information System (CBIS) consists of community level data collected by residents themselves. The CBIS has been developed by NIUA for 16 slums in Delhi. The data collected includes population, migration patterns, status of housing, water supply, sanitation, drainage and quality of life of residents. The CBIS uses a GIS platform for converting the PLA maps to a digital format. It also contains city level data on the poor, the location of their settlements, policies for the poor and a list of NGOs working with the poor. The success stories of interventions made by NIUA in the communities are also documented in the report. CBIS has also been uploaded on NIUA's website as a separate link on the home page. The website consists of data as well as maps. The PLA manual is also available online for ready use in this website.

6. Study on Reforming Property Tax

The study, funded by the UNDP examined the problems associated with the current ARV system of Property Tax arrangement and analysed the property tax reforms put in place in 13 selected cities. Based on the analysis, it has suggested guidelines to improve the administration and assessment of property tax further.

7. Property Tax Reforms in Uttaranchal

The study analyzed the legal provisions related to the property tax system under the two Acts, administrative process and practices, and the capacity of municipal institutions in Uttaranchal. It also provided an insight to the ground realities with respect to the implementation of existing property tax system in the state and addressed the transparency and fairness in the assessment process through an innovative tax base system, accountability of the tax payers, tax staff and tax committee, and improving the record management and monitoring systems. The

study suggested a model property tax scheme to suit the limited capacity of the municipal institutions in the Uttaranchal state.

8. Study on Urban Management of Hill Towns: A Case Study of Manali

The study reviewed the existing situation in water supply and sewerage system, solid waste management system, road/streets and parking system in Manali and identified measures required to upgrade these amenities. It also reviewed the financial requirements for municipal services and gave insight for additional resource mobilization for financing urban infrastructure and improvement and improvement in urban management practices.

9. Urban Development Timeline

The study documented key historic events in the urban development sector in India. The UDT recorded all major activities in the urban sector during the past fifty years and beyond and analyzed the patterns in the urban development and management practices in different parts of the country, namely the regions in the east, west and south. It also captured diverse accounts of various policies, programme and project from the past to till date having bearing on urban development.

10. Innovative Municipal Management for Mobilization of Financial Resources and Upgradation of Environmental Infrastructure

Study documented the process of augmentation of resources by Chandigarh Municipal Corporation through rationalization of water tariff and augmentation of water supply, improvement in urban management system through introduction of management information system, upgradation of urban environmental infrastructure through augmentation of sewerage system and rationalization of user charges through introduction of sewerage cess, upgradation of storm water drainage system, reforms in solid waste management, augmentation of street lights, environmental revitalization through improved management of parks, and gardens. The study also documented situation before and after each innovation, lessons learned from all initiatives, sustainability and transferability of each initiative.

RESEARCH STUDIES: ONGOING

1. State Finance Commissions' Recommendations and Follow-up Action Thereon

Sponsored by the Ministry of Urban Development , Government of India, the aim of the study is to examine the actions taken by the states on the recommendations of the finance commissions.

The progress on the study is as follows:

- i. An interim report that completes the key recommendations of the first SFCs of 15 states has been prepared and submitted to the MOUD & PA
- ii. Collection of Reports and ATR from remaining states- works is in progress

2. Institutional Arrangement & Capacity Building- Study to Evaluate & Recommend HRD Policies & Strategies for ULBs in Maharashtra

The objective of this Technical Assistance (TA) study are to:

- i. Evaluate current policies and practices of personal management prevalent in ULBs vis-à-vis requirements under the 74th CAA, in relation to
- ii. Provisions under the Municipal Act that govern personal qualification, recruitment and management; and
- iii. Provisions under the Service Rules governing the roles and responsibilities of municipal staff

The study will collect data from the Municipal Corporation of Thane, Class A Municipality of Virar, Class B Municipality of Vasai and Class C Municipality of Karjat to develop HRD policies & strategies for ULBs in Maharashtra.

3. Technical Assistance to Indore Municipal corporation in Revenue Generation

The Institute is supporting Indore Municipal Corporation's (IMC) ongoing reform initiatives through a program of technical assistance. The TA is focused on enhancing IMC's revenue generation. The study team would work in conjunction with IMC to provide intellectual leadership and guidance to the overall implementation of the recommendations of FIRE project's earlier assessment regarding revenue generation. It would also develop detailed action points based on the broad recommendations of the assessment and oversee their implementation.

4. Institutional Strengthening Project- Strengthening Institutional Capacity to Facilitate Decentralisation in Jabalpur

The prime objective of this Technical Assistance is to streamline systems and procedures of Municipal Corporation of Jabalpur (MCJ) thereby linking activities and facilitating an organized and efficient reporting system between central and zonal offices. This initiative is expected to facilitate enhanced planning, administration and management of municipal functions. It is also envisaged that the creation of the Municipal Management Information System (MMIS) would assist in laying a strong foundation for future resource mobilization initiatives. Further, in order to manage the revamped operations, it is imperative that the human angle is addressed. Hence, a human resource plan is also envisaged under this TA.

5. Preparation of Policy Agenda and Legislative Intentions for the Chapter on Buildings and Other Relevant Chapters in The Delhi Municipal Corporation Act, 1957 and for Framing New Building Bye-laws for Delhi

Based on the urban sector reforms now under way at the initiative of the Ministry of Urban Development , Government of India, and the on-going review of Delhi Municipal Corporation Act, 1957 having regard to the provisions of the Model Municipal Law prepared at the instance of the Ministry, this study will update the chapters on “Streets” and “Buildings” in the Act, and frame new building bye-laws, with due regard to the provisions of the Constitution (Seventy-fourth Amendment) Act, 1992.

The Municipal Corporation of Delhi has constituted a study group to develop policy agenda for the new building bye-laws. Times Research Foundation, Kolkata is assigned the work of providing the necessary technical support to MCD.

6. Drafting of Bye-laws for Levy of Tax on Professions, Trades, Callings and Employments under the Delhi Municipal Corporation Act, 1957

On the basis of earlier study of Preparation of Policy Agenda and legislative intentions for the part on Municipal Revenue including tax on profession, trades, callings and employments for the proposed New Municipal Law for Delhi to replace the MCD Act, 1957, the Institute is now helping Municipal Corporation of Delhi for drafting of bye-laws of tax on professions, trades, callings and employment under the Delhi Municipal Corporation Act, 1957

7. Evaluation Study of Centrally Sponsored Accelerated Urban Water Supply Programme (AUWSP)

The Institute has to evaluate 11 schemes under AUWSP spread over five states viz. Rajasthan, Punjab, Haryana, Himachal Pradesh and Jammu & Kashmir to understand how they have been implemented and how effective they have been in delivering water to the towns. So far the study team has been able to visit three towns in Rajasthan and collect information on the schemes. The remaining towns will be visited in due course.

8. Implementation of the provisions of Constitution 74th Amendment Act

The objectives of the study are:

- (i) Review the current stage of implementation of various mandatory and discretionary provisions of the constitution (74th Amendment) Act:
- (ii) Number of Urban Local Bodies in each State alongwith their names
- (iii) Number of councilors, number of Women Councilors, number of Councilors belonging to SC/ST Backward classes
- (iv) Number of SC/ST Chairpersons
- (v) Level of devolution of functional and financial powers to ULBs.
- (vi) Compilation of functional powers with reference to functions given in the 12th Schedule and other functions not included in the 12th Schedule
- (vii) Compilation of financial powers devolved upon ULBs
- (viii) Examine the functioning of Ward Committees; their composition and functions.
- (ix) Examine the constitution and functioning of the SFCs and compilation of recommendations of First SFC and second SFC, acceptance and implementation by the State Government.
- (x) Examine the functioning of DPCs and MPCs alongwith their functions and composition

The study will cover all the seven North-Eastern States, Orissa, Uttar Pradesh, Uttaranchal, Bihar Jharkhand and West Bengal.

9. Healthy District Project

The main objective of the study is to innovate strategies to institutionalise the upgradation of environmental infrastructure to improve environmental hygiene and to promote preventive health care by involving the local community and the district administration in the District of Mirzapur.

The progress is as follows:

- i. Held Healthy City Meeting with district officials.
- ii. 13 Health Camps have been held, one each in 12 pilot villages in the 12 blocks of the districts and in one slum of the city.
- iii. Need assessment surveys have been completed for the same 13 locations. Data is being processed and short reports are being written. Need Assessment Report
- iv. Need Assessment workshop done on Dec.4, 2003 for interventions and to decide on the nature and level of the training programmes, to be done.
- v. PLA studies are being done (8 completed along with reports) at present as a grassroots level planning process.
- vi. A video will be done on the PLA process if time permits.

Training of grassroots level workers will be the last and the final activity.

10. Study on Municipal Accounts and Financial Reporting System

The study funded by UNDP is being conducted to review the new system of accounting and financial reporting introduced in various parts of the country and suggest measures to improve the system further. Following states have been selected: Tamilnadu, Rajasthan, Gujarat and Karnataka. To examine the process of accounting reforms at the city level, the following cities of the above states have been studied in detail: Alandur in Tamilnadu; Jaipur in Rajasthan; Anand in Gujarat and Bangalore and Tumkur in Karnataka.

With a view to improve the financial reporting and accounting systems of the urban local bodies in the country, the study has suggested professionalism and modernisation of the existing municipal accounting system. Role of various stakeholders including Central Government, State Government and local bodies themselves are also defined in the study to push the agenda for accounting reforms further. The draft final report of the study was submitted to UNDP. This report was discussed at the workshop held at Bangalore on 28th August 2003. The report is being finalized.

11. Improving Access of Poor to Basic Urban Services in Ludhiana

The aim of the project is to support the Municipal Corporation of Ludhiana (MCL) to improve access of the urban poor to infrastructure services. This would facilitate establishment of a sustainable approach to provide urban services to low-income settlements in Ludhiana. The objectives of the project are to build capacity of MCL to address issues relating to low-income settlements within the overall planning framework of the city. In first six months of Phase II of the Project, Community Action Plans (CAPs) have been made for 15 settlements. Implementation of CAPs is in progress in 9 settlements. Further capacity

building of community workers has been undertaken and two courses have been held to strengthen their engagement with the community. Formal mechanism for MCL CBO interaction has been developed and formal interaction mechanism between communities and Ward Councillors has been established. The linkages with MCL will be strengthened in the next six months and land tenure issues will be addressed.

SEMINARS/WORKSHOPS/TRAINING PROGRAMMES CONDUCTED

1. Workshops organised:

- South Asia Mayors' Conference at Indore: Two days South Asian Mayors' Conference at Indore was organized by All India Council of Mayors' and Indore Municipal Corporation in collaboration with National Institute of Urban Affairs, and U.S. Agency for International Development, under FIRE (D) Project,. More than 200 participants attended the conference. The participants included 70 mayors' from all over India, 10 Mayors from South Asian Countries, and representatives of NGOs and Urban Managers' Associations.
- Formation of City Managers' Association: To provide service to citizens through professional management of urban local bodies in India, the City Managers' Association in the state of Bihar was formed. Government of West Bengal also principally agreed to form City Managers' Association in the state.
- Review of FIRE (D) by DEA: The Department of Economic Affairs, Ministry of Finance, Government of India, reviewed the progress of FIRE (D) at the Tripartite Meeting of USAID Projects held in May 2003. The Director of the Institute gave a presentation on the comprehensive approach to municipal reforms in the urban development sector, in areas of policy reforms, infrastructure financing, improvement in accounting standards and related technical training for capacity building under FIRE (D) project, Director (UD), Ministry of Urban Development and Poverty Alleviation, Government of India, commented that more broad based participation from the state governments would improve the impact of the project. Joint Secretary, DEA, suggested that more municipalities may be identified for expansion or replication of the project's activities and the new banks and additional financial institutions be introduced as partners for this project.
- A National workshop on Municipal Reforms for Good Urban Governance was organized by the Institute in collaboration with the UNDP on 16-17 July 2003 at New Delhi. More than 50 participants and resource persons including state government officials, commissioners municipal corporations and other national and international experts representing various organisations participated in the workshop.

- A state level workshop on Resource Mobilization and Asset Management was organised in collaboration with RIPA, Rajasthan and City Managers' Association, Rajasthan (CMAR) at Jaipur.
- FIRE (D) Partners' Meeting: Meeting of FIRE (D) partners', chaired by the Joint Secretary, Urban Development, Ministry of Urban Development and Poverty Alleviation, Government of India was held on 20 October 2003 at Conference Hall, NIUA to review the activities pursued under the project.
- A Workshop on UNDP Studies on Municipal Accounting Reforms and Property Tax Reforms was held on 28 August 2003 at Bangalore to discuss the findings of the draft final reports of the above studies sponsored by UNDP. Experts in the areas of municipal management participated in the workshop and presented their views, which will be incorporated in the final reports to be submitted to the UNDP in December 2003.
- A national workshop on Municipal Accounting Reforms was organised on 26 September 2003 at Hotel Imperial, New Delhi in collaboration with the Ministry of Urban Development and Poverty Alleviation (MOUD& PA), Government of India, and USAID to review the progress made by the various State Governments in the area of municipal accounting reforms and to finalize a countrywide time bound programme for implementation of the accounting reforms and the recommendations of the Comptroller and Auditor General (C&AG).
- A workshop on "Enroute to Reforms in Urban India, India Best Practices Symposium, 2003" was organised on 16-17 October 2003 at Hotel Park Royal, New Delhi in collaboration with International City/Country Managers' Association, USAID, US-AEP, Ahmedabad Management Association, and City Managers' Association, Ahmedabad.
- A National Women Mayors' Conference was organised on 6 September 2003 at T.T.T.I, Bhopal
- A National Workshop on Model Municipal Law was organized in collaboration with Ministry of Urban Development & Poverty Alleviation (MOUD&PA) and Indo-USAID Financial Institutions Reform Project (FIRE-D), on 21 November 2003 in New Delhi to review the progress made by various state government and to give an impetus to implementation process of various recommendations of the MML. About 85 participants including representatives of the All India Mayors Council (AICM), 18 state governments, 14 training institutions, 5 international organizations and urban experts attended the workshop.

2. Meetings under FIRE Project:

- Management of Water Supply Services in Municipal Areas including Pricing and Cost Recovery- ILGUS, Kolkata on 8-10 September 2003 and attended by 24 participants.

- Resource Mobilization for Financing Urban Infrastructure- KILA, Kerala on 11-13 August 2003, attended by 27 participants.
- Project Development for ULBs: Commercialization of Urban Infrastructure- CRRID, Chandigarh on 18-19 September 2003, attended by 22 participants.
- Training Network Review Meeting: The 1st meeting of NIUA's urban management training network was held at New Delhi on 20 November 2003 to discuss modalities to conduct training programmes for the Phase-III of the project. MOU with network training institutions were finalized. Nodal officers from 11 network training institutions, representatives from USAID and MSS Contractor of FIRE (D) project attended the meeting.

3. Training Workshops organised under FIRE Project

The following training workshops were organised during the period:

- Innovative Urban Management and PPP for Urban Infrastructure- April 28-29, 2003, CRRID, Chandigarh
- State Level Workshop on Area Based House Tax- April 29-30, 2003, RIPA, Jaipur
- Financing Urban Infrastructure- June 6-7, 2003, CMAG
- Enhancing Performance Effectiveness- July 6-7, 2003, IMS, Indore
- Financing Urban Infrastructure- July 7-9, 2003, KILA, Kerala
- Resource Mobilization for Empowerment of City Government- July 21-22, 2003, CRRID, Chandigarh
- Financing Urban Infrastructure- July 4-5, 2003, CMAG, Ahmedabad.
- Concept of Best Practices, RIPA, Jaipur 3-4 February 2004
- Infrastructure Development of ULBs in Kerala, KILA, Kerala, 27-29 January 2004
- Training Programme on Leadership and Management for Elected Representatives of Ramagundam Municipality, Andhra Pradesh, MCR-HRD Institute of A.P, 3-5 February
- Public Private Partnership in Infrastructure Management, CDS, Nainital, 28 January- 1 February 2004
- Model Municipal Law (workshop), CDS, Nainital, 19-20 February 2004
- Innovative Urban Management through Reforms in Accounting, Budgeting, Information and Data Management, CRRID, Chandigarh, 7-8 January 2004
- Commercialization of Urban Infrastructure for Strengthening Urban Governance, CRRID, Chandigarh, 5-6 February 2004
- Training of Trainers Programme, UTI Institute of Capital Market, Mumbai, 25-26 February 2004

4. Improving Access of Urban Poor to Basic Services with CARE PLUS

- GIS training was given to field supervisors.
- Presentation made to Delhi Jal Board on the efforts carried out by the Institute in low-income communities of Delhi to facilitate a partnership on 20th May 2003.
- Intra community exchange meetings were organized on the issues of *Water Supply* at Shahadra and *Sanitation* at Udham Singh Park. The meetings were attended by supervisors, facilitators and representatives from 10 NIUA-CARE PLUS settlements.
- Four training programs for facilitators were organized.
- A leadership and articulation training programme was conducted by resource persons from Ind Care for basti leadership from all communities on the 14, 15 and 16 August, 2003.
- Two Livelihood Training Workshop were organized at Gandhi Peace Foundation Hall. Resource persons from 5 different agencies were called.
- Vocational training on livelihood generation was provided to 40 women in Narela resettlement colonies for soap making by trainers from Shramik Udyog Peeth.

INDIA URBAN INFORMATION RESOURCE CENTRE

The India Urban Information Resource Centre website indiaurbaninfo.com, contains seven databases viz. city profiles, case studies, documents, infrastructure projects, news briefs, resource institutions and training & seminars. The website, at present, focuses mainly on urban environmental infrastructure. New records are added to the databases regularly and the existing records updated when required. In addition to these databases, the site provides useful links to important related websites. The website also provides a link to Newsletter which contains the Urban Finance Newsletter, Urban Poverty Newsletter and the FIRE(D) project notes. This website is one of the most comprehensive databases on urban infrastructure in India.

OTHER ACTIVITIES

Observance of `Hindi Week': Debate & Essay competitions were organised at the Institute.

PUBLICATIONS/DOCUMENTATION

Regular Publications

1. Urban India

This bi-annual publication is a leading journal on urban development and related matters containing contributions from eminent researchers, policy makers and practitioners. It is an important media for highlighting issues, promoting research, and disseminating information on the research findings and experiences of researchers and practitioners in the area. Two issues of the Journal were brought out during the year.

2. Urban File

This bi-annual bibliography on urban affairs and related areas is based on a scan of articles published in eighty national and international journals. For easy reference the material has been suitably classified -- separate author, subject, area and periodical index is also provided.

3. Urban News

This monthly reproduction of newspaper clippings drawn from nine leading dailies, presents an overall picture of urbanisation and related topics. It serves as a useful source of reference for scholars, policy makers and practitioners in the area of urban development.

4. Urban Poverty

This quarterly newsletter in English and Hindi is brought out under the Urban Poverty alleviation programme. It disseminates information on issues related to urban poverty and is targeted at programme partners, implementers, policy makers, NGOs, experts. The issues published during the year were on the following themes: Role of UN in the Urban Sector and Participation of Children in Planning.

5. Urban Finance

This quarterly newsletter is brought out under the FIRE(D) programme. It contains information on various aspects of financing urban infrastructure and services including the latest developments. The newsletter is meant for all those interested in urban finance. Four issues of the newsletter were brought out during the year.

FACULTY ACTIVITIES

Dr. Vinod K. Tewari, Director

Seminars/Workshops/Presentations/Meetings

- Delivered a keynote address on “Ways of Increasing Revenue of Municipalities”, National Conference on Management and Marketing of Municipal Services, organised by Institute of Marketing and Management, New Delhi, 14 August 2003.
- Participated in a panel discussion, National Workshop on Municipal Accounting Reforms, organised by NIUA jointly with Ministry of Urban Development and Poverty Alleviation (MOUD&PA), 26 September 2003.
- Participated in meeting of the Committee on Urban Land Policy as a member of the Committee, 29 October 2003.
- Chaired a session in the workshop on National Urban Information System, organized by TCPO, New Delhi, 20 November 2003.
- Participated in a panel discussion in the National Seminar on Model Municipal Act, organized by the Ministry of Urban Development & Poverty Alleviation, New Delhi, 21 November 2003
- Co-chaired a session in International conference on Good Urban Governance: Making Cities Work, organized by Fairfest Media, Hyderabad, 27 November 2003.
- Made a presentation on Financing Sustainable Development: The Indian Urban Local Bodies Perspective, at a seminar on Sustainable Development, organized by CII, New Delhi, 30 January 2004.
- Presented Evaluation of the MATURE project (a project of UNDP & DST), and chaired a session on GIS enabled decision support systems, at the International Workshop on Urban Renewal, organized by HSMI, DST and UNDP, Manesar, 17-18 February 2004.
- Presented a paper on Municipal Reforms for Sustainable Urban Infrastructure Development in India, as an Invited Speaker at the UN-Asia Pacific Leadership Forum on Sustainable Development of Cities, organized by United Nations, Hong Kong, 25-27 February 2004.

V.K. Dhar, Housing, Environmental and Urban Planner

Lecture delivered

- Delivered a lecture on “Housing Finance and Urban Poor” at Sardar Vallabhai National Institute of Technology, Surat on 26th March, 2004.
- Delivered a lecture on “Public Private Partnership for the delivering of serviced land in Delhi” at HIPA, Gurgaon on 10th Feb. 2004.

Dr. Mukesh P. Mathur, Associate Professor

Seminars/Workshops/Presentations/Meetings

- Published a paper on “Reforming Property Tax in Patna - A critical Review” in the India Infrastructure Report, 2004.

Lecture delivered

- Delivered series of lecturer on Municipal Finances and Community Mobilization in HIPA, Gurgaon.

Usha P. Raghupathi, Associate Professor

Seminars/Workshops/Presentations/Meetings

- Presented a paper on ‘Urban Water Supply Situation in India: An Overview’, at a Workshop on Urban Water Supply and Sanitation organised by PMU, Swajal Project, Uttaranchal, at Dehradun on 5 July 2003.
- Submitted a paper on water related issues to Change Management Forum (brought out by ASCI, Hyderabad) - forthcoming.
- “Small is Practical: Role of Private Water Providers”, Building Materials News, Water and Sanitation for Cities, World Habitat Day, 6 October, 2003, New Delhi.
- “Small Private Water Providers – An Alternate Solution for the Poor”, Shelter (Special Issue on World Habitat Day 2003), Vol. 6, No. 3, October 2003, HUDCO, New Delhi.
- “Small-Scale Private Water Providers – A Growing Reality”, Urban Finance Newsletter, Vol. 6, No. 3, September 2003, NIUA, New Delhi.

- “Privatisation Water Distribution”, Change Management Times, (a publication of Administrative Staff College of India, Hyderabad), September 2003.
- Organised a seminar with Louis Berger Group on ‘Landfill Gas’ at NIUA on 10 November 2004. The main objective of the seminar was to disseminate new technologies for dealing with landfill gas.

Renu Khosla, Associate Professor

- Presented the findings of the study on “Status of Education in Urban India under the Janshala program” at the National Group Meeting on the 4th April 2003.
- Attended the pre-bid meeting for the Rajasthan Urban Infrastructure Development Project on 30th May 2003 at Jaipur and for the APUSP project on the 2nd July 2003 at Bangalore.
- A meeting was facilitated on 6th and 7th of June 2003 on “Development of instrument for assessing the quality of ECD programs in the country.”
- Presentation on ‘ Empowerment of elected representatives’ at the Municipal Reforms Workshop conducted by NIUA & FIRE(D) on 15th & 16th July 2003 at New Delhi.
- Presented a paper on the “Community-based Information System”, at the UN-Logotri Meet at Seol, Korea on 5 October, 2003.

Dr. Madhusree Mazumdar, Senior Research Officer

Lecture delivered

- Delivered a lecture on “Concept of Healthy City” in International Training Programme for Overseas Professionals and Administrations on Urban Development Management: Perspectives and Possibilities, October 22, 2003.

BUDGET

NIUA received a total non-plan grants-in-aid amounting to Rs. 1,62,74,884/- from the Ministry of Urban Development & Poverty Alleviation during the current financial year. Besides there was a brought forward balance of Rs. 5,90,316.90. Other receipts amounted to Rs. 2,45,841/- excluding projects and interest on corpus fund and Gratuity Fund etc. The project receipts including accounting adjustment amounted to Rs. 2,94,26,352.20 and interest on corpus fund amounted to Rs. 20,97,869/- during the year.

The Audit Report of Statutory Auditors M/s T R Chadha & Co. Chartered Accountants, is attached.

MANAGEMENT

During the course of the year three meetings of the Governing Council were held on 30 April 2003, 29 August 2003 and on 25 November 2003 respectively. One meeting of the General Body was held on 25 November 2003.

Prof. Om Prakash Mathur, HDFC Chair Professor, National Institute of Public Finance and Policy was elected as Vice President of the Institute by the General Body for a period of two years.

The following officers joined and/or left the institute during the course of the year:

1. Dr. M A Siddique, Professor at the Institute joined on 1 April 2003 and was relieved w.e.f. 10 July 2003 upon tendering his resignation.
2. Dr. (Ms.) Renu Khosla, Project & Training Coordinator (Associate Professor), was relieved w.e.f. 30 September 2003.
3. Ms. Poonam Kashyap joined as Jr. Hindi Translator w.e.f. 3 February 2004.

IT INFRASTRUCTURE

During the year 2003-04, the Institute has added the following state-of-the-art hardware to its computer family:

▪ Samsung 17" TFT monitor	1 in no.
▪ Mobile Hard Drive	1 in no.
▪ HP Deskjet – 9300 Color Printer	1 in no.
▪ IOmega CD writer	1 in no.
▪ Cisco Switch	1 in no.
▪ HP Scanjet 7450 color scanner	1 in no.
▪ Norton Anti Virus for workstation	1 in no.
▪ Norton Anti Virus for Server	1 in no.
▪ Dell Laptop Computer	2 in nos.
▪ EPSON LQ Dot Matrix Printer	1 in no.

The computers which were not on network were configured to be the part of LAN. All computers on LAN now can use and share the resources on network.

To use the internet facilities more efficiently, one Internet Management Software was procured. This helps in monitoring as well as enhance the internet connection for better browsing speed.

LIBRARY

The Institute has a specialised library on urban development and urban related subjects. On 31 March 2003, there were 14,565 books, Census publications and Government reports in the library. During the year ending March 2004, 521 new books were added, bringing the total to 15, 086. In addition to the books, there were 7299 bound volumes of periodicals available in the library up to 31 March 2003. 89 new volumes of periodicals were added to bring the total to 1388. Thirty-six national and international journals were subscribed by NIUA in the reporting year. In addition to those subscribed, 18 journals were received on complimentary / exchange basis. Thirteen dailies and six magazines were also subscribed.

During the year a number of documents including books and periodicals, were received on inter-library loan from various libraries in Delhi for use of the research staff, Similarly, various documents were lent to other libraries under the inter-library loan facility. As many as 3,000 documents (books and periodicals) were borrowed and consulted by the staff of the Institute during the year. Services were also extended to scholars who visited the Institute library from abroad and other parts of the country during the year.

The library also brought out URBAN NEWS, a monthly publication that presents an overall picture of urbanisation and related topics, based on a reproduction of clippings from thirteen leading dailies and six magazines received by the library, URBAN FILE a bi-annual publication, is an index of articles that appeared in various national and international journals received by the library. This was brought out by using CDS/ISIS software. The books procured during the year were entered into the computer and the catalogue cards of the same were printed by using the same software.

LIST OF JOURNALS SUBSCRIBED/RECEIVED IN EXCHANGE

1. Architecture + Design
2. Book Review
3. Cities
4. Data Quest
5. Development and Change
6. Development Policy Review
7. Down to Earth
8. Economic and Political Weekly
9. Economic Intelligence Service
10. Economist
11. Guide to Indian Periodical Literature
12. Habitat International
13. Indian Infrastructure
14. Indian Journal of Labour Economics
15. Indian Journal of Regional Science
16. Indian Journal of Transport Management
17. Inside Outside
18. IDS Bulletin
19. International Development Planning Review
20. Journal of Sociology and Social Welfare
21. Journal of the American Planning Association
22. Land Economics
23. Local Environment
24. Margin
25. Regional Science and Urban Economics
26. R.B.I. Bulletin
27. Review of Urban and Regional Development Studies
28. Sarvekshana
29. Seminar
30. Social Action
31. South Asian Survey
32. Swamy's News
33. Time
34. Town Planning Review
35. Urban affairs Review
36. Urban Studies
37. AMDA News
38. Asian Economic Review
39. Bio Energy News
40. Centre for Policy Research Newsletter
41. Development Alternatives
42. Enviro News
43. Environment and Urbanisation
44. ENVIS Bulletin
45. Finance and Development
46. IASSI Quarterly
47. Operational Statistics

48. Paryavaran
49. Regional Development Dialogue
50. Regional Development Studies
51. Shelter
52. UNESCO Newsletter
53. Urban Links
54. Urban Management

LIST OF NEWSPAPERS AND MAGAZINES

1. Asian Age
2. Amar Ujala (Hindi)
3. Business Standard
4. Dainik Jagaran (Hindi)
5. Economic Times
6. Hindu
7. Hindustan Times
8. Hindustan (Hindi)
9. Indian Express
10. Navbharat Times (Hindi)
11. Rojgar Samachar (Hindi)
12. Statesman
13. Times of India
14. Business India
15. India Today
16. India Today (Hindi)
17. Outlook
18. Reader's Digest
19. Sarita

LIST OF THE STAFF POSITIONS AS ON 31 MARCH 2004

Sl. No.	Name of the Post	No. of Staff Members
RESEARCH FACULTY		
1	Director	1
2	Professor	1*
3	Associate Professor	2
4	Senior Research Officer	2
5	Editor	1
OFFICERS		
6	Administrative & Accounts Officer	1
7	Purchase, Maintenance & Security Officer	1
8	Executive Officer	1
9	Librarian	1
SUPPORTING RESEARCH STAFF		
10	Research Officer	3
11	Junior Research Officer	3
12	Research Analyst	4
13	Project/Training Associates	2
14	Investigator/Jr. Investigator	2
COMPUTER & TECHNICAL SUPPORT		
15	Systems Analyst	1
16	Sr. Draughtsman	1
17	Personal Assistant	2
18	Supervisor Word Processing	1
19	Asstt. Programmer	1
20	Supervisor (DTP)	1
21	Draughtsman	1
22	Word Processor Operator	4
23	Jr. Hindi Translator	1
24	Tracer	1
ADMINISTRATIVE ASSISTANCE		
25	Sr. Accountant	1
26	Assistant	1
27	Sr. Machine Operator	1
28	UDC/Caretaker	4
20	Lib. Assistant	1
30	Machine Operator	1
31	LDC/Records Clerk	5
32	Telephone Operator	1
33	Library Attendant	1
DRIVERS & CLASS IV		
34	Drivers	2
35	Peon/ Chowkidar/ Messenger/ Farrash/Sweeper	13
TOTAL		70

- One more professor has joined on 8 April 2004.

NATIONAL INSTITUTE OF URBAN AFFAIRS

BALANCE SHEET AS AT 31ST MARCH 2004

Amount (Rs.)

Particulars	Schedule	31.03.2004	31.03.2003
<u>CORPUS / CAPITAL FUND AND LIABILITES</u>			
Corpus / Capital Fund	1	33,232,814	31,134,945
Reserves & Surplus	2	785,317	590,317
Earmarked / Endowment Funds	3	59,693,056	56,673,481
Current Liabilities & Provisions	4	4,687,118	5,372,361
Total		98,398,305	93,771,104
<u>ASSETS</u>			
Fixed Assets	5	1,637,240	5,391,732
Investments from Earmarked Funds	6	52,395,552	49,206,052
Investments from Others	7	33,232,745	31,134,945
Current Assets, Loans, Advances etc.	8	11,132,768	8,038,375
Total		98,398,305	93,771,104
Significant Accounting Policies	16		
Contigent Liabilities and Notes on Accounts	17		
Appendices	A to M		

In terms of our report of even date annexed

Director

Place: -New Delhi

Dated: -

Chartered Accountants

NATIONAL INSTITUTE OF URBAN AFFAIRS

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH 2004

Amount (Rs.)

Particulars	Schedule	31.03.2004	31.03.2003
<u>INCOME</u>			
Income from Services	9	33,313	162,878
Grants in Aid from Ministry including Provisions W/off	10	16,291,586	14,780,727
Fees / Subscriptions	11	800	13,300
Interest Earned	12	2,097,869	1,715,804
Other Income	13	-	-
Transfer from Assets Fund (Depreciation)	5	2,208,563	1,150,494
Total (A)		20,632,131	17,823,203
<u>EXPENDITURE</u>			
Establishment Expenses	14	10,143,937	9,369,122
Other Administrative Expenses etc.	15	7,299,137	5,121,341
Capital Expenditure on Grants, Subsidies etc./Assets Acquired	16	896,187	1,871,541
Total (B)		18,339,261	16,362,004
Appropriations			
Transfer to Corpus fund being Interest on Investment out of Corpus Fund	1	2,097,869	1,715,804
Balance being excess of Income over Expenditure transferred to Reserves & Surplus A/c	2	195,001	(254,604)
		195,001	(254,604)

Director

In terms of our report of even date annexed

Place: -New Delhi

Dated: -

Chartered Accountants

NATIONAL INSTITUTE OF URBAN AFFAIRS

RECEIPTS AND PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2004

Receipts		31.03.04	31.03.03	Payments		31.03.04	31.03.03
A.	OPENING BALANCE			A	ASSETS		
1	Saving Bank Balances				Assets purchased during the year	900344	1,870,492.00
i.	S.B. A/c with Canara Bank			B	EXPENDITURE		
	3374	15,666.98			Pay & Allowances of Core Staff	9233829	
	14830	383,948.00			Gratuity and Leave Encashment	674987	
	11116	-			Medical Reimbursement	13028	
	17673	-			Printing , Publication & Stationery	139935	
	19856	-			Leave Travel Concession Contribution	70000	
ii.	S.B.A/c with State Bank of Hyderabad				Travelling	5661	
	9022244	47,939.50			News Papers & Magazines	42460	
	9012869	606,967.97			Telephone Expenses	118626	
	9012168	6,517,336.66			Meeting Expenses	99574	
	9019375	939,360.19			Petrol, Oil & Lubricants	90869	
	9019383	181,758.75			Maintenance of Vehicles	57155	
	9026860	153,097.00			Maintenance of Office Equipments	26337	
	90122562	171,387.50			Uniforms	56501	
	9010700	1,245,930.52			Contingency Expenses	190372	
	9012729	1,654,851.22			Maintenance of Computer & Purchase of Accessories	89945	
	9025319	334,796.00			Prpperty tax IHC	574000	
	9010742	2,081,205.60			Maintenance of IHC BUILDING	2098200	
	9032525	1,207,531.00			Water and electricity	104649	
	9015761	4,666,891.26			Audit Fee, Taxation & Legal charges	128700	
	9034285	520,721.00			Renovation of Building (IHC)	1345024	
	9034251	900,000.00				15159852	13,347,650.50
	9026380	308,311.00					
	9026754	31,146.00					
		21,968,846.15	22,066,140.78	C	Expenditure on Pay & Allowances of Non core/ project staff	130600	124,421.00
2	Fixed Deposits			D	Project Expenditure and transfers		
	Corpus Fund	28,844,873.00			Research and Development	793594.17	
	Non Core Fund	1,192,426.00			UBSP	110144	
	Projects Fund	2,614,300.00	32,651,599.00		TPU	10682	
					FIRE D	22548941.5	
3	Provident Fund Deposits				State Finance Commission	131173.5	
	Special Saving Bank A/c No. 4885 in PSB	430,225.58			WSS	11102	
	Special Deposit A/c no. 6/88 with Syndicate Bank	9,002,585.00			Mega cities	0	
	HUDCO				Janshala	1170	
	Fixed Deposit with State Bank of Hyderabad	2,250,562.00			AUWSP	82427.5	
	Fixed Deposit with Canara Bank	5,931,028.00	17,614,400.58		Healthy Cities	448959.3	
					DDA	71503	
4	Gratuity Fund Deposits				UNDP	1838701.32	
	FD with State Bank of Hyderabad	991,010.00			EPSS, Delhi Govt.	41878	
	FD with Canara Bank	1,462,172.00			NIUA/IRUL/MOUD	38659.5	
	FD with Punjab and Sind Bank	3,520,730.00			Best Practices Award	283319	
	FD with Andhra Bank					26412254.79	25,661,719.22
	SB A/c no. 12131 with Canara Bank	1,288,014.00	7,261,926.00	E	PF Payment	1975534	2,921,394.00
5	Advances			F	Gratuity Payment (Bank Comm.)	20	356,234.00
	1. General	26,200.00		G	LTC Payment	132896	14,645.00
	2. Projects	1,675,650.00	1,701,850.00	H	LTC Advance	6200	51,362.00
6	LTC Fund			I.	HUDCO Chair	122,314.00	
	SB A/c No. 16555 with Canara Bank						
	Advance	171,856.50	112,960.50				
7	General Cash in hand	964.00	112.00				
	Total C/F on page no.2	81,371,442.23	66,701,465.06		Total C/F on page no.2	44,840,014.79	44,347,917.72
	Total B/F from page no.1	81,371,442.23	66,701,465.06		Total B/F from page no.1	44,840,014.79	44,347,917.72

B. Receipts				J. Closing Balances			
Annual Membership Subscription	500.00			Canara Bank			
Sale and subscription of journals	33,312.50			3374			
Sale Proceeds of Vehicles	-			14830			
Miscellaneous Receipts	-			State Bank of Hyderabad			
Interest	209,888.00			9041028	390487		
Grants in aid General	12,304,229.00			9010742	2322440.08		
Grant in aid for IHC	3,970,655.00	16,518,584.50	15,362,838.00	9032525	1207694		
				9025319	223457		
				9012869	3081255.8		
				9012168	6583565.66		
				9019375	1018046.39		
				9019383	177099.75		
				9026380	276875		
				9026754	216228		
				9010700	442574.22		
				9012729	2011202.9		
				9034285	251638		
				9034251	792417.5		
				9022244	9868		
				9015761	1016084.76		
				9022562	176573.5		
				9026860	85080		
				9040251	328697.5		
				9041826	811200	21422485.06	21,968,846.15
C. Project				K. Fixed Deposits			
Research and Development	3,265,182.00			Corpus Fund	30948775		
Urban Basic Services Programme	377,873.00			Non Core Fund	1289585		
Trend and Process of Urbanisation	89,368.20			UBS	2815800		
FIRE D	18,705,695.00					35054160	32,651,599.00
WSS	6,443.00						
State Finance Commission, MOUDP	-						
State Finance Commission	23,591.00						
DDA	3,486.00						
Mega cities	5,186.00						
Healthies Cities	198,103.00						
UNDP	1,705,053.00						
NIUA, IRUL, MOUDP	588.00						
Best Practices Award	14,236.00						
Janshala	186,252.00						
EPSS, Delhi Govt.	10,442.00						
AUWSP	41125						
Impact of Urban Local Bodies	811200	25,813,823.20	33,466,268.09				
				L. Provident Fund Deposits			
				Balance in Savings Bank A/c no. 4885 with PSB	770054.38		
D. Gratuity Fund		1,312,296.00	1,630,572.00	Special Deposit A/c no. 6/88 with Syndicate Bank	9002585		
				Fixed Deposit with HUDCO	2000000		
E. Provident Fund		4,513,204.80	3,819,948.00	Fixed Deposit with State Bank Hyderabad	1361052		
				Fixed Deposit with Canara Bank	7018380	20152071.38	17,614,400.58
F. LTC Fund		75,171.00	73,541.00				
				M. Gratuity Fund and Leave Encashment Fund Deposits			
G. HUDCO Chair		10,975.00	11,158.00	Balance in Savings Bank A/c no. 9041036 with SBH	955681		
				Fixed deposit with Canara Bank	6545820		
H. Corpus Fund		2,104,065.00	4,633,263.00	Fixed Deposit with SBH	1072701		
				Andhra Bank	0	8574202	7,261,926.20
I. Amount Payable		-	14,780.00				
J. TDS		-	5,527.00	N. Cash in hand		2187	964.00
				O. Advances			
				General	23500		
				Projects	1543010	1566510	1,701,850.00
				P. LTC Fund Deposit			
				SB A/c No. 9041010 with State Bank of Hyderabad		107931.5	171,856.50
		131,719,561.73	125,719,360.15			131,719,561.73	125,719,360.15

As per our report of even date examined and found true and fair

Place: New Delhi
Dated:

CHARTERED ACCOUNTANTS

DIRECTOR
NIUA

NATIONAL INSTITUTE OF URBAN AFFAIRS
SCHEDULES FORMING PART OF THE BALANCE SHEET
AS AT 31st MARCH 2004.

SCHEDULE: -1 CAPITAL & CORPUS FUND

Amount (Rs.)

	Particulars	31.03.2004	31.03.2003
A.	CORPUS FUND		
	Balance as at the begning of the year	31,134,945	23,902,451
	Additions during the year (Transfers from Project funds)	-	5,516,690
	Interest on Investments	2,097,869	1,715,804
	Total	33,232,814	31,134,945

Note: Refer Appendix K for Investment from Corpus Fund

DIRECTOR
NIUA

NATIONAL INSTITUTE OF URBAN AFFAIRS

**SCHEDULES FORMING PART OF THE BALANCE SHEET
AS ON 31st MARCH 2004.**

SCHEDULE: -2 RESERVES AND SURPLUS

	Particulars		31.03.2004	31.03.2003	
	General	IHC			
A.	Excess of Income over Expenditure				
	Opening balance as on 01.04.03	435972	154345	590,317	844,921
	Additions during the year	329952	-134951	195,001	-254604
	Total	765,924	19,394	785,317	590,317

**Note: (a) Refer Appendix I for Utilization of Grant-in-aid Received from Ministry of UD & PA
(b) Refer Appendix J for Investment of Fund from Grant in aid**

**DIRECTOR
NIUA**

NATIONAL INSTITUTE OF URBAN AFFAIRS
SCHEDULES FORMING PART OF THE BALANCE SHEET
AS ON 31st MARCH 2004.

SCHEDULE: -3 EARMARKED / ENDOWMENT FUNDS

Amount (Rs.)

Particulars	FUND-WISE BREAK-UP																		TOTALS	
	Assets Fund				Non Core Fund		Computer Fund		Provident Fund		Project Fund		LTC Fund		HUDCO Chair		Gratuity & Leave Encashment Fund		31.03.04	31.03.03
	General		Project		31.03.04	31.03.03	31.03.04	31.03.03	31.03.04	31.03.03	31.03.04	31.03.03	31.03.04	31.03.03	31.03.04	31.03.03	31.03.04	31.03.03		
(a) Opening balance of the funds (As at 01.04.2003)	2,343,127	1631228	3,048,606	3620896.5	2,218,312	2,157,917	13,553	13,553	18,094,642	17,234,068	22,862,658	18,253,443	171,857	112,961	334,796	375,000	7,585,932	6,366,217	56,673,481	49,765,282
(b) Additions to the funds during 2003-2004																				
(i) Donations/Grants received & Provisions W/off					195,026	184,792			215,730		28,688,891	33,559,694	71,654	70,000				1,094,425	28,976,275	34,724,119
(ii) Income from investments made on account of funds									1,360,942	1414574	737,461	845,005	3,517	3,541	10,975	11,158	444,132	481,524	2,752,053	2,940,594
(iii) Assets acquired during the year	896,187	1871541	377,456	765711															1,273,643	2,637,252
(iv) Employer's/Employee Contribution									1,715,811	1,666,674							909,281		2,625,092	1,666,674
(v) Loans recovered									1,090,615	700,720									1,090,615	700,720
(vi) Sale of Publications																				
(vii) Miscelaneous Receipt									108,137											
(viii) Transfer from Assets Fund account											2,819,572	1,334,686								
Total (a+b)	3,239,314	3,502,769	3,426,062	4,386,608	2,413,338	2,342,709	13,553	13,553	22,585,876	21,016,036	55,108,582	53,992,828	247,028	186,502	345,771	386,158	8,939,345	7,942,166	96,318,868	93,769,328
(c) Utilisation / Expenditure towards objectives of funds																				
(i) Revenue expenditure																				
- Salaries, wages and allowances etc.					131,144	124,397					4,470,879	5,218,932	132,896						4,857,233	5,343,329
- Other administrative expneses											21,939,118	19,059,862			122314	51,362	20	356,234	21,939,138	19,467,458
- Transfer to Grant in Aid from UD & PA/Project fund account	2,208,563	1150494	2,819,572	1334686															5,028,135	2,485,180
- Loans Given									1,330,700	1,030,000			6,200	14,645					1,336,900	1,044,645
- Final Withdrawals									644,834	1,891,394									644,834	1,891,394
- Assets Sold		9148		3316															-	12,464
- Depreciation											2,819,572	1,334,686							2,819,572	1,334,686
(ii) Transferred to Asset Fund												5,516,690							-	5,516,690
Total	2,208,563	1,159,642	2,819,572	1,338,002	131,144	124,397	-	-	1,975,534	2,921,394	29,229,569	31,130,171	139,096	14,645	122,314	51,362	20	356,234	36,625,812	37,095,847
Net Balance at at the end of the year (a+b-c)	1,030,751	2,343,127	606,490	3,048,606	2,282,194	2,218,312	13,553	13,553	20,610,342	18,094,642	25,879,013	22,862,658	107,932	171,857	223,457	334,796	8,939,325	7,585,932	59,693,056	56,673,481

Refer Appendix for Details of Utilization of Earmarked Funds

A

B

C

D

E

F

G

H

DIRECTOR
NIUA

NATIONAL INSTITUTE OF URBAN AFFAIRS
SCHEDULES FORMING PART OF THE BALANCE SHEET
AS ON 31st MARCH 2004.

SCHEDULE: -4 CURRENT LIABILITIES AND PROVISIONS

Amount (Rs.)

Particulars	31.03.2004	31.03.2003
A. CURRENT LIABILITIES		
1. Sundry Creditors:	-	
(a) Others	-	
2. Advances Received	-	
3. Other Current Liabilities	177,083	799,317
Total (A)	177,083	799,317
B. PROVISIONS		
1. General	890,746	870,541
2. Others	3,619,289	3,702,503
Total (B)	4,510,035	4,573,044
Total (A+B)	4,687,118	5,372,361

DIRECTOR
NIUA

NATIONAL INSTITUTE OF URBAN AFFAIRS

**SCHEDULES FORMING PART OF THE BALANCE SHEET
AS ON 31st MARCH 2004.**

Amount (Rs.)

Particulars	31.03.2004	31.03.2003
Term Deposits	31,118,960	26,964,813
Add: Interest Accrued	1,013,379	1,124,550
Saving & Multi Option Bank Account	20,263,213	21,116,689
Total	52,395,552	49,206,052

Particulars	31.03.2004	31.03.2003
Term Deposits	30948775	28,844,873
Add: Accrued Interest	1076276	1,082,541
Saving & Multi Option Bank Account	1207694	1,207,531
Total	33,232,745	31,134,945

Particulars	31.03.2004	31.03.2003
CURRENT ASSETS:		
Cash in Hand	2,187	964
Bank Balances:		
(a) With Scheduled Banks:		
-On Savings Accounts & Multi Option Deposit Accounts	1,785,245	1,534,723
Total (A)	1,787,432	1,535,687

Particulars	31.03.2004	31.03.2003
LOANS, ADVANCES AND OTHER ASSETS:		
Loans:		
(a) Staff	34,200	25,200
(b) Others (Projects)	1,532,310	2,343,150
Advances and other amounts recoverable in cash or in kind or for value to be received:		
(a) Prepayments	11,568	1,441
(b) O/s Subscription	27,800	27,500
(c) Income Tax Refund	8,377	8,377
(d) Others	69	-
(e) Project Grants Receivable	7,731,012	4,097,020
Total (B)	9,345,336	6,502,688
Total (A+B)	11,132,768	8,038,375

**DIRECTOR
NUIA**

NATIONAL INSTITUTE OF URBAN AFFAIRS

**SCHEDULES FORMING PART OF THE INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDING ON 31st MARCH 2004.**

SCHEDULE: -9 INCOME FROM SERVICES

Amount (Rs.)

	Particulars	31.03.2004	31.03.2003
1	Income from Sale/Services		
	(a) Sale and subscription of Journals	33,313	50,288
	(b) Sale proceeds of vehicles	-	110,100
	(C) Sale of Scrap	-	2,490
	Total	33,313	162,878

SCHEDULE: -10 GRANTS

	Particulars	31.03.2004	31.03.2003
1	Grant in aid Ministry of UD & PA	16,291,586	14,780,727
	Total	16,291,586	14,780,727

SCHEDULE: -11 FEES/SUBSCRIPTIONS

	Particulars	31.03.2004	31.03.2003
1	Annual Subscriptions	800	13,300
	Total	800	13,300

SCHEDULE: -12 INTEREST EARNED

	Particulars	31.03.2004	31.03.2003
1	On Term Deposits:		
	(a) With Scheduled Banks	2018312	1,715,804.00
2	On Savings/Multi Option Accounts:		
	(a) With Scheduled Banks	79,557	-
	Total	2,097,869	1,715,804

**DIRECTOR
NIUA**

SCHEDULE 17: SIGNIFICANT ACCOUNTING POLICIES

1 **ACCOUNTING POLICIES**

(a) The financial statements are prepared on mercantile basis.

2 **FIXED ASSETS**

Fixed Assets are stated at cost of acquisition (inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition) less accumulated depreciation.

3 **DEPRECIATION**

(a) Depreciation is charged on Straight Line method at the rates provided in the Income Tax Act'1961.

(b) Depreciation is provided on Pro rata basis.

(c) Assets valuing less than Rs. 5000/- are charged to Revenue account.

(d) Assets acquired under earmarked Projects are charged completely in the year of acquisition, however, for the purpose of disclosure such assets are shown in the Balance Sheet as contra entry. Depreciation Policy of these Assets is similar to the General assets.

(e) An amount, equal to depreciation charged during the year is credited to the Income & Expenditure account by debiting to the Asset Fund account.

4 **GOVERNMENT GRANTS / SUBSIDIES**

Government grants / subsidies received during the year are credited to the Income & Expenditure account as Grant in Aid.

5 **RETIREMENT BENEFITS**

(a) Provision for Gratuity is made on the basis of the actuarial valuation carried out for this purpose.

(b) The Institute is maintaining a Contributory Provident Fund Account, which has been recognised by the Department of Pension and Pensioners' Welfare.

6 **INVESTMENTS**

Investment are valued at cost.

7 **FOREIGN EXCHANGE TRANSACTIONS**

Transactions in Foreign Currency Transactions are recorded by applying the Exchange rate at the date of transaction.

8 **CORPUS FUND**

The Institute has constituted "Corpus Fund". The fund is managed in accordance with the National Institute of Urban Affairs (Administration & Management of the Corpus Fund) Rules, 2002.

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SCHEDULE 18: NOTES TO ACCOUNTS

- 1 Previous year's figures have been regrouped/rearranged wherever considered necessary to make them comparable with the current year's figures.
- 2 No provision of Income Tax has been made since the Institute is registered under section 12A (a) of the Income Tax Act'1961 and is entitled for exemption u/s 11 and 12 of the said Act.
- 3 Project Income includes income from sale of Publications amounting to Rs.0.56 Lacs.
- 4 Books published by the Institute lying unsold as at the year end are not shown as stocks.
- 5 Closing balances in the respective projects accounts are unspent balances thereof, after adjustment of expenditure and are represented by balances in the Bank accounts, Fixed Deposits with Banks, and other Net assets.
- 6 Project Incomes include Project Grants as well as Internal Adjustments.
- 7 Funds in Research and Development account (Closing balance as on 31.03.04, Rs. 37.41Lacs) represent unspent balances of closed projects and Interest earned thereon. Any Expenditure not covered under specific Projects/General Account is debited to this account.
- 8 In the opinion of the Institute, the current assets, loans and advances of the Insitute have a reliasable value at least to the extent shown in the accounts and the provision for all known liabilities including depreciation are adequate.
- 9 Debit and credit balances are subject to confirmation/reconciliation.
- 10 The Balance Sheet, Receipts and Payments Account and Income and Expenditure Account have been drawn in accordance with the common format of accounts prescribed by the Office Memorandum dt. 18/21 February 2002 of Govt. of India, Ministry of Commerce and Industry, Department of Commerce.
- 11 The figures given in the Receipt & Payment Account, Income & Expenditure Account and Balance Sheet are rounded off to the nearest rupee.
- 12 Schedules 1 to 17 and Appendix A to M form an integral part of accounts and have been duly authenticated.
- 13 During the Year the Institute, in order to comply with the New format of Financial Statements issued by the Office of the Controller General of Accounts, Ministry of Finance, Deptment of Expenditure, has changed the method of accounting from Written down value to Straight Line Method and Rates of Depreciation. As per the guidelines issued by the Institute of Chartered Accountants of India the said changes have been made with retrospective effect from the date of the acquistition of the respective Fixed Assets as on 31st March 2004. The Net Impact of the said change has been Rs. 29.04 Lacs on the Financial Statements as on 31st March 2004.
- 14 The Amount Recoverable Rs.77.31 Lacs, shown in the Balance Sheet, is the Grant-in-aid receivable for FIRE-D project from USAID for the financial year 2003-04.

New Delhi
Dated:

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NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Utilization of Funds

Amount in Rs.

Appendix: A

Assets Fund

Particulars	General	Projects
Opening balance	2343127	3048606
Add : Acquired	896187	377456
Total (A)	3239314	3426062
Less : Transfer to grant in aid/ projects fund (depreciation) (B)	2208563	2819572
Net Total (A-B)	1030751	606490

Appendix: B

Non Core Fund

Particulars	Amount
Opening balance	2218312
Interest	195026
Total (A)	2413338
Less : Expenses Pay & Allowances	131144
Total (B)	131144
Net total (A-B)	2282194

Appendix: C

Computer Fund

Particulars	Amount
Opening Balance	13553
Total	13553

NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Utilization of Funds

Amount in Rs.

Appendix: D

Provident Fund

Particulars	Amount
Opening balance	18094642
Add :	
Grants from Ministry & Projects	215730
Interest	1360942
Employees & employer cont.	1715811
Loans recovered	1090615
Misc. receipts	108136.8
Total (A)	22585876
Less :	
Loans	1330700
Final withdrwals	644769
Bonus & Commission	65
Toatl (B)	1975534
Net Total (A-B)	20610342

Appendix: F

LTC Fund

Particulars	Amount
Opening balance	171857
Add :	
Grants	71654
Interest	3517
Total (A)	247028
Less :	
Loans given	6200
Others admin. expenses	132896
Total (B)	139096
Net total (A-B)	107932

NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Utilization of Funds

Amount in Rs.

Appendix: G

HUDCO Chairs

Particulars	Amount
Opening balance	334796
Add : Interest	10975
Total (A)	345771
Less : other expenses (B)	122314
Net Total (A -B)	223457

Appendix: H

Gratuity & Leave encashment

Particulars	Amount
Opening balance	7585932
Add : Interest Employees & employer cont.	444132 909281
Total (A)	8939345
Less : Bank comm. (B)	20
Net Total (A-B)	8939325

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National Institute Of Urban Affairs

Schedule of projects as at 31st March 2004

Appendix: E

S. No.	Name of the project	Opening Balance	Receipts/Adjustments During the year	Total	Expenditure Booked during the year	Closing Balance	Accrued interest & receivable	Provision for Expenses
		1	2	(1+2)=3	4	(3-4)=5	6	7
1	UBSP	5,970,557.66	356,410.00	6,326,967.66	110,144.00	6,216,823.66	130,073.00	3,312,615.00
2	Trends & Process of Urbanisation	1,020,316.19	89,368.20	1,109,684.39	91,638.00	1,018,046.39		
3	Research & Development	1,253,482.97	3,265,182.00	4,518,664.97	777,421.17	3,741,243.80		18212.00
4	Water Supply & Sanitation	(268,741.25)	6,443.00	(262,298.25)	11,102.00	(273,400.25)		
5	FCRA	8,606,158.26	22,339,687.00	30,945,845.26	22,456,875.50	8,488,969.76	7,731,012.00	263,437.00
6	Mega Cities A/c	171,387.50	5,186.00	176,573.50		176,573.50		
7	Healthy Cities	1,993,430.52	198,103.00	2,191,533.52	448,959.30	1,742,574.22		
8	UNDP	2,264,851.22	1,705,053.00	3,969,904.22	1,838,701.32	2,131,202.90		
9	NIUA IRUL (MOUD)	(62,060.50)	588.00	(61,472.50)	38,659.50	(100,132.00)		
10	EPSS, Delhi Government	308,311.00	10,442.00	318,753.00	41,878.00	276,875.00		
11	Janshala	31,146.00	186,252.00	217,398.00	1,170.00	216,228.00		
12	DDA	153,097.00	3,486.00	156,583.00	71,503.00	85,080.00		
13	Best Practice Award	520,721.00	14,236.00	534,957.00	283,319.00	251,638.00		
14	NIUA/SFC Project	900,000.00	23,591.00	923,591.00	156,198.50	767,392.50		25,025.00
15	NIUA AUWSP A/C		411,125.00	411,125.00	82,427.50	328,697.50		
16	Impact of Local Bodies		811,200.00	811,200.00		811,200.00		
	TOTAL	22,862,657.57	29,426,352.20	52,289,009.77	26,409,996.79	25,879,012.98	7,861,085.00	3,619,289.00

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NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and Income & Expenditure
Account for the Year ending 31st March'2004**

Utilization of Funds

Appendix: I

Grants in Aid

Amount in Rs.

Particulars	IHC	General	Total
Opening balance	154344.55	435972.35	590316.9
Grants	3970655	12304229	16274884
Provision w/off	16202	500	16702
Sale of journals		33312.5	33312.5
Transfer from assets fund		2208563	2208563
Annual membership		800	800
Total (A)	4141201.55	14983376.85	19124578.4
Less Expenses			
Administrative exp.	4121808	968766	5090574
Depreciation		2208563	2208563
Pay & allowance		10143937	10143937
Assets Acquired		896187	896187
Total (B)	4121808	14217453	18339261
Net total (A-B)	19393.55	765923.85	785317.4

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NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Details of Investments from Funds

Appendix: J

Grant-in-Aid

Particulars	Amount (In Rs.)
Saving Bank account with State Bank of Hyderabad:	
(a) A/c no. 9010742	785317.4
Total	785317.4

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NIUA

NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Details of Investments from Funds

Amount in Rs.

Appendix: K

Non Core Fund

Particulars	Amount
FDR with State Bank of Hyderabad	1224485
Interest Accrued thereon	65100
FDR with Canara Bank	78137
Interest Accrued thereon	342
Saving Bank Account with State Bank of Hyderabad:	
(a) A/c no. 9041028	390487
(b) A/c no. 9010742	523643
Total	2282194

Computer Fund

Particulars	Amount
Saving Bank account with State Bank of Hyderabad:	
(a) A/c no. 9010742	13553
Total	13553

Provident Fund

Particulars	Amount
Saving Bank account with Punjab & sind Bank:	
(a) A/c no. 4885	770054
Special Deposit Scheme with Syndicate Bank	9002585
Add, Accrued interest thereon	180052
HUDCO	2000000
Add, Accrued interest thereon	28493
Fixed Deposit with State bank of Hyderabad	1361052
Add, Accrued interest thereon	102224
Fixed Deposit with Canara Bank	7018380
Add, Accrued interest thereon	141733
Interest Accrued on Andhra Bank	239

NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Details of Investments from Funds

Total	20604812
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NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Details of Investments from Funds

LTC fund

Particulars	Amount
Saving Bank account with State Bank of Hyderabad:	
(a) A/c no. 9041010	107932
Total	107932

HUDCO Chair

Particulars	Amount
Saving Bank account with State Bank of Hyderabad:	
(a) A/c no. 9025319	223457
Total	223457

Gratuity & Leave Encashment Fund

Particulars	Amount
Saving Bank account with State Bank of Hyderabad:	
(a) A/c no. 9041036	955681
Fixed Deposit with Canara Bank	6545820
Add, Accrued Interest thereon	296686
Fixed Deposit with State Bank of Hyderabad	1072701
Add, Accrued Interest thereon	68437
Total	8939325

Investment out of Earmarked Funds

Investment in Term Deposit	31118960.00
Interest Accrued thereon	1013379
In Saving & Multi Option Bank Accounts	20263213.39
Total	52395552

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NATIONAL INSTITUTE OF URBAN AFFAIRS

Details of Investments from Project Funds

Appendix: K

										Amount in Rs.
S. No.	Name of the Project	Saving account no.	Closing Balance	Bank Balances	Fixed Deposit	Accured Interest and Receivable	Grant Receivable	Advance/Loan	Provison/Loan	Balance
1	UBSP	9012168	6216823.66	6583565.66	2815800.00	130073			3312615	6216823.66
2	Trends & Process of Urbanisation	9019375	1018046.39	1018046.39						1018046.39
3	Research & Development	9012869	3741243.80	3081255.80				678200	18212	3741243.80
4	Water Supply & Sanitation	9019383	-273400.25	177099.75				106000	556500	-273400.25
5	FCRA	9015761	8488969.76	1016084.76			7731012	5310	263437	8488969.76
6	Mega Cities A/c	9022562	176573.50	176573.50						176573.50
7	Healthy Cities	9010700	1742574.22	442574.22				1300000		1742574.22
8	UNDP	9012729	2131202.90	2011202.90				120000		2131202.90
9	NIUA IRUL (MOUD)	9022244	-100132.00	9868.00					110000	-100132.00
10	EPSS, Delhi Government	9026380	276875.00	276875.00						276875.00
11	Janshala	9026754	216228.00	216228.00						216228.00
12	DDA	9026860	85080.00	85080.00						85080.00
13	Best Practice Award	9034285	251638.00	251638.00						251638.00
14	NIUA/SFC Project	9034251	767392.50	792417.50					25025	767392.50
15	NIUA AUWSP A/C	9040251	328697.50	328697.50						328697.50
16	Impact of Local Bodies	9041826	811200.00	811200.00						811200.00
Total			25879012.98	17278406.98	2815800.00	130073	7731012	2209510	4285789	25879012.98

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NATIONAL INSTITUTE OF URBAN AFFAIRS

Appendix forming part of Balance Sheet and Income & Expenditure Account for the Year ending 31st March'2004

Details of Investments from Funds

Amount in Rs.

Appendix: L

Corpus Fund

Particulars	Amount
Fixed Deposit With State Bank of Hyderabad	9611675
Interest Accrued thereon	682597
Fixed Deposit With Canara Bank	21337100
Interest Accrued thereon	393679
Saving Bank account with State Bank of Hyderabad	1207694
Total	33232745

Investment in Saving & Multi Option Bank A/c	1207694
Investment in Term Deposits	30948775
Interest Accrued thereon	1076276

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NATIONAL INSTITUTE OF URBAN AFFAIRS

**Appendix forming part of Balance Sheet and
Income & Expenditure Account
for the Year ending 31st March'2004**

Balance in Saving Bank Accounts

Appendix: M

Particulars	Amount
Balance in Saving Bank A/c no. 9010742	1785244.55
Total	1785244.55

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