

Recommendations and Suggestions of the meeting held on 19-01-2022 with the ZMs, IALA-Commissioners/EOs on IALA Guidelines, Amendments:

I.Review on Grading of IALAs:

Grade-I	Grade-II	Grade-III
a. Area: 500 acres and above or b. Number of taxpayers: 1000 Nos. or c. Demand of Property Tax above Rs.5.00 Crores	a. Area: 100 acres and above below= 500 acres or b. Number of taxpayers: 500 Nos-999 or c. Demand of Property Tax above Rs.2.00 to Crores to Rs.5.00 Crores	a. Area: below =100 acres or b. Number of taxpayers below: 500 Nos. or c. Demand of Property Tax below Rs.2.00 Crores

II.Review on Change of Designation:

Change of designation i.e., from Office Manager to Office Manager cum Accountant.

III. Review on Budget in IALAs:

Guidelines for preparing Budget to IALAs

1. Budget- All IALAs shall invariably prepare budgets and should be approved by works committee and resource committee and be approved by management committee/ service society.

2. Revenue & Expenditure heads

Utmost importance shall be given for

- I. **Sanitation works-** Door to Door collection of garbage, sweeping of roads, transport of garbage to dumping yards, jungle clearance and cleaning of drains.
The total expenditure towards this shall not exceed 30% of the APIIC IALA revenue.
- II. **Street lightings and power consumption charges**
The expenditure shall be limited to growth of 5% over previous year. The Actual shall be paid with regard to power consumption charges.
- III. **Administrative charges** - The total expenditure towards this shall not exceed 15% of the APIIC IALA revenue.
- IV. **Repairs & maintenance of drains and roads** -
 - a. Works to be executed only through tenders
 - b. To avoid further damage to roads, all the road works to be taken up during summer season usually.
 - c. The total expenditure towards this shall not exceed 10% of the APIIC IALA revenue.
- V. **Greenery**
 - a. Works to be executed only through tenders
 - b. The total expenditure towards this shall not exceed 5% of the APIIC IALA revenue.
- VI. Any balance amount from above shall be met under capital works like CC roads, construction of new drains, utilities etc.,
- VII. Not more than 10% of the total budget cost shall be spent during February and March months (each).
- VIII. The works committee to nominate a person who is one among them in order to check quality of all the works before passing the bills to IALA Commissioner.

IX. Revenue Measures:

- a) For all the unauthorised change in line of activity from Industrial to Commercial enforcement measure like Seizure/demolition shall be done for those who does not opt for regularisation under G.O.No.5 and 6 of Co-ordinated Growth policy.
- b) Revenue share to parent local bodies shall be primarily made from transfer duties which are accumulated in PD accounts.
- c) Wherever property tax is pending for collection from Government units for long time, the Property Tax amount can be collected to PD account of respective IALAs. This money shall be useful for adjustment of revenue share to parent local body.
- d) Identification of suitable places for parking and tenders be called guidelines will be issued by Head Office.
- e) Advertisement agencies shall be identified for leasing of advertisement places, guidelines will be issued by Head Office.
- f) Scrap collection agents be called through tenders/ EoI for big IALAs and the scrap in IALAs be sold as scrap.
- g) Identify sponsorship for maintenance of roads
- h) Corporate Social Responsibility (CSR) funding from Companies located in the IALAs shall be tapped for maintaining CC Cameras, Greenery, etc.,

Sl.No	Description of Head of Account	Procedure of work	Enhanced Limits
1.	Sweeping of roads/door to door collection of garbage and transportation of garbage from Estate/IP/AN/SEZs to the dumping yard and jungle clearance	Grade -I- Online tendering through e-procurement and peoples estimate has to be prepared for the works. Grade-II- Box Tender Grade-III: These works to be taken up basing on the following parameters. 1. Identification of work & value of work. 2. Identification of DWCRA/SHG groups. 3. Fixation of salaries to these groups as per the procedure being followed by parent local bodies 4. Formation of Committee by constituting the ZM/DZM,	Grade-I, IALA upto 30% per annum depending upon the availability of funds in the IALA share. Grade-II, IALA upto 30% per annum depending upon the availability of funds in the IALA share Grade-III, IALA upto 30% per annum depending upon the availability of funds in the IALA share