

# Module Wise Features

# Property Assessment Features

- ▶ Configurable for 'Rateable Value (RV) and Capital Value Method (CVM) Based Assessment of Property Tax
- ▶ Factors for Property Valuation are based on:
  - ▶ Type of Construction
  - ▶ Usage of the Property
  - ▶ Amenities factor
  - ▶ Other Factor like Age of property, vicinity etc.
- ▶ Calculation of Rebate, Tax exemption, Interest for late Payment, early bird discount etc.
- ▶ Flexible Tax Rates Definition:
  - ▶ As a % of Rateable value
  - ▶ As a % of Another Tax
  - ▶ As a multiplication of Another Tax
  - ▶ Fixed Value (irrespective of any other factor)
  - ▶ Formula
- ▶ Flexible Sequence of Taxes in Bill Printing

# Property Tax

- ▶ Property Information Maintenance (viz. Annual Ratable Value, Ratable Value)
- ▶ Property Assessment
- ▶ Property Authorization
- ▶ Special Notice Generation
- ▶ Objection and Hearing Process
- ▶ Raising Bills for Property Tax and Collection
- ▶ Demand Notice Generation
- ▶ Warrant Notice Generation
- ▶ Warrant Execution
- ▶ Auction of Property
- ▶ Transfer of Property, Mutation
- ▶ Sub-Division and Merger of Property
- ▶ Amalgamation of Property
- ▶ Revaluation of Property
- ▶ Revision of Property
- ▶ Integration with PDA and Kiosk
- ▶ Integration with GIS
- ▶ Integration with Building Plan Management System

# Water Module Features

- ▶ Service Process Flow
  - ▶ Application
  - ▶ Scrutiny
  - ▶ LOI and Payment
  - ▶ Work Order
  - ▶ Connection Details
  
- ▶ Billing Process Flow
  - ▶ Meter Reading
  - ▶ Billing
  - ▶ Collection
  - ▶ Demand Notice
  
- ▶ Water Connection is linked to Property Number
- ▶ Use of Connection status for Billing of Metered Connections

# Water Module Features

- ▶ Structured Cycle of Billing
  - ▶ Metered
  - ▶ Non-Metered
  
- ▶ Flexible Tax Rate / Service Charges Definition
  - ▶ Type of Tariff Category
  - ▶ Diameter of connection
  - ▶ Type of Connection
  - ▶ Type of Service
  - ▶ Fix Value
  - ▶ Slab Value
  - ▶ Unit Based value
  - ▶ Formula
  
- ▶ Unique Identifiers
  - ▶ Connection number – combination of ULB Ward-Zone Hierarchy

# Water Tax

- ▶ Location related Masters
- ▶ Water Related Masters
- ▶ Water Charge Related Masters
- ▶ Bill Calculation Logic
- ▶ New Water Connection
- ▶ Change of Ownership
- ▶ Change of connection Size
- ▶ Temporary / Permanent disconnection
- ▶ Reconnection
- ▶ Collection
- ▶ Water Connection Search
- ▶ Change of Usage
- ▶ Water Bill Generation & Printing
- ▶ Water Bill Notice Generation & Printing
- ▶ Meter Reading
- ▶ Plumber License
- ▶ Renewal of Plumber license
- ▶ No Due Certificate
- ▶ Quality Test Data Entry
- ▶ Search / Verification of Notices, Certificates generated from system
- ▶ DCB Zone wise Report

# Water Tax



- ▶ Collection Register
- ▶ Bill Acceptance Report
- ▶ Demand Register
- ▶ Defaulter Report
- ▶ Bill Generation Status Report
- ▶ Defaulter Notice
- ▶ Faulty Meter Notice
- ▶ Meter Reading Report
- ▶ Connection Status Report
- ▶ Tax-wise Recovery Details
- ▶ Water Quality Report
- ▶ Ad-hoc Reports
- ▶ Outstanding Register
- ▶ Illegal Connection Report
- ▶ Water line Pressure Report
- ▶ Arrears Entry for Water Connection
- ▶ Water Data Entry
- ▶ Water Data migration
- ▶ Water Line Pressure

# Fire Services

- ▶ Fire Brigade Station Master
- ▶ Fire Brigade Vehicle Master
- ▶ Generate Call Slip
- ▶ Entry of Pratham Vardi Ahwal
- ▶ Generate Final Vardi Ahwal for Fire/Special Case
- ▶ Approval of Final Vardi Ahwal
- ▶ Generate Occurrence Book
- ▶ Generate Vehicle Logbook
- ▶ NOC Category Master
- ▶ NOC Charge Master
- ▶ Generate Provisional Fire NOC
- ▶ Generate Revised Fire NOC
- ▶ Generate Final Fire NOC
- ▶ Renewal of Final Fire NOC
- ▶ Technical Remarks Category Master
- ▶ Technical Remarks Charge Master
- ▶ Generate Technical Remarks
- ▶ Generate Fire Certificate
- ▶ Generate Challan for reinforcement charges of help to outside ULB
- ▶ Fire Equipment Master



# Marriage Registration

- ▶ Marriage Fee Related Masters
- ▶ Marriage laws/acts related master
- ▶ Religion related Master
- ▶ Citizen Registration related master
- ▶ New marriage Registration
- ▶ View/Search existing marriage registration
- ▶ Marriage Certificate
- ▶ Re-issue of existing Marriage Certificate
- ▶ Correction in Marriage details
- ▶ Marriage registration data entry
- ▶ Data porting from legacy system
- ▶ Edition/Addition of Marriage Registration Details

# Trade License



- ▶ Location Related Master Entry
- ▶ License Related Masters
- ▶ License-Document Checklist Master
- ▶ Service Charge Related Master
- ▶ Issuance of New License
- ▶ Renewal of License
- ▶ Transfer of License
- ▶ Duplicate License
- ▶ Change in Name of Business
- ▶ Change in Business
- ▶ Change in Name of License Holder/ Partners
- ▶ Application for Cancellation of License
- ▶ License Data Entry
- ▶ License Data Porting
- ▶ Inspection Entry
- ▶ Show Cause Notice
- ▶ Hearing Intimation Entry
- ▶ Hearing Process
- ▶ Cancellation Of License by Force

# Trade License

- ▶ Suspension Of License by Force
- ▶ Reminder Notice for Renewal of License
- ▶ Renewal Notice for Expired License
- ▶ Collection of Payment
- ▶ Search of Licenses, Inspection, Notices, & Application
- ▶ Change in No. of Partners (Increase/Decrease)
- ▶ Dashboard Information

# Works Management

- ▶ Schedule category master
- ▶ Schedule of Rate Master
- ▶ Project Status master
- ▶ Contractor Class Master
- ▶ Contractor Master
- ▶ Milestone Template
- ▶ Estimate Template
- ▶ Overhead Master
- ▶ Work Type master
- ▶ Work Sub-Type master
- ▶ Remarks Master
- ▶ Create Abstract Estimate
- ▶ Spill over Estimate (Data entry of existing Works initiated )
- ▶ Create Detailed Estimate
- ▶ Set Offline Status for Abstract/ Detailed Estimate
- ▶ Create Letter of Acceptance
- ▶ Acknowledgement of LOA
- ▶ Create Work Order
- ▶ Acknowledgement of Work Order
- ▶ Create Milestone

# Works Management

- ▶ Track Milestone
- ▶ Notice Generation
- ▶ Quality Testing / Other Testing
- ▶ Contractor Advance requisition form
- ▶ Measurement Book entries
- ▶ Contractor Payment
- ▶ Work Order Register
- ▶ Work-In progress register
- ▶ Ad-hoc Reports
- ▶ Work Status report
- ▶ Division, District, ULB wise project status report

# Solid Waste Management

- ▶ Location related Masters
- ▶ Route Master
- ▶ Vehicle Type Master
- ▶ Vehicle Master
- ▶ Dumping Ground Master
- ▶ Vendor Master / Vendor Contract Master
- ▶ Shift Master
- ▶ Collection Point Type Master
- ▶ Collection point master / Collection point detail master
- ▶ Vehicle maintenance master
- ▶ Population Master

# Solid Waste Management

- ▶ Refilling pump station master
- ▶ Vehicle Fuelling Details
- ▶ Vehicle repair/maintenance details
- ▶ Set Sanitation Staff Target
- ▶ Set Vehicle Schedule
- ▶ Vehicle Trip Sheet Details
- ▶ Set Sanitary Staff Schedule
- ▶ Public Toilet Master
- ▶ Vehicle Tracking System / Locality map details
- ▶ Source Segregation
- ▶ Vendor Payment Details

# Tree Census

- ▶ Survey Entry Related Masters
- ▶ Penalty Master
- ▶ Authority Master
- ▶ Survey details Entry
- ▶ Tree Census Register
- ▶ Year wise Comparison of Tree Census
- ▶ Number of trees (City wise/Ward wise /Sub ward wise /Area wise)
- ▶ Diversity of trees (City wise/Ward wise /Sub ward wise /Area wise)



# Social Welfare

- ▶ Scheme Master
- ▶ Category Master
- ▶ Caste Master
- ▶ Scheme wise Rejection Reason Master
- ▶ Fund Management details for Implementation of Scheme
- ▶ Beneficiary Data Entry Master
- ▶ Beneficiary for Scheme / Online web portal service
- ▶ Scheme Summary Report
- ▶ Ad-hoc Reports
- ▶ Scheme Beneficiary Report
- ▶ Scrutiny Screen

# Web-Based Portal

- ▶ Citizen Registration related master
- ▶ City Information related master
- ▶ Upload forms, tenders, Government resolution, RTI related master
- ▶ Organization master
- ▶ Citizen centric Services
- ▶ Receipt Printing
- ▶ Collection
- ▶ Lodging Complaints
- ▶ Status of Lodged Complaint and view resolution
- ▶ Citizen data checking
- ▶ Exporting applications

# Performance Management

- ▶ Define Key Performance Indicators
- ▶ Dashboard and Reports

# Pension Management

- ▶ Pension Calculation
- ▶ Commutation
- ▶ Bill Generation
- ▶ Ad-hoc Reports
- ▶ Pension Statement
- ▶ Pension not given Statement
- ▶ Data Entry Master

# NOC Module



- ▶ Department Master
- ▶ NOC Type Master
- ▶ NOC Sub Type Master
- ▶ NOC Type wise Charge Master
- ▶ NOC Type wise Document Master
- ▶ Scrutiny Label Master
- ▶ Terms and Condition Master
- ▶ Act Master
- ▶ Scrutiny Question Master
- ▶ Business Type Master
- ▶ Building Type Master
- ▶ Construction Type Master
- ▶ Issuance Of NOC - Citizen
- ▶ Issuance Of NOC – ULB
- ▶ NOC Certificate

# Municipal Secretary



- ▶ Committee Master
- ▶ Party Master
- ▶ Committee Member detail Master
- ▶ Proposal/Resolution Data Entry
- ▶ Meeting Agenda
- ▶ Schedule meeting
- ▶ Agenda Printing and Publishing
- ▶ Attendance
- ▶ Data Entry of Question by Meeting members
- ▶ Reply on Question
- ▶ Resolution
- ▶ Ad-hoc Reports

# Grievance Redressal



- ▶ Location related Masters
- ▶ Complaint Related Masters
- ▶ Complaint
- ▶ Most frequently Complaint
- ▶ View complain status
- ▶ Complaint Search
- ▶ Complaint exceed the time
- ▶ Complaint Summary Register
- ▶ Complaint Dashboard month wise
- ▶ Grievances Detail register
- ▶ Drill Down Report
- ▶ Grievance Type wise report
- ▶ Complaint type and Departments type wise
- ▶ Complaints received in each Ward/ Prabhag Samiti
- ▶ Status of Complaints received in each Ward/ Prabhag Samiti
- ▶ Graphical reports and Statistical reports
- ▶ Complaint Group Complaint type wise Listing
- ▶ Ad-hoc reports

# ULB Dashboard

- ▶ Key Performance entry
- ▶ Module Master
- ▶ Dashboard





# Mobile Application

- ▶ Login
- ▶ Status of Application
- ▶ Notifications
- ▶ Grievances
- ▶ Payment
- ▶ Apply for services
- ▶ Application Submission
- ▶ Apply for Leave Application
- ▶ View Profile Details and Payslip
- ▶ Attendance Report
- ▶ Question & Answer Report

# Legal Case Management

- ▶ Summon/Warrant Entry related masters
- ▶ Advocate Master
- ▶ Charge Master
- ▶ Case Status Master
- ▶ Summon/Warrant Entry
- ▶ Assign Advocate
- ▶ Case Registration
- ▶ Vakalatnama Generation
- ▶ Para wise comment
- ▶ Hearing Process detail Entry
- ▶ Advocate Payment
- ▶ Opinion
- ▶ Evidence Reference
- ▶ Interactive Calendar
- ▶ Legal Data Migration
- ▶ Legal Data Entry
- ▶ Case Register
- ▶ Monthly/Weekly Case Summary Report
- ▶ Monthly/Weekly Case Detail Report
- ▶ Case History Report
- ▶ Case Pendency Report
- ▶ Case Status / Case Due Date Report

# Land and Estate Management



- ▶ Land/Estate details entry Related Master
- ▶ Renewal Schedule Master
- ▶ Bill Frequency Master
- ▶ Document Checklist Master
- ▶ Register New Land
- ▶ Register New Estate
- ▶ Land / Estate Agreement
- ▶ Renewal of Land / Estate Agreement
- ▶ Cancellation of Land / Estate Agreement
- ▶ Demand Generation
- ▶ Notice Generation
- ▶ Land and Estate Data Migration
- ▶ Land and Estate Data Entry
- ▶ Proposal for land Acquisition and Land Acquisition Entry
- ▶ Possession of Land
- ▶ Transfer of Land
- ▶ Valuation of Land
- ▶ Random Inspection
- ▶ Show cause Notice
- ▶ Hearing Detail Intimation

# Land and Estate Management

- ▶ Hearing Process Detail Entry
- ▶ Suspension of License
- ▶ Eviction Of land
- ▶ Advertising/Hoarding License Application
- ▶ Advertising/Hoarding Agreement
- ▶ Advertising & Hoarding Renewal Agreement
- ▶ Advertising & Hoarding Cancellation Agreement
- ▶ Random Inspection(Advertising/hoarding)
- ▶ Show cause Notice (Advertising/hoarding)
- ▶ Hearing Detail Intimation (Advertising/hoarding)

# Land and Estate Management

- ▶ Hearing Process Detail Entry (Advertising/hoarding)
- ▶ Suspension of License (Advertising/hoarding)
- ▶ Land Register
- ▶ Advertisement/ Hoardings Report
- ▶ List of demand generated against the Advertising/Hoarding
- ▶ Defaulter list – Advertisement/Hoarding
- ▶ Collection Report (Ward/Zone wise)
- ▶ Outstanding Report – Estate on (Rent/Lease)
- ▶ Collection Report (Ward/Zone wise) – Estate on (Rent/Lease)
- ▶ List of details of all lease holders per advertising agent
- ▶ Land Acquisition Report

# HR & Payroll Management

- ▶ Employee Masters
- ▶ Sanction Master
- ▶ Leave Masters
- ▶ Leave Request
- ▶ Employee Portal
- ▶ Payroll Processing
- ▶ Separation Process
- ▶ Advance/Loan against General Provident Fund
- ▶ Advance against Salary and others
- ▶ Deduction Master
- ▶ NOC
- ▶ Training Scheduler Master
- ▶ Training Master
- ▶ Training Venue Master
- ▶ Training – Internal Internal/ External Faculty Master
- ▶ Training Process
- ▶ Salary Structure and Allowances Master
- ▶ Appraisal Process
- ▶ Transfer
- ▶ Promotion

# HR & Payroll Management

- ▶ Time and Leave Management
- ▶ Travel
- ▶ Position Assignment (Single/Multiple)
- ▶ Plan Shift & Schedule
- ▶ Employee Benefits Program (Class 4)
- ▶ Weekly Off and Holiday
- ▶ Document Checklist Master
- ▶ Employment Type Master
- ▶ Departmental Enquiry
- ▶ Leave Rule Master
- ▶ Employee Register
- ▶ Leave Register
- ▶ Attendance Register
- ▶ Salary Register
- ▶ Loan and Advance Register
- ▶ TDS Register
- ▶ Training Report
- ▶ Transfer Report
- ▶ Promotion Report
- ▶ Pay Slip
- ▶ Salary Change
- ▶ Leave Status Report

# Inventory Module

- ▶ Store Master
- ▶ Material Type
- ▶ Material-Supplier Master
- ▶ Material Master
- ▶ Unit of Measure
- ▶ Unit of Measure Category
- ▶ Price List
- ▶ Supplier Master
- ▶ Inventory Procurement Mgmt
- ▶ Incident Material Issue
- ▶ Material Transfer
- ▶ Miscellaneous Material Receipt
- ▶ Non-Incident Material Issue
- ▶ Scrap / Disposal
- ▶ Notice Generation



# File Management System

- ▶ File Creation
- ▶ DAK Filing
- ▶ Searching of File
- ▶ File Forwarding
- ▶ File Tracking

# DMA Dashboard

- ▶ ULB Master
- ▶ Project Master
- ▶ Project wise key parameters
- ▶ Module Master
- ▶ Dashboard



# DAK (Tapal) Management

- ▶ Sender Category-Subcategory Masters
- ▶ Escalation Charter for each category
- ▶ DAK Creation
- ▶ DAK View and update
- ▶ DAK Filing
- ▶ Searching of Information in documents
- ▶ DAK Forwarding
- ▶ DAK Tracking
- ▶ Searching of Location of Documents/Folders
- ▶ Outward DAK (Reply to Inward DAK)
- ▶ Direct Outward
- ▶ Archiving of Documents

# Asset Management

- ▶ Asset category Masters
- ▶ Immovable Asset Master
- ▶ Movable Asset Master
- ▶ Generate Depreciation
- ▶ Revaluation of Assets
- ▶ Transfer/ Disposal of Asset
- ▶ Land Register
- ▶ Immovable Asset Register
- ▶ Movable Asset Register
- ▶ Asset Schedule
- ▶ Data porting from legacy system

# Financial Management System



- ▶ Accounting Code Mapping with ULB
- ▶ Coding Structure Master.
- ▶ Chart of Accounts Master / Profit / Cost Centre Master
- ▶ Account Code Master
- ▶ Advance Master
- ▶ Bank Master
- ▶ Deposit Master
- ▶ Bill Payment days Master
- ▶ Designation wise Bill Payment days Master
- ▶ Mapping of Maharashtra account code and National Account Code
- ▶ Back dated entry days master
- ▶ Deduction Master
- ▶ Financial year Entry
- ▶ Budget Preparation and Re-appropriation
- ▶ Budget Distribution
- ▶ Collection of Taxes/Fees/Deposit/Advance amount/Interest
- ▶ Cash/Cheque Deposit to Bank
- ▶ Cheque Dishonour Entry
- ▶ Grant Entry
- ▶ Investment Entry

# Financial Management System

- ▶ Loan Entry
- ▶ Contra Voucher
- ▶ Journal Voucher
- ▶ Payment Voucher
- ▶ Bank Reconciliation
- ▶ Cheque Book Entry
- ▶ Cheque replacement entry
- ▶ Stop Payment Entry
- ▶ Voucher Cancellation
- ▶ Deposit forfeiture entry
- ▶ TDS deposit entry
- ▶ Loan data entry
- ▶ Deposit data entry
- ▶ Grant Data Entry
- ▶ Investment Data Entry
- ▶ Advance Data Entry
- ▶ General Cash Book / Cashier's Cash Book
- ▶ General Bank Book
- ▶ Journal register
- ▶ General Ledger

# Financial Management System

- ▶ Trail Balance for the year ended...
- ▶ Cheque Issue register
- ▶ Register of Received Bills
- ▶ Register of Unpaid Amount
- ▶ Register of Investment
- ▶ Register of Imprest Advances
- ▶ Register of Advances given to Employees
- ▶ Register of Loans
- ▶ Register of Deposit Received
- ▶ Security Deposit register
- ▶ Register of Grants
- ▶ Challan
- ▶ Balance Sheet as on .....
- ▶ Income and Expenditure Account for the year ended.....
- ▶ Receipt and Payment
- ▶ Cash Flow Statement
- ▶ Budget Re-appropriation Statement
- ▶ Budget Variance Report
- ▶ Revenue Trend Analysis Report
- ▶ Ledger

# Financial Management System

- ▶ Budget Approval and Rejection Report
- ▶ Due date wise analysis of vendor accounts Report
- ▶ TDS / VAT register
- ▶ Statement of Budget Utilisation
- ▶ Cheque Dis-honour register
- ▶ Stop Payment Register
- ▶ Ad-hoc Reports
- ▶ Pending Cheque Deposit Register



**THANK YOU**

