

COMMISSIONERATE OF MUNICIPAL ADMINISTRATION,
MRC Nagar, Chennai - 600028

Circular

Circular No. 1479/2018/WB Dated: 13/03/2020

Sub: CMA - Implementation of Centralized e-Governance Software in ULBs in Tamil Nadu – Closure of Accounts 2019-20 and Demand generation activity for the year 2020-21- instruction issued-reg

In order to close the Transaction of Accounts for the financial year 2019-20 and to generate demand for tax and non tax items for the financial year 2020-21, it is proposed to close the UTIS services on 31.03.2020 from 11.00 P.M.

Hence, all Commissioners of Corporation and Municipalities (except Coimbatore Corporation) are requested to follow the schedule and guidelines given below for closure of Accounts for the year 2019-20 and generating demand for tax and non tax items for the year 2020-21.

1. Property Tax revision withhold pending activities if any, should be completed in all respects on or before 25th March 2020.
2. Office Counter Tax Collection Service should be closed by 10.30 p.m on 31.03.2020.
3. Citizen Portal Online Tax Collection will be made available up to 10.30 pm on 31.03.2020.
4. Necessary Copies of DCB Report need to be taken in PDF and Excel Format for future reference after closing the transactions.
5. Carryout a detailed analysis of assessment dashboard to ensure the correctness of DCB.
6. Advance Collection Report should be taken before and after the generation of demand for the year 2020-21, corresponding demand adjustment should be verified.
7. Entire UTIS services will be closed by 11.00 pm on 31.03.2020. It is informed that all UTIS services will not be available for ULBs from 01.04.2020 to 03.04.2020 for back up, maintenance and centralized

- demand generation activity for the year 2020-21 to be done by CMA's office.
8. Demand for Property Tax, Professional Tax, Water charges, UGSS Charges, Solid Waste Management User Charges (SUC-Residential) will be generated on 02/04/2020 by CMA's office.
 9. Once Demand Generation Process for the year 2020-2021 is completed, it will be informed to all ULBs for further verification.
 10. Non Tax Demand has to be generated by the respective ULBs on 03/04/2020.
 11. Verification of DCB-2020-21 may be done by ULBs from 03/04/2020 and 04/04/2020. (No other service support will be available in UTIS at that time).
 12. Miscellaneous services and Back office services will be enabled from 03/04/2020.
 13. Differences in DCB have to be identified by the revenue staff and rectified in consultation with CMA's IT team before 06/04/2020. After rectification of defects if any in the DCB it should be certified by the Revenue Officer / Manager, Commissioner.
 14. DCB verification report (2 Copies duly signed by the Commissioners) should be sent to respective RDMA office before 07/04/2020.
 15. All the Corporation / Municipal Commissioners are requested to ensure that the Annual Accounts is submitted to the L.F Audit Department on 01/04/2020 and report the fact to this office by e.mail without fail on 01/04/2020.
 16. Corporation Commissioners , RDMAs are requested to send the consolidated DCB verification certificate to this office on 09/04/2020 through the Programmer /AC-Revenue/Assistant Programmer.

Guidelines for Closure of Accounts

1. Online BRV have to be generated till 31st March and issues if any may be brought to the notice of CMA-IT Team for immediate rectification.
2. Budget 2020-21 should be prepared in section wise / function wise through workflow and after approval, Consolidated Budget Report may be verified before 26th March 2020.

3. From 1st April 2020, General Budget has to be made Active for Bill Processing for the Financial Year 2020-21.
4. Updation of Contra Slip Ledger (CSL) and Receipt Cheque entries should be completed till 31st March and issues if any may be brought to the notice of CMA-IT Team for immediate rectification.
5. To encash cheques within the financial year any cheque payment by the citizen should not be accepted from 28.03.2020 to 31.03.2020. All cheques received upto 27.03.2020 should be deposited in the bank on 27.03.2020 without fail.
6. For dishonoured cheques, Reversal of Demand also to be completed using "**Cheque Dishonour**" Option before 31.03.2020.
7. All cheques should be brought into accountability through UTIS.
8. Opening GJV for Demand has to be generated for the year 2020-21 using the option "Generate GJV" under the menu "Financial Year Closing" in Accounts Module before 25.03.2020 without fail. This option will not be available after 31.03.2020. Employee access permission date may be checked for all employees and updated.
9. For Water supply, UGD, SUC Revised slab rates and Road Restoration Charges if any, have to be updated in the UTIS before 31.3.2020 without fail.

As Coimbatore City Municipal Corporation is yet to come under UTIS , the following special instructions are issued to Coimbatore Corporation.

1. Property Tax revision withhold pending activities if any, should be completed in all respects before generating property tax demand for the year 2020-21.
2. Demand for all Tax and Non-Tax items for the year 2020-21 have to be generated . Back up before and after generation of Demand for the year 2020-21 to be kept safely for future reference.
3. Complete Backup after demand generation for the year 2020-2021 have to be handed over to this office for migration. Once data migration is completed, it will be informed to the corporation for verifying the migrated data.

4. Demand for all Tax & Non Tax Items to be verified and certified by the respective authorities, corrections if any, have to be informed to this office immediately for rectification.
5. From 01.04.2020 onwards, all Income and Expenditure accounting to be carried out through UTIS.

General Instructions :

1. Miscellaneous Receipts – Not to be used for collection of Nontax Items, Trade License, Profession Tax and Building Plan Management.
2. Deposit Items to be collected through the specific option available in the software.
3. Bill process related to Vehicle, Legal and Stores maintenance will be restricted in Accounts module from 01-04-2020. Required bill process have to be prepared through the respective module only.


for Commissioner of Municipal Administration.

To
All Corporation Commissioners
All Regional Director of Municipal Administration
All Commissioners of Municipalities

Copy to:

1. Tamil Nadu State Data Center, ELCOT, Chennai
2. M/s.Bahwan Cyber Tek Ltd. – For necessary coordination with CMA IT Team for the year end activities
3. CMA IT Team – To monitor and submit the report in this regard