

ಕರ್ನಾಟಕ ನಗರ ಮೂಲಸೌಕರ್ಯ

ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಹಣಕಾಸು ಸಂಸ್ಥೆ

ಸಿಲ್ವರ್ ಜ್ಯೂಬಿಲಿ ಬ್ಲಾಕ್, ಎರಡನೇ ಅಂತಸ್ತು, ಯುನಿಟಿ ಬಿಲ್ಡಿಂಗ್ ಆನಿಕ್ಸ್
ಅನೇಕ್ಸ್ 3ನೇ ಅಡ್ಡ ರಸ್ತೆ, ಮಿಷನ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 027
ದೂರವಾಣಿ : 080-22232021, 22232134, ಫ್ಯಾಕ್ಸ್ : 22232157



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To Whom It May Concern

We hereby confirm that **M/s. Infrastructure Professionals Enterprise (P) Ltd.** have been awarded an assignment for conversion of single entry to double entry accounting system in Urban Local Bodies (ULBs) of Karnataka. The assignment requires them to develop a state-wide municipal accounting manual and work as the state level nodal firm for its implementation in 43 ULBs. The details of the assignment are as under:

1. Name of the Project – **Nodal Firm for Implementation of Fund Based Accounting System in 43 ULBs of Karnataka**
2. Date of Award of Project – 27 September 2004
3. Duration of the Project – 16 months
4. Project jurisdiction (implementation area):
 - a. Policy Development – State level
 - b. Implementation - 43 cities of Karnataka, as detailed in Annex 1
5. Tasks/Deliverables under the project which are responsibility of the firm:

The assignment was divided into 5 tasks with the following task objectives and outputs:

Task I – Policy Support:

Reviewing of accounting policies in the ULBs of other states in India and formulation of an appropriate policy for adoption by Karnataka and provide support for creation of an Expert Management Group (EMG) in DMA that shall contain a sustainable capacity for further implementation of FBAS in the state,

Outputs:

- i. Report on Comparative Analysis of the Accounting Practices and Policies and Documentation of Best Practices
- ii. Draft Accounting and Budgeting Policy for ULBs of Karnataka
- iii. Final Accounting and Budgeting Policy for ULBs of Karnataka
- iv. Draft Budget and Accounting Regulations for ULBs of Karnataka
- v. Draft Accounting Manual for the ULBs of Karnataka
- vi. Final Budget and Account Regulations and Accounting Manual
- vii. Draft Account and Budget codes
- viii. Final Account and Budget codes
- ix. Draft Final Report
- x. Final Report
- xi. Rollout Plan for implementation of the FBAS in 43 selected ULBs
- xii. ToR and proposal documents for appointment of FLCs

Task II – Software Support:

Providing support services for the task of modifying the available FBAS software (the actual modification will be carried out by another agency appointed by the GoK).

Outputs:

- i. Report on Software Requirement Specification
- ii. Draft Software Operations Manual



- iii. Final Software Operations Manual
- iv. Final Report

Task - III: Training

Development of Training modules for various grades of ULB Employees and the city CA firms and carrying out the Training of the city CA firms and ULB Employees,

Outputs:

- i. Training Needs Assessment and Strategy
- ii. Training Manual
- iii. Training Material
- iv. Dummy Training Templates
- v. Task - IV: Administrative Support
- vi. Providing Administrative and Technical support to the Directorate of Municipal Administration (DMA) during the entire implementation process of implementation of the FBAS,

Task - IV: Administrative Support

Providing Administrative and Technical support to the DMA during the entire implementation process of implementation of the FBAS,

Outputs:

- i. Evaluation Reports for the process of evaluation, selection and appointment of the FLCs.
- ii. Report on the monitored activities of the FLCs and trouble shoot at any of the locations during the implementation of the FBAS
- iii. MIS to monitor the progress and effectiveness of the implementation of FBAS
- iv. Records and follow-up actions of the discussions and meetings connected with the implementation of the FBAS

Task - V: Pilot Implementation

Implementation of the new double entry accounting system in the FBAS software in three selected ULBs, viz. Mysore, Byatarayanapura and Maddur.

Outputs:

- i. Computerised database.
 - ii. Financial Statements and Reports as output of the Computerized and manual FBAS
 - iii. Summary report on the implementation of FBAS
6. Total fee payable to the firm – Rs.86, 27,843/- only.

Nodal Officer for the Project:

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