

K-15016/157/2015-SC-I (Vol. II)
Government of India
Ministry of Urban Development

Nirman Bhawan, New Delhi
Dated: May 26, 2016

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OFFICE MEMORANDUM

Subject: Next Steps to be taken by 13 winning cities of Fast track round of smart city challenge process.

The undersigned is directed to refer to this Ministry's OM of even number dated 25th May 2016 conveying the list of winner cities of Fast track Round. As a first step, a Special Purpose Vehicle (SPV) is required to be established by each city with a Chief Executive Officer as its head. A model Articles of Association is available on the Mission website (www.samrtcities.gov.in). To facilitate cities to take timely actions, a list of activities to be done by the 13 Smart Cities along with appropriate links is enclosed.

2. It is, therefore, requested that the 13 Fast Track Smart Cities may be directed to start the process/activities and inform this Ministry about the action taken regularly.

Encl.: As above.

(Sanjay Sharma)

Under Secretary to the Government of India
Tel. - 23062908

Principal Secretaries (UD) in respect of 13 Fast Track Cities.

Copy to: Municipal Commissioners of 13 Fast Track Cities.

Next Steps for 13 Fast Track Cities

S.No.	Activity	Steps and Reference Document link
1	Incorporation of SPV	Model Article of Association available at http://smartcities.gov.in/writereaddata/Final_MCA_AOA.pdf
2	Agenda for First Meeting of Board of Directors	Immediately after formation of the SPV a Board Meeting has to be held. An illustrative list of items to be discussed in the first Board Meeting of the SPV ,decision tree to enable the Smart Cities to make a decision on SPV operationalization are available at, http://smartcities.gov.in/writereaddata/Advisory1_SPV_P2P.pdf
3	Selection of Independent Directors	The Ministry of Corporate Affairs (MCA) website to access the panel of independent director has been sent to all the States/Smart Cities. The URL of the portal is http://independentdirector.in
4	Recruitment of Key Managerial Posts i.e. CEO, CS and CFO	The SPV is required to recruit full time Key Managerial Personnel i.e. Chief Executive Officer, Company Secretary and Chief Finance Officer. HR agencies are being shortlisted by MoUD. Model RFP is available at http://smartcities.gov.in/others.aspx
5	Recruitment of other HR manpower	The SPV will be required to engage/recruit technical and other manpower. Reference Organisational Structure of some lighthouse cities available at http://smartcities.gov.in/spv.aspx
6	Delegation of Powers to SPV	State Government/Parastatals/ULB will need to delegate some of their functions to the SPV for smooth implementation of the Smart City Plan. However, it will be possible if State Laws provide for the same. In case State Laws do not have relevant clause to delegate functions to ULBs, in that case SPV will enter into Commercial Contractual Agreement with other agencies.
7	Converting Plan to Projects	<p>A systematic way has to be followed to convert plans contained in the Smart City Proposals to a group of similar Projects (modules). Projectivization of integrated plans will follow a two-step process –</p> <p>Procure a Project Management Consulting Firm (PMC). The PMC can be of two types - a single one for the Area Based Development (ADB) and Smart Solutions (SS) Or separate PMCs for ADB and SS.</p> <p>The PMC will design, develop the modules (set of projects), prepare the DPR/RfPs for the modules given in the Smart City Proposal and assist in their implementation, etc. as given in para. 10.6 of the Mission Guidelines.</p>

		<p>Model RFP for engagement of PMC is available at http://smartcities.gov.in/pmc.aspx</p> <p>Policy Advisory with a decision tree is available at http://smartcities.gov.in/writereaddata/Advisory1_SPV_P2P.pdf</p>
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