

**No.K-15016/61/2015-SC-1**  
**Government of India**  
**Ministry of Urban Development**

**Nirman Bhawan, New Delhi**  
**Dated : 12 November, 2015**

**OFFICE MEMORANDUM**

Subject:- Smart City Proposal (SCP) template

After completion of Stage-1 of the Smart Cities Challenge, States/ULBs have to prepare for the Stage-2 of the Competition. In accordance to para 9.1.2 of Smart Cities Mission (SCM) Guidelines, each of the potential 100 Smart Cities have to prepare their Smart City Proposals (SCP). Moreover, the SCP will be assessed on a set of fair, objective and transparent evaluation criteria (Annexure 4) by a Committee consisting of a panel of national and international experts, organisations and institutions (para 9.1.3)

2. In order to make the process of evaluation open, fair and transparent, a template for the SCP was developed and discussed in the break-out session on 26<sup>th</sup> June, 2015 attended by more than 150 stakeholders including State Govt. officials, Urban Local Bodies (ULBs), Urban Sector Experts and Research Institutions. Again, the Smart City Proposal Format/Template was also discussed with States/Cities in detail in the Regional Workshops held on 3<sup>rd</sup>, 7<sup>th</sup> and 12<sup>th</sup> September, 2015 in Delhi, Hyderabad and Kolkata respectively followed by Idea's Camp organized in Delhi on 6-7 October, 2015 in which the Principal Secretaries, Mayors and Municipal Commissioners were invited for extensive interaction and exchange of views on Smart City Proposal Format.

3. After incorporating the suggestions received in Idea's Camp, again a meeting was held on 3<sup>rd</sup> November 2015 to discuss and finalize the template of Smart City Proposal with Principal Secretaries and Municipal Commissioners of select cities.

4. The Ministry of Urban Development (MoUD) has now designed a standardized template, including the scoring criteria for use of States/ULBs to prepare the SCP for submission in Stage-2 of the Competition. A copy of the SCP template is enclosed and may also be seen on Ministry's website ([www.moud.gov.in](http://www.moud.gov.in)>OMs).

5. It is requested that the Smart City Proposal may be prepared strictly in accordance with the template and submitted before 15 December, 2015.

Encl: As above

  
**(Munish Kumar Garg)**  
**Director (Smart Cities-I)**  
**Tel. No.23062399**

To

All Principal Secretaries (UD/MA)/Municipal Commissioner of Smart Cities.

Copy to:

1. Economic Advisor, Ministry of Urban Development, Nirman Bhawan, New Delhi
2. Under Secretary(SC-II) for taking action for uploading the same on the website of Smart Cities Mission