K-15016/185/2015-SC-I
Government of India
Ministry of Urban Development

Nirman Bhawan, New Delhi
Dated: 30th September, 2015

OFFICE MEMORANDUM

Subject: - Key Activities schedule for preparation of Smart City Proposal (SCP).

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) and the Secretary (UD), vide D.O. letter dated 28th August 2015, has requested all Chief Secretaries/Administrators of States/UTs to start City Challenge and submit the Smart City Proposals (SCPs) before 15th December 2015.

2.   As the time available is short, the State/UTs have to systematically prepare the SCP in the given format and submit the proposal online. Attached, is the list of key activities together with the timelines to start and complete the activities.

3.   The most competitive proposal will be the result of systematic and timely completion of activities set out in the attachment. The States/UTs may add any number of additional activities/sub-activities and not limit themselves to the attached list, only. All the States/UTs are requested to complete the activities within the timelines given and regularly update the online SCP submission form.

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To

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

Key Activities - Start and Finish Dates

S.No.	Round	Key Activity	Start	Finish	Duration (days)
1	One	Finalize Consulting Firm/Handholding Agency	01-Sep	05-Oct	35
2		Talk on Mission with citizens, groups of citizens	25-Sep	05-Oct	15
3		Essay competition for citizens and students	01-Oct	15-Oct	15
4		Ideas Camp preparation	01-Oct	05-Oct	5
5		Attend Ideas Camp	06-Oct	07-Oct	2
6	Two	Prepare list of possible smart solutions, areas for development	10-Oct	15-Oct	5
7		Write-up Smart City Proposal - online (city profile - including city self-assessment, Round 1 of citizen engagement)	15-Oct	20-Oct	5
8		Develop City - Wide Concept Plan including vision and goals	15-Oct	20-Oct	5
9		Holding a smart solution/ technology fair	15-Oct	31-Oct	10
10		Pan-city solutions finalization	20-Oct	31-Oct	10
11		Area-based development finalization	20-Oct	31-Oct	10
12		Write-up Smart City Proposal - online (strategic plan, pan-city solution(s), area-based development, Round 2 citizen engagement)	25-Oct	05-Nov	15
13		Write-up Smart City Proposal - online (financing and implementation plans)	31-Oct	05-Nov	5
14		Preparation of Draft Proposal - Discuss Area-based plan and Pan-city solutions with financing and implementation plans with citizens	05-Nov	15-Nov	10
15	Three	Final Proposal - refine based on data, information, etc	15-Nov	20-Nov	5
16		Discuss Final Smart City Proposal with citizens	20-Nov	25-Nov	5
17		Final Proposal preparation - online (all sections of the Smart City Proposal, including Round 3 of citizen engagement)	25-Nov	30-Nov	5
18		Submit to State Government		30-Nov	1
19		Forwarding to MoUD (timeline 15 Dec 2015)	Dec-01	Dec-10	10
20		Spill-over activities			5