

## HARYANA GOVERNMENT

## LAW AND LEGISLATIVE DEPARTMENT

## Notification

The 10th October, 2008

**No. Leg. 37/2008.**—The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 25th September, 2008, and is hereby published for general information :—

## HARYANA ACT NO. 35 OF 2008

## THE HARYANA MUNICIPAL CITIZENS' PARTICIPATION ACT, 2008

AN

ACT

*relating to the municipalities in the State of Haryana to institutionalize citizens' participation in municipal functions, by setting up of area sabha and to provide for matters connected therewith or incidental thereto.*

Be it enacted by the Legislature of the State of Haryana in the Fifty-ninth Year of the Republic of India as follows:—

Short title and  
extent.

1. (1) This Act may be called the Haryana Municipal Citizens' Participation Act, 2008.

Definitions.

(2) It extends to all the municipalities in the State of Haryana.

2. In this Act, unless the context otherwise requires,—

- (a) "area" means an area as determined under section 3;
- (b) "area sabha" means in relation to an area, the body of all the persons registered in the electoral rolls pertaining to every polling booth in that area of the municipality;
- (c) "budget year" means the period for which the Government lays down the annual financial statement;
- (d) "chairperson" means the chairperson of the ward committee who shall be the councilor of each ward;
- (e) "Government" means the Government of the State of Haryana;
- (f) "member" means the area sabha representative of the ward committee nominated under this Act;
- (g) "municipality" means an institution of self-government constituted under the Haryana Municipal Act, 1973 (Haryana Act No. 24 of 1973);



- (h) "prescribed" means prescribed by rules made under this Act;
- (i) "Schedule" means Schedule appended to this Act;
- (j) "ward committee" means a committee constituted under section 11;
- (k) "ward infrastructure index" means a composite index generated by taking into account the condition of all public infrastructure elements in that ward.

3. The territorial extent of area of each area sabha shall be coterminous with the geographical area of the ward of the municipality. However, in a municipality, where population of a ward is more than ten thousand, the ward shall be sub-divided into a number of areas with a population of ten thousand or a part thereof (less than 50% being ignored and more than 50% of the same being counted as one unit). Determination of area.

4. The area sabha representative nominated in the manner as provided under section 6 of this Act, shall be a member of the ward committee. Area sabha representative.

5. The general body meeting of an area sabha shall be held in the area, at a public place, at least twice a year, one during the period commencing from the 15th day of May and ending with the 15th day of June and the other during the period commencing from the 15th day of November and ending with the 15th day of December. At least ten percent of the registered voters of the area shall be present in such meetings. General body meeting.

6. Within a period of eight weeks from the date of announcement of constitution of the municipality, representatives for each area sabha shall be nominated in such manner, as may be prescribed. Nomination of area sabha representative.

7. An area sabha representative shall ordinarily hold office for a duration that is coterminous with that of the municipality concerned : Term of office.

Provided that no person shall continue to hold office as an area sabha representative, if, at any time, during his tenure, he incurs any of the disqualifications specified by or under any law for the time being in force for the purpose of elections to the municipality concerned:

Provided further that no person shall be entitled or continue to be entitled to hold office as area sabha representative of an area in which he is not an ordinarily resident.

8. An area sabha may, having regard to its managerial, technical, financial and organizational capacity and the actual conditions prevailing in the municipal area, perform and discharge the following functions and duties, namely:— Functions and duties of area sabha.

- (a) to generate proposals and determine the priority of schemes and development programmes to be implemented in the area and



forward the same to the ward committee, or in its absence, the municipality, for inclusion in the development plans of the ward committee or municipality, as the case may be;

- (b) to verify the most eligible persons from the area for beneficiary oriented schemes on the basis of criteria fixed by the Government and prepare a list of eligible beneficiaries in order of priority and forward the same for inclusion in the development plans of the ward or municipality;
- (c) to suggest the location of streetlights, streets, community water taps, public wells, public sanitation units and such other civic amenity schemes within the area;
- (d) to identify the deficiencies in the civic amenities in the area and suggest remedial measures;
- (e) to assist the activities of public health centres in the area, especially in disease prevention and family welfare and create arrangements to report on the incidence of epidemics and natural calamities;
- (f) to provide and mobilize voluntary labour and contributions in cash and kind for development programmes and to supervise such development works through volunteer teams;
- (g) to undertake and support tax mapping and to remind people of the locality of their obligations to pay municipal taxes and user charges.

Rights and powers of area sabha.

9. An area sabha may, subject to the procedures that may be prescribed in this regard, exercise the following rights and powers, namely:—

- (i) to get information from the officials concerned as to the services to be rendered and the works proposed to be done in the succeeding period of three months after the meeting;
- (ii) to be informed by the ward committee about every decision concerning the area and the rationale of such decisions made by the ward committee or the Government;
- (iii) to be informed by the ward committee of the follow up action taken on the decisions concerning the area;
- (iv) to impart awareness on matters of public interest such as cleanliness, preservation of environment and prevention of pollution;
- (v) to promote harmony and unity and arrange cultural festivals and sports meets to give expression to the talents of the people of the



- (vi) to co-operate with the ward committee in the provisions of sanitation arrangements in the area.

10. The area sabha representative of an area shall be an ex-officio member of the ward committee constituted for the ward within which area is situated.

Area sabha representative to be ex-officio member of ward committee. Ward committee.

11. (1) There shall be a ward committee for each ward in a municipality to be constituted within six months of the constitution of the municipality.

(2) Each ward committee shall consist of –

- (a) the member of the municipality representing the ward, who shall be the chairperson of the ward committee;
- (b) not less than three and not more than ten persons representing the civic society as area sabha representatives, from the ward, to be nominated by the municipality :

Provided that if the population of the ward is not more than ten thousand, the number of nominated members shall be four, and thereafter, there shall be one additional member for every four thousand population or part thereof:

Provided further that in reckoning the number of additional members of the ward committee exceeding four, any part of less than two thousand population may be ignored :

Provided further that at least one-third of the members shall be women and the number of members representing Scheduled Caste and Backward Class shall be in proportion to their population in that ward.

**Explanation.**— For the purposes of this section, 'civic society' means any non-government organization or association of persons established, constituted or registered under any law for the time being in force and working for social welfare and includes any community-based organization, professional institution and civic, health, educational, social or cultural body or any trade or industrial organization and such other association or body as the municipality may decide.

(3) A person shall be disqualified for being nominated as a member of the ward committee under clause (b) of sub-section (2) or to continue as such member, if under the provisions of any law for the time being in force, he is disqualified for being elected as a member of a municipality.

(4) The Commissioner, Executive Officer or Secretary of the municipality, as the case may be, or his representative shall be entitled to take part in the meetings and deliberations of the ward committee. The chairperson of the ward committee may request the representatives of concerned departments to be special invitees to participate in the meetings whenever problems pertaining to their departments are to be discussed.



(5) The Sanitary Inspector or any other official, as may be nominated by the municipality, shall be the Secretary of the ward committee. All minutes of the proceedings of the meeting of the ward committee shall be recorded by the Secretary and a copy of minutes of the proceedings of each meeting shall be forwarded by him to the municipality.

(6) The meeting of the ward committee shall be held at least once in each quarter of the year and at least two-third members shall be present in each meeting.

(7) The following procedure shall be adhered to while conducting meetings of the ward committee:—

- (a) reasonable notice of meeting shall be given at least one week in advance and placed on the notice board of the offices of the ward committee;
- (b) minutes of the meeting shall be maintained and kept at its office and shall be made available to the general public for perusal;
- (c) the action taken report on the minutes shall be presented at the next meeting and this information shall be made use of by the appropriate sub-committees in their functions.

(8) The term of office of the ward committee shall be coterminous with the term of office of the municipality.

12. The ward committee shall discharge the following functions, namely:—

- (a) to provide assistance in solid waste management and conduct supervision of sanitation work in the ward;
- (b) to provide assistance for the preparation, implementation and monitoring of the development scheme for the ward and encourage local level alternatives, initiatives or public-private partnership for its implementation;
- (c) to encourage harmony and unity among various groups of people in the ward;
- (d) to mobilize voluntary labour and donation by way of goods or money for social welfare programs and ensure people's participation in the voluntary activities necessary for successful implementation of the developmental activities of the municipality;
- (e) to provide assistance for identification of beneficiaries for the implementation of development and welfare schemes;
- (f) to encourage art and cultural activities and sports and games;



- (g) to assist in the timely collection of taxes, fees and other sums due to the municipality and ensure optimal collection of all revenue sources;
- (h) to ensure maintenance of parks, play grounds, streets and street lights;
- (i) to assist the activities of public health centres in the area, especially in disease prevention and family welfare and create arrangements to report on the incidence of epidemics and natural calamities;
- (j) to assist in preparation of the ward plans in a manner consistent with the district plans and complete the exercise within the time specified by the Government;
- (k) to assist in preparation of the ward budget in accordance with the ward plans and complete the exercise within the time specified by the Government;
- (l) to map the ward infrastructure index for that ward;
- (m) to make periodical reports to the municipality in respect of the administration of the Act;
- (n) to perform such other functions as may be assigned to it by the municipality.

13. The ward committee shall have the right to –

- (a) obtain information about the district and municipal plans;
- (b) obtain the municipal budget within reasonable time to verify, seek clarifications and suggest changes that need to be incorporated;
- (c) obtain information about provision of basic services to urban poor including security of tenure at affordable prices, improved housing, water supply, sanitation, education, health and social security;
- (d) be consulted in the development of land and change of land use and zoning regulations;
- (e) obtain details on all revenue matters including taxes and budgetary allocations to be presented in a simplified and manageable manner;
- (f) seek information from the Commissioner, Executive Officer or Secretary of the municipality, as the case may be, regarding any matter relating to the ward.



- (g) to assist in the timely collection of taxes, fees and other sums due to the municipality and ensure optimal collection of all revenue sources;
- (h) to ensure maintenance of parks, play grounds, streets and street lights;
- (i) to assist the activities of public health centres in the area, especially in disease prevention and family welfare and create arrangements to report on the incidence of epidemics and natural calamities;
- (j) to assist in preparation of the ward plans in a manner consistent with the district plans and complete the exercise within the time specified by the Government;
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- (f) seek information from the Commissioner, Executive Officer or Secretary of the municipality, as the case may be, regarding any matter relating to the ward.



- (b) information relating to land use including the changes in patterns of land use, data relating to public spaces and civic amenity sites, traffic patterns and public transportation hubs and preservation and restoration of environment, natural resources and heritage sites;
- (c) infrastructure index including the extent of infrastructural development, current and pending projects and the infrastructural requirements of the ward.

19. (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act. Power to make rules.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before the House of State Legislature, while it is in session.

### ANNUAL BUDGET CALENDAR

[Sections 2 (i) and 15 (2)]

Month	Primary Activity	Secondary Activity
1	2	3
APRIL	area plan	
MAY	ward plan	
JUNE	ward plan	
JULY	area budget	
AUGUST	area budget	
SEPTEMBER	ward budget	
OCTOBER	ward budget	
NOVEMBER	municipality's budget	
DECEMBER	municipality's budget	
JANUARY	works review	
FEBRUARY	works review	
MARCH	works review	

M. S. SULLAR,

Secretary to Government, Haryana,  
Law and Legislative Department.



## Municipal Corporation Rohtak ORDER

In compliance of the provisions of Haryana Municipal Citizens' participation Act, 2008, Municipal Corporation, Rohtak, has decided to constitute the Area Sabha for each ward to ensure the citizen participation in the development works as well as to facilitate the citizens for providing the benefits of various Government Schemes at the local level.

2. The duties and functions of the Area Sabha within their jurisdiction area has been mentioned in section 8 of the Haryana Municipal Citizens' participation Act, 2008, which are reproduced as under:-

- (a) To generate proposals and determine the priority of schemes and development programmes to be implemented in the area and forward the same to the ward committee, or in its absence, the municipality, for inclusion in the development plans of the ward committee or municipality, as the case may be;
- (b) To verify the most eligible persons from the area for beneficiary-oriented schemes on the basis of criteria fixed by the Government and prepare a list of eligible beneficiaries in order of priority and forward the same for inclusion in the development plans of the ward or municipality;
- (c) To suggest the location of streetlights, streets, community water taps, public wells, public sanitation units and such other civic amenity schemes within the area;
- (d) To identify the deficiencies in the civic amenities in the area and suggest remedial measures;
- (e) To assist the activities of public health centres in the area, especially in disease prevention and family welfare and create arrangements to report on the incidence of epidemics and natural calamities;
- (f) To provide and mobilize voluntary labour and contributions in cash and kind for development programmes and to supervise such development works through volunteer teams;
- (g) To undertake and support tax mapping and to remind people of the locality of their obligations to pay municipal taxes and user charges.

3. Accordingly, the Area Sabha for each ward of Municipal Corporation, Rohtak is hereby constituted as follows:-

Sr No	Ward No	Population of the Ward (as per latest ward bandhi)	Area Sabha Number	Population the Area Sabha (AS PER FIDR)	Booth Number included in the Area Sabha	Numbers of voters of the booths as per latest electoral rolls	Members Secretary of Area Sabha (Municipal Employee)	Members of Area Sabha
a	b	c	d	f	e	f	g	h
1	1	22548	1/3	6831	63041	10611	Sh. Sandeep Rathi, Junior Engineer	All Voters of Area Sabha
2			1/2	6221	63033, 63034		Sh. Sandeep Rathi, Junior Engineer	-do-
3			1/1	9496	63029, 63031, 63032, 63043, 63044		Sh. Sandeep Rathi, Junior Engineer	-do-



4	2	22208	2/1	6796	63038,63039	11935	Sh. Sandeep Verma, Junior Engineer, HKRNL	-do-
5			2/2	7818	63035,63036		Sh. Sandeep Verma, Junior Engineer, HKRNL	-do-
6	3	13603	2/3	7594	63040,63042,63045,63065,63066,63067		Sh. Sandeep Verma, Junior Engineer, HKRNL	-do-
7			3/1	6903	63049 to 63056	12990	Sh. Hemant, Junior Engineer	-do-
8	4	17905	3/2	6700	63037,63046,63047,63048		Sh. Hemant, Junior Engineer	-do-
9			4/1	9085	63061 TO 63064,63073,63074	13075	Sh. Vivek, Junior Engineer, HKRNL	-do-
10	5	18001	4/2	8820	63057 TO 63060, 63072		Sh. Vivek, Junior Engineer, HKRNL	-do-
11			5/1	8287	63070 TO 63071,63075 TO 63077	13353	Sh. Ajay, Junior Engineer, HKRNL	-do-
12	6	10804	5/2	9714	62002 TO 62006, 63068,63069		Sh. Ajay, Junior Engineer, HKRNL	-do-
13			6/1	5117	62072 TO 62076, 62078, 62079	13994	Sh. Naresh, Junior Engineer	-do-
14	7	17295	6/2	5687	62069 TO 62071,62067, 62074, 62077		Sh. Naresh, Junior Engineer	-do-
15			7/1	7477	62001,62004, 62063,62068,62080 TO 62082	16134	Sh. Surya Dhankar, Junior Engineer	-do-
16	8	13463	7/2	9818	62010 TO 62012, 62064,62065,62066		Sh. Surya Dhankar, Junior Engineer	-do-
17			8/1	6869	62007 TO 62009, 62017,62058 TO 62060, 62084	16060	Sh. Yashpal, Junior Engineer	-do-
18	9	19778	8/2	6594	62014 TO 62016, 62018, 62019, 62022		Sh. Yashpal, Junior Engineer	-do-
19			9/1	6527	62050,61101 TO 61103,62051	16248	Sh. Devender Beniwal, Junior Engineer	-do-
20	9	19778	9/2	6872	61097,61098,61099,62021		Sh. Devender Beniwal, Junior Engineer	-do-
21			9/3	6379	62013,62020,62053,62054		Sh. Devender Beniwal, Junior Engineer	-do-



22	10	21197	10/1	6983	61100,61104,61113 TO 61116	14899	Sh. Vishal, Junior Engineer, HKRNL	-do-
23			10/2	7373	61105 TO 61107		Sh. Vishal, Junior Engineer, HKRNL	-do-
24			10/3	6841	61109 TO 61112, 61115		Sh. Vishal, Junior Engineer, HKRNL	-do-
25	11	16647	11/1	9717	63144 TO 63150	11479	Sh. Hardeep, Junior Engineer, HKRNL	-do-
26			11/2	6930	63140 TO 63143, 61108			-do-
27	12	17792	12/1	9856	620333 TO 62038	11032	Sh. Vishal Khara, Junior Engineer	-do-
28			12/2	7936	62039 TO 62044		Sh. Vishal Khara, Junior Engineer	-do-
29	13	21963	13/1	8553	62052,62025 TO 62027,62047,62049	16178	Sh. Varun Malik, Junior Engineer	-do-
30			13/2	7819	62028 TO 62030,62024		Sh. Varun Malik, Junior Engineer	-do-
31			13/3	5591	62023, 62097 TO 62099		Sh. Varun Malik, Junior Engineer	-do-
32	14	17184	14/1	7470	62055,62061,62062,62056,62057,62045,62046	16263	Sh. Navneet, Junior Engineer, HKRNL	-do-
33			14/2	9714	62031,62032,62048,62100,62101,62104,62105		Sh. Navneet, Junior Engineer, HKRNL	-do-
34	15	20891	15/1	8313	62190 TO 62196	16439	Sh. Neeraj, Junior Engineer	-do-
35			15/2	5048	62103, 62110 TO 62112		Sh. Neeraj, Junior Engineer	-do-
36	16	17496	15/3	7530	62102, 62113, 62114	15537	Sh. Neeraj, Junior Engineer	-do-
37			16/1	8255	62188,62189,62120,62121,62158,62159		Sh. Sandeep Kaushtik, Junior Engineer	-do-
38			16/2	9241	62115 TO 62119, 62151, 62152		Sh. Sandeep Kaushtik, Junior Engineer	-do-
39	17	23261	17/1	7020	62085 TO 62087	15793	Smt. Jyoti, Junior Engineer	-do-
40			17/2	7109	62083,62122 TO 62126, 62152		Smt. Jyoti, Junior Engineer	-do-



41			17/3	9132	62127 TO 62129, 62130, 62131		Smt. Jyoti, Junior Engineer	-do-
42			18/1	7433	62144 TO 62147		Smt. Rinki, Junior Engineer	-do-
43	18	21940	18/2	8171	62133,62136,62138	13077	Smt. Rinki, Junior Engineer	-do-
44			18/3	6336	62132, 62137		Smt. Rinki, Junior Engineer	-do-
45			19/1	7523	62143,62153,62154		Sh. Krishan, Junior Engineer, HKRNL	-do-
46	19	22540	19/2	8287	62148	11551	Sh. Krishan, Junior Engineer, HKRNL	-do-
47			19/3	6730	62149, 62150, 62155 TO 62157		Sh. Krishan, Junior Engineer, HKRNL	-do-
48	20	17755	20/1	8962	62106 TO 62109, 62161 TO 62163	15525	Sh. Kamal, Junior Engineer,	-do-
49			20/2	8793	62139, 62140, 62160, 62164 TO 62165		Sh. Kamal, Junior Engineer,	-do-
51			21/1	8062	63079,63078,63137 TO 63139		Sh. Vikram Gill, Junior Engineer	-do-
52	21	21880	21/2	8123	62166 TO 62170	16198	Sh. Vikram Gill, Junior Engineer	-do-
53			21/3	5695	63087 TO 63090		Sh. Vikram Gill, Junior Engineer	-do-
54	22	17475	22/1	9300	63030, 63080,63081,63085,6308 6	12359	Sh. Hariom, Junior Engineer	-do-
55			22/2	8175	63083,63084,63091, 63092		Sh. Hariom, Junior Engineer	-do-
		413626		413626		310730		

Commissioner,  
Municipal Corporation, Rohtak

