

**CHAPTER - 5**  
**CONSTITUTION OF WARD COMMITTEES, AREA SABHAS**  
**AND OTHER COMMITTEES**

**34. Constitution of Ward Committees -**

(1) There shall be constituted a Ward Committee for each ward of the municipality within two months of the election to the Council.

(2) Each Ward Committee shall consist of:-

- (a) the Councillor of the municipality representing the ward, who shall be the Chairperson of the Ward Committee;
- (b) the Area Sabha Representatives of the area situated in the ward;
- (c) not more than ten persons representing the civil society from the ward nominated by the Council, in such manner as may be prescribed:

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

Provided further that not less than one third of the members nominated under clause (c) shall be from the Registered Welfare Organisations and Community Based Organisations in the Ward;

Provided further that not less than fifty percent of the members nominated under clause (c) shall be women.

**Explanation:** For the purpose of this section, 'civil society' means any non-governmental 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 organisation, professional institution, and civic, health, educational, social or cultural body or any trade or industrial organization and such other association or body as may be prescribed by the Government.

(3) A person shall be disqualified for being nominated as a member of the Ward Committee under clause (c) of sub-section (2) or to continue as such member, if under the provisions of this Act or any other law for the time being in force, he would be disqualified for being elected as a councillor of a municipality.

(4) The Chairperson of the Ward Committee may invite any officer of the Government departments, which is concerned with the affairs of the municipality, as special invitees,

to attend the said meetings in regard to the problems connected to their departments wherever necessary.

Provided that the chairperson of the Ward Committee may invite any representative of the civil society in the municipality not represented in the Ward Committee to participate in the meetings and in the deliberations.

- (5) Any official nominated by the Municipal Commissioner or Executive Officer, shall be the Secretary of the Ward Committee. The Secretary shall record all minutes of the proceedings of the meeting of the Ward Committee and a copy of minutes of the proceedings of each meeting shall be forwarded by him to the Municipal Commissioner/ Executive Officer with the approval of the Chairperson of the Ward Committee within ten days of the meeting.
- (6) The term of office of the Ward Committee shall be coterminous with the term of office of the Council.
- (7) The manner of conduct of business at the meetings of the Ward Committee shall be as such as may be prescribed

**35. Functions of the Ward Committee** - The Ward Committee shall perform the following functions in the ward, namely:-

- (i) Supervise :
  - (a) solid waste management,
  - (b) sanitation work,
  - (c) distribution of water supply,
  - (d) maintenance of parks, playgrounds, and market places,
  - (e) working of street lights and repairs to roads, and
  - (f) implementation of poverty programmes and development schemes;
- (ii) monitor the working of schools, dispensaries, health centres etc., under the control of the municipality;
- (iii) assist in the preparation of development schemes;
- (iv) encourage harmony and unity among various groups of people;
- (v) mobilize voluntary labour and donations by way of goods or money for welfare programmes;
- (vi) assist in identifying beneficiaries for the implementation of development and welfare schemes;

- (vii) encourage art and cultural activities and activities of sports and games;
- (viii) ensure people's participation in voluntary activities necessary for successful implementation of the developmental activities of the municipality;
- (ix) facilitate collection of taxes, fees and other sums due to the municipality;
- (x) such other functions as may be prescribed.

**36. Rights of the Ward Committee –**

- (1) The Chairperson and members of the Ward Committee shall have the right to seek information from the Municipal Commissioner or Executive Officer regarding any matter relating to the ward.
- (2) Every Ward Committee shall have the right to –
  - (a) obtain information about the master plan and development plans of the municipality;
  - (b) obtain information from the Municipal Commissioner or Executive Officer on any matter relating to the ward,
  - (c) obtain information on Municipal Budget and details of all revenue items relating to the ward; and
  - (d) be consulted in the development of land use and zoning regulations within the ward.

**37. Allocation of Funds -**

- (1) The municipality shall allocate twenty percent of the amount earmarked in the maintenance provision of municipal budget to Ward Committees for maintenance of services like water supply, sanitation, drains, street lights, parks, markets, etc.
- (2) Allocation and utilisation of funds to and by the ward committees for maintenance of civic services shall be in the manner prescribed by the Government.

**38. Appointment of sub-committees:** The Ward Committee, from time to time, may appoint sub-committees as it may think fit and may refer to such sub-committees for opinion or enquiry on any matter relating to the functions entrusted to the Ward Committee.

**39. Ward Sabha**

- (1) In the case of a municipality having population less than one lakh, there shall be constituted a Ward Sabha for each ward and it shall consist of all the electors in the electoral roll relating to the ward.
- (2) The Ward Sabha shall perform the functions and discharge the duties in relation to the ward an Area Sabha does in relation to the area as specified in section 40.

- (3) There shall be a meeting of every Ward Sabha once in two months and the business of the meeting shall be conducted in accordance with such procedure as may be prescribed in the rules by the Government.

**40. Determination of Areas –**

In case of a municipality having population of one lakh or more, the State Government shall, by order, determine –

- (a) the Areas into which each ward shall be divided; and
- (b) As far as possible, the territories representing two or more but not exceeding five contiguous polling stations may be determined as an Area.

**41. Area Sabha Representative-** There shall be an Area Sabha Representative for each Area and shall be nominated by the Council.

**42. Qualifications for being an Area Sabha Representative.-**

Any registered voter in an Area may file his application for being considered as Area Sabha Representative to the Council, unless he is disqualified under any law for the time being in force for the purposes of elections to the Legislature of the State, or as councillor under this Act:

**43. Nomination of Area Sabha Representative.-** The Council shall nominate one among the applicants as Area Sabha Representative and the manner of nomination shall be, as prescribed by the State Government.

**44. Term of office of Area Sabha Representative -** An Area Sabha Representative shall hold office for a period, coterminous with the term of the Council.

**45. Area Sabha –**

- (1) There shall be constituted an Area Sabha for each area determined under section 40, comprising all persons registered as voters of the area.
- (2) The Area Sabha shall perform and discharge the following functions and duties, namely:-
  - (a) to identify eligible persons within the area for beneficiary-oriented schemes on the basis of criteria fixed by the State/Central Governments, and to prepare lists of eligible beneficiaries in an order of priority and forward the same to the municipality;
  - (b) to verify eligibility of persons getting welfare assistance from the State/Central Governments such as pensions and subsidies;
  - (c) to suggest location of streetlights, public water taps, community/public sanitation units, and other public amenities within the area;

- (d) to identify the deficiencies in the water supply and street lighting arrangements in the area and to suggest remedial measures;
  - (e) to assist the activities of urban public health centers in the area, especially in disease prevention, family welfare, and immediately report the incidence of epidemics and natural calamities;
  - (f) to impart awareness on matters of public interest such as cleanliness, preservation of the environment and prevention of pollution;
  - (g) to promote harmony and unity among various groups of people in the area;
  - (h) to arrange cultural festivals, sports meets, etc., to give expression to the talents of the people of the area; and
  - (i) such other functions and duties as may be assigned to the Area Sabha by the municipality from time to time.
- (3) There shall be a meeting of every Area Sabha once in two months, and the business of the meeting shall be conducted in accordance with such procedure as may be prescribed in the rules by the Government

#### **Other Committees**

#### **46. Subject Committee:**

- (1) A Municipal Corporation or a Class 'A' Municipal Council may, from time to time, constitute Subject Committees consisting of elected councillors to deal with the following matters, namely:
- (a) water-supply;
  - (b) drainage and sewerage;
  - (c) solid waste management;
  - (d) urban environment management and land use control;
  - (e) poverty and slum services;
  - (f) education and health; and
  - (g) welfare of Scheduled Castes, Scheduled Tribes, Backward Classes, and of Women and Children.
- (2) Each Subject Committee shall consist of:
- (a) seven members in the case of a Subject Committee of a Municipal Corporation, and

(b) five members in the case of a Subject Committee of a Class 'A' of Municipal Council.

(3) The manner of the constitution and transaction of business of a Subject Committee shall be such as may be prescribed.

(4) The term of a Subject Committee shall be two years.

(5) The Chairperson of a Subject Committee shall be elected by its members from amongst themselves in the manner specified by regulations:

Provided that a member shall not be eligible for election as Chairperson for more than two terms.

(6) Each Subject Committee shall exercise such powers, and perform such functions, as may be specified by regulations.

(7) The recommendations of a Subject Committee shall be submitted to the Standing Committee for its consideration.

#### **47. Ad hoc Committee -**

(1) The Standing Committee of a Municipal Corporation or Municipal Council may, from time to time, appoint an Ad hoc Committee to perform such functions, or conduct such enquiries, or undertake such studies including reports thereon, as may be specified by a resolution in this behalf.

(2) Any person, who is not a member but possesses special qualifications useful for the purpose of an Ad hoc Committee, may be associated therewith as its member.

(3) The manner of transaction of business in an Ad hoc Committee shall be such as may be laid down by the Standing Committee.

#### **48. Joint Committee**

(1) The State Government may, if it considers necessary so to do, constitute a Joint Committee for more than one municipality, or for one or more municipalities with other local authority or local authorities, for any purpose in which they are jointly interested or for delegating to it any power or function which calls for joint action.

(2) The Joint Committee shall consist of the following members:

(a) two elected members of each constituent municipality and local authority;

(b) one nominee of each of the concerned departments of the State Government or of the concerned statutory authorities under the State Government;

(c) such expert or experts as the State Government may nominate; and

(d) the Director of Municipal Administration or his representative who shall act as the convener of the Joint Committee.

(3) The procedure and transaction of business by a Joint Committee shall be such as may be prescribed.

#### **49. Zonal Committee**

(1) There shall be constituted by the Government, by notification, such number of zonal committees comprising territorial area of such number of wards as may be specified in the notification within Municipal Corporation, and each zonal committee shall consist of not less than five contiguous wards. The powers and functions of the zonal committee shall be such as may be notified by the Government.

(2) Each Zonal Committee shall consist of all the Councillors elected from the wards which are included in a Zonal Committee, and one of the members elected from among themselves in such manner as may be prescribed shall be the Chairperson of the Zonal Committee:

(3) Each Zonal Committee shall have a separate office located within the territorial limits of a Zonal Committee.

(4) The staff for each office of the Zonal Committee shall be in accordance with the norms fixed by the State Government from time to time.

(5) The term of the Zonal Committee and its Chairperson and members shall be co-terminus with the term of the Municipal Corporation.

(6) A Zonal Committee shall, subject to the general supervision and control of the Mayor, discharge, within the local limits of the Zone, the functions of the Municipal Corporation relating to provision of water supply, sewerage and drainage, removal of accumulated water on the streets or public places due to rain or otherwise, collection and removal of solid wastes, disinfection, provision of health, immunization services and bustee services, provision of lighting, repair of minor roads, maintenance of parks, drains and gullies, and such other functions as the Municipal Corporation may, from time to time, determine by regulations.

(7) The officers and employees of the Municipal Corporation who are assigned to a Zone for the discharge of the duties as aforesaid, shall carry out such directions as may be issued by the Zonal Committee in this behalf.

(8) An officer nominated by the Municipal Commissioner shall act as Convener of the Zonal Committee.

(9) The Zonal Committee shall incur such amount as may be allocated by the Municipal Corporation in the municipal budget for maintenance of services referred to in sub-section (6).

(10) The Zonal Committee shall meet at least once in three months or as frequently as is necessary to transact its business.

#### **50. State Chamber of Municipal Councils**

(1) The municipalities in the State after obtaining order of the Government, may join to form an association to be called the State Chamber of Municipal Councils;

(2) The functions of the Chamber formed under sub-section (1) shall be to advise the Government as well as municipalities on the improvement of municipal administration and to perform such other functions as the State Government may, from time to time prescribe.

#### **51. Regulations of State Chamber of Municipal Councils**

The following matters may be regulated by rules made by the State Government:

- (a) the constitution, aims and objects of the Chamber;
- (b) the management and control of finances of the Chamber; and
- (c) such other matters as notified by the Government.