

To

1. All the Commissioners of Municipal Corporations in the State of Haryana.
2. All the District Municipal Commissioners in the State of Haryana.

Memo No. 1AE/2026/ 514

Date: 09.01.2026

Subject: Regarding constitution of the Area Sabhas and Ward Committees in the municipalities.

Reference Directorate letter memo No. DULB/1AE/2025/28505 dated 26th December, 2025, DULB/AMC (HQ)/2026/01 dated 2nd January, 2026 and 1AE/2026/232 dated 5th January, 2026 on the subject cited above (**copy enclosed**).

2. It was requested vide above referred letter to constitute the Area Sabhas and Ward Committees in the municipalities as per the provisions of Haryana Municipal Citizens' Participation Act, 2008 and send the compliance report. In this regard, following process for constitution of Area Sabhas and Ward Committees may be followed:-

(a) As per the provisions of Section 3 of the ibid Act, the information regarding the number of Area Sabhas to be constituted in the municipalities concerned has already been provided by all the municipalities. Accordingly, these Area Sabhas are to be constituted by the municipalities at their level. The definition of Area Sabha is provided under clause (b) of Section 2 of the ibid Act.

(b) An group-c official of the municipality concerned is to be designated as Secretary for each Area Sabha who shall facilitate for conducting the meetings of the Area Sabha and maintain the proceedings/records, etc.

(c) Section 5 of the ibid Act provides about the holding of meeting and quorum of the meeting of Area Sabhas. The provision is reproduced as under:-

"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."

(d) The functions & duties and rights & powers of Area Sabha have been defined in Section 8 & 9 of the ibid Act respectively.

3. Further, Ward Committees for each ward are also to be constituted as under:-

(a) The member of the municipality representing the ward, shall be the chairperson of the Ward Committee.

(b) The members of the Ward Committee may be nominated by the municipality concerned as per the provisions of section 11 of the ibid Act from the ward concerned which is between three to ten persons representing the civic society. The definition of civic society is given in the explanation of sub-section 2 of section 11 of the ibid Act.

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- (c) The Sanitary Inspector or any group-c official of the municipality may be designated as Secretary of the Ward Committee.
- (d) The functions, rights and activities of the Ward Committee have been defined under sections 12, 13 and 14 respectively of the ibid Act.

4. In view of the above, it is again requested to constitute the Area Sabhas and Ward Committees in all the municipalities falling under your jurisdiction and send the compliance report at the earliest to the Head Quarter at email (election-dulb@ulbharyana.gov.in). A copy of the Haryana Municipal Citizens' Participation Act, 2008 is also enclosed for ready reference.

Encl: As above.

(Y.S.Gupta)

Additional Director (H.Q.)
for Director General, Urban Local Bodies,
Haryana, Panchkula.

Endst No. DGULB/1AE/2026/ 515

Dated: 09.01.2026

A copy of the above is forwarded to the following with the direction to ensure the compliance of above instructions and send the report to the Head Quarter at the earliest:-

- (i) All the Executive Officers of Municipal Councils in the State of Haryana.
- (ii) All the Secretaries of Municipal Committees in the State of Haryana.

(Y.S.Gupta)

Additional Director (H.Q.)
for Director General, Urban Local Bodies,
Haryana, Panchkula.

CC:

- (i) PA/DGULB.
- (ii) PA/ADULB.
- (iii) Consultant (HQ).

M-URGENT

Commissioners of Municipal Corporations of Gurugram, Faridabad, Panipat, Yamuna Nagar, Ambala, Panchkula, Rohtak, Hisar, Karnal and Sonepat.

Memo No.: DULB/1AE/2025/28505

Dated: 26th December 2025

Subject: - Regarding formation of Area Sabh

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On the subject cited above *

2. As per the provisions of "The Haryana Municipal Citizens' Participation Act, 2008", the Area Sabha in the wards of Municipalities needs to be formed. Section 3 of the ibid Act provides that 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).

3. Hence, it is requested that the Area Sabhas be formed wherever not done already. The status may be shared in the format provided overleaf, with this office latest by 29.12.2025 4:00 PM on email id: election-dulb@ulbharyana.gov.in

Enclosure: As above.


(Y S Gupta)
Additional Director,
for Director General, Urban Local Bodies,
Haryana, Panchkula

Format:

Name of Municipal Corporation:					
Sr. No.	Ward number	Population of the Ward	Area Sabha Number	Booth numbers included in the Area Sabha	Population of the Area Sabha
(a)	(b)	(c)	(d)	(e)	(f)

Format for Area Sabha Number:

Ward Number/Area Sabha Number such as: First area sabha of Ward No. 1 will have 1/1 as the area sabha number. Second area sabha of Ward No. 1 will have 1/2 as the area sabha number and so on.

To,

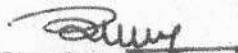
1. All the Commissioners of Municipal Corporations in the State of Haryana.
2. All the District Municipal Commissioners in the State of Haryana.

Memo No.: DULB/AMC(HQ)/2026/ 01
Dated: 2nd January, 2026

Subject:- Proceedings of the meeting held through Video Conference (V.C.) on 31st December, 2025 (Wednesday) under the Chairpersonship of the Director General, Urban Local Bodies, Haryana with all the CMCs and DMCs in the State of Haryana regarding Deen Dayal Lado Lakshmi Yojana (DDLLY) and other high priority areas of ULB Department.

Reference to the subject noted above.

2. A meeting was held through Video Conference (V.C.) on 31st December, 2025 (Wednesday) under the Chairpersonship of the Director General, Urban Local Bodies, Haryana with all the Commissioners of Municipal Corporations (CMCs) and District Municipal Commissioners (DMCs) in the State of Haryana regarding Deen Dayal Lado Lakshmi Yojana (DDLLY) and other high priority areas of ULB Department.
3. The proceeding of the aforesaid meeting is attached herewith for taking immediate necessary action within stipulated timeline.


(Manish Sharma)
 Secretary,
 Directorate of Urban Local Bodies,
 Haryana, Panchkula.

CC:

1. PA/DGULB
2. PA/ADULB
3. PA/JDULB-I, II & III
4. All Head of Branches.



अति आवश्यक

समयबद्ध

सेवा में

1. सभी आयुक्त, नगर निगम, हरियाणा राज्य।
2. सभी जिला नगर आयुक्त, हरियाणा राज्य।

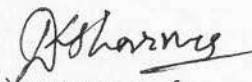
यादी क्रमांक : १एई/२०२६/ २३२
दिनांक : ०५.०१.२०२६

विषय : **Regarding formation of Area Sabha and Ward Committee.**

उपरोक्त विषय पर इस निदेशालय के पत्र यादी क्रमांक डी.यू.एल.बी./
ए.एम.सी.(मु०)/२०२६/०१, दिनांक ०२.०१.२०२६ के क्रम में।

2. विषयाधीन मामले में सन्दर्भित पत्र के माध्यम से दिनांक 31.12.2025 को महानिदेशक, शहरी स्थानीय निकाय की अध्यक्षता में विडियो कॉन्फ्रेन्स के माध्यम से आयोजित हुई बैठक की कार्यवाही इस अनुरोध के साथ भेजी गई थी कि इसमें वर्णित बिन्दुओं बारे लिये गये निर्णय अनुसार निर्धारित समय सीमा के अन्दर आवश्यक कार्रवाई करने का कष्ट करें।
3. उक्त बैठक की कार्यवाही रिपोर्ट में वर्णित बिन्दु नं० २ अनुसार हरियाणा नगरपालिका नागरिक भागीदारी अधिनियम, 2008 के अन्तर्गत राज्य के सभी नगर निगमों, नगर परिषदों व नगरपालिकाओं में वार्ड कमेटी तथा एरिया सभा का गठन किया जाना है। इस सम्बन्ध में निदेशालय के पत्र यादी क्रमांक डी.यू.एल.बी./१एई/२०२५/२८५०५, दिनांक २६.१२.२०२५ द्वारा भी आपसे अनुरोध किया गया था कि आपके अधीन पालिकाओं में नियमानुसार एरिया सभा का गठन करने का कष्ट करें।
4. अतः पुनः अनुरोध है कि अपने अधीनस्थ पालिकाओं में नियमों में वर्णित व्यवस्थानुसार वार्ड कमेटी तथा एरिया समिति का गठन करते हुये रिपोर्ट निदेशालय को दिनांक ०८.०१.२०२६ तक ई-मेल (election-dulb@ulbharyana.gov.in) पर भिजवाने का कष्ट करें।

कृपया इसे परम अग्रता प्रदान करने का कष्ट करें।



(दिनेश कुमार शर्मा)

अधीक्षक (निर्वाचन)

कृते: महानिदेशक, शहरीस्थानीय निकाय,
हरियाणा, पचंकूला।