

**GOVERNMENT OF HARYANA  
URBAN LOCAL BODIES DEPARTMENT**

**ORDER**

Memo No. 4/30/2023-2CI

Dated : 10 July, 2024

1. In supersession of earlier order issued vide Endst. No. 4/30/2023-2CI dated 26<sup>th</sup> September, 2023, Government of Haryana is pleased to re-constitute the following Payment Approval Committees in all the Municipal Councils and Municipal Committees in the State for according sanction for release of payments in respect of municipal works :-

**(a) For payment of municipal works upto Rs. 50.00 Lakhs**

The Committee shall have the following members for approval of the payment in respect of municipal works upto Rs. 50.00 Lakhs :-

- (i) President of the Municipal Council or Municipal Committee, as the case may be;
- (ii) Vice President of the Municipal Council or Municipal Committee, as the case may be; and
- (iii) Executive Officer or Secretary of the Municipal Councils or Municipal Committees, as the case may be.

**(b) For payment of municipal works of more than Rs. 50.00 Lakhs**

The Committee shall have the following members for approval of the payment in respect of municipal works of more than Rs. 50.00 Lakhs :-

- (i) District Municipal Commissioner concerned;
- (ii) President of Municipal Council or Municipal Committee, as the case may be;
- (iii) Vice President of Municipal Council or Municipal Committee, as the case may be; and
- (iv) Executive Officer or Secretary of the Municipal Councils or Municipal Committees, as the case may be.

2. The President shall be the Chairperson of the Payment Approval Committee mentioned at 1(a) above. However, in case of Payment Approval Committee mentioned at 1(b) above, District Municipal Commissioner concerned shall be the Chairperson and President shall be the Vice Chairperson of the said Committee. In case the President is unable to attend any meeting of Payment Approval Committee then Vice President shall be the Chairperson of the Committee mentioned at 1(a) and Vice Chairperson of the Committee mentioned at 1(b).

3. The concerned Chairperson of the Payment Approval Committee shall decide the date, time and venue for the meeting of Payment Approval Committee.

4. Quorum of the meeting for the said Committee shall be one half of the total members of the Payment Approval Committee but shall not be less than two in any case.

5. Decision taken in the physical meeting shall be recorded as minutes and proceedings of the meetings shall also be maintained by the Executive Officer or Secretary, as the case may be.

6. The Payment Approval Committee shall hold atleast one meeting in ten days and a minimum of three (3) meetings in a month. Every bill raised shall be decided by the said Committee within 10 days.

7. The payment of municipal works shall only be released after its sanction by the Payment Approval Committee after considering the following points :-

- (a) E-tendering process shall be carried out by following due procedures.
- (b) The enhancement, if any, shall be properly approved by the competent authority.
- (c) The recommendations of the District Level Monitoring Committee constituted by the Government shall also be obtained before sanctioning the payment.
- (d) There shall be no splitting of works.
- (e) Any other conditions provided in Rules/Regulations/Instructions issued from time to time shall also be adhered to before sanctioning the payment.

Panchkula, Dated  
The 09 July, 2024

Endst. No. 4/30/2023-2CI

**Vikas Gupta, IAS**  
Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.

Dated : 10 July, 2024

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Panchkula with the request that above notification may please be published in the Haryana Government Gazette (Extra Ordinary). He is requested to supply 25 printed copies of the said notification to this office for record.

*(Signature)* 10/7/2024  
Superintendent Committee-I,

for Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.

Endst. No. 4/30/2023-2CI

Dated : 10 July, 2024

A copy of the above is forwarded to all the Presidents and Vice Presidents of the municipalities in the State of Haryana for information and necessary action please.

*(Signature)* 10/7/2024  
Superintendent Committee-I,

for Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.

Endst. No. 4/30/2023-2CI

Dated : 10 July, 2024

A copy of the above is forwarded to the following for information and necessary action please:-

1. Director, Urban Local Bodies, Haryana, Panchkula.
2. All the District Municipal Commissioners in the State of Haryana.
3. All the Chief Executive Officers of Municipal Councils of District Headquarters in the State of Haryana.
4. All the Executive Officers & Secretaries of Municipal Councils & Municipal Committees in the State of Haryana with the direction to circulate these orders to all the members of the municipalities.

*(Signature)* 10/7/2024  
Superintendent Committee-I,

for Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.

**CC:-**

1. GM (IT), H.Q. to upload the same on Department's Website.s