

**GOVERNMENT OF HARYANA  
URBAN LOCAL BODIES DEPARTMENT**

**ORDER**

Memo No. 4/30/2023-2CI

Dated : 26<sup>th</sup> September, 2023

1. In supersession of earlier order dated 11<sup>th</sup> July, 2023 issued vide Endst. No. 4/30/2023-2CI/22025-26 dated 11<sup>th</sup> July, 2023, Government of Haryana is pleased to constitute the following Payment Approval Committee 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 amounting 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;
- (iii) Chief Executive Officer in case of Municipal Council of District Headquarter or Executive Officer or Secretary of the other Municipal Councils or Municipal Committees, as the case may be.
- (iv) One member to be elected by the concerned municipality; and
- (v) Member of the concerned ward in which development works are to be executed.

If the works relate to two wards, then the members of both the wards will be the members of the said Committee.

**Note :** If the works relate to more than two wards, then members at Sr. No. (v) will not be the members of the Committee.

**(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;
- (iv) Chief Executive Officer in case of Municipal Council of District Headquarter or Executive Officer or Secretary of the other Municipal Councils or Municipal Committees, as the case may be.
- (v) One member to be elected by the concerned municipality; and
- (vi) Member of the concerned ward in which development works are to be executed.

If the works relate to two wards, then the members of both the wards will be the members of the said Committee.


**Note :** If the works relate to more than two wards, then members at Sr. No. (vi) will not be the members of the Committee.

2. The President shall be the Chairperson of the Payment Approval Committee mentioned at 1(a) above. In case the President is unable to attend any meeting of Payment Approval Committee then he can nominate any elected member of the municipality, or out of the members of the Payment Approval Committee, as his representative, to attend the said meeting and under such circumstances, Vice President shall be the Chairperson of the said meeting. 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.
3. The President of the municipality shall decide the date, time and venue for the meetings 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.
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 shall also be adhered to before sanctioning the payment.
8. Ward Councillors selected as members for Finance Sub Committee and Payment Approval Committee shall be different.

Panchkula, Dated  
the 26<sup>th</sup> September, 2023  
Endst. No. 4/30/2023-2CI

**Vikas Gupta, IAS**  
Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.  
Dated : 26<sup>th</sup> September, 2023

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 50 printed copies of the said notification to this office for record.

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

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

Dated : 26<sup>th</sup> September, 2023

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



Under Secretary,

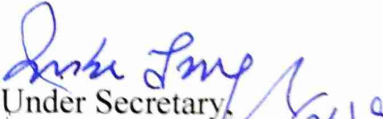
for Commissioner & Secretary to Government, Haryana,  
Urban Local Bodies Department.

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

Dated : 26<sup>th</sup> September, 2023

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.



Under Secretary,

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

CC:-

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