

To

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

Commissioner,  
Municipal Corporation, Rohtak.

Memo No. 18/36/2017-3CI/13751  
Dated : 03<sup>rd</sup> May, 2023

**Subject :- Sanction of Budget Estimates of Municipal Corporation, Rohtak (MCR) for the Financial Year (F.Y.) 2023-24.**

Please refer to your office letter memo Nos. MCR/SAO/2023/02 dated 11.04.2023 and MCR/SAO/2023/10 dated 20.04.2023 on the subject cited above.

2. The sanction of Government is accorded to the Municipal Corporation, Rohtak (MCR) Budget for Financial Year (F.Y.) 2023-24 as follows :-

**Budget Estimate at a glance -**

**(Rs. in Crores)**

1. Opening Balance as on 01.04.2023	82.46
2. Add - Proposed Budgeted Income for the year 2023-24	240.18
3. TOTAL	322.64
4. Less - Proposed Expenditure for the year 2023-24	233.16
5. Closing Balance as on 31.03.2024	89.48

3. Government has granted this sanction under section 83 (3) of the Haryana Municipal Corporation Act, 1994 with the following conditions :-

- (a) As per the provisions of sub-section (1) & (2) of section 83 of the Haryana Municipal Corporation Act, 1994, every Municipal Corporation has to submit the Budget Estimate for next financial year to the Government upto the last week of February of every year so that timely sanction of the Budget can be accorded by the Government. As such Municipal Corporation, Rohtak shall ensure timely submission of Budget Estimate to the Government, as per the provisions of the Act, in future.
- (b) The powers of Collector have been delegated under Haryana Land Revenue Act, 1887 to Commissioners & District Municipal Commissioners as also the powers of Assistant Collector Grade-I to District Municipal Commissioners, Additional Commissioners, Additional Municipal Commissioners & Joint Commissioners and Assistant Collector Grade-II to Deputy Municipal Commissioners, Executive Officers, Secretaries and Zonal Taxation Officers.

However, the recovery of Property Tax has not improved during the previous financial year 2022-23 to the expected level. Therefore, concerted efforts need to be made for recovery of atleast 90% of the outstanding Property Tax during the current financial year.

- (c) Municipal Corporation, Rohtak shall exhort all the concerned staff to put in maximum efforts for recovery of arrears as well as due amounts of Municipal taxes, charges and fees etc. so as to achieve the targets of Budget Estimate for the current Financial Year 2023-24.



(d) Municipal Corporation, Rohtak should take all necessary steps to arrange land management by ensuring maximum monetization of municipal land after following due procedures.

(e) It is observed that as on date out of total 458 applications, zero have been rejected and 161 approved by the Municipal Corporation, Rohtak for disposal of municipal shops/houses let out on lease/rent/licence fee/tehbazari for 20 years or more under Mukhyamantri Shehri Nikay Swamitva Yojana.

Municipal Corporation, Rohtak needs to put in maximum efforts to ensure the disposal of all pending cases by 31<sup>st</sup> May, 2023. The amount of proceeds be kept under a separate Head and utilize as per the Policy provisions in this regard.

(f) Municipal Corporation, Rohtak shall ensure that the electricity bills on account of street lights as well as office buildings including tubewells, sewerage treatment plants etc. are paid timely as it has been noticed that due to non payment of these bills, huge penalties have been imposed by DISCOM. Further, monthly meetings should be held with the concerned officers of DHBVN for adjustment of electricity bills with municipal tax and after netting, the amount due to or receivable from DHBVN should be released accordingly.

Furthermore, Property Tax dues on DISCOM properties need to be recovered/adjusted timely during the respective financial year itself. Any laxity in this regard shall be treated seriously.

Instructions in this regard have already been circulated vide this office memo No. DULB/Tax/2022/17987 dated 27.04.2022 in compliance of the decisions taken during the meeting held under the Chairpersonship of PSCM on 20.04.2022 and should be followed in letter & spirit. Any laxity in this regard shall be viewed seriously.

(g) The amounts parked in Fixed Deposits (FDs) should be invested properly as per the Government instructions to ensure maximum returns.

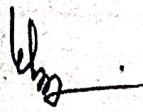
(h) It shall also be ensured that no expenditure should be incurred beyond the approved/sanctioned Budget estimate for Financial Year 2023-24.

(i) Grants-in-aid should be utilized for those purposes only for which these grants have been sanctioned and utilized during the stipulated period. There should be no diversion in utilization of these grants.

(j) Municipal Corporation, Rohtak shall make all the expenditure for execution of development works out of its own income during F.Y. 2023-24.

(k) In order to provide better facilities for payment of various municipal dues by the public, adequate number of CFCs (to be named as Atal Sewa Kendra (ASK)) be established at different locations within the limits of MC, Rohtak as per the criteria of one CFC per 15,000 population. This will also push the recovery of Property Tax & Water Charges etc.

As this is part of the Budget Speech for F.Y. 2023-24 of Hon'ble Chief Minister, the progress regarding establishment of these CFCs (ASK) be provided at quarterly intervals.



- (l) Municipal Corporation, Rohtak shall expedite the process of regularization of un-authorized colonies and timelines given by the Government be strictly adhered to in this regard. This will also increase the income of MC, Rohtak by way of recovery of development charges etc.
- (m) Municipal Corporation, Rohtak shall also submit the projects to the Government under Divya Nagar Scheme at the earliest.
- (n) Municipal Corporation, Rohtak shall put in efforts for auctioning of advertisement rights through the Portal so that permission charges for display of advertisement can be recovered to enhance the income of MC, Rohtak as there is good potential/scope under this Head in whole municipal area.

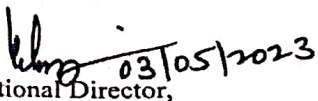
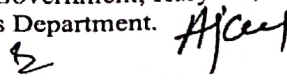
Further, the name of the Head will be 'Permission Charges for display of advertisement' instead of 'Advertisement Permission Fee' as mentioned in the Income Table of the Budget Estimate.

- (o) Municipal Corporation, Rohtak shall put in maximum efforts for regularization of un-authorized mobile towers operating within municipal limits and penalty/charges be also recovered from them.
- (p) Municipal Corporation shall ensure that 85 percent of the Budgeted Revenue/Income targets fixed for F.Y. 2023-24 are achieved otherwise Government may reduce the allotted SFC grant by 20 percent.

Further, disciplinary action will be initiated against the concerned delinquent staff on account of non-achievement of above-mentioned targets.

- (q) Government vide instructions dated 18.08.2022 had directed all the municipalities not to remit 1% share of their annual income to Directorate of Urban Local Bodies, Haryana in future. As such the Head i.e., 'Directorate of Urban Local Bodies, Haryana Supervision Charges' is not required in future and shall be removed from the Budget Estimates during F.Y. 2024-25.
- (r) Municipal Corporation, Rohtak shall submit quarterly reports of actual recovery & expenditure to the Government through Directorate of Urban Local Bodies, Haryana, Panchkula on 5<sup>th</sup> of every succeeding month of each quarter (i.e., on 5<sup>th</sup> July, 2023; 5<sup>th</sup> October, 2023; 5<sup>th</sup> January, 2024 and 5<sup>th</sup> April, 2024) at email id : [ulbhrybudget@gmail.com](mailto:ulbhrybudget@gmail.com).

4. Strict compliance of the above directions/instructions shall be ensured.

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

CC:-

1. Secy./ULBM.
2. PS/C&S, ULB.
3. PA/DULB.
4. Under Secretary/Superintendent Committee-I, ULB Department.
5. Senior Accounts Officer, H.Q. to follow-up and resubmit the file for review on 10<sup>th</sup> or subsequent working day if 10<sup>th</sup> is not working day, of the subsequent month after the quarter-end.

# MUNICIPAL CORPORATION, ROHTAK

प्रेषक

आयुक्त,  
नगर निगम रोहतक।

प्रेषित

महा निदेशक,  
शहरी स्थानीय निकाय, हरियाणा,  
पंचकुला।

विषय:-

क्रमांक नं०: दिनांक:  
नगर निगम रोहतक का वर्ष 2023-24 का बजट स्वीकृत करने वारे। (Revised)

उपरोक्त विषयाधीन आपकी सेवा में भेजकर लिखा जाता है कि नगर निगम, रोहतक का (वित्तीय वर्ष 2022-23) माह 03/2023 तक की वास्तविक आय व खर्चा लेकर वित्तीय वर्ष 2023-24 का अनुमानित बजट तैयार किया गया है। जिसे नगर निगम की आम बैठक से अनुमोदित करवा लिया है। जिसका विवरण निम्न प्रकार से है:-

Sr. No.	Particulars	Rs. in Lakhs
1	Opening balance as on 01-04-2023 (SFC+CFC+Stamp Duty+MC Fund)	8245.98
2	Proposed Income for the year 2023-2024	24017.73
	<b>Total</b>	<b>32263.71</b>
3	Proposed expenditure for the year 2023-24	23316.50
4	Closing Balance as on 31.03.2024	8947.21

बजट के मद वार्डज ब्यौरे की प्रस्तावित प्रतियां व बजट अनुशंसा सहित भेजकर आपसे अनुरोध है कि वर्ष 2023-24 के बजट की स्वीकृति प्रदान करने का कष्ट करे ताकि निगम के कार्यों को सुचारु रूप से चलाया जा सके।

सलंगन:- 1) बजट प्रति  
2) प्रस्ताव प्रति

वरिष्ठ लेखा अधिकारी,  
कृते आयुक्त  
नगर निगम, रोहतक।

पृ०क्रमांक:- MCR/SAO/2023/11

दिनांक-20/04/2023


इसकी एक प्रति अतिरिक्त मुख्य सचिव, हरियाणा सरकार, शहरी स्थानीय निकाय विभाग, चण्डीगढ़ को बजट की प्रति व बजट अनुशंसा सहित आगामी आवश्यक कार्यवाही हेतु प्रेषित है।

सलंगन:- 1) बजट प्रति  
2) प्रस्ताव प्रति

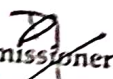
वरिष्ठ लेखा अधिकारी,  
कृते आयुक्त  
नगर निगम, रोहतक।


## Proposed Budget for the year 2023-24

Sr. No.	Particular	Rs. in Lakhs
1	Opening balance as on 01-04-2023 (SFC+CFC+Stamp Duty+MC Fund)	8245.98
2	Proposed Income for the year 2023-2024	24017.73
	Total	32263.71
3	Proposed expenditure for the year 2023-24	23316.50
4	Closing Balance as on 31.03.2024	8947.21

  
Senior Accounts Officer  
Municipal Corporation,  
Rohtak

Joint Commissioner  
Municipal Corporation,  
Rohtak

  
Commissioner  
Municipal Corporation  
Rohtak


  
Mayor  
Municipal Corporation,  
Rohtak


**Proposed Income budget for the year 2023-24**

Income of Heads		Sanctioned Budget FY 2022-23	Actual Receipts From 01.04.2022 to 31.03.2023	Proposed Budget 2023-24 (in Lakhs)
A	B	C	D	G
<b>Tax</b>	Property Tax	5500.00	2475.58	3500.00
	Fire tax	20.00	137.62	50.00
	Municipal Tax on Electricity	1100.00	1089.23	1100.00
	<b>Total</b>	6620.00	3702.42	4650.00
<b>CESS AND DUTIES</b>	Stamp Duty	1800.00	1827.70	2000.00
	Entertainment duty	1.00	1.11	1.00
	Labour Cess	100.00	236.95	150.00
	<b>Total</b>	1901.00	2065.76	2151.00
<b>RENT/LEASE</b>	Rent	300.00	185.43	100.00
	Lease	0.00	144.11	0.00
	Tehbazari	5.00	1.21	1.00
	<b>Total</b>	305.00	330.75	101.00
<b>SALE/AUCTION</b>	Sale of Municipal Houses/Shops as per policy dated 01.06.2021	1500.00	1769.46	500.00
	Auction/Sale of Municipal properties	0.00	41.91	60.00
	Sale of Fallen Trees	0.00	0.00	0.00
	Sale of Stores/Scraps	0.00	0.00	10.00
	<b>Total</b>	1500.00	1811.36	570.00
<b>CHARGES</b>	Development & Conversion charges/EDC/IDC	3500.00	3225.63	2500.00
	User Charges on account of door to door Collection	0.00	199.89	0.00
	Road Cut Charges	0.00	0.00	0.00
	Water and sewerage charges	0.00	0.20	0.00
	Changes of Property titles	0.00	0.00	1.00
	Administrative Charges	0.00	15.97	25.00


	Other Charges	900.00		4.05		
	Total	4400.00		3445.73		2776.00
<b>FEES</b>	Advertisement Permission fees	150.00		140.26		1500.00
	Trade License fees	90.00		5.18		0.00
	Birth/Death/Marriage registration fees	0.00		0.00		50.00
	Booking of ground/Community centres	0.00		46.08		50.00
	Copying fees	5.00		0.06		0.00
	Building Application Fees	0.00		0.09		1.00
	Scrutiny fees	0.00		0.41		0.50
	Dog registration Fees	0.00		0.01		1.00
	Enlistment fee	0.00		0.00		0.00
	Slaughter/Butchers Houses fees	5.00		2.29		5.00
	Tender fees	250.00		10.50		10.00
	Fees from weekly/daily markets	0.00		0.04		0.00
	Parking fees	0.00		0.00		1.00
	Mobile Tower/ Cable Lying Fees	200.00		22.28		100.00
	Water & Sewerage Connection Fees	0.00		0.00		0.00
	RTI Fees	0.00		0.09		0.10
	Assessment fees	0.00		0.02		0.00
	Total	700.00		227.31		1718.60
<b>FINES &amp;</b>	Fines/Penalties	0.00		2.51		5.00
	Composition Charges	0.00		111.24		50.00
	Compounding Fees	0.00		8.18		5.00
	Total	0.00		121.93		60.00
<b>INCOME FROM</b>	Interest on Saving Accounts	50.00		54.03		50.00
	Interest on FDs/Flexi deposits	0.00		0.00		0.00
	Other Interest	0.00		13.25		50.00
	Total	50.00		67.27		100.00
<b>MISCELLANEOUS</b>	Non-refundable security	0.00		0.00		0.00
	Dead animal contract	20.00		0.00		16.00
	House Rent deductions	0.00		0.00		0.00
	EMD/Security Deposits	200.00		43.80		50.00
	Income from Horticultures	0.00		0.00		0.00

	Other Income	61.00	466.87	109.00
	Total	281.00	510.67	166.00
GOVERNMENT	CFC	2039	1960.67	2407.32
	SFC	6317.00	7694.23	8417.81
	Total	8356.00	9654.90	10935.13
Total		24113.00	21938.11	23117.73
LOAN/ADVANCE	Loans/Advances/deposits	0.00	802.55	0.00
	Receipts/Instalments for repayment of Loans/Advances/Deposits	0.00	129.81	900.00
	Balance transfer from Panchayats and others on account of their merger in	0.00	0.00	
Grand Total		24113.00	22870.47	24017.73

  
 Mayor  
 Municipal Corporation  
 Rohtak

  
 Commissioner  
 Municipal Corporation  
 Rohtak

Joint Commissioner  
 Municipal Corporation  
 Rohtak

  
 Senior Accounts Officer  
 Municipal Corporation  
 Rohtak



## Proposed Expenditure Budget for the year 2023-24


Expenditure Heads		Proposed Budget FY 2022-23	Actual Expenditure From 01.04.2022 to 31.03.2023	Proposed Budget 2023-24 (in lakhs)
A	B	C	D	G
<b>ESTABLISHMENT EXPENDITURE</b>	Salary and Allowances of Regular staff	2670.00	1990.70	2500.00
	Wages of employees engaged through outsourcing policy part-1	500.00	510.86	600.00
	Wages of employees engaged through outsourcing policy part-II	1100.00	876.05	1000.00
	Honorarium	100.00	57.04	50.00
	LTC	300.00	102.38	100.00
	Internship/stipend	0.00	2.42	50.00
	Pension & Retiral Benefits	1320.00	850.37	900.00
	Pension Contribution	0.00	12.98	10.00
	Leave salary contribution	0.00	10.38	10.00
	Ex-gratia/Monthly Financial Assistance	0.00	218.21	200.00
	Employer's Contribution towards NPS/EPF/CPF	0.00	615.68	700.00
	Medical Reimbursements	110.00	49.87	50.00
	Group Insurance Schemes	0.00	38.06	50.00
Other Allowances/Benefits/Liabilities	200.00	59.95	100.00	
<b>Total</b>	<b>6300.00</b>	<b>5394.93</b>	<b>6320.00</b>	<b>40.00</b>
<b>ADMINISTRATIVE EXPENDITURE</b>	Legal Expenses	32.00	5.44	40.00
	Workshop/Seminar/Training expenses	0.00	3.69	10.00
	Labour Cess	200.00	117.00	200.00
	Consultant fees	0.00	0.03	0.00
	Bank Charges	0.00	0.00	0.00
	Office Building Rent	0.00	0.00	0.00
	Electricity bill including street light bill	1200.00	716.52	900.00
	Telephone/mobile	20.00	7.31	10.00


	Office stationery	55.00	14.20	5.00
	Water charges	0.00	46.05	60.00
	Petrol/Diesel expenses on office vehicle	90.00	3.63	10.00
	Printing expenses	0.00	19.31	15.00
	Hospitality expenses	0.00	31.01	25.00
	Audit fees	50.00	8.98	10.00
	Advertisement and Publicity	15.00	0.00	0.00
	Membership and subscription fees	0.00	53.24	75.00
	Hire Charges of Vehicles/Equipments etc.	0.00	1.34	10.00
	Purchase of Furniture & Fixtures	0.00	0.05	0.50
	Newspaper & periodicals	0.00	65.77	100.00
	Other Admin. Miscellaneous expenditure.	512.00	1099.61	1520.50
	Total	2174.00	4248.55	4500.00
<b>SANITATION AND SOLID WASTE MANAGEMENT</b>	Payment for Door to door collection, transportation and processing of daily generated Municipal Solid Waste.	3000.00		
	Operation and maintenance of MC owned vehicles for solid waste management.	0.00	0.00	50.00
	Rent, operation & maintenance of sewerage cleaning machines.	0.00	55.84	0.00
	Maintenance of processing facility, Transfer stations, MRF etc.	0.00	0.00	0.00
	Purchase of exigencies for sanitation activities such as broom, shovel, PPE kit for sweepers, lime powder etc.	0.00	0.00	25.00
	O&M of STPs, sewerage system and water supply.	0.00	5.40	0.00
	Expenses on fodder, water, electricity bills, transportation etc. for the cattle, stray cattle kept in cattle pound, Gaushalas etc.	260.00	330.89	480.00
	Maintenance of public toilets, urinals etc.	0.00	113.62	0.00
	Expenses on removal of temporary/permanent encroachments.	0.00	0.00	10.00
	Rent of land for Solid Waste Management.	0.00	0.00	50.00

	Operation and maintenance of fogging machines.	0.00	0.00	0.00	0.00	0.00	60.00
	Cleaning of defacement activities.	0.00	0.00	4.49	15.00	1.36	15.00
	Operation & Maintenance of truck mounted mechanical road sweeping	0.00	0.00	0.00	25.00	0.00	25.00
	Oil and Shops for Sanitation Workers	0.00	0.00	1.37	5.00	0.00	5.00
	Uniforms for Sanitation Workers	0.00	0.00	402.68	900.00	0.00	900.00
	Hired Vehicle/Tractor/ Trolleys etc. and Maintenance charges	900.00	0.00	0.00	6125.00	0.00	6125.00
	Other Sanitation & Solid Waste Management Expenditure	4160.00	0.00	5164.21	50.00	6.13	50.00
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATION AND MAINTENANCE FROM OWN</b>	Repair and Maintenance - Office Buildings			0.00	50.00	0.00	50.00
	Repair & Maintenance of public parking, stadiums.	0					
	Repair & maintenance of parks	250.00		784.38	1200.00		1200.00
	Repair and Maintenance -Vehicles	0.00		8.72	10.00		10.00
	Repair & Maintenance of Community centre	1600.00		477.90	300.00		300.00
	Repair and Maintenance-Furniture and Fixtures & Others	0.00		1.09	10.00		10.00
	Repair & Maintenance of computers/hardware etc.	0.00		1.56	10.00		10.00
	Repair & maintenance of cremation grounds.	0.00		0.00	50.00		50.00
	Repair & maintenance of toilets	430.00		255.21	400.00		400.00
	Maintenance of Street Light/Traffic signals/CCTV cameras	600.00		216.79	500.00		500.00
	O&M of water tankers, tankers for septage management etc.	0.00		6.73	10.00		10.00
	Pruning of trees/bushes from road sides	0.00		0.35	1.00		1.00
	Repair/maintenance of Staff Quarters.	0.00		0.00	10.00		10.00


	Repair/maintenance of Storm Water Drains	0.00	0.66	0.00	359.00
	Bulk Water Supply Charges	0.00	0.00	700.00	0.00
	Repair/maintenance of roads/streets.	0.00	118.54	0.00	0.00
	Repair of Meat Markets	0.00	0.00	50.00	0.00
	Repair of Slaughter houses	0.00	83.85	800.00	0.00
	Repair of Gau shala/cattle pound/Stray cattle	1250.00	0.00	4501.00	0.00
	Misc./Others O&M from Own Sources of Income of ULBs (Bio Remedation)	4130.00	1961.90	5.00	5.00
	Total	5.00	0.00	0.00	0.00
	Election Charges				
OTHER EXPENDITURE (EXCLUDING)	DULB supervision Charges	0.00	0.00	100.00	0.00
	Expenditure for Control of stray dogs	0.00	0.00	0.00	0.00
	Education for poor children	0.00	5.81	10.00	10.00
	Epidemic	220.00	0.00	50.00	0.00
	Survey/Inspection Expenses	0.00	0.00	0.00	0.00
	Sampling & Testing Expenses	0.00	0.00	5.00	5.00
	Unforeseen/Suspense Expenses	0.00	11.04	170.00	170.00
	Other Expenditures	225.00	16.85	500.00	500.00
	Total	0.00	0.00	0.00	0.00
DEVELOPMENT EXPENDITURE (NON COMMITTED)	Purchase of Land & Building				
	Purchase of Vehicles/ machinery/equipments	10.00	44.25	5.00	5.00
	Const. of roads/streets. (MC+SFC+CFC)	2800.00	939.13	1500.00	1500.00
	Const. of STPs, sewerage system, water supply infrastructure.	0.00	19.48	0.00	0.00
	Const. of dog Kannels/cattle pounds.	0.00	0.00	200.00	200.00
	Const. of MC owned buildings.	0.00	6.26	0.00	0.00
	Const. of cremation grounds.	0.00	20.75	600.00	600.00
	Const. of parks	0.00	0.00	100.00	100.00
	Const. of Community centre	0.00	160.90		

	Installation of Street Light/Traffic signals/CCTV camera	0.00	18.72	200.00
	Construction of toilets	0.00	0.00	0.00
	Cons. of Meal Market	0.00	0.00	25.00
	Cons. of Slaughter houses	0.00	3.21	400.00
	Cons. of Gau shala/cattle pound/Stray cattle	0.00	16.46	0.00
	Beautification of Round Abouts and Entry Gates	0.00	11.92	0.00
	Construction of Water Body (Bandh/Pound)	0.00	0.00	100.00
	Purchase of DI Pipes for Works	2039.00	84.98	4130.00
	Misc./Other Development Expenditure	4849.00	1627.13	22766.50
	<b>Total</b>	<u>21838.00</u>	<u>15264.65</u>	<u>22766.50</u>
	<b>Total</b>	0.00	221.66	250.00
<b>LOAN/ADVANCE /DEPOSIT</b>	Loans/Advances to Employees		57.40	100.00
	Loans/Advances to Others	0.00	1617.00	200.00
	Repayment of Loans/Advances (Railway Elevated Track)	1200.00		
<b>Grand Total</b>		<b>23038.00</b>	<b>17160.71</b>	<b>23316.50</b>

  
 Mayor  
 Municipal Corporation  
 Rohtak

  
 Commissioner  
 Municipal Corporation  
 Rohtak

Joint Commissioner  
 Municipal Corporation  
 Rohtak

  
 Senior Accounts Officer  
 Municipal Corporation  
 Rohtak