

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o the Election Authority and  
Commissioner & Director of  
Municipal Administration,  
TELANGANA, Hyderabad.

**Roc.No. 542/2014/H-I**

**Dated:15.07.2014**

**C I R C U L A R**

Sub: Mpl Admn Dept- Conduct of elections to ULBs in 2014-Constitution of Ward Committees in Nizamabad, Karimnagar and Ramagundam Municipal Corporations-Certain instructions- Issued-Reg.

Ref: G.O.Ms.No.57 MA Dt.10.02.2010

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The attention of the Commissioners of Nizamabad, Karimnagar and Ramagundam is invited to the provisions of Section 8-A of GHMC Act, 1955 and The Greater Hyderabad Municipal Corporations (Constitution, Conduct of Meetings, Powers and Functions of Ward Committees and Area Sabhas), Rules, 2010 issued in the reference cited (A copy of the same is placed in the website of [cdma.telangana.gov.in](http://cdma.telangana.gov.in)) which may be downloaded and kept ready for their ready reference.

2. Section 8-A of GHMC Act, 1955 stipulates that a Ward Committee shall be constituted for each ward of Municipal Corporation within three months from the date of the first meeting. Each Ward Committee shall consists of:

- (i). The member of the Municipal Corporation representing the ward, who shall be the Chairperson of the Ward Committee.
- (ii). Not more than 10 electors representing the Civil society from the Ward, to be nominated by the Municipal Corporation in such a manner as may be prescribed:-

Provided that if the population of the ward is not more than ten thousand, the number of nominated members shall be four, and thereafter, there shall be one additional member for every four thousand population are part thereof;.

Provided further that in reckoning the number of additional numbers of the Ward Committee exceeding four, any part less than two thousand shall be ignored.

Provided also that half of the persons to be nominated shall be women.

- (iii). The Area Sabha representatives.

3. Further, the Government in the reference cited, issued The Greater Hyderabad Municipal Corporations (Constitution, Conduct of Meetings, Powers and Functions of Ward Committees and Area Sabhas), Rules, 2010. Rule 3 of the above Rules stipulates that a Ward Committee shall be constituted for each ward of the Corporation **within three months from the date of first meeting of the Municipal Corporation after ordinary elections** duly following the Rules issued in the reference cited.

4. The attention of the Commissioners of Nizamabad, Karimnagar and Ramagundam Municipal Corporations is also invited to sub rule (1) of Rule 31 of the above Rules, according to which, each ward in a Corporation shall be divided into areas based on the population of the ward. Further, the Corporation shall divide the ward into areas as per sub Rules(1), (3) and (4) of Rule 31. **According to Rule 5, of the above Rules Area Sabhas shall be constituted for each area in a ward consisting of all the electors in the Jurisdiction of that area within three months from the date of constituting a Ward Committee.**

5. In view of the above statutory provisions of the GHMC Act, 1955 and Rules issued in the reference cited, the Commissioners of Nizamabad, Karimnagar and Ramagundam Municipal Corporation are directed to take immediate further action and complete the process of constitution of Ward Committees within three months from the date of first meeting of the Municipal Corporations i.e., **03.07.2014.**

6. The RDMA's of Hyderabad and Warangal are requested to review this item during their review meeting and clarify the doubts of the Commissioners if any in the matter.

**Sd/- B.Janardhan Reddy  
Commissioner & Director**


To

The Commissioners of Nizamabad, Karimnagar and Ramagundam.

Copy to the Mayors of Nizamabad, Karimnagar and Ramagundam Municipal Corporations

Copy to the Regional Directors cum Appellate Commissioners of Municipal Administration of Hyderabad and Warangal.

  
for Commissioner & Director

  
19.7.14.

**Government of Andhra Pradesh  
Abstract**

**The Greater Hyderabad Municipal Corporation (Constitution, Conduct of Meetings, Powers and Functions of Ward Committees and Area Sabhas) Rules, 2010 – Rules Notified**

**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT**

**G. O. Ms. No. 57**

**Dated: 10<sup>th</sup> February, 2010**

**Read the following:**

1. From Director General, Centre for Good Governance Lr. No. CGG/ PRG/CON/2404/2009-10 dated 16-10-2009
2. From Commissioner & Director of Municipal Administration D.O.Lr. No. 21645/Elect-2009 dated 20.01.2010.

**Order:-**

The following notification will be published in an extraordinary issue of Andhra Pradesh Gazette dated 11.02.2010.

**Notification**

In exercise of the powers conferred by sub-section (1) of section 585 read with sections 8-A and 8-B of the Greater Hyderabad Municipal Corporation Act, 1955 (Andhra Pradesh Act No. II of 1956), the Governor of Andhra Pradesh makes the following Rules for constitution, conduct of meetings, powers and functions of Ward Committees and Area Sabhas in Greater Hyderabad Municipal Corporation:

**Rules**

**CHAPTER – I : Preliminary**

**1. Short title and commencement:-**

- (1) These rules may be called the Greater Hyderabad Municipal Corporation (Constitution, Conduct of Meetings, Powers and Functions of Ward Committees and Area Sabhas) Rules, 2010.
- (2) They shall come into force from the date of publication in the Andhra Pradesh Gazette.

**2. Definitions:-**

In these Rules, unless the context otherwise requires:-

- (1) "Act" means the Greater Hyderabad Municipal Corporation Act, 1955;
- (2) "Area Sabha" means the Area Sabha constituted under section 8-B of the Act;
- (3) "Government" means the Government of Andhra Pradesh;

(4) "Ward Committee" means the Ward Committee constituted under section 8-A of the Act;

(5) Words used but not defined in the rules shall have the meaning assigned to them in the Act.

## **CHAPTER – II : Ward Committee**

### **3. Constitution of Ward Committee:**

(1) A Ward Committee shall be constituted for each ward of the Corporation within three months from the date as may be notified by the Government in the Andhra Pradesh Gazette under section 8-A of the Act.

(2) Each Ward Committee shall consist of the following members:-

- (i) the member of the Corporation representing the ward, who shall be Chairperson of the Ward Committee;
- (ii) not more than ten electors representing the civil society from the ward nominated by the Corporation as provided hereinafter.
- (iii) the Area Sabha representatives if there are Areas in the ward.

(3) The number of nominated members shall be four if the population of the ward is not more than ten thousand.

(4) If the population of the ward is more than ten thousand, there shall be one additional member for every four thousand population or part thereof, subject to the condition that any part with population of less than two thousand shall be ignored.

### **4. Persons eligible for nomination:-**

The following persons representing the civil society who are registered as a voter in the electoral roll of the ward concerned are eligible for nomination as a member of the Ward Committee subject to sub-rule (1) of Rule 5 and Rule 6

- (a) A president / secretary representing registered Residents Welfare Association in the ward;
- (b) A member of registered Tax Payers Association / Rate Payers Association in the ward;
- (c) A president / secretary of slum level federation (i.e. NHC) of a slum. In case of non-availability of a slum level federation in a ward, a representative of senior most self help group in the ward;
- (d) A member of a registered association / institution / institute / body or organization or Non-Governmental Organization (NGO) or Mahila



- Mandali or Trade Union / Chamber of Commerce / Medical Council in the ward  
(e) Any other prominent citizen from the ward.

Note:- Persons representing the associations, organizations, institutions etc. mentioned in this rule except slum level federation are eligible for nomination as member of Ward Committee, provided the said bodies are registered one year prior to the date of nomination.

**5. Nomination of members to the Ward Committee:**

(1) Fifty percent of the members to be nominated to the Ward Committee shall be women.

(2) The following persons shall be the minimum number to be nominated to the Ward Committee from the categories of persons eligible for nomination under Rule 4 as shown in the table subject to sub-rule (1) and Rule 6 :-

Sl. No	Category	Strength of ward committee		
		4 to 5 members	6 to 7 members	8 to 10 members
		3(a)	3(b)	3(c)
		No. of persons to be nominated		
1	2	3(a)	3(b)	3(c)
1.	President / Secretary representing registered Residents Welfare Association in the ward. In the event of non-availability of President / Secretary from Residents Welfare Association, a member of registered Tax Payers / Rate Payers Association in the ward.	1	1	2
2.	President / secretary of the slum level federation (i.e. NHC). In case of non-availability of a slum level federation in a ward, a representative of senior most self-help group in the ward.	1	1	2
3.	A member of a registered association / institution / body or organization or NGO or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the ward.	1	1	1
4.	A member of a registered voluntary organization / NGO in the ward working for the welfare of the community.	—	1	1
5.	Any prominent citizen of the ward	—	1	1

Note:- In case of non-availability of persons from the categories mentioned in column 2 of the table, the persons eligible for nomination under Rule 4 can be nominated to the extent of shortage.

6. **Qualifications and Disqualifications:-** The qualifications and disqualifications prescribed to the elected members of the Corporation shall apply *mutatis mutandis* to the members of the Ward Committee.

7. **Term of Ward Committee:-** The term of office of the members of the Ward Committee shall be co-terminus with the term of office of the Corporation.

8. **Procedure for nomination as a member of the Ward Committee:-**

- 3/8/14
- 1) The Commissioner or an officer authorized by the Commissioner shall, within thirty days from the date as may be notified by the Government in the Andhra Pradesh Gazette under section 8-A of the Act, issue a notice calling for applications from the eligible persons duly furnishing the eligibility criteria, qualifications, disqualifications and method of nomination etc. for nomination as members of the Ward Committee by giving wide publicity in the news papers giving fifteen days time for submission of applications;
  - 2) After receipt of applications, they shall be scrutinized by the Commissioner or an officer authorized by the Commissioner within seven days from the last date of receipt of applications and prepare a list of eligible applicants;
  - 3) The list of eligible applicants for nomination shall be placed before the Corporation at its special meeting to be convened by the Mayor within a month from the last date fixed for receipt of applications by giving a notice of not less than seven clear days to the elected members including ex-officio members;
  - 4) No business shall be transacted at the special meeting unless there be present atleast one-half of the members of the sanctioned strength of the Corporation including ex-officio members;
  - 5) In cases where members could not be nominated in the first two special meetings for want of quorum, the members shall be nominated in the third meeting even without quorum.

9. **Method of Nomination:-**

- 1) In case there are more number of eligible applicants than the number of persons to be nominated, the Corporation shall nominate the required number of persons by a voice vote.
- 2) If the number of eligible applicants is less than the number of persons to be nominated or if no applications are received, fresh applications shall be invited by following the procedure prescribed in Rule 8.
- 3) Casual vacancy in the office of nominated member shall be filled by following the procedure prescribed in Rule 8 as soon as may be, after the occurrence of the vacancy.



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Provided that no casual vacancy occurred within three months before the date on which the term of office of the members expires shall be filled.

Provided further that a member nominated by the Corporation to a casual vacancy shall hold office during the residuary period of the tenure of the Ward Committee.

10. **Resignation of nominated member:-** The provisions relating to the resignation applicable to the elected members of the Corporation shall apply *mutatis mutandis* to the members of Ward Committee.
11. **Issue of proceedings by the Commissioner:-** The Commissioner or an officer authorized by the Commissioner shall issue proceedings indicating the names of persons nominated by the Corporation to the Ward Committees and send an attested copy of the proceedings to the Commissioner and Director of Municipal Administration. Further, the Commissioner shall issue proceedings constituting all the Ward Committees for the entire Corporation. He shall also affix a copy of the two proceedings on the notice board of the Municipal Corporation office.
12. **Secretary of the Ward Committee:-** After constitution of the Ward Committees under section 8 A of the Act, the Commissioner shall specify within seven days of such constitution, an officer of the Corporation to be the Secretary of each Ward Committee.
13. **Meetings of the Ward Committee:-**
  - (1) The date and time of the first meeting of the Ward Committee shall be fixed by the Commissioner or an officer authorized by the Commissioner. The date and time for the subsequent meetings shall be fixed by the Chairperson of the Ward Committee.
  - (2) The member of the Municipal Corporation representing the ward shall preside over the meetings of the Ward Committee.
  - (3) A Ward Committee or a group of Ward Committees shall be provided with an office and the Ward Committee shall meet therein for the transaction of business atleast once in two months upon such day and such time as it may fix and also at other times as often as a meeting is called by the Chairperson.
  - (4) No meeting of the Ward Committee shall be held on a public holiday and on the day on which a meeting of the Corporation is scheduled to be held.
  - (5) No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted thereat has been given atleast three clear days before the day of the meeting.
  - (6) In cases of urgency, the Chairperson may convene a meeting on giving shorter notice than that specified in sub-rule (5).

**14. Agenda for the meeting:**

The agenda for the meeting shall be prepared by the Secretary in consultation with the Chairperson. The Secretary may include in the agenda any subject which, in his opinion, should be considered by the Ward Committee and shall include therein any subject specified by the Chairperson. On any subject included in the agenda, the Chairperson as well as the Secretary shall have the right of recording his views in a note and such note shall be circulated to the members or placed before the Ward Committee before or at the time of the consideration of such subject by the Ward Committee.

**15. Requisition for convening the meeting:-**

(1) The Chairperson shall, on the requisition in writing of not less than one-half of the members then on the Ward Committee, convene a meeting of the Ward Committee provided the requisition specifies the day, other than a public holiday, the time and the purpose for which the meeting is to be held. The requisition shall be delivered at the office of the Ward Committee during office hours, to the Chairperson, Secretary or any other person who may then be in charge of that office at least seven clear days before the day of the meeting.

2) The Chairperson shall within forty-eight hours from the delivery of such requisition call a meeting on the day specified therein.

3) Where the Chairperson fails within forty-eight hours from the delivery of such requisition to call a meeting on the day specified therein, such meeting may be called by the members who signed the requisition on giving the notice of three clear days to the other members.

**16. Meetings open to the Public:-**

All meetings of the Ward Committee shall be open to the public.

Provided that the Chairperson may, and at the request of the Ward Committee shall, in any particular case, for reasons to be recorded in minutes book kept under Rule 22 direct that the public in general, or any person in particular shall withdraw from the meeting.

**17. Attendance by the Secretary:-**

The Secretary of the Ward Committee shall attend meetings of the Ward Committee. The ward level officers of the Corporation shall also attend the meetings of the Ward Committee.

**18. Decision by majority members:-**

All questions which may come before the Ward Committee at any meeting shall be decided by a majority of votes of the members present at the meeting and in every case of equality of votes, the Chairperson shall have a casting vote.



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**19. Dissent Note:-**

When a member gives a dissent note, the Chairperson shall incorporate the same in the minutes book. If the Chairperson fails to record the dissent note given by any member in the minutes book, the Secretary shall record the same and intimate the member who gave the dissent note. If 20% of the members give dissent note, Secretary of the Ward Committee shall submit a report to the Commissioner who shall examine the report and communicate his decision to the Secretary of the Ward Committee. The decision of the Commissioner shall be final in this matter.

**20. Quorum:-**

- (1) No business shall be transacted at a meeting unless there be present atleast one-half of the total members then on the Ward Committee.
- (2) If within half an hour after the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned, unless all the members present agree to wait longer.

**21. Modification of Resolution:-**

No resolution of Ward Committee shall be modified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Ward Committee supported by not less than one-half of the members then on the Ward Committee.

**22. Minutes of the Meeting:-**

The minutes of the proceedings at the meeting of the Ward Committee shall be drawn up and entered in a book kept for that purpose; and shall be signed by the Chairperson; and the said minutes shall, at all reasonable times and without charge, be open at the Ward Committee office for the inspection of any person who pays any tax under this Act in the area of the Ward Committee.

**23. Forwarding the proceedings:-**

Within three (3) days of the date of the meeting, copy of the minutes of the proceedings at such meeting in the main language of the district, shall be forwarded by the Secretary of the Ward Committee to the Commissioner and members of the Ward Committee. An authenticated copy of the said minutes shall also be affixed to the Notice Board of the Ward Committee office.

**24. Custody of Records:-**

The Secretary shall have the custody of the proceedings and records of the Ward Committee and may grant copies of any such proceedings and records on payment of such fees as the Corporation may, by general or special order determine. Copies shall be certified by the Secretary as provided in Section 76 of the Indian Evidence Act, 1872 (Act I of 1872) and copies so certified may be used to prove the records of the Ward Committee in the same manner as they may, under sub-section (5) of Section 71 of the said Act, be used to prove the proceedings of that body.

**25. Functions of Ward Committee:-**

- (1) The Ward Committee shall perform the following functions as specified in sub-section (6) of section 8-A of the Act, namely:-
- (i) Supervision over
    - (a) Sanitation work and drainage maintenance
    - (b) Distribution of water supply
    - (c) Working of street lights
    - (d) Minor repair of roads
    - (e) Maintenance of markets
    - (f) Maintenance of parks and playgrounds
    - (g) Implementation of poverty alleviation programmes
  - (ii) Monitoring the functioning of schools, maternity centers, dispensaries and health centers wherever they are under control of the Municipal Corporation.
  - (iii) Facilitation in the collection of taxes and non-taxes.
  - (iv) Preparation of list of beneficiaries for beneficiary oriented schemes, pensions and subsidies.
  - (v) Prepare annual ward development plan.
  - (vi) Map the ward infrastructure index.
  - (vii) Preparation of inventory of municipal assets.
  - (viii) Assistance in the implementation of all government schemes.
  - (ix) Motivate and encourage the residents in the ward for construction of individual toilets under Integrated Low Cost Sanitation (ILCS).
- (2) The Ward Committee is competent to undertake inspection in respect of the functions entrusted to it and forward the observations made during the inspection to the ward level officers for necessary action. The ward level officers shall furnish action taken reports on such observations to the Ward Committee within seven to fifteen days of the receipt of such observations.

26. (1) The Ward Committee may involve slum level federation in the maintenance of sanitation and water supply in the ward. The Ward Committee shall prepare a list of beneficiaries for beneficiary oriented schemes, all categories of pensions and subsidies entrusted to the Corporation as per the guidelines of the Government and forward the list to the Corporation / Commissioner for necessary action.

- (2) The Ward Committee may associate itself with the activities of Education, Medical & Health, Welfare Departments and render possible assistance in improving service delivery of the said Departments.

**27. Rights of Ward Committee:-**

- (1) The Ward Committee shall have the following rights as per sub-section (7) of section 8-A of the Act namely:-
- (i) To seek information from the Commissioner regarding any matter relating to the ward except any matter which is classified by the

Commissioner as confidential or any matter relating to municipal elections;

- (ii) To obtain information about the master plan and zonal development plan of the Municipal Corporation;
- (iii) To obtain full Municipal Corporation budget;
- (iv) To be consulted in the development of land use and zoning regulations within the ward;
- (v) To obtain full details of all revenue items relating to the ward.

- (2) The Commissioner, officers and staff of the Corporation shall co-operate with the Ward Committee in exercise of the rights conferred on it.

**28. Powers of Ward Committee:-**

- (1) The Corporation shall allocate twenty percent of the amount earmarked in the annual budget for maintenance works of urban services namely, sanitation, drainage, water supply, roads, street lighting, parks and markets etc. to all Ward Committees. The Corporation shall allocate funds to the Ward Committees for every quarter to enable them to take up maintenance works in respect of the functions entrusted to them.

- (2) The Ward Committee will identify the works to be taken up with the funds sanctioned under sub-rule (1) and forward the list of works to the Commissioner for according administrative sanction. The Commissioner shall give due regard to the list of works submitted by the Ward Committee while sanctioning the works in the ward. The budget allocation made by the Corporation to the ward shall not be exceeded while sanctioning the works by the Commissioner.

- (3) The maintenance works sanctioned on the recommendations of the Ward Committee shall be executed by the Commissioner as per the existing rules in force. In case of any complaint by the Ward Committee regarding any sub-standard work, the concerned official shall inspect the work within a week and take up rectification and submit action taken report in the next meeting of the Ward Committee.

- (4) The Ward Committee is competent to inspect the maintenance works sanctioned to it by the Commissioner from time to time, and review the progress in the execution of the said works.

- 29. **Preparation of Ward Development Plan:-** After approval of the budget by the Corporation, the Commissioner or an officer authorized by the Commissioner shall send an intimation to the Ward Committees about the allocation of funds to them for the succeeding financial year. Based on the intimation received from the Commissioner, the Ward Committee shall prepare a Ward Development Plan giving priority for water supply and drainage / sewerage and solid waste management. The Development Plan shall be placed before the Ward Committee for its approval. After approval of the Ward Committee, the Secretary of the Ward Committee shall forward the Development Plan to the Commissioner for incorporation in the Annual Development Plan of the Corporation.



30. **Preparation of Annual Report:**

The Ward Committee shall prepare an annual report on the functions, powers and activities performed by it by the end of June of the succeeding year.

**CHAPTER – III : Area Sabha**

31. **Constitution of Area Sabha :- (1)** Each ward in a Corporation shall be divided into areas based on the population of the ward. Natural boundaries and geographical contiguity of the area as far as possible shall be observed in the division of a ward into areas. The existing polling booths in the ward shall be kept in view while dividing the ward into areas.

(2) The Corporation shall divide the ward into areas as per sub-rules (1), (3) and (4).

(3) The following population criteria is fixed for division of the ward into areas:

**Population of the Corporation**

**Population of the Area  
(with a variation of  
ten percent more or less )**

(i) Upto 5 lakhs

One area for every 2,000

(ii) Above 5 lakhs and  
upto 10 lakhs

One area for every 3,000

(iii) Above 10 lakhs

One area for every 5,000

(4) After division of every ward into areas based on the sub-rule (3), if the remainder population is less than half of the criteria fixed for each area, it shall be ignored and if the population is one-half or more of the criteria fixed one more area shall be constituted in the ward.

(5) An Area Sabha shall be constituted for each area in a ward consisting of all the electors in the jurisdiction of that area within three months from the date of constituting a ward committee.

32. **Area Sabha Representative:- (1)** An Area Sabha representative shall be nominated by the Corporation for each area from the representatives of the civil society as herein after provided.

(2) **Qualifications and Disqualifications:-** The qualifications and disqualifications prescribed to elected members of the Corporation shall apply *mutatis mutandis* to the Area Sabha representatives.

(3) The term of the Area Sabha representative shall be co-terminus with that of the Corporation.

(4) **Persons eligible for nomination as Area Sabha representative:-**

The following persons representing the civil society who are registered as voters in the electoral roll of the ward and the Area concerned are eligible for nomination as Area Sabha Representative subject to sub-rule (2).

- (a) A President / Secretary representing registered Residents Welfare Association in the Area;
- (b) A member of registered Tax Payers Association / Rate Payers Association in the Area;
- (c) A President / Secretary of slum level federation (i.e. NHC) of a slum in the Area. In case of non-availability of a slum level federation in the Area, a representative of senior most self-help group in the Area;
- (d) A member of a registered association / institution / institute / body or organization or Non-Governmental Organization (NGO) or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the area

**Note:-** Persons representing the associations, organizations, institutions etc. mentioned in this rule except slum level federation are eligible for nomination as Area Sabha Representative provided the said bodies are registered one year prior to the date of nomination.

**33. Procedure for nomination of Area Sabha Representative:-**

- (1) The Secretary of the Ward Committee or an officer authorized by the Commissioner shall, within thirty days from the date of constituting the Ward Committee, issue a notice, calling for applications from the eligible persons duly furnishing the eligibility criteria, qualifications, disqualifications and method of nomination etc. for nomination as Area Sabha Representatives by giving wide publicity in the news papers giving fifteen days time for submission of applications.
- (2) The applications received under sub-rule (1) shall be scrutinized by the Secretary of the Ward Committee or an officer authorized by the Commissioner within seven days from the last date of receipt of applications and he shall prepare a list of eligible applicants.
- (3) The list of eligible applicants for nomination shall be placed before the Corporation at its special meeting to be convened by the Mayor within a month from the last date fixed for receipt of applications by giving not less than seven clear days notice to the elected members including ex-officio members.
- (4) No business shall be transacted at the special meeting unless there be present atleast one-half of the members of the sanctioned strength of the Corporation including ex-officio members.
- (5) In cases where Area Sabha Representatives could not be nominated in the first two special meetings for want of quorum, the Area Sabha Representatives shall be nominated in the third meeting even without quorum.

**34. Method of nomination:-**

- (1) In case there are more number of eligible applicants than the number of persons to be nominated, the Corporation shall nominate the required number of persons by a voice vote.

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(2) If the number of eligible applicants is less than the number of persons to be nominated or if no applications are received, fresh applications shall be invited again by following the procedure prescribed in Rule 33.

(3) Casual vacancy in the office of nominated Area Sabha Representative shall be filled by following the procedure prescribed in Rule 33 as soon as may be, after the occurrence of the vacancy.

Provided that no casual vacancy occurred within three months before the date on which the term of office of the Area Sabha Representative expires shall be filled.

Provided further that an Area Sabha Representative nominated by the Corporation to a casual vacancy shall hold office during the residuary period of the tenure of that Area Sabha.

- 35. Issue of proceedings:-** The Commissioner or an officer authorized by the Commissioner shall issue proceedings indicating the names of persons nominated by the Corporation as Area Sabha Representatives, and send an attested copy of the proceedings to the Commissioner and Director of Municipal Administration and also affix a copy of the proceedings on the notice board of the Corporation office.
- 36. Functions of Area Sabha:-** Area Sabha is entrusted with the following functions:-
- (i) To generate proposals and determine the priority of developmental programmes to be implemented in the area and forward the same to the Ward Committee;
  - (ii) To identify the most eligible persons for beneficiary oriented schemes as per guidelines of the Government and prepare a list of beneficiaries in the order of priority and forward the same to the Ward Committee;
  - (iii) To verify the eligibility of persons getting various kinds of welfare assistance from the Government such as pensions and subsidies and submit a report to the Ward Committee;
  - (iv) To identify the deficiencies in water supply, sanitation and street lighting and to suggest remedial measures to the Ward Committee; and
  - (v) To suggest the location of street lights, public taps, public wells and public toilets to the Ward Committee.
- 37. Rights of Area Sabha:-** An Area Sabha shall exercise the following rights as provided in sub-section (6) of section 8-B of the Act.
- (i) The concerned officials in the Corporation shall furnish information regarding services they render and the list of works proposed to be executed in the area in the succeeding period of three months after the meeting of the Ward Committee.



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- (ii) The Secretary of the Ward Committee shall communicate the minutes of the meeting of the Ward Committee and every decision taken relating to the jurisdiction of the area to the Area Sabha Representative.
  - (iii) The Secretary of the Ward Committee shall inform the follow-up action taken on the decisions concerning the jurisdiction of the area to the Area Sabha Representative.
  - (iv) The Area Sabha Representative shall cooperate with Ward Committee in the provision of sanitation arrangements in the area.
  - (v) The Area Sabha Representative shall arrange conducting of awareness campaign in the area on the importance of cleanliness, improvement of the environment and prevention of pollution.

**38. Meetings of Area Sabha:-**

- (1) The Area Sabha representative shall preside over the meetings of the Area Sabha.
- (2) The Area Sabha shall meet once in three months and also at other times as often as a meeting is called by the Area Sabha Representative in a premises identified by the Commissioner or an officer authorized by the Commissioner. No meeting of the Area Sabha shall be held on the day on which a meeting of the Corporation or Ward Committee is scheduled to be held. The Area Sabha Representative shall fix the date and time of meeting and inform it to all the electors in the area through the Secretary of the Ward Committee . Atleast fifty voters shall be present at the meeting of Area Sabha
- (3) The agenda for the meeting of Area Sabha shall be prepared by the Secretary of the Ward Committee concerned in consultation with Area Sabha Representative. The discussions in the Area Sabha shall be confined to the functions entrusted to it. After necessary discussions, the Area Sabha shall pass resolutions in respect of the items placed in the agenda. The Secretary of the Ward Committee shall attend the meetings of Area Sabha and render all possible assistance to the Area Sabha Representative in conducting the meetings of Area Sabha.
- (4) The minutes of the proceedings at the meeting of Area Sabha shall be drawn up in the main language of the District and entered in a book to be kept for the purpose and shall be signed by the Area Sabha Representative. The Secretary of the Ward Committee shall have the custody of the proceedings and records of Area Sabha.
- (5) The Area Sabha Representative shall forward a copy of the minutes of the meeting of Area Sabha to the Ward Committee for taking further action in the matter.

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39. These Rules shall extend to and apply also to the Greater Vishakhapatnam Municipal Corporation and Vijayawada Municipal Corporation; and to all Municipal Corporations constituted under the provision of Andhra Pradesh Municipal Corporations Act, 1994

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PUSHPA SUBRAHMANYAM,  
PRINCIPAL SECRETARY TO GOVERNMENT &  
COMMISSIONER, UPA

To

The Commissioner of Printing, Stationery and Stores Purchase, Andhra Pradesh, Hyderabad with a request to furnish 300 copies of the Gazette containing the notification to the Government.

The Commissioner & Director of Municipal Administration, AP, Hyderabad.

Engineer-in-chief (Public Health), AP, Hyderabad

Director of Town & Country Planning, AP, Hyderabad

Mission Director, MEPMA, AP, Hyderabad.

Managing Director, APUFIDC, Hyderabad.

The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad.

The Commissioner, Greater Vishakhapatnam Municipal Corporation, Vishakhapatnam.

The Commissioner, Vijayawada Municipal Corporation, Vijayawada.

The Commissioners of all other Municipal Corporations in the State through  
Commissioner & Director of Municipal Administration.

All District Collectors in the State.

The Election section, MA&UD Department.

Copy to:-

The Director General, Centre for Good Governance, Road No. 25, Jubilee Hills, Hyderabad.

The PS to Minister for Municipal Administration/

The P.S. to Principal Secretary (A) to Government.

The P.S. to Principal Secretary (P) to Government.

Sf/sc

//FORWARDED BY ORDER//

ASSISTANT DIRECTOR



(3) in Section 23, in sub-section (1),—

(i) for the words, figures and brackets, “clauses (ii) to (iv)”, the words, figures and brackets, “clauses (ii) to (iv-a)” shall be substituted;

(ii) in the proviso, for the word, “forthwith”, the words “in the manner prescribed” shall be substituted.

(4) after Section 23, the following section shall be inserted, namely :—

*“23-A. Resolution of disputes relating to cessation for disobedience of party whip :—Where a member ceased to hold office for disobedience of the party whip, he may apply to the District Court having jurisdiction over the area in which the office of Municipality is situated for a decision.”.*

7. Application of provisions of Section 2 to other Municipal Corporations :—The amendments made to the Hyderabad Municipal Corporations Act, 1955 by Section 2 of this Act shall extend to, and apply also, to the Visakhapatnam and Vijayawada Municipal Corporations and to any other Municipal Corporation constituted under the provisions of the Andhra Pradesh Municipal Corporations Act, 1994.

## ANDHRA PRADESH MUNICIPAL LAWS (SECOND AMENDMENT) ACT, 2008

Received the assent of the Governor on the 16th April, 2008 and the said assent is hereby first published on the 19th April, 2008 in the Andhra Pradesh Gazette for general information.

[Act No.7 of 2008]

*An Act further to Amend the Hyderabad Municipal Corporations Act, 1955 and The Andhra Pradesh Municipalities Act, 1965.*

Be it enacted by the Legislature of the State of Andhra Pradesh in the Fifty-ninth Year of the Republic of India as follows :



1. **Short title and commencement :—**(1) This Act may be called the A.P. Municipal Laws (Second Amendment) Act, 2008.

(2) It shall come into force on such date as may be notified in Andhra Pradesh Gazette.

2. **Amendment of Act II of 1956 :—**In the Hyderabad Municipal Corporations Act, 1955,—

(1) for Section 8-A, the following new sections shall be substituted, namely :—

**“8-A. Constitution, composition and functions, rights of Ward Committee, etc. :—**(1) There shall be constituted a Ward Committee for each Ward of Municipal Corporation within three months from the date as may be notified.

(2) Each Ward Committee shall consist of,—

- (i) the member of the Municipal Corporation representing the Ward, who shall be the Chairperson of the Ward Committee;
- (ii) not more than ten electors representing the civil society from the Ward, to be nominated by the Municipal Corporation in such manner as may be prescribed :

Provided that if the population of the Ward is not more than ten thousand, the number of nominated members shall be four, and thereafter, there shall be one additional member for every four thousand population or part thereof;

Provided further that in reckoning the number of additional members of the Ward Committee exceeding four, any part of less than two thousand population may be ignored;

Provided also that half of the persons to be nominated to the Ward Committee shall be women.

- (iii) the Area Sabha Representatives *Explanation :-* For the purposes of this section and Section 8-B, 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 organization, residents

welfare association, professional institution and civic, health, educational institution, social or cultural body or any trade or industrial organization, other stakeholders 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 or to continue as such member, if under the provisions of the Act, for the time being in force, he would be disqualified for being elected as a Member of a Municipal Corporation.

(4) The term of office of Ward Committee shall be co-terminus with the term of office of the Municipal Corporation.

(5) The manner of conduct of business at the meetings of the Ward Committee shall be such as may be prescribed.

(6) The Ward Committee shall discharge the following functions, namely :—

- (i) Supervision over :
  - (a) sanitation work and drainage maintenance;
  - (b) distribution of water supply;
  - (c) working of the street lights;
  - (d) minor repair of roads;
  - (e) maintenance of markets;
  - (f) maintenance of parks and playgrounds;
  - (g) Implementation of poverty alleviation programmes;
- (ii) Monitoring the functioning of schools, maternity centres, dispensaries and health centres wherever they are under control of the Municipal Corporation;
- (iii) Facilitation in the collection of taxes and non-taxes;
- (iv) Preparation of list of beneficiaries for beneficiary oriented schemes, pensions and subsidies;
- (v) prepare an annual ward development plan in a manner consistent with the rules to be prescribed;
- (vi) map the ward infrastructure index;



- (vii) preparation of inventory of municipal assets;
- (viii) assistance in the implementation of all Government Schemes; and
- (ix) any other function as may be prescribed.

(7) Every Ward Committee shall have the following rights, namely:—

- (i) to seek information from the Commissioner regarding any matter relating to the ward;
- (ii) to obtain information about the Master Plan and Zonal Developmental Plan of the Municipal Corporation;
- (iii) to obtain full Municipal Corporation budget;
- (iv) to be consulted in the development of land use and zoning regulations within the ward;
- (v) to obtain full details of all revenue items relating to the ward.

(8)(a) The Corporation shall allocate twenty per cent of the amount earmarked in the annual budget of the Municipal Corporation for maintenance of services namely : sanitation, water supply and drainage, roads, street lightings, parks, markets to all Ward Committees for attending to the functions specified above.

- (b) The utilization of funds by Ward Committees for maintenance of civic services and all matters related thereto shall be such as may be prescribed.

(9) the Ward Committee may, from time to time, appoint from amongst the members such sub-committees consisting of such number of members as it may think fit and may refer to such sub-committees for enquiry or opinion on any matter relating to the functions entrusted to the Ward Committee.

*8-B. Constitution of Area Sabha; representatives of Area Sabha and their qualifications, functions, duties etc. :—*(1) Each ward in a Corporation shall be divided into such number of areas based on the population, so however, that each such area as far as possible shall consist of not less than two thousand and not more than five thousand population.

(2) There shall be an Area Sabha for each such area with all the electors in the jurisdiction of the area. There shall be an Area



Sabha Representative for each area to be nominated by the Municipal Corporation from the representatives of the civil society as may be prescribed.

(3) The qualifications and disqualifications prescribed for getting elected as member of Municipal Corporation and for holding the office as Member of Municipal Corporation under the relevant provisions of the Act shall apply *mutatis mutandis* for the representative of the Area Sabha.

(4) The term of the representative of the Area Sabha shall be ordinarily coterminous with that of the Municipal Corporation concerned.

(5) An Area Sabha may, having regard to its managerial, technical, financial and organizational capacity and the actual conditions obtaining in the ward area, perform and discharge the following functions and duties, namely :—

- (i) to generate proposals and determine the priority of schemes and development programmes to be implemented in the Area Sabha and forward the same to Ward Committee for inclusion in the development plan of the Ward Committee;
- (ii) to identify the most eligible persons for beneficiary oriented schemes on the basis of criteria fixed by the Government and prepare the list of beneficiaries in order to priority and forward the same to Ward Committee for inclusion in the Development Plan of the Ward Committee;
- (iii) to verify the eligibility of persons getting various kinds of welfare assistance from Government such as pensions and subsidies;
- (iv) to identify the deficiencies in water supply, street lighting and sanitation arrangements in the jurisdiction to the Area Sabha and to suggest the remedial measures to the Ward Committee;
- (v) to suggest the location of street lights, public taps, public wells, public toilets to the Ward Committee;
- (vi) to assist in the activities of public health centres in the area; and
- (vii) to undertake and support tax mapping.



(6) The Area Sabha, subject to the rules as may be prescribed in this regard, shall exercise the following rights, namely :—

- (i) to get information from the officials concerned as to the services they will render and the works proposed to be executed in the area in the succeeding period of three months after the meeting of the Ward Committee;
- (ii) to be informed by the Ward Committee about every decision taken by them concerning the jurisdiction of the Area Sabha;
- (iii) to be informed by the Ward Committee of follow up action taken on the decisions concerning the jurisdiction of the area;
- (iv) to co-operate with the Ward Committee in the provision of sanitation arrangements in the area; and
- (v) to impart awareness on matters of public interest such as cleanliness, preservation of the environment and prevention of pollution.

(7) the matter of the conduct of the business at the meetings of Area Sabha shall be such as may be prescribed.”

(2) In Section 93, for sub-section (1), the following sub-section shall be substituted, namely :—

“(1)(a) There shall be constituted for the Corporation a Standing Committee consisting of not less than five and not more than fifteen members chosen by the Corporation from among themselves as prescribed to exercise the powers and perform the functions entrusted to it under this Act.

(b) The members of the Standing Committee shall hold office for a period of one year from the date of choosing by the Corporation:

Provided that a member of the Standing Committee shall cease to hold office if he ceases to be a member of the Corporation :

Provided further that the members of the Standing Committee holding office at the commencement of the Andhra Pradesh Municipal Laws (Second Amendment) Act, 2008 shall hold office until the expiry of their term of office.”.



(3) in Section 112, after clause (23), the following clauses shall be added, namely :—

- “(24) Planning for economic and social development;
- (25) Urban Forestry, protection of the environment and promotion of ecological aspects;
- (26) Safeguarding the interests of weaker sections of society including the disabled and mentally retarded;
- (27) Promotion of cultural, educational and aesthetic aspects;
- (28) Slum improvement and upgradation; and
- (29) Urban poverty alleviation”.

(4) after Chapter XXII, the following new chapter shall be inserted, namely :—

*“Chapter XXII-A*

**686-A. Disclosure of information to the general public :—**(1) The Corporation shall maintain and publish all its records duly catalogued and indexed in a manner and form which facilitates the municipal authority to disclose the required information at quarterly, half yearly, yearly intervals to the public in such manner as may be prescribed.

(2) The manner of disclosure of information to general public and other stakeholders shall be,—

- (i) by publishing important information through newspapers;
- (ii) through internet;
- (iii) by placing the information through the notice boards of the Corporation;
- (iv) by placing the information through the notice boards of the Ward Committee Offices;
- (v) through printed material and
- (vi) any other mode as may be prescribed.

(3) The following information shall be disclosed by the Municipal Corporation, namely :—

- (i) basic particulars of the Corporation;
- (ii) statement showing the composition of the Corporation;