



### Order

Memo No. 9595

Dated: 20-01-2026

In compliance of the provisions of Haryana Municipal Citizens Participation Act, 2008, Municipal Corporation, Panipat has decided to constitute the Area Sabha for each ward to ensure citizen participation in the development works as well as to facilitate the citizens for providing the benefits of various Government Schemes at the local level.

2. The duties and functions of the Area Sabha within their jurisdiction area have been mentioned in section 8 of the Haryana Municipal Citizens Participation Act, 2008, which are reproduced as under:

(a) To generate proposals and determine the priority of schemes and development programmes to be implemented in the area and forward the same to the ward committee, or in its absence, the municipality, for inclusion in the development plans of the ward committee or municipality, as the case may be;

(b) To verify the most eligible persons from the area for beneficiary-oriented schemes on the basis of criteria fixed by the Government and prepare a list of eligible beneficiaries in order of priority and forward the same for inclusion in the development plans of the ward or municipality;

(c) To suggest the location of streetlights, streets, community water taps, public wells, public sanitation units and such other civic amenity schemes within the area;

(d) To identify the deficiencies in the civic amenities in the area and suggest remedial measures;

(e) To assist the activities of public health centres in the area, especially in disease prevention and family welfare and create arrangements to report on the incidence of epidemics and natural calamities;

(1) To provide and mobilize voluntary labour and contributions in cash and kind for development programmes and to supervise such development works through volunteer teams;

(2) To undertake and support tax mapping and to remind people of the locality of their obligations to pay municipal taxes and user charges.

Accordingly, the Area Sabha of each ward of Municipal Corporation, Panipat is hereby constituted as follows:

Name of Municipal Corporation :- Panipat							Member Secretary of the area Sabha (Municipal Employee)	Member of the Area Sabha
Sr. No.	Ward Number	Population of the ward	Area Sabha Number	Booths no. Included in the area sabha	Population of the area of Sabha	Number of voter of the booth		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	1	27394	1/1	24049	3260	737	Smt. Gulshan Clerk	all voters of area sabha
			1/1	24097	3794	1003		
			<b>Total</b>	<b>7054</b>	<b>1740</b>			
			1/2	24098	2658	1405	Smt. Kanta Clerk	all voters of area sabha
			1/2	24099	2605	1162		
			1/2	24105	1228	1430		
			<b>Total</b>	<b>6491</b>	<b>3997</b>			
			1/3	24101	3654	1369	Smt. Neelam Clerk	all voters of area sabha
			1/3	24104	4008	1003		
			<b>Total</b>	<b>7662</b>	<b>2372</b>			
			1/4	24102	2505	956	Sh. Sunny Clerk	all voters of area sabha
			1/4	24103	3682	1363		
			<b>Total</b>	<b>6187</b>	<b>2319</b>			
2	2	27645	2/1	24053	3421	1366	Sh. Ramesh Clerk	all voters of area sabha
			2/1	24064	1894	981		
			2/1	24065	2377	1005		
				<b>Total</b>	<b>7692</b>	<b>3352</b>	Sh. Sachin Clerk	all voters of area sabha
			2/2	24056	2285	970		
			2/2	24058	2772	949		
			2/2	24073	546	1135	Sh. Jaibir Clerk	all voters of area sabha
			<b>Total</b>	<b>5603</b>	<b>3054</b>			
			2/3	24066	2828	982		
			2/3	24067	2882	1348	Sh. Raj Devi Clerk	all voters of area sabha
			2/3	24068	2154	1349		
			<b>Total</b>	<b>7864</b>	<b>3679</b>			
			2/4	24055	2802	1234	Ku. Raj Devi Clerk	all voters of area sabha
			2/4	24118	1991	1155		
			2/4	24120	1693	1024		
			<b>Total</b>	<b>6486</b>	<b>3413</b>			

3	3	27354	3/1	24100	2868	1037	Sh. Jai Kishan Clerk	all voters of area sabha
			3/1	24115	2437	1000		
			3/1	24116	999	927		
				Total	6304	2964		
			3/2	24117	2236	1047	Sh. Sumit Clerk	all voters of area sabha
			3/2	24119	2093	1130		
			3/2	24121	2166	1397		
				Total	6495	3574		
			3/3	24122	3332	1121	Sh. Ankush Sharma Clerk	all voters of area sabha
			3/3	24123	604	1022		
			3/3	24124	1455	1147		
			3/3	24125	3522	1063		
				Total	8913	4353		
			3/4	24126	2182	964	Smt. Renuka Clerk	all voters of area sabha
			3/4	24127	2284	999		
			3/4	24128	1176	942		
			3/4	Total	5642	2905		
4	4	9968	4/1	25009	834	476	Sh. Balram Sharma Clerk	all voters of area sabha
			4/1	25033	840	1284		
			4/1	25034	340	1223		
			4/1	25035	479	1281	Smt. Deepika Clerk HKRNL	all voters of area sabha
			4/1	25036	330	1267		
			4/1	25037	962	1316		
			4/1	25038	1356	870	Smt. Priyanka Clerk	all voters of area sabha
			4/1	25039	467	1061		
			4/1	25040	670	1056		
			4/1	25041	861	1006		
			4/1	25045	525	960	Sh. Nitin Tyagi Clerk	all voters of area sabha
			4/1	25049	1105	860		
			4/1	25050	622	596		
			4/1	25051	577	1271		
				Total	9968	14527		
5	5	17940	5/1	25001	2451	976	Sh. Sagar Khanna Clerk	all voters of area sabha
			5/1	25004	2158	1291		
			5/1	25005	2678	1213		

			5/1	25010	313	1221	Sh. Joginder J.E HKRNL	all voters of area sabha
			5/1	25011	968	1377		
			5/1	25014	256	1313		
				<b>Total</b>	<b>8824</b>	<b>7391</b>		
			5/2	25002	2882	1121	Sh. Vineet Clerk	all voters of area sabha
			5/2	25003	2869	1384		
			5/2	25006	906	1034		
			5/2	25007	327	1180	Sh. Abhisekh Draftman HKRNL	all voters of area sabha
			5/2	25008	487	1281		
			5/2	25012	1400	1255		
			5/2	25013	245	977		
				<b>Total</b>	<b>9116</b>	<b>8232</b>		
6	6	27863	6/1	24054	2587	1062	Sh. Manish Kumar Clerk	all voters of area sabha
			6/1	24057	1224	1090		
			6/1	24133	2465	1480		
				<b>Total</b>	<b>6276</b>	<b>3632</b>		
			6/2	24069	2682	1463	Sh. Ankit Clerk	all voters of area sabha
			6/2	24070	3053	1427		
			6/2	24071	2877	1364		
				<b>Total</b>	<b>8612</b>	<b>4254</b>		
			6/3	24129	1902	949	Sh. Parmod Clerk	all voters of area sabha
			6/3	24130	1373	985		
			6/3	24131	2119	1132		
			6/3	24132	1982	1052		
				<b>Total</b>	<b>7376</b>	<b>4118</b>		
			6/4	24134	2256	1241	Sh. Sonu mali	all voters of area sabha
			6/4	24135	1903	1364		
			6/4	24136	1440	1156		
				<b>Total</b>	<b>5599</b>	<b>3761</b>		
7	7	25858	7/1	24059	2254	1263	Smt. Kiran Bala Clerk	all voters of area sabha
			7/1	24060	1887	1234		
			7/1	24061	5651	1134		
				<b>Total</b>	<b>9792</b>	<b>3631</b>		
			7/2	24062	3093	1067		

			7/2	24063	1780	996	Sh. Abhimanyu Clerk HKRNL	all voters of area sabha
			7/2	24074	2431	1081		
			7/2	24075	2108	1011		
				<b>Total</b>	<b>9412</b>	<b>4155</b>		
			7/3	24077	2707	1226	Sh. Manpreet Clerk HKRNL	all voters of area sabha
			7/3	24095	3252	1442		
			7/3	25058	508	1413		
			7/3	25063	187	1195		
				<b>Total</b>	<b>6654</b>	<b>5276</b>		
8	8	<b>23418</b>	8/1	24076	3187	1142	Sh. Amit Sharma Clerk HKRNL	all voters of area sabha
			8/1	24091	4541	1053		
				<b>Total</b>	<b>7728</b>	<b>2195</b>		
			8/2	24072	838	1401	Sh. Anil Clerk HKRNL	all voters of area sabha
			8/2	24092	4026	1333		
			8/2	24093	4061	1420		
				<b>Total</b>	<b>8925</b>	<b>4154</b>		
			8/3	24094	2841	1479	Sh. Kapil Kumar Clerk	all voters of area sabha
			8/3	24096	3924	1267		
				<b>Total</b>	<b>6765</b>	<b>2746</b>		
9	9	<b>14844</b>	9/1	25044	542	937	Smt. Anshu Clerk HKRNL	all voters of area sabha
			9/1	25046	574	837		
			9/1	25048	791	1189		
			9/1	25052	281	1008	Smt. Anupam Draftman HKRNL	all voters of area sabha
			9/1	25053	121	822		
			9/1	25062	759	1056		
			9/1	25064	850	976		
			9/1	25065	693	1261	Sh. Jodh Singh Beldar HKRNL	all voters of area sabha
			9/1	25081	1700	1036		
			9/1	25082	3095	1031		
			9/1	25083	281	866		
				<b>Total</b>	<b>9687</b>	<b>11019</b>		
			9/2	25084	102	1150	Smt. Barkha Clerk HKRNL	all voters of area sabha
			9/2	25086	148	845		
			9/2	25087	310	970		

			9/2	25152	1831	898	Sh. Arun Draftman HKRNL	all voters of area sabha
			9/2	25153	1061	488		
			9/2	25159	1705	1174		
				<b>Total</b>	<b>5157</b>	<b>5525</b>		
10	10	<b>21043</b>	10/1	25059	475	893	Sh. Chakarvati Clerk HKRNL	all voters of area sabha
			10/1	25060	705	1316		
			10/1	25061	359	744		
			10/1	25066	1234	1017	Sh. Ankit Beldar HKRNL	all voters of area sabha
			10/1	25067	1339	1140		
			10/1	25068	1011	833		
				<b>Total</b>	<b>5123</b>	<b>5943</b>		
			10/2	25069	1222	997	Sh. Deepak Clerk HKRNL	all voters of area sabha
			10/2	25070	2390	908		
			10/2	25071	2465	746		
			10/2	25073	1651	1195		
				<b>Total</b>	<b>7728</b>	<b>3846</b>		
			10/3	25085	2322	601	Smt. Deepika Dhingra Clerk HKRNL	all voters of area sabha
			10/3	25088	194	1054		
			10/3	25089	2289	744		
			10/3	25139	929	1044	Sh. Nitin Beldar HKRNL	all voters of area sabha
			10/3	25140	1738	820		
			10/3	25141	720	1022		
				<b>Total</b>	<b>8192</b>	<b>5285</b>		
11	11	<b>18783</b>	11/1	25054	128	977	Sh. Gurmeet Clerk HKRNL	all voters of area sabha
			11/1	25055	3587	1457		
			11/1	25056	321	1356		
			11/1	25057	332	924		
			11/1	25072	2399	944	Sh. Jiten Draftsman HKRNL	all voters of area sabha
			11/1	25076	1484	1239		
			11/1	25080	1141	1428		
				<b>Total</b>	<b>9392</b>	<b>8325</b>		
			11/2	25074	2027	1177	Sh. Kashish Clerk HKRNL	all voters of area sabha
			11/2	25075	2181	1148		
			11/2	25077	2655	1326		

			11/2	25078	1731	1195	Sh. Pardeep Draftsman HKRNL	all voters of area sabha
			11/2	25079	797	585		
				<b>Total</b>	<b>9391</b>	<b>5431</b>		
12	12	21796	12/1	24078	1876	1467	Smt. Kavita Clerk HKRNL	all voters of area sabha
			12/1	24079	787	1378		
			12/1	24080	845	1221		
			12/1	24154	3219	1272		
				<b>Total</b>	<b>6727</b>	<b>5338</b>		
			12/2	24081	442	1194	Smt. Manisha Clerk HKRNL	all voters of area sabha
			12/2	24082	2240	534		
			12/2	24085	1636	1027		
			12/2	24086	2769	1149		
				<b>Total</b>	<b>7087</b>	<b>3904</b>		
			12/3	24087	2422	1512	Sh. Manjeet Clerk HKRNL	all voters of area sabha
			12/3	24088	563	1389		
			12/3	24089	2407	1318		
			12/3	24090	2590	1166		
				<b>Total</b>	<b>7982</b>	<b>5385</b>		
13	13	23092	13/1	24150	5207	1318	Sh. Navdeep Clerk HKRNL	all voters of area sabha
			13/1	24151	3910	1389		
				<b>Total</b>	<b>9117</b>	<b>2707</b>		
			13/2	24152	4007	1364	Sh. Parveen Clerk HKRNL	all voters of area sabha
			13/2	24203	2394	1379		
			13/2	24204	2478	1430		
				<b>Total</b>	<b>8879</b>	<b>4173</b>		
			13/3	24205	2235	869	Smt. Pooja Clerk HKRNL	all voters of area sabha
			13/3	24206	1646	1210		
			13/3	24207	1215	1371		
				<b>Total</b>	<b>5096</b>	<b>3450</b>		
14	14	27475	14/1	24083	3283	1273	Smt. Poonam Clerk HKRNL	all voters of area sabha
			14/1	24155	3837	1481		
				<b>Total</b>	<b>7120</b>	<b>2754</b>		
			14/2	24153	5096	1275		
				<b>Total</b>	<b>5096</b>	<b>1275</b>		

			14/3	24084	746	1490	Sh. Rajesh Clerk HKRNL	all voters of area sabha
			14/3	24156	2712	1121		
			14/3	24157	5290	902		
				<b>Total</b>	<b>8748</b>	<b>3513</b>		
			14/4	24191	1919	1192	Ku. Rekha Clerk HKRNL	all voters of area sabha
			14/4	24192	945	1174		
			14/4	24193	802	1128		
			14/4	24195	1405	1303	Sh. Naresh Draftsman HKRNL	all voters of area sabha
			14/4	24208	1440	839		
				<b>Total</b>	<b>6511</b>	<b>5636</b>		
15	15	25190	15/1	25142	676	1076	Sh. Sahil Rathi Clerk HKRNL	all voters of area sabha
			15/1	25144	2347	876		
			15/1	25145	1321	1367		
			15/1	25146	1272	580		
			15/1	25148	1417	1351	Sh. Mohit J.E HKRNL	all voters of area sabha
			15/1	25151	641	1148		
			15/1	25156	1924	890		
				<b>Total</b>	<b>9598</b>	<b>7288</b>		
			15/2	25143	499	1181	Sh. Sandeep Clerk HKRNL A/C BRANCH	all voters of area sabha
			15/2	25147	1208	1144		
			15/2	25149	796	1257		
			15/2	25150	495	1368	Sh. Kuldeep J.E HKRNL	all voters of area sabha
			15/2	25154	1895	1086		
			15/2	25155	2104	1099		
			15/2	25157	1834	901		
				<b>Total</b>	<b>8831</b>	<b>8036</b>		
			15/3	25158	1563	609	Sh Amit, Mali Tech. Branch	all voters of area sabha
			15/3	25160	2342	953		
			15/3	25161	1496	1369		
			15/3	25162	1360	1412		
				<b>Total</b>	<b>6761</b>	<b>4343</b>		
16	16	24641	16/1	25163	4820	846	Sh. Sandeep Clerk Tech Branch (HKRNL)	all voters of area sabha
			16/1	25192	1781	1471		
				<b>Total</b>	<b>6601</b>	<b>2317</b>		

			16/2	25182	2958	1320	Sh. Sandeep Clerk HKRNL TaX. Branch	all voters of area sabha
			16/2	25183	2679	1031		
			16/2	25193	1986	1111		
			16/2	25194	1269	1269		
				<b>Total</b>	<b>8892</b>	<b>4731</b>		
			16/3	25188	2568	388	Sh. Sandeep Clerk HKRNL (Help desk tax branch)	all voters of area sabha
			16/3	25189	1561	1018		
			16/3	25190	2643	1132		
			16/3	25191	2376	1036		
				<b>Total</b>	<b>9148</b>	<b>3574</b>		
17	17	25653	17/1	25164	3310	699	Smt. Sanehlata Clerk HKRNL	all voters of area sabha
			17/1	25165	1503	1324		
			17/1	25166	3308	1376		
				<b>Total</b>	<b>8121</b>	<b>3399</b>		
			17/2	25167	2773	1371	Smt. Sangeeta Clerk HKRNL	all voters of area sabha
			17/2	25168	3537	1326		
			17/2	25169	2447	1397		
				<b>Total</b>	<b>8757</b>	<b>4094</b>		
			17/3	25170	1904	1094	Smt. Shalu Clerk HKRNL	all voters of area sabha
			17/3	25171	1900	1179		
			17/3	25172	1611	1305		
			17/3	25173	1079	1303	Sh. Sushil J.E. HKRNL	all voters of area sabha
			17/3	25174	857	1367		
			17/3	25175	1424	998		
				<b>Total</b>	<b>8775</b>	<b>7246</b>		
18	18	24233	18/1	25176	1683	1357	Sh. Sanjay Clerk HKRNL	all voters of area sabha
			18/1	25177	1591	1277		
			18/1	25178	1748	1038		
			18/1	25179	3545	1353		
				<b>Total</b>	<b>8567</b>	<b>5025</b>		
			18/2	25180	3245	1469	SH. Shokin Clerk HKRNL	all voters of area sabha
			18/2	25181	3397	875		
				<b>Total</b>	<b>6642</b>	<b>2344</b>		
			18/3	25184	1488	1120		
			18/3	25185	2819	1225		

			18/3	25186	3549	1237	Smt. Sheetal Clerk HKRNL	all voters of area sabha
			18/3	25187	1168	747		
				<b>Total</b>	<b>9024</b>	<b>4329</b>		
19	19	<b>17519</b>	19/1	25102	1610	1174	Ku. Sonam Clerk HKRNL	all voters of area sabha
			19/1	25112	1704	1385		
			19/1	25113	1316	1228		
			19/1	25130	367	1318	Sh. Pardep Clerk HKRNL	all voters of area sabha
			19/1	25131	923	1103		
			19/1	25132	1358	1267		
			19/1	25133	2214	1095		
				<b>Total</b>	<b>9492</b>	<b>8570</b>		
			19/2	25129	858	1392	Sh. Sumit Clerk HKRNL	all voters of area sabha
			19/2	25134	1747	1459		
			19/2	25135	1543	755		
			19/2	25136	1578	1039	Sh. Parveen Beldar	all voters of area sabha
			19/2	25137	847	1106		
			19/2	25138	1454	1305		
				<b>Total</b>	<b>8027</b>	<b>7056</b>		
20	20	<b>20934</b>	20/1	25098	1775	1479	Sh. Sunil Clerk HKRNL	all voters of area sabha
			20/1	25099	933	1182		
			20/1	25100	811	1260		
			20/1	25115	1471	1294	Sh. Amrik Singh Clerk	all voters of area sabha
			20/1	25116	1718	1026		
			20/1	25104	1772	948		
				<b>Total</b>	<b>8480</b>	<b>7189</b>		
			20/2	25015	1599	1348	Smt. Sunita Clerk domicile brnach HKRNL	all voters of area sabha
			20/2	25017	1765	1065		
			20/2	25101	1070	1167		
			20/2	25107	1519	1192		
				<b>Total</b>	<b>5953</b>	<b>4772</b>		
			20/3	25108	1752	1369	Sh. Sushil Clerk HKRNL	all voters of area sabha
			20/3	25109	1435	1308		
			20/3	25110	1922	1304		
			20/3	25111	1392	1275		
				<b>Total</b>	<b>6501</b>	<b>5256</b>		

21	21	27863	21/1	24113	1436	1136	Sh. Tika Ram Clerk HKRNL	all voters of area sabha
			21/1	24114	2905	982		
			21/1	24141	1610	807		
				Total	5951	2925		
			21/2	24158	8603	1398	Smt. Pooja Beldar HKRNL	all voters of area sabha
				Total	8603	1398		
			21/3	24159	5129	1355	Sh. Vivek Clerk HKRNL	all voters of area sabha
			21/3	24161	1370	1345		
				Total	6499	2700		
			21/4	24160	5724	1415	Sh. Vinod Rent Clerk HKRNL	all voters of area sabha
			21/4	24162	1086	1347		
				Total	6810	2762		
22	22	20826	22/1	25094	373	997	Sh. Vinod Clerk HKRNL cfc	all voters of area sabha
			22/1	25095	3246	932		
			22/1	25096	1497	1000		
			22/1	25097	1692	1367	Sh. Rajender Bill distributor	all voters of area sabha
			22/1	25114	1220	1227		
				Total	8028	5523		
			22/2	25103	2648	1273	Sh. Vikas Verma Clerk HKRNL	all voters of area sabha
			22/2	25117	1813	1241		
			22/2	25118	1398	1445		
			22/2	25119	351	756	Sh. Harish Prabhakar Clerk	all voters of area sabha
			22/2	25120	176	1187		
			22/2	25121	249	1238		
				Total	6635	7140		
			22/3	25122	253	935	Sh. Nitesh Co. Operator HKRNL	all voters of area sabha
			22/3	25123	883	1064		
			22/3	25124	380	1302		
			22/3	25125	988	1080	Sh. Virender Beldar	all voters of area sabha
			22/3	25126	568	1332		
			22/3	25128	3091	1098		
				Total	6163	6811		
23	23	26556	23/1	25027	2419	714		
			23/1	25028	2503	983		

			23/1	25029	1920	939	Sh. Vikram Co. Operator HKRNL	all voters of area sabha
			23/1	25030	1431	1166		
				<b>Total</b>	<b>8273</b>	<b>3802</b>		
			23/2	25031	1990	1344	Sh. Anurag Beldar HKRNL	all voters of area sabha
			23/2	25032	1499	1025		
			23/2	25042	2474	641		
			23/2	25043	2432	633		
				<b>Total</b>	<b>8395</b>	<b>3643</b>		
			23/3	25047	2533	516	Smt. Seema Beldar HKRNL	all voters of area sabha
			23/3	25090	1106	845		
			23/3	25091	2158	700		
			23/3	25092	2512	608	Sh. Sanjay Beldar	all voters of area sabha
			23/3	25093	1168	1245		
			23/3	25127	411	1369		
				<b>Total</b>	<b>9888</b>	<b>5283</b>		
24	24	<b>26704</b>	24/1	25016	2211	946	Sh. Bijender Beldar HKRNL	all voters of area sabha
			24/1	25022	2177	1268		
			24/1	25023	2647	1228		
			24/1	25024	1840	1043		
				<b>Total</b>	<b>8875</b>	<b>4485</b>		
			24/2	25019	3809	1186	Sh Ankit Peon	all voters of area sabha
			24/2	25020	3011	1105		
			24/2	25021	1385	1174		
				<b>Total</b>	<b>8205</b>	<b>3465</b>		
			24/3	25018	1764	1419	Sh. Sanjay Beldar	all voters of area sabha
			24/3	25025	2242	1059		
			24/3	25026	2769	1100		
			24/3	25105	1731	1006	Sh. Devender Beldar HKRNL	all voters of area sabha
			24/3	25106	1118	1155		
				<b>Total</b>	<b>9624</b>	<b>5739</b>		
25	25	<b>27514</b>	25/1	24140	945	903	Sh Pardeep Shiyan Mali	all voters of area sabha
			25/1	24170	2299	1430		
			25/1	24172	3021	1384		
			25/1	24178	3155	1176		

				<b>Total</b>	<b>9420</b>	<b>4893</b>		
			25/2	24174	1134	1213	Sh. Shubham Gujral Mali	all voters of area sabha
			25/2	24175	4856	1356		
			25/2	24176	2610	1266		
				<b>Total</b>	<b>8600</b>	<b>3835</b>		
			25/3	24173	2401	1437	Sh Sumit Kumar, Mali	all voters of area sabha
			25/3	24179	1971	1088		
			25/3	24180	2539	1013		
			25/3	24181	2583	1082		
				<b>Total</b>	<b>9494</b>	<b>4620</b>		
26	26	<b>27311</b>	26/1	24010	1761	869	Sh. Tushar Clerk HKRNL	all voters of area sabha
			26/1	24011	692	859		
			26/1	24106	760	1287		
			26/1	24107	675	1320		
			26/1	24108	1311	1305	Sh. Sumit Dahiya, Mali	all voters of area sabha
			26/1	24109	1672	1437		
			26/1	24110	1356	1339		
				<b>Total</b>	<b>8227</b>	<b>8416</b>		
			26/2	24111	3613	1304	Sh. Vikas Mali	all voters of area sabha
			26/2	24112	1990	1236		
			26/2	24182	1919	1481		
			26/2	24183	1747	1483		
				<b>Total</b>	<b>9269</b>	<b>5504</b>		
			26/3	24171	4976	1233	Sh. Deepak Beldar HKRNL	all voters of area sabha
			26/3	24177	4839	1226		
				<b>Total</b>	<b>9815</b>	<b>2459</b>		

Commissioner,  
Municipal Corporation Panipat

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/ 574  
Date: 09.01.2026

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

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Reference Directorate letter memo No. DULB/1AE/2025/28505 dated 26<sup>th</sup> December, 2025, DULB/AMC (HQ)/2026/01 dated 2<sup>nd</sup> January, 2026 and 1AE/2026/232 dated 5<sup>th</sup> 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 15<sup>th</sup> day of May and ending with the 15<sup>th</sup> day of June and the other during the period commencing from the 15<sup>th</sup> day of November and ending with the 15<sup>th</sup> 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 said 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](mailto: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

Enclst No. DGULB/1AE/2026/ 5/5

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)