

Committees under MC and other Acts  
&  
Issuance of Certificates by Counselors  
&  
Procedures followed in MC Shimla

Welcome, Hon'ble Counselors,  
Municipal Corporation, Shimla.

## Functions of the Corporation

- Derived from the 74<sup>th</sup> Amendment.
- Municipal administration of Corporation area.
- Functions are entrusted by the Government by Notification – Section 42 HPMC.
- Obligatory functions – Section 43 HPMC.
- Discretionary functions – Section 44 HPMC.

## Ward Sabha

- All persons comprised in electoral roll.
- 2 meetings per year, convened by Councilor.
- Meeting notice in public place along with agenda.
- Secretary nominated by Commissioner.
- Minutes to be forwarded to Commissioner.
- Will nominate the Ward Committee.

## Ward Committee

- To be constituted within 6 months by Ward Sabha.
- Councilor President, Secretary same as Ward Sabha.
- Not more than 9 members, 50% women.
- Tenure 2&1/2 years, may be re-nominated.
- Meeting at least once in two months, weeks notice.
- Prepare annual ward plan; Ensure proper implementation of schemes; Supervise sanitation & SWM work; Identification of beneficiaries... 44-H.
- Other functions assigned by the Corporation.

## Standing Committees of Corporation

- Between 3 to 5 elected Councilors.
- No counselor on more than 2 committees.
- May co-opt not more than 2 persons.
- GFC & FCPC – Chaired by Mayor.
- SJC – Chaired by Dy. Mayor.
- Commissioner/Jt. Comm To be Member Secy.
- Committee may elect Chairman when Dy. Mayor acts as Mayor form amongst members.

## General Functions Committee

- Establishment matters.
- Construction of buildings, roads & urban housing.
- Relief against natural calamities.
- Water supply & sewerage disposal.
- Health & sanitation.
- All miscellaneous residuary matters.

## Finance, Contracts & Planning Committee

- Preparation of Budget.
- Proposals for increase in revenue incl. taxes.
- Examination of receipts & expenditure statements.
- Sale and lease of Corporation properties.
- Examination of schedule of rates.
- All proposals affecting finances of Corporation.
- Supervision of revenue & expenditure.

## Social Justice Committee

- Promotion of education, social, cultural, and other interests of SC, ST, BC and weaker sections.
- Protection from social injustice and all forms of exploitation.
- Securing social justice to SC, ST, women and other weaker sections of society.



## Tax Assessment Committee

- For disposal of objections relating to tax assessment.
- 2 Counselors elected by MC House.
- Officer authorized by Commissioner AC(L).

## Tree Authority

- Chaired by Mayor, DFO(U) is Tree Officer.
- 1 Counselors, meeting once in two months.
- Application for removal of dead, dangerous and substantially destroyed trees not to be refused.
- Permission may accompany conditions.
- Tree officer responsible for preservation of trees.
- Order of Tree Officer to be appealed before Tree Authority, to be decided in 90 days.
- Penalty for tree cutting – Rs. 10,000/ 2 years.

## Procedure of Tree Committee

- Application to Mayor/DFO.
- Report of Forest dept.
- Visit & satisfaction of Tree Committee.
- Recommendations forwarded to Sub-Committee.
- Recommendation placed before Cabinet.
- Permission by Govt. for lopping/ removal.

## Forest Rights Committee under FRA

- To be elected by Ward Sabha.
- Min 9 and max 15 members.
- 1/3<sup>rd</sup> members to be women.
- Chairman to be elected by Ward Sabha.
- All claims to be placed before the FRC.
- FRC to submit recommendation to Ward Sabha.

## Exemptions from FCA under FRA

- For less than 1 Hectare area or 75 trees.
- Schools, dispensaries, hospitals, anganwadis, fair price shops, community centres.
- Electric & telecommunication lines.
- Tanks & other minor water bodies, incl water & rain harvesting structures.
- Drinking water supply & pipelines.
- Non-Conventional sources of energy.
- Roads.

## Procedure under FRA

- Claim before FRC by Ward Committee/ dept.
- Recommendation of FRC to be placed before Ward Sabha – minimum 50% quorum.
- Ward Sabha resolution to be placed before Sub-Divisional level committee.
- Sub-Divisional level committee to be placed before Member Secy. Of Distt. Committee.
- District Committee to give final approval.

## Certificates Issuance by Counselors

- **Certificate of Domicile Himachali** – 10 years.
- **Certificate of Bonafide Himachali** – 20 years.
- **Certificate of Sheduled Caste/ Tribe** – Schedule.
- Character Certificate – Police case.
- Agriculturist Certificate – Revenue Record.
- Income Certificate – Govt. Service/ Pension.
- **Unemployment Certificate** – Govt. Service.
- **Any other?**

## Basic Principles for Issuance of Certificates

- Do not over commit.
- Ask for supporting document.
- Use words like, 'as per the best of my knowledge' or 'as per the claim of the applicant'.
- Give only facts, not recommendation.
- Seek certificate from other people, in case you do not know the applicant personally.



## Procedures of Public Services

- Application accompanied by documents.
- Submission at Nigam Suvidha Kendra.
- Timelines of PSGA.
- In case not covered under PSGA, matter dealt with on case to case basis.
- In case not covered under standard policy/ rules, matter referred to MC House.

## Procedure of Public Works

- Initiated by Dept. report, Public application, Counselor's DO or Memorandum in House.
- Estimate framed as per feasibility.
- A&ES as per budget availability & powers.
- Tender called and awarded.
- Execution and work measurement.
- Payment as per bills & measurement.

## Procedure of File Movement

- PUC/ letter/ matter comes in DAK with diary no.
- Seen by Commissioner/Jt. Comm. & HOD.
- Dealing clerk reports the matter on file along with background and relevant rules.
- HOD may seek report of field official or clerk or other department HOD in the matter.
- Final decision by HOD/Jt. Comm/Commissioner/ MC House.
- Decision conveyed to applicant.

## Empowerment of Counselors

- Question before MC House.
- Right to information.
- Memorandum before house.
- Calling for information/ proposal as a Standing Committee member.
- Recommendation of Ward Committee.
- Point of Order.

*Thank You*