HARYANA GOVERNMENT

TOWN AND COUNTRY PLANNING DEPARTMENT

Notification

The 5th October, 2023

No. S.O.61/H.A.23/2021/S.57/2023.— In exercise of the powers conferred under sub-section (1) and (2) of section 57 of the Panchkula Metropolitan Development Authority Act,2021 (23 of 2021),the Governor of Haryana hereby makes the following rules, namely:-

Short title and commencement

1. (1) These rules may be called the Panchkula Metropolitan Development Authority Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. (1) In these rules, unless the context otherwise requires,-

(a) ―Act‖ means the Panchkula Metropolitan Development Authority Act, 2021 (23 of 2021);

(b)―electronic mode‖ means a mode such as video-conferencing, video-calling over the internet or such other similar means as the Chief Executive Officer may deem fit;

(c)―expert member‖ means a member of the Authority nominated under clause (m) of section 5 of the Act;

(d)―Form‖ means form appended to these rules;

(e) ―member‖ means a member of the Authority or the Residents Advisory Council, as the case may be;

(f)―Presiding Chair‖ means the Chairperson of the Authority or in his absence, such member as may be elected by the members present in a meeting of the Authority;

(g)―real estate developer‖ means a licensee in the notified area granted licence under sub-section (3) of section 3 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975), but does not include the Haryana Shehri Vikas Pradhikaran;

(h)―resident welfare associations‖ means an association of residents of an area within the limits of the Municipal Corporation, Panchkula, constituted by and for the welfare of the residents of the area and satisfies the conditions of eligibility under sub-rule (3) of rule 14;

(i)―resident member‖ means a member of the Residents Advisory Council nominated under clause (g) of sub-section (2) of section 11 of the Act;

(j)―Schedule‖ means the Schedule appended to these rules.

(2) Words and expressions used herein and not defined in these rules but defined in the Act, shall have the same meanings respectively assigned to them in the Act.

Time, place and convening of meetings of Authority

3. (1) The Authority shall meet at such time and at such place, as the Chairperson may decide.

(2) The Authority shall ordinarily convene atleast one meeting in every three months for the transaciton of its business.

(3) The Chairperson may convene an urgent meeting of the Authority for consideration of any matter which, in his opinion, requires immediate and urgent attention by the Authority.

(4) Any meeting may be adjourned until the next or any subsequent date and an adjourned meeting may be further adjourned in like manner.

Notice of meeting

4. (1) A meeting of the Authority may be called by giving notice of not less than

of Authority

seven days, either in writing at the registered address of each member or through the registered electronic mail to each member:

Provided that an urgent meeting of theAuthority may be called by giving notice of not less than forty-eight hours, through the registered electronic mail to each member.

(2) Every notice of a meeting shall specify the place, date, day and the time of the meeting and shall contain a statement of the business to be transacted at such meeting.

(3) The notice of the meeting shall inform the members regarding the option available to them to participate through such electronic mode, as the Chief Executive Officer may, based on the preparation and technology available, determine and the notice shall provide all the necessary information to enable the members to participate through electronic modes.

Any accidental omission to give notice to, or the non-receipt of such notice by, any member for any meeting shall not invalidate the proceedings of the meeting.

Special provisions regarding attendance through electronic mode.

5. (1) A member intending to participate through electronic mode may communicate, at least forty-eight hours prior to the meeting, his intention to the Chief Executive Officer, so as to enable suitable arrangements to be made in this behalf:

Provided that in case of urgent meeting, the provisions of sub-rule (1) shall not be applicable.

(2) In the absence of any intimation under sub-rule (1), it shall be assumed that the member shall attend the meeting in person.

(3) At the commencement of the meeting, a member participating through electronic mode shall state for the record, the followings, namely:-

(a) name;

(b) the location from where he is participating; and

(c) that no person other than the member, is present or having access to the proceedings of the meeting at the location mentioned in clause (b).

Quorum.

6. (1) The quorum necessary for meeting, shall be one-third of the total number of members and a member participating in a meeting through electronic mode shall be included for the purpose of quorum:

Provided that there shall be no requirement for quorum for an urgent meeting convened by the Chairperson.

(2) If there is no quorum, the Presiding Chair shall either adjourn the meeting or suspend the meeting:

(3) A notice of an adjourned meeting under sub-rule (2) shall be given to all members.

Business to be transacted in meeting.

7. (1) The statement of business to be transacted in a meeting shall ordinarily be set out in the notice for the meeting under rule 4:

Provided that the Chief Executive Officer shall have the power to circulate, not later than twenty-four hours before the scheduled meeting, a statement of additional business proposed to be transacted.

(2) The Presiding Chair shall have the power to list any question, which in his opinion is necessary for discussion in a meeting of the Authority, though such question is not contained in the statement of business or additional business circulated under sub-rule (1).

(3) A member shall have the power to suggest, not less than seventy-two hours prior to a scheduled meeting, any issue or question for discussion in the scheduled meeting and such issue or question shall be taken up for discussion in such scheduled meeting though such question is not contained in the statement of business or additional business circulated under sub-rule (1) or (2):

Provided that in case of urgent meeting, the provisions of sub-rule 3 shall not be applicable.

Method of deciding questions

8. (1) For the purpose of deciding questions, the voting shall be by show of hands.

(2) At any meeting, unless voting be demanded by at least six members present, a

declaration by the Presiding Chair at such meeting that a resolution deciding a question has been carried or rejected, and an entry to that effect in the minutes of the proceedings shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

(3) If voting as aforesaid is demanded, the votes of all the members present who desire to vote shall be taken under the direction of the Presiding Chair at the meeting and the result of the voting shall be deemed to be resolution of the Authority deciding the question at such meeting.

(4) No member shall vote at a meeting of the Authority on any question relating to his own conduct or vote or take part in any discussion on any matter, which affects his pecuniary interest or any property in respect of which he is, directly or indirectly, interested.

Participation of non-members in meetings of Authority

9. The Chairperson and the Chief Executive Officer shall have the power to invite any person or any officer of the Authority, whose assistance or advice, in the opinion of the Chairperson or the Chief Executive Officer, as the case may be, is considered necessary for deciding any question under consideration of the Authority in such meeting:

Provided that such person or officer shall take part in the discussions but shall not have the right to vote.

Maintenance of order at meetings

10. (1) The Presiding Chair shall have all powers as are necessary for the purpose of maintenance of order at meetings.

(2) The Presiding Chair may direct any member whose conduct in his opinion is disorderly to withdraw immediately from the meeting and the member so directed to withdraw shall do so forthwith and shall absent himself during the remainder of the meeting.

(3) In the case of grave disorder arising in a meeting, the Presiding Chair may, if he thinks it necessary to do so, adjourn the meeting to a date or time specified by him.

Minutes of proceedings of meeting.

11. (1) The minutes of proceedings of meeting shall be drawn up and recorded by the Chief Executive Officer and shall be signed by the Presiding Chair.

(2) With respect to every meeting in which one or more members have participated through the electronic mode, the scheduled place of the meeting as set forth in the notice convening the meeting shall be deemed to be the place of the said meeting and all recordings of the proceedings at the meeting in the minutes shall be deemed to be made at such place.

Provided that the minutes shall disclose the particulars of the members who attended the meeting through electronic mode and the location from where the member has attended.

(3) The minutes of the proceedings of meeting of the Authority shall be circulated to all the members through the registered electronic mail, as soon as may be after it has been signed by the Presiding Chair and shall be laid before the next ensuing meeting of the Authority.

(4) If any member, who attended the meeting, has any comments or objections regarding the accuracy of recording of the minutes of proceedings of that particular meeting, he may, within seven days from the date of issue of the minutes submit his comments or objections on it through electronic mail of the Authority, failing which it shall be presumed that there are no objections to the minutes as recorded:

Provided that where a member has given his comments or objections, such comments or objections shall be placed before the Authority in its next ensuing meeting.

(5) The Chief Executive Officer or such officer of the Authority as may be authorised by general or special order by the Chief Executive Officer, shall forward to the State Government a copy of the minutes of the proceedings of each meeting of the Authority.

(6) The State Government may ask for a copy of any paper or all the papers which were laid before the Authority and the Chief Executive Officer or such officer authorized by the Chief Executive Officer, shall forward to the Government, a copy of such paper or papers.

Validation of proceedings.

12. Every meeting of the Authority, the minutes of proceedings of which have been duly drawn up and signed, shall be deemed to have been duly convened and to be free from all defects and irregularities.

Resident members.

13. The resident members shall be nominated in the following manner, namely:-

(a) three persons to represent resident welfare associations in the manner provided in rule 14;

(b) one person to represent residents in the notified area but residing outside the limits of

the Municipal Corporation, Panchkula, in the manner provided in rule 15;
(c) the President of Kalka-Pinjore Municipal Committee;
(d)
one person to represent industry in the notified area in the manner provided in rule 16;
(e) one person to represent real estate developers in the notified area in the manner provided in rule 17;
(f) one person to represent the services sector in the notified area in the manner provided in rule 18;
(g) one person to represent labour in the notified area in the manner provided in rule 19;
(h) not less than three and not more than five persons to represent civil society in the notified area in the manner provided in rule 20.

Manner of nomination of resident members to represent resident welfare associations.

14. (1) Of the resident members nominated under clause of rule 13 –

(a) one shall be nominated from amongst the Presidents of resident welfare associations to represent residents in sectors originally developed by the Haryana Shehri Vikas Pradhikaran, whether transferred to the Municipal Corporation, Panchkula or not;

(b) one shall be nominated from amongst the Presidents of resident welfare associations to represent residents in areas originally developed by real estate developers and transferred to the Municipal Corporation, Panchkula or areas under development by real estate developers;

(c) one shall be nominated from amongst Presidents of resident welfare associations to represent residents in areas of Municipal Corporation, Panchkula, other than areas developed by Haryana Shehri Vikas Pradhikaran or a real estate developer.

(2) The nomination of resident members under sub-rule (1) shall be made by the Chief Executive Officer through draw of lots from amongst residents welfare associations conducted by an officer of the Authority authorized by the Chief Executive Officer in this behalf.

(3) For being eligible for consideration in the draw of lots under sub-rule (2), the resident welfare associations shall:-

(a) be a society registered under the Haryana Registration and Regulation of Societies Act, 2012 (1 of 2012);

(b) have its website carrying-

(i) the rules or bye-laws of the society;

(ii) the list of its members along with their residential address; and

(iii) the duly audited annual accounts of the society of the financial year prior to the year of consideration;

(c)
have not less than fifty members being residents of concerned area; (d)
have no office bearer who has been convicted by any court of law.

(4) Each nomination made under sub-rule (2) shall be placed on the website of the Authority; and shall take effect, if not withdrawn earlier in accordance with sub-rule (7), after a period of thirty days from the date on which it was placed on the website.

(5) A resident of the notified area may, within a period of ten days from the date on which it was placed on the website of the Authority, submit a petition along with specific reasons thereof, against the nomination.

(6) The Chief Executive Officer may, after such inquiry into the petition, as he thinks fit, shall take a decision on the nomination.

(7) Where the Chief Executive Officer comes to the conclusion that the nomination needs to be withdrawn, a fresh nomination through draw of lots from amongst resident welfare associations shall be conducted by an officer of the Authority authorized by the Chief Executive Officer in this behalf.

Manner of nomination of resident member to represent areas outside limits of Municipal Corporation

15. The nomination of a resident member to represent residents of areas outside the limits of Municipal Corporation, Panchkula, shall be made by the Chairperson from a panel of three names, being Sarpanches of Gram Panchayats in the notified area, submitted by the Deputy Commissioner, Panchkula.

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Panchkula.

Manner of nomination of resident member to represent industry.

16. The nomination of a resident member to represent industry shall be made by the Chairperson from a panel of names constituted from amongst one representative of industry suggested by each industrial association in the notified area listed in **Schedule I**.

Manner of nomination of resident member to represent real estate Developers.

17. The nomination of a resident member to represent real estate developers shall be made by the Chairperson from a panel of names constituted from amongst one representative of real estate developers suggested by each association of real estate developers in the notified area listed in **Schedule II**.

Manner of nomination of resident member to represent services sector.

18. The nomination of a resident member to represent the services sector shall be made by the Chairperson from a panel of three names submitted by 'The National Association of Software and Service Companies' (NASSCOM), consisting of persons of eminence from technology and business services companies in the notified area.

Manner of nomination of resident member to represent labour

19. The nomination of a resident member to represent labour shall be made by the Chief Executive Officer from a panel of three names, consisting of heads of labour associations in the notified area having not less than fifty members submitted by the Labour Commissioner of the State Government.

Manner of nomination of resident members to represent civil society.

20. (1) The nomination of resident members under clause (h) of rule 13 shall be made in the following manner, namely:-

(a) one shall be nominated by the Chairperson from amongst a panel of names drawn from amongst non-governmental organisations working in the field of environmental conservation, water conservation or solid waste management in the notified area;

(b) one shall be nominated by the Chairperson drawn from amongst a panel of names being residents of the notified area who have practical and significant experience in urban planning, architecture and engineering;

(c) not more than two shall be nominated by the Chairperson drawn from amongst a panel of names being residents of the notified area who have been in civil or military service;

(d) one shall be nominated by the Chairperson drawn from amongst a panel of names being residents of the notified area who have significant contribution in the fields of law and legal affairs, literature, art, culture, sports, education and health.

(2) Each panel of names under sub-rule (1) shall be placed on the website of the Authority; and shall take effect, if not withdrawn earlier in accordance with sub-rule (3), after a period of thirty days from the date on which it was placed on the website.

(3) Where the Chairperson comes to the conclusion that the panel of names needs to be withdrawn, the Chairperson shall consier another panel under the concerned clause of sub-rule (1).

Term of resident member.

21. The term of a resident member shall be two years from the date on which the said member assumes his position as resident member, unless he resigns or is removed earlier in accordance with these rules.

Explanation.— For the purposes of the term, the date on which the declaration under section 14 of the Act is signed by the resident member shall be considered as the date of assumption of position.

Resignation of resident member.

22. A resident member may, at any time, by writing under his hand addressed to the Chief Executive Officer, resign as member of the Residenst Advisory Council; and the resignation shall take effect from the date on which the resignation is accepted by the Chief Executive Officer.

Removal of resident member.

23. (1) A resident member nominated to the Residents Advisory Council may be removed by the Chairperson after approval of the Authority, if he,-

(a) fails to attend, for whatsoever reason, three consecutive meetings of the Residents Advisory Council;

(b) has given a declaration under section 14 of the Act which is proved to be false or untrue;

(c) has so abused his membership as to render his continuance as resident m ember prejudicial to public interest;

(d) has been guilty of proved misconduct or moral turpitude; or

(e) has been guilty of proved conflict of interest while serving in the Residents Advisory Council.

(2) A resident member who has been nominated to represent a particular category, shall cease to be a resident member as soon as practicable if he ceases to satisfy the conditions under these rules for representing that category.

(3) Notwithstanding anything in sub-rule (1), the resident member shall be removed on the grounds specified in clause (b) to (e) of sub-rule (1), only after an inquiry is made in this behalf by the Chief Executive Officer, in which such resident member has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(4) In the event of inquiry instituted under sub-section (3), the Chairperson may suspend such resident member against whom an inquiry has been instituted, if it consider necessary in public interest.

Time, place and convening of meetings of Residents Advisory Council.

24. (1) The Chief Executive Officer shall from time to time convene a meeting of the Residents Advisory Council.

(2) The Chief Executive Officer may convene an urgent meeting of the Residents Advisory Council for consideration of any matter which, in his opinion, requires immediate and urgent attention by the Residents Advisory Council.

(3) The period between two successive meetings of the Residents Advisory Council shall not exceed three months.

(4) The Chief Executive Officer shall preside over the meetings of the Residents Advisory Council; or if he is unable to attend, nominate a member to preside over a meeting, or part of a meeting of the Residents Advisory Council.

(5) Any meeting of the Residents Advisory Council may be adjourned until the next or any subsequent date, and an adjourned meeting may be further adjourned in like manner.

Notice of meeting.

25. (1) A meeting of the Residents Advisory Council may be called by giving notice of not less than seven days, either in writing at the registered address or to the registered electronic mail to each member.:

Provided that an urgent meeting of the Residents Advisory Council, referred to in sub-rule (2) of rule 24, may be called by giving not less than forty-eight hours notice on the registered electronic mail address of each member.

(2) A notice of a meeting shall specify the place, date, day and time of the meeting and shall contain statement of business proposed to be transacted in the meeting.

(3) Any accidental omission to give notice to, or the non-receipt of such notice by, any member for any meeting shall not invalidate the proceedings of the meeting.

Special provisions regarding attendance through electronic mode.

26. (1) A member intending to participate through electronic mode may communicate, at least forty eight hours prior to the meeting, his intention to the Chief Executive Officer, so as to enable suitable arrangements to be made in this behalf.

(2) In the absence of any intimation under sub-rule (1), it shall be assumed that the member shall attend the meeting in person.

(3) At the commencement of the meeting, a member participating through the electronic mode shall state for the record, the following namely;

(a) name;

(b) the location from where he is participating; and

(c) that no one other than the member is present or having access to the proceedings of the meeting at the location mentioned in clause (b).

Quorum.

27. (1) The quorum necessary for the transaction of business at a meeting of the Residents Advisory Council shall be one-half of the total number of members; and shall include the presence of at least one half of the members nominated under clause (g) of sub-section (2) of section 11 of the Act:

Provided that a member participating in a meeting through the electronic mode shall be included for the purpose of quorum:

Provided further that there shall be no requirement for quorum for an urgent meeting convened by the Chairperson.

(2) If there is no quorum, the Presiding Officer shall either adjourn or suspend the meeting until there is a quorum; and the decision of the Presiding Officer to adjourn or suspend the meeting shall be final and binding on all members.

(3) The notice of an adjourned meeting shall be given to all members.

Business to be transacted in meeting.

28. (1) The statement of business to be transacted in a meeting of the Residents Advisory Council shall ordinarily be set out in the notice for the meeting under rule 25.

(2) The Chief Executive Officer may, at his discretion, circulate, not later than twenty-four hours before the scheduled meeting, a statement of additional business proposed to be transacted.

(3) The Presiding Officer shall have the power to list any question, which in his opinion is necessary, for discussion in a meeting of the Residents Advisory Council though such question is not contained in the statement of business or additional statement of business circulated under sub- rule (1) or (2).

(4) A member may, at a notice of not less than seventy-two hours before the meeting, suggest any issue or question for discussion in a scheduled meeting and such issue or question shall be taken up for discussion in such scheduled meeting even if such issue or question is not contained in the statement of business or additional statement of business circulated under sub-rule (1) or (2) or (3); and the suggestions so received shall be circulated by the Secretary to all members:

Provided that in case of urgent meeting, the provisions of sub-rule (4) shall not be applicable.

Method of deciding the questions.

29. (1) The decisions at any meeting of the Residents Advisory Council shall be by majority of members present, revealed through show of hands.

(2) At any meeting, unless voting is demanded by at least six members, declaration by the Presiding Officer at such meeting that a resolution deciding an issue or question has been carried or rejected, and an entry to that effect in the minutes of the proceedings shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

(3) If voting as aforesaid is demanded under sub-rule (2), the votes of all of the members present who desire to vote shall be taken under the direction of the Presiding Officer at the meeting and the result of the voting shall be deemed to be resolution of the Residents Advisory Council deciding the question at such meeting.

(4) No member shall vote at a meeting of the Residents Advisory Council on any question relating to his own conduct or vote or take part in any discussion on any matter in which he has, directly or indirectly, interest, whether pecuniary or otherwise.

Participation of non-members in meetings of Residents Advisory Council.

30. (1) The Chief Executive Officer may invite to a meeting of the Residents Advisory Council**,** any person or officer of the Authority, whose assistance or advice, in the opinion of the Chief Executive Officer, is considered necessary for deciding any question under consideration of the Residents Advisory Council in such meeting:

(2) A person or officer invited by the Chief Executive Officer under sub-rule (1), shall be present in person or through the electronic mode and shall take part in the discussions but shall not have the right to vote.

Maintenance of order at meetings.

31. (1) The Presiding Officer shall have all powers as are necessary for the purpose of maintenance of order at meetings.

(2) The Presiding Officer may direct any member whose conduct is, in his opinion, disorderly to withdraw immediately from the meeting, and any member so directed to withdraw shall do so forthwith and shall absent himself during the remainder of the meeting.

(3) In the case of grave disorder arising in a meeting, the Presiding Officer may, if he thinks it necessary to do so, adjourn the meeting to a date or time specified by him.

Minutes of proceedings of meeting.

32. (1) The minutes of the proceedings of the meeting shall be drawn up, recorded and signed by the Presiding Officer.

(2) With respect to every meeting in which one or more members have participated

through the electronic mode, the scheduled place of the meeting as set forth in the notice convening the meeting shall be deemed to be the place of the said meeting and all recordings of the proceedings at the meeting in the minutes shall be deemed to be made at such place:

Provided that the minutes shall also disclose the particulars of the members who attended the meeting through the electronic mode and the location from where the member has attended.

(3) The minutes of the proceedings of each meeting of the Residents Advisory Council shall be circulated to all the members through the registered electronic mail, as soon as may be after such minutes have been signed by the Presiding Officer of such meeting and shall be laid before the next ensuing meeting of the Residents Advisory Coucil.

(4) If any member, who attended the meeting, has any comments regarding the accuracy of recording of the minutes of proceedings of that particular meeting circulated under sub-rule (3), he may, within five days from the date of circulation of the minutes, submit his comments on it through electronic mail to the Residents Advisory Council, failing which his approval to the minutes as circulated shall be presumed:

Provided that where a member has given his comments, under sub-rule (4), such comments shall be laid before the next meeting of the Residents Advisory Council.

(5) The recommendations of the Residents Advisory Council as contained in the minutes of the proceedings of the meeting along with an explanatory memorandum on the action taken or proposed to be taken thereon, shall be placed before the Authority as required under sub-section (4) of section 11 of the Act.

Validation of proceedings.

33. Every meeting of the Residents Advisory Council, the minutes of proceedings of which have been duly drawn up and signed shall be deemed to have been duly convened and to be free from all defects and irregularities.

Allowances for attending meetings of Authority.

34. (1) An expert member shall be entitled to receive an allowance of four thousand rupees for a meeting of the Authority attended by him.

(2) No allowance for attending a meeting of the Authority shall be admissible to a public servant nominated as an expert member of the Authority, who is in the employment of the State Government.

(3) An expert member shall, for the purposes of attending a meeting of the Authority be entitled to travelling allowance and daily allowance at the same rates as admissible to the Chief Executive Officer, and the allowance shall be paid on the basis of self certification provided by the expert member.

Allowances for attending meetings of Residents Advisory Council.

35. (1) No meeting allowance for attending meetings of the Residents Advisory Council shall be payable to any member including a resident member.

(2) A resident member, for the purposes of attending a meeting of the Residents Advisory Council shall be paid travelling allowance at the same rates as admissible to a Class-I Officer of the State Government; and the allowance shall be paid on the basis of self-certification provided by the resident member.

Intervals for preparation of infrastructure development plan.

36. (1) The interval between the preparation of one infrastructure development plan and the next plan shall not exceed five years.

(2) The infrastructure development plan published under sub-section (5) of section 17 of the Act may be amended or revised as and when -

(a) the plans published under sub-section (7) of section 5 of the Haryana Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) are amended, revised or published afresh; or

(b) the Authority, by a resolution in this behalf and for reasons recorded therein, directs the Chief Executive Officer to amend or revise the infrastructure development plans published under sub-section (5) of section 17 of the Act; or

(c) the Chief Executive Officer is of the opinion, for reasons to be recorded in writing, that any infrastructure development work proposed for implementation under sub-section (2) of section 19 of the Act has an impact or consequence

requiring the modification of the infrastructure development plans published under sub-section (5) of section 17 of the Act; or

(d) (d) the Chief Executive Officer is of the opinion, for reasons to be recorded in writing, that the licence for a colony issued under sub-section (3) of section 3 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975) obliges the Authority to provide infrastructure development works; or

(e) the Chief Executive Officer is of the opinion, for reasons to be recorded in writing, that special circumstances exists and in public interest warranting the revision or amendment of the infrastructure development plans published under sub-section (5) of section 17 of the Act; or

(f) the declaration under sub-section (1) of section 3 of the Act, notifying the Panchkula Metropolitan area, is amended.

Direction to local authority for removal of unauthorized development, obstruction or encroachment.

37. (1) The Chief Executive Officer or any officer of the Authority duly authorized by him in this behalf, may, by general or special order, direct the appropriate local authority having jurisdiction, in

Form I, to remove any unauthorized development in the notified area or obstruction and encroachment on roads, open spaces, green spaces, pedestrian footpaths or other properties

(2) On receipt of the direction, the Commissioner of Municipal Corporation, Panchkula, the Executive Officer of the Municipal Council, or the Secretary of the Municipal Committee, as the case may be, or the Sarpanch of the Gram Panchayat, shall forthwith act to remove the unauthorised development, obstruction or encroachment.

(3) The Authority shall arrange the equipment or vehicles that may be required for the removal of unauthorised development, obstruction or encroachment, if so, requested by the local authority.

Direction to District Magistrate for removal of unauthorized development, obstruction or encroachment.

38. (1) The Chief Executive Officer or any officer of the Authority duly authorized by him in this behalf, may, by general or special order, direct the District Magistrate, Panchkula, in **Form II**, to remove any unauthorized development in the notified area or obstruction and encroachment on roads, open spaces, green spaces, pedestrian footpaths or properties vesting in, or under the control and management of the Authority.

(2) On receipt of the direction, the District Magistrate, shall forthwith act to remove the unauthorised development, obstruction or encroachment and for the purpose may require any employee of the State Government, local police or the local authority to make such arrangements, as he may direct.

(3) The failure of such employee of the State Government, local police or the local authority to act in accordance with the lawful direction of the District Magistrate shall be construed as misconduct and make such employee liable for disciplinary action.

Form and time of submission of

39. The budget of the Authority, in respect of the financial year next ensuing, shall be

prepared by the Chief Executive Officer in **Form III** and presented to the Authority for its approval on or before the 15th day of March of

40. (1) The books of accounts and other relevant documents and details related to the annual statement of accounts shall be maintained in electronic mode.

(2) The Authority shall maintain its annual statement of accounts including the

Form IV along with Schedules 1 to 22 showing the financial results of the previous financial year and submit the same, duly approved by the Authority and authenticated by the Chief Executive Officer and the officer in charge of maintaining the accounts of the Authority, to the Accountant General of Haryana, not later than the 15th May of every year:

Provided that the State Government may, for reasons to be recorded in writing and in consultation with the Accountant General of Haryana, extend the date of submission of the annual statement of accounts, by such period as it may deem necessary.

(3) The Accountant General of Haryana shall endeavor to complete the audit of the annual statement of accounts within a period of two months from the date of submission of the annual statement of accounts to it.

(4) After audit and certification of the annual statement of accounts by the Accountant General of Haryana or any person appointed by him in this behalf, the annual statement of accounts together with the audit report thereon, shall be forwarded to the State Government.

Annual report.

41. (1) The Chief Executive Officer shall prepare the annual report of the Authority immediately and not later than three months, after the end of each financial year giving an account of its activities during that financial year and giving an account of the activities which are likely to be undertaken by the Authority during the next financial year.

(2) The annual report shall include an explanatory memorandum on the status of implementation of the annual plan of action on infrastructure development, mobility management and sustainable management of the urban environment, along with shortfalls, if any, in implementation and reasons for such shortfall.

(3) The form of the annual report of the Authority shall contain the matters specified in the

Form V.

SCHEDULE 1

(see rule 16)

INDUSTRIAL ASSOCIATIONS IN PANCHKULA METROPOLITAN AREA

(1) Haryana Chamber of Commerce and Industry.

(2) Haryana Chamber of Commerce and Industry (Panchkula Chapter).

(3) HMT Ancillary Association

(4) Barwala Industrial Association

(5) Panchkula Chamber of Commerce and Industries

(6) Industries Association of Chandigarh

SCHEDULE 2

(see rule 17)

ASSOCIATIONS OF REAL ESTATE DEVELOPERS IN PANCHKULA METROPOLITAN AREA

(1) Confederation of Real Estate Developer's Association of India

(2) National Real Estate Development Council

(3) Confederation of Real Estate Developers Association of India, Mohali, Chandigarh and Panchkula

SCHEDULE 3

[see rule 40(2)]

CAPITAL ACCOUNT

Serial Number	Description		Current Year	Previous Year
1	2		3	4
(1) (2) (3) (4)	Add: (Deduct) Add (Deduct)	**Balance at the beginning of the year*** Contributions during the year Transfer to EDC Account Balance of net income/(expenditure) transferred from/(to) the Income and Expenditure Account		
		Balance at the end of the year		

*** Note.—** Includes sums received on Capital Account from Government on establishment of PMDA

SCHEDULE
4
[see rule 40(2)]
RESERVES

Serial Number	Description		Current Year	Previous Year
1	2		3	4
(1)	**General Reserves**	**At the beginning of the year** Additions during the year Deductions during the year Transfer to EDC Account **At the end of the year**		
(2)	**Maintenance Reserves**	**At the beginning of the year** Additions during the year Deductions during the year **At the end of the year**		

SCHEDULE 5

[see rule 40(2)]

GRANTS

Serial Number	Description	Current Year	Pre
1	**2**	**3**	
(1) (2) (3) (4) (5)	Central Government State Government (a) Gross grants receipts (b) Less: Transfer to Capital Account (c) Less: Transfer to General Reserves (d) Less: Transfer to EDC Account (e) Net Grants from State Government Other agencies under Central Government (specify) Other agencies under State Government (specify) Others		
	Total		

SCHEDULE 6

[see rule 40(2)]

SECURED LOANS AND BORROWINGS

Serial Number	Description	Current Year				Previous Year			
		Opening Balance	Loans received during the year	Repayment of loans during	Closing Balance	Opening Balance	Loans received during the year	Repayment of loans during year	Closi
1	2	3	4	5	6	7	8	9	
(1) (2) (3) (4) (5) (6) (7) (8)	**Central Government** **State Government** **Financial Institutions** a. Term Loans b. Interest accrued and due* **Banks** a. Term Loans b. Interest accrued and due on term loans* Other loans (specify) d. Interest accrued and due on other loans* **Other Institutions and Agencies** a. Term Loans b. Interest accrued and due* **Multilateral Institutions** **Debentures**								
	Total Secured Loans and Borrowing								

SCHEDULE 7

[see rule 40(2)]

UNSECURED LOANS AND BORROWINGS

Serial Number	Description	Current Year					
		Opening Balance	Loans received during the year	Repayment of loans during the year	Closing Balance	Opening Balance	Loa recei durin yea
1	2	3	4	5	6	7	9
(1) (2) (3) (4) (5) (6) (7) (8)	**Central Government** **State Government** **Financial Institutions** a. Term Loans b. Interest accrued and due* **Banks** a. b. Term Loans c. Interest accrued and due on term loans* d. Other loans (specify) Interest accrued and due on other loans* **Other Institutions and Agencies** a. b. Term Loans Interest accrued and due* **Multilateral Institutions** **Debentures and Bonds** **Others (specify)**						
	Total Unsecured Loans and						

SCHEDULE 8

[see rule 40(2)]

LIABILITIES ON ACCOUNT OF EXTERNAL DEVELOPMENT CHARGES

Serial Number	Description	Current Year	Previous Year
1	2	3	4
A.	**Licences granted prior to establishment of PMDA**		
1.	EDC payable		
2.	Cumulative EDC collected prior to year		
3.	Less: Retained by HSVP for administration, overheads and		
4.	maintenance prior toestablishment of PMDA		
5.	Utilised for creation of fixed assets		
6.	Opening Balance of EDC [(2)-(3)]		
7.	Add: EDC paid during the year of which		
8.	Utilised for creation of Fixed Assets during the year		
A1.	Utilised for Capital Works in Progress during the year		
A2.	Closing Balance of EDC collected [(5)+(6)]		
A3.	Receivables of EDC [(1)-(2)-(6)]		
B.	Of which EDC recoverable but not due		
9.	**Licences granted after establishment of PMDA**		
10.	EDC payable		
11.	Cumulative EDC collected prior to year		
12.	Of which: Utilised for creation of Fixed Assets prior to year		
13.	Opening Balance of EDC collected [(10)-(11)]		
14.	Add: EDC collected during the year of which		
15.	Utilised for creation of Fixed Assets during the year		
B1.	Utilised for Capital Works in Progress during the year		
B2.	Closing Balance of EDC collected [(12)+(13)]		
B3.	Receivables of EDC [(9)-(10)-(13)]		
C.	Of which EDC recoverable but not due		
D.	**EDC (A1+B1)**		
D1.	**EDC Utilisation**		
D2.	Fixed Assets created [(7)+(14)]		
D3.	Capital Works in Progress [(8)+(15)]		
D4.	Shortfall/(Surplus) in EDC Account (D-C)		
D5.	In case of shortfall:		
D6.	Transfer from Grants		
D7.	Transfer from Capital Account		
E.	Transfer from General Reserves		
F.	**Total in EDC acccount (C+D5+D6+D7)**		
	Total EDC receivables (A2+B2)		
	Of which EDC recoverable but not due (A3+B3)		

SCHEDULE 9

[see rule 40(2)]

CURRENT LIABILITIES

Serial Number	Description	Current Year
1	2	3
A.	**CURRENT LIABILITIES**	
(1)	Acceptances	
(2)	Sundry Creditors:	
(3)	(a) For goods and services	
(4)	(b) On contracts other than goods and services (c) Others	
(5)	Advance Received	
(6)	Interest accrued but not due on:	
	(a) Secured loans/borrowings	
	(b) Unsecured loans/borrowings	
	Statutory Liabilities:	
	(a) Overdue	
	(b) Others	
	Other current liabilities (specify)	
	Total for current liabilities	
B.	**PROVISIONS**	
(1)	Claims payable	
(2)	(a) For land	
(3)	(b) Other claims	
(4)	Taxation	
(5)	Terminal benefits and pension Other Personnel expenses	
(6)	Trade warranties	
(7)	Litigation and arbitration	
	Other provisions (specify)	
	Total for provisions	
	Total (A+B)	

SCHEDULE 10

[see rule 40(2)]

FIXED ASSETS

Serial Numbe	DESCRIPTION	GROSS BLOCK				DEPRECIATION				NET BLOCK	
		Valuation/ cost as at the beginning of the year	Additions during the year	Deductions during the year	Valuation/cost as at the end of the year	As at beginning of	Additions during the year	Deductions during the year	At the end of the year	As on 31st March of Current Year	As on 31st March of Previous Year
1	2	3	4	5	6	7	8	9	10	11	
A.	**FIXED ASSETS:**										
(1)	**LAND:**										
(2)	(a) Roads (incl RoW)										
(3)	(b) Water treatment plants and water boosting stations										
(4)	(c) Sewerage treatment plants										
(5)	(d) Drainage										
(6)	(e) Parks and green spaces (f) Urban renewal and Redevelopment										
(7)	(g) Administrative and establishment purposes										
(8)	**BUILDINGS:**										
(9)	(a) for water supply purposes										
	(b) for sewerage purposes										
	(c) for drainage purposes										
	(d) for other infrastructure purposes										
	(e) for offices										
	(f) for residences										
	(g) for social, cultural purposes (h) for industrial purposes										
	(i) others										
	PLANT MACHINERY, PIPE LINES AND EQUIPMENT										
	(a)for water supply purposes										
	(b) for sewerage purposes										
	(c) for drainage purposes										
	(d) others										
	GIS INFRASTRUCTURE										
	CITY CONNECTIVITY INFRASTRUCTURE										
	VEHICLES										
	OFFICE EQUIPMENT, FURNITURE, FIXTURES										
	I.T AND NETWORKING										
	TOTAL										

SCHEDULE 11

[see rule 40(2)]

FIXED ASSETS CREATED FROM EXTERNAL DEVELOPMENT CHARGES

SERIAL NUMBER	DESCRIPTION	GROSS BLOCK						DEPRECIAT		
		Fixed Assets transferred from EDC account	Accumulated Depreciation	Valuation/ cost as at the beginning of	Additions during the year	Deductions during the year	Valuation/cost as at the end of the year	As at beginning of year	Additions during the year	Deductions during the
1	2	3	4	5	6	7	8	9	10	11
A.	**FIXED ASSETS:**									
(1)	**LAND:**									
(a)	Roads (incl RoW)									
(b)	Water treatment plants and water boosting stations									
(c)	Sewerage treatment plants									
(d)	Drainage									
(e)	Parks and green spaces									
(f)	Others									
(2)	**BUILDINGS:**									
(a)	for water supply purposes									
(b)	for sewerage purposes									
(c)	for drainage purposes									
(d)	for other infrastructure purposes									
(e)	others									
(3)	**PLANT MACHINERY, PIPE LINES AND EQUIPMENT**									
(a)	for water supply purposes									
(b)	for sewerage purposes									
(c)	for drainage purposes									
(e)	others									
(4)	**OTHER FIXED**									
	TOTAL									

SCHEDULE 12

[see rule 40(2)]

CAPITAL WORKS IN PROGRESS

Serial Number	Description	Current Year	
1	2	3	
A.	**LAND**		
(1)	**LAND FOR INFRASTRUCTURE DEVELOPMENT**		
(2)	(a)Roads		
(3)	(b)Water Supply		
(4)	(c)Sewerage		
(5)	(d)Drainage		
	(e)Urban Amenities (specify) (f)Others		
	Less: Transfer to Fixed Assets		
	LAND FOR MOBILITY		
	(a)Infrastructure Development (b)Public Transportation		
	(c)Others		
	Less: Transfer to Fixed Assets		
	LAND FOR URBAN ENVIRONMENT		
	(a)Urban Forestry and Green spaces		
	(b)Solid Waste Management		
	(c)Others		
	Less: Transfer to Fixed Assets		
	LAND FOR INDUSTRIAL DEVELOPMENT (specify)		
	Less: Transfer to Fixed Assets		
	LAND FOR SOCIAL DEVELOPMENT		
	(a)Health facilities		
	(b)Sports facilities		
	(c)Cultural facilities		
	(d)Others		
	Less: Transfer to Fixed Assets		
	Total for land		

Serial Number	Description	Current Year	
1	2	3	

B.	**DEVELOPMENT**		
(1)	**INFRASTRUCTURE DEVELOPMENT**		
(2)	(a)Roads		
(3)	(b)Water Supply		
(4)	(c)Sewerage		
(5)	(d)Drainage		
	(e)Urban Amenities (specify) (f)Others		
	Less: Transfer to Fixed Assets		
	MOBILITY		
	(a)Infrastructure Development (b)Public Transportation		
	(c)Traffic Management		
	(d)Others		
	Less: Transfer to Fixed Assets		
	URBAN ENVIRONMENT		
	(a)Urban Forestry and Green spaces (b)Solid Waste Management		
	(c)Water Conservation and recycling (d)Others		
	Less: Transfer to Fixed Assets		
	INDUSTRIAL DEVELOPMENT		
	(a)Research Parks/Technology Parks (b)Promotion of New Technology Areas		
	(c)Skill Development		
	(d)Ease of doing buiness		
	(e)Others		
	Less: Transfer to Fixed Assets		
	SOCIAL DEVELOPMENT		
	(a)Health facilities		
	(b)Sports facilities		
	(c)Cultural facilities		
	(d)Others		
	Less: Transfer to Fixed Assets		
	Total on development		
	Total (A+B)		

SCHEDULE 13

[see rule 40(2)]

CAPITAL WORKS IN PROGRESS : EXTERNAL DEVELOPMENT CHARGES

Serial Number	Description	Current Year	
1	2	3	
A. **(1)** **(2)** **(3)** **(4)**	**LAND** **LAND FOR INFRASTRUCTURE DEVELOPMENT** (a)Roads (b)Water Supply (c)Sewerage (d)Drainage (e)Urban Amenities (specify) (f)Others Less: Transfer to Fixed Assets **LAND FOR MOBILITY** (a)Infrastructure Development (b)Public Transportation (c)Others Less: Transfer to Fixed Assets **LAND FOR URBAN ENVIRONMENT** (a)Urban Forestry and Green spaces (b)Solid Waste Management (c)Others Less: Transfer to Fixed Assets **LAND FOR SOCIAL DEVELOPMENT** (a)Health facilities (b)Sports facilities (c)Cultural facilities (d)Others Less: Transfer to Fixed Assets		
	Total for land		

Serial Number	Description	Current Year	
1	2	3	

B. **(1)** **(2)** **(3)** **(4)**	**DEVELOPMENT** **INFRASTRUCTURE DEVELOPMENT** (a)Roads (b)Water Supply (c)Sewerage (d)Drainage (e)Urban Amenities (specify) (f)Others Less: Transfer to Fixed Assets **MOBILITY** (a)Infrastructure Development (b)Public Transportation (c)Traffic Management (d)Others Less: Transfer to Fixed Assets **URBAN ENVIRONMENT** (a)Urban Forestry and Green spaces (b)Solid Waste Management (c)Water Conservation and recycling (d)Others Less: Transfer to Fixed Assets **SOCIAL DEVELOPMENT** (a)Health facilities (b)Sports facilities (c)Cultural facilities (d)Others Less: Transfer to Fixed Assets **Total on development**		
	Total (A+B)		

SCHEDULE 14

[see rule 40(2)]

INVESTMENTS

Serial Number	Description	Current Year	Previous Year
1	**2**	**3**	**4**
(1)	Central Government securities		
(2)	State Government securities		
(3)	Debentures and Bonds		
(4)	Joint Venture companies and subsidiaries		
(5)	Banks		
(6)	Others (specify)		
	Total		

SCHEDULE 15

[see rule 40(2)]

CURRENT ASSETS

Serial Number	Description	Current Year
1	2	3
A.	**CURRENT ASSETS**	
(1)	Revenues receivable:	
	(a)On account of cess on property tax from local authorities	
	(b)On account of cess on liquor from Excise and Taxation Commissioner	
	(c)On account of duty on transfer of property from Registrar	
	(d)On account of charges levied under the Act of 1963 (including CLU charges)	
	(e)Others	
(2)	Sundry debtors:	
	Others	
(3)	Cash-balance in hand (include cheques/drafts and imprest)	
(4)	Bank Balances:	
(a)	With Scheduled Banks:	
	- On Current Accounts	
	- On Deposit Accounts	
	- On Savings Accounts	
(b)	With non-Scheduled Banks:	
	- On Current Accounts	
	- On Deposit Accounts	
	- On Savings Accounts	
(5)	Post Office-Savings Accounts	
(6)	Inventory	
	Total for current assets	
B.	**LOANS, ADVANCES AND OTHER ASSETS**	
(1)	Loans	
	(a)Staff	
	(b)Joint Ventures and subsidiary companies	
	(c)Others (specify)	
(2)	Advances and other amounts recoverable	
	(a)On Capital Account	
	(b)Prepayments	
	(c)Others	
(3)	Income Accrued	
	(a)On Investments	
	(b)On Loans and Advances	
	(c)Others	
	Of which: Income due but not realised	
(4)	Claims Receivable	
	Total for loans, advances and others	
	Total (A+B)	

SCHEDULE 16

[see rule 40(2)]

REVENUE RECEIPTS

Serial Number	Description	Current Year	Previous Year
1	**2**	**3**	**4**
	Total		

SCHEDULE 17

[see rule 40(2)]

GRANTS RECEIVED ON REVENUE ACCOUNT

Serial Number	Description	Current Year	Previou Yea
1	**2**	**3**	**4**
(1)	State Government		
(2)	Other agencies under State Government (specify) Others		
(3)			
	Total		

SCHEDULE 18

[see rule 40(2)]

INCOME FROM INVESTMENTS

Serial Number	Description	Current Year	Previous Year
1	2	3	4
(1)	Central Government securities		
(2)	State Government securities		
(3)	Debentures and Bonds		
(4)	Joint Venture companies and subsidiaries		
(5)	Banks		
(6)	(a) Term deposits		
(7)	(b) Savings		
	Loans and Advances to Employees/Staff		
	Others (specify)		
	Total		

SCHEDULE 19

[see rule 40(2)]

OPERATIONS AND MAINTENANCE EXPENDITURE

Serial Number	Description	Current Year
1	2	3
(1)	**INFRASTRUCTURE DEVELOPMENT**	
(2)	(a)Roads	
(3)	(b)Water Supply (including plant and machinary) (c)Sewerage (including	
(4)	plant and machinary) (d)Drainage (including plant and machinary) (e)Urban	
(5)	Amenities (specify)	
	(f)Electricity for infrastructure	
	(g)O&M Establishment	
	(h)Replacement of Plant and Machinary	
	(i)Others	
	MOBILITY	
	(a)Operations and Maintenance (b)Traffic Management	
	(c)Others	
	URBAN ENVIRONMENT	
	(a)Maintenance of Urban Forestry and Green spaces (b)O&M of Solid Waste Management facilities	
	(c)O&M Water Conservation and recycling facilities (d)Others	
	INDUSTRIAL DEVELOPMENT	
	(a)O&M of Research Parks/Technology Parks	
	(b)Others	
	SOCIAL DEVELOPMENT	
	(a)O&M of Health facilities (b)O&M of Sports facilities	
	(c)O&M of Cultural facilities (d)Others (Specify)	
	Total	

SCHEDULE 20

[see rule 40(2)]

ESTABLISHMENT AND ADMINISTRATIVE EXPENDITURE

Serial Number	Description	Current Year	Previous Year
1	2	3	4
(1) (2) (3)	**ESTABLISHMENT EXPENSES** (a)Salaries and Wages (b)Remuneration of experts (c)Manpower outsourcing expenditure (d)Consultancies, professional charges and fees (e)Retirement benefits and pensions (f) Employee Housing expenditure (g)Others (specify) **ADMINISTRATIVE EXPENSES** (a)Office expenses (b)I.T and communications expenses (c)Vehicles purchases and hiring (d)Vehicles fuel, repairs and maintenance (e)General repairs and maintenance (f) Insurance (g)Duties and Taxes (h)Travelling and Conveyance Expenses (i) Advertisement and publicity expenses (j) Provision for Bad and Doubtful Debts/Advances (k)Irrecoverable Balances Written-off (l) Pre-operative expenses (m)Others (specify) **MEETINGS EXPENSES** (a)Expenses on Authority (including remuneration of experts) (b)Expenses on Residents Advisory Council (c)Expenses on Statutory Committees		
	Total		

SCHEDULE 21

[see rule 40(2)]

INTEREST

EXPENDITURE

Serial Number	Description	Current Year		P
		Secured Loans	Unsecured Loans	Secure Loans
1	2	3	4	5
(1)	**Central Government**			
(2)	(a)Interest payable			
(3)	(b)Less: Interest capitalised			
(4)	(c)Interest expenses			
(5)	**State Government**			
(6)	(a)Interest payable			
(7)	(b)Less: Interest capitalised			
(8)	(c)Interest expenses			
(9)	**Financial Institutions**			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Banks: Term Loans			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Banks: Other Loans			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Other Institutions and Agencies			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Multilateral Institutions			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Debentures and Bonds			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Others (Specify)			
	(a)Interest payable			
	(b)Less: Interest capitalised			
	(c)Interest expenses			
	Total Interest Expenditure			

SCHEDULE 22

[see rule 40(2)]

OTHER EXPENDITURE

Serial Number	Description	Current year	Previous year
1	2	3	4
(1) (2)	**GIS INFRASTRUCTURE** (a)GIS establishment (incl. I.T. hardware, applications and networking) (b)GIS operations (c)GIS Others **CITY CONNECTIVITY** (a)Infrastructure (b)Establishment (c)Operations and Maintenance (d)Others (specify)		
	Total		

FORM-I

[(See rule 37 (1)]

REQUEST TO LOCAL AUTHORITY FOR REMOVAL OF UNAUTHORISED DEVELOPMENT OR OBSTRUCTION OR ENCROACHMENT

Reference Number. : **Date:**

1.	From	Chief Executive Officer, Panchkula Metropolitan Development Authority
2.	To	
3.	Copied for information	
4.	Legal provision	Section 27 of Panchkula Metropolitan Development Authority Act, 2021 (23 of 2021)
5.	Area in which removal of unauthorised development, obstruction or encroachment is sought	
6.	Nature of unauthorised development, obstruction or encroachment	
7.	Details of location of unauthorised development, obstruction or encroachment	
8.	Date on which unauthorized development, obstruction or encroachment is proposed to be removed	
9.	Officer in-charge in PMDA	(a)Name: (b)Designation: (c)Contact details:
10.	Urgency (if any)	
11.	Other instructions (if any)	
12.	Details of equipment being arranged by PMDA	

_____

Signature of Authorized Officer)

Name: _____

Designation: _____

Office Seal:

FORM-II

[(See rule 38 (1)]

REQUEST TO DISTRICT MAGISTRATE FOR REMOVAL OF UNAUTHORISED DEVELOPMENT OR OBSTRUCTION OR ENCROACHMENT

Reference Number. : **Date:**

1.	From	Chief Executive Officer, Panchkula Metropolitan Development Authority
2.	To	District Magistrate, Panchkula
3.	Copied for information	
4.	Legal provision	First proviso to Section 27 of Panchkula Metropolitan Development Authority Act, 2021 (23 of 2021)
5.	Area in which removal of unauthorised development, obstruction or encroachment is sought	
6.	Nature of unauthorised development, obstruction or encroachment	
7.	Details of location of unauthorised development, obstruction or encroachment	
8.	Date on which unauthorized development, obstruction or encroachment is proposed to be removed	
9.	Officer in-charge in PMDA	(a) Name: (b) Designation: (c) Contact details:
10.	Urgency (if any)	
11.	Others instructions (if any)	
12.	Details of equipment being arranged by PMDA	

_____

Signature of Authorized Officer)

Name: _____

Designation: _____

Office Seal:

FORM-III

(See rule 39)

BUDGET ESTIMATES FOR FINANCIAL YEAR

SERIAL NUMBER	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)		
			ACTUALS (APRIL TO DECEMBER)	ESTIMATES (JANUARY TO MARCH)	REVISED ESTIMATES FOR YEAR X-1
1	2	3	4	5	6
A.	**RECEIPTS**				
(1)	FROM CESSES AND CHARGES				
	(a)Cesses				
	Transfer of immoveable property				
	Property tax				
	Sale of liquor				
	(b)User Charges (specify)				
	(c) Others (specify)				
(2)	RENTS AND FEES				
(3)	DEVELOPMENT CHARGES				
	External Development Charges				
(4)	GRANTS				
	(a) Central Government				
	(b) State Government				
	(c) Others				
(5)	LOANS, BONDS, DEBENTURES AND OTHER BORROWINGS				
	(a) Central Government				
	(b) State Government				
	(c) Banks				
	(d) Financial Institutions (specify)				
	(e) Others				
(6)	ADVANCES				
	Employees and Staff				
(7)	INTEREST EARNED				
	TOTAL RECEIPTS				

SERIAL NUMBER	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)		
			ACTUALS (APRIL TO DECEMBER)	ESTIMATES (JANUARY TO MARCH)	REVISED ESTIMATES FOR YEAR X-1
1	2	3	4	5	6
B.	**EXPENDITURE**				

(1)	INFRASTRUCTURE DEVELOPMENT				
	(a) Roads				
	(b) Water Supply				
	(c) Sewerage				
	(d) Drainage				
	(e) Urban Amenities (specify)				
	(f) Others				
(2)	MOBILITY				
	(a) Infrastructure Development				
	(b) Public Transportation				
	(c) Traffic Management				
	(d) Others				
(3)	URBAN ENVIRONMENT				
	(a) Urban Forestry and Green spaces				
	(b) Solid Waste Management				
	(c) Water Conservation				
	Others				
(4)	INDUSTRIAL DEVELOPMENT				
	(a) Promotion: New Technology				
	(b) Promotion: Research Institutions				
	(c) Promotion: Technology Parks				
	(d) Promotion: Others				
	(e) Skill Development				
	(f) Ease of doing business				
(5)	SOCIAL DEVELOPMENT				
	(a) Health facilities				
	(b) Sports facilities				
	(c) Cultural facilities				
	(d) Others				

SERIAL NUMBER	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)		
			ACTUALS (APRIL TO DECEMBER)	ESTIMATES (JANUARY TO MARCH)	REVISED ESTIMATES FOR YEAR X-1
1	2	3	4	5	6
(6)	OPERATIONS AND MAINTENANCE				
	(a) Maintenance of infrastructure				
	(b) Maintenance of Plant and Machinery				
	(c) Replacement of Plant and Machinery				

	(d) Electricity				
	(e) O&M Establishment				
	(f) Others				
(7)	LAND				
	(a) Acquisition				
	(b) Purchase				
	(c) Enhancement				
	(d) Others				
(8)	GIS INFRASTRUCTURE				
	(a) GIS establishment				
	(b) GIS operations				
	(c) GIS Others				
(9)	ESTABLISHMENT AND ADMINISTRATION				
	(a) Employee expenses: Salaries and wages				
	(b) Employee expenditure: Others				
	(c) Administration expenditure (specify)				
	(d) Remuneration of experts				
	(e) Loans and Advances to Employees				
	Less: Repayment of loans and advances				
	Net Loans and Advances to Employees				
	(f) Pensions				
	(g) I.T expenses				
	(h) Litigation expenditure				
	(i) Expenses on Authority				
	(j) Expenses on Residents Advisory Council				
	(k) Expenses on Statutory Committees				

SERIAL NUMBER	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)		
			ACTUALS (APRIL TO DECEMBER)	ESTIMATES (JANUARY TO MARCH)	REVISED ESTIMATES FOR YEAR X-1
1	2	3	4	5	6
(10)	LOANS AND ADVANCES				
	(a) Advances to suppliers and contractors				
	(b) Deposits with external agencies				
(11)	REPAYMENT OF LOANS AND INTEREST				
	(a) Repayment				
	(b) Interest				
(12)	TAXES				
	TOTAL EXPENDITURE				

C.	**SURPLUS (DEFICIT)**				
	Transferred to/(from) Capital Account				
	Transferred to/(from) Reserves and Surplus				

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FORM-IV

[See rule 40(2)]

BALANCE SHEET

Serial Number	Description	Schedule	Current Year	Previ Yea
1	2	3	4	5
A.	**LIABILITIES**			
1.	**CAPITAL LIABILITIES**	1		
2.	(a)Capital Account	2		
3.	(b)Reserves	3		
	(c)Grants	4		
	NON-CURRENT LIABILITIES	5		
	(a)Secured Loans and Borrowings	6		
	(b)Unsecured Loans and Borrowings	7		
	(c)Liabilities on account of External Development Charges			
	CURRENT LIABILITIES			
	TOTAL LIABILITIES			
B.	**ASSETS**			
1.	**NON CURRENT ASSETS**	8		
2.	(a)Fixed Assets	9		
	(b)Fixed Assets created from External Development Charges	10		
	(c)Capital Works in Progress	11		
	(d)Capital Works in Progress - External Development Charges	12		
	(e)Investment	13		
	CURRENT ASSETS			
	TOTAL ASSETS			

STATEMENT OF INCOME AND EXPENDITURE

Serial Number	Description	Schedule	Current Year	Previou
1	2	3	4	
A.	**INCOME**	14		
1.	Revenue Receipts	15		
2.	Duty on transfer of property	16		
3.	Cess on property			
	Cess on sale of liquor			
	User charges (specify)			
	Land Use charges			
	Disposal of property			
	Rents			
	Others (specify)			
	Grants received on Revenue account			
	Of which grants received from State Government			
	Income from Investments			
	TOTAL INCOME			
B.	**EXPENDITURE**	17		

1.	Operations and Maintenance Expenditure	18		
2.	Infrastructure Development			
2 (a)	Mobility			
2 (b)	Urban Environment			
	Industrial Development			
	Social Development			
	Others (specify)			
	Establishment and Administration Expenditure			
	Establishment Expenditure,			
	Salaries and Wages			
	Remuneration of experts			
	Manpower outsourcing expenditure			
	Consultancies, professional charges and fees			
	Retirement benefits and pensions			
	Employee Housing expenditure			
	Others (specify)			
	Administrative Expenditure			
	Of which			
	Office expenses			
	I.T and communications expenses			
	Vehicles purchases and hiring			
	Vehicles fuel, repairs and maintenance			
	General repairs and maintenance			
	Travelling and Conveyance Expenses			
	Advertisement and publicity expenses			

Serial Number	Description	Schedule	Current Year	Previou
1	2	3	4	
2 (c)	Meetings Expenditure			
2 (d)	Authority Meetings			
2 (e)	Residents Advisory Council Meetings			
	Statutory Committees Meetings			
	Interest Expenditure	19		
	Other Expenditure	20		
	Of which			
	GIS Infrastructure			
	City Connectivity Infrastructure			
	Others (specify)			
	TOTAL EXPENDITURE (before taxes)			
	Provision for taxes			
C.	**TOTAL EXPENDITURE (after taxes)**			
	SURPLUS/(DEFICIT) of Receipts over Expenditure [A-C]			
	Transfer to/(from) General Reserves			
	Transfer to/(from) Maintenance Reserves			
	Transfer to/(from) Capital Account			
	SIGNIFICANT ACCOUNTING POLICIES NOTES ON ACCOUNTS AND CONTINGENT LIABILITIES			

FORM-V

[See rule 41(3)]

MATTERS TO BE CONTAINED IN ANNUAL REPORT OF AUTHORITY

(1) Vision for the development of the Panchkula Metropolitan Area and the trends over the last financial year.

(2) Standards of living determined by Authority and present status.

(3) Assessment on the following matters, namely:-

(a) State of infrastructure, urban environment, social, economic and industrial development in Panchkula. (b) Effectiveness of coordination mechanisms with other Government agencies in Panchkula.

(4) A summary of financial results during the financial year, availability of resources and expenditures with reasons for difference from estimates.

(5) Authority: its membership and important decisions.

(6) Residents Advisory Council: its membership and important recommendations with action taken thereon.

(7) Changes in Development Plan published under the Haryana Scheduled Roads and Controlled Areas Regulation of Development Act, 1963, or the Infrastructure Development Plan published under section 16 of the Act.

(8) Permissions granted under Haryana Scheduled Roads and Controlled Areas Regulation of Development Act, 1963.

(9) Infrastructure Development and Urban Amenities

(a) Annual plan of action for infrastructure development and provision of urban amenities proposed at beginning of financial year.

(b) Statement of infrastructure development works and urban amenities containing status of implementation of each infrastructure development work and urban amenity proposed in the annual plan of action along with their expenditures, resources available, expected revenues (if any) and social benefits accruing.

(c) Infrastructure development works and urban amenities included in the annual plan of action that could not be started along with reasons therefor.

(d) Infrastructure development works and urban amenities that have been started, either in the current financial year or in the financial years preceding the current financial year, but not completed along with reasons therefor.

(e) Infrastructure development works and urban amenities that have been completed in the financial year.

(f) Assessment of the implementation of infrastructure development works and provision of urban amenities by any other person, board, company or other agency during the financial year.

(g) Infrastructure development works and provision of urban amenities intimated for implementation amenities by any other person, board, company or other agency under sub-section (2) of section 19 of the Act during the financial year and action taken by the Authority in accordance with the provisions of section 19 of the Act.

(h) Explanatory memorandum on shortfall in implementation of the annual plan of action for infrastructure development and provision of urban amenities.

(10) Implementation of right of way requirements of Authority.

(11) Mobility Management

(a) Mobility Management Plan proposed for implementation.

(b) Status of implementation of mobility management plan including resources available and expenditures. (c) Status of implementation of infrastructure development works, road improvement works and other such works contained in mobility management plan along with their expenditures, resources actually available, expected revenues (if any) and social benefits accruing.

(d) Status of public transportation including operations of city bus transport.

(e) Status of road safety measures.

(f) Status of enforcement of measures by the Panchkula Police, local authorities, and other enforcement agencies of Government in Panchkula as specified in the mobility management plan.

(g) Action taken in respect of parking facilities along with their expenditures, resources available, expected revenues (if any) and social benefits accruing.

(12) Sustainable Management of the Urban Environment

(a) Plan for sustainable management of the urban environment.

(b) Status of implementation of the plan for sustainable management of the urban environment including resources available and expenditures.

(c) Status of implementation of works contained in the plan for sustainable management of the urban environment along with their expenditures, resources actually available, expected revenues (if any) and social benefits accruing.

(d) Measures taken in respect of solid waste management including expenditures thereon.

(e) Assessment of measures for solid waste management taken by local authorities.

(f) Measures taken in respect of urban forestry and maintenance of green spaces, including expenditure made thereon.

(g) Measures taken in respect of water conservation including expenditures thereon.

(13) Status on maintenance of infrastructure.

(14) Measures for urban regeneration and redevelopment.

(15) Actions taken for removal of unauthorised developments, obstructions and encroachments and their outcomes.

(16) Measures taken for ease of doing business and promotion, facilitation or enablement of new technology areas.

(17) Measures taken for promotion, facilitation or enablement of social and cultural development.

(18) Report on emergency response and measures taken in respect of disaster management and its mitigation.

(19) Measures for adoption of information technology in day-to-day functioning and shortfall in achieving paperless functioning.

(20) Significant developments in establishment and administration including expenditure thereon.

(21) Plan of action for the next financial year.

ARUN KUMAR GUPTA,
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Town and Country Planning Department.

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