

Haryana Municipal Business Bye-laws 1981

HARYANA

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1. Short title and application [Section 1].

(1) These bye-laws may be called the Haryana Municipal Business Bye-laws, 1981. (2) They shall apply to all the municipalities in the State.

2. Definitions [Section 31].

(1) In these bye-laws, unless the context otherwise requires, -(a) "Act" means the Haryana Municipal Act, 1973. (b) "Head of the Department" means -(i) in respect of the Sanitation, Public Health and Health Departments of a Committee, the Municipal Medical Officer of Health; (ii) in respect of the Engineering and Building Department of a Committee, the Municipal Engineer; and (iii) in respect of the remaining municipal administration, the [Executive officer or in his absence, the Secretary.] [Substituted for the words 'Chief Executive Officer' vide Notification, dated 21.4.1995.] (2) Words and expressions used in these bye-laws but not defined herein shall have the same meaning as assigned to them in the Act.

3. Meetings [Section 31(a)].

- Every meeting of the Committee, whether ordinary or special, shall be held at a place, date and time to be fixed by the President and in his absence by the Vice-President and in the case of the absence of both, by the Deputy Commissioner of the district.

4. Notice [Section 31(1)]

(1) A written notice of the meeting duly signed by the Secretary shall be delivered to every member or left at his usual place of abode or business with some adult member or servant of his family and if it cannot be so delivered, it shall be affixed on some conspicuous part of the place or his abode or business giving at least seven clear days before the date fixed for an ordinary meeting and forty-eight hours for a special meeting. (2) The notice of every meeting shall specify the business proposed to be transacted there at and shall state the place, date and time of the meeting. (3) [-] [Omitted vide Notification, dated 21.4.1995.]

5. Quorum [Section 31 (c)].

(1) The quorum necessary for the transaction of business at an ordinary meeting of a committee shall be one-third of the members of the committee actually serving at the time but shall not be less than three. (2) The quorum necessary for the transaction of business at a special meeting of a committee shall be one-half of the number of the members of the committee actually serving at the time, but shall not be less than three.

6. Estoppel [Section 31(b)].

- No decision of the committee shall be reopened before the expiry of a period of six months from the date of its recording except in compliance with an order of the Secretary to Government, Haryana, Local, Government Department or of the Commissioner of the Division or the Deputy Commissioner of the District or on a requisition made by any member, and supported by two-thirds of the members actually serving at that time. The requisition shall be circulated by the President for opinion of the members.

7. Proxy [Section 31(1)].

- No member shall be represented at a meeting by a proxy.

8. Language [Section 31 (1)].

- All business shall be conducted in Hindi.

9. Dissenting vote [Section 31 (d)].

- No motion if proposed shall be recorded as passed or rejected until it has been put to vote. Any member, dissenting shall be entitled to have his name recorded as dissenter in the minutes of the meeting.

10. Speeches [Section 31 (d)].

(1) No written speeches shall be delivered. (2) No member, other than the proposer of a resolution shall speak more than once, except with the permission of the Chairman of the meeting on the resolution. The proposer after hearing all others who wish to speak, may again address the committee to reply at the conclusion of the debate thereon. Any officer of the Government or any person not being a member of the committee may, with the consent of the majority of the members and that of the Chairman, address the meeting.

11. Motion [Section 31 (d)].

- After a motion has been proposed or seconded, any member may propose an amendment; provided that the same is duly seconded, and the same shall not be withdrawn except with the consent of the majority of the voters.

12. Demand of poll [Section 31 (d)].

- Unless poll is demanded by any member present at the meeting, a declaration made at the meeting by the Chairman that a motion or resolution or an amendment thereto has been carried out or lost, shall be sufficient warrant for making an entry to that effect in the minutes. If a poll is demanded by any member present, it shall be taken by a show of hands and the result of such poll as declared by the Chairman, shall be deemed to be the resolution of the Committee.

13. Procedure [Section 31 (d)].

(1) The Chairman shall decide all points of order and procedure and his decision shall be final. Whenever he rises to speak on any matter, any member speaking shall resume his seat. The Chairman, after furnishing his speech, shall allow the member to resume his speech. (2) The items on the agenda shall be dealt with in the order of serial number allotted to them in the Agenda. The Chairman may, however, with the consent of the majority of the members present, vary such order.

14. Adjournment and notice of adjourned meeting [Section 31 (c) and (1)].

- In the absence of requisite quorum or if the members refuse to obey the ruling or the decision of the majority of the members present in the meeting, the Chairman may adjourn the meeting at any time and once the meeting is adjourned subsequent proceedings of the meeting or any resolution passed thereafter shall be void. The notice of an adjourned meeting shall be given by the Chairman on the spot and shall be sent to the members who are absent in accordance with Bye-law 4. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting which was adjourned. No quorum shall be necessary at an adjourned meeting : Provided that the place, date or hour of such adjourned meeting may be modified, in an emergency, but in such cases, the meeting shall require the requisite quorum.

15. Outsiders at meetings [Section 31(1)].

- Meetings of the Committee may be open to the public at the direction of the Chairman provided that when a question of importance or other special matter arises, the Chairman may order the room to be cleared of outsiders. The Chairman may cause to be removed any person, not being member of the Committee, who interrupts the business of the meeting or conducts himself in a disorderly manner.

16. Maintenance of minutes [Section 31 (1)].

- The [Executive officer or in his absence, the Secretary] [Substituted the words 'Chief Executive Officer' vide Notification, dated 21.4.1995.] shall maintain the minutes of the proceedings of all meetings and sign them prior to laying them before the Chairman for signature at the end of the meeting.

17. Sub-committees [Section 31 (f)].

(1)A committee may appoint the following sub-committees to assist it in its administration :-
(a)Finance Sub-committee.(b)Public Works and Buildings Sub-committee.(c)Sanitation and Water Supply Sub-committee.(2)The head of the Department concerned shall be the Secretary of the sub-committee.

18. Election of members of sub-committee [Section 31 (f) and (1)].

- Each sub-committee shall consist of four members. Members of sub committees shall be elected at a general meeting of the committee, as soon as possible, after a new committee has been constituted. Election shall be by a ballot and by single non-transferable vote. The term of the members of sub-committee shall be one year from the date of their election. A member elected to fill a casual vacancy, shall hold office for the unexpired period of the term of the members in whose place he is elected.

19. Removal of members [Section 31 (f) and (1)].

- A member of sub-committee shall be removed if he has absented himself without any reasonable cause from three consecutive meetings of the sub-committee. A member may also be removed from a sub-committee by a resolution of the committee passed by two-thirds majority of the members actually serving at that time.

20. Ex-officio member [Section 31 (f)].

- The President or in his absence the Vice-President of the committee shall be ex-officio member of all the sub-committees and shall have a right to vote.

21. Chairman of sub-committee [Section 31 (f)].

- The President and in his absence the Vice-President and in the absence of both, a person elected by the members of the sub-committee shall take the Chair.

22. Meeting of sub-committee [Section 31 (a), (b) and (f)].

- Every sub committee shall at its meeting fix the date and time of next meeting and notice thereof shall be sent by the Secretary to all the members of the sub- committee. Every meeting of a sub-committee shall be held in the Town Hall.

23. Quorum and meeting of sub-committee [Section 31 (a), (b), (c) and (f)].

(1)The quorum for a meeting of a sub-committee shall not be less than three members.(2)Every sub-committee shall meet at least once a month or at such shorter periods as the committee or the sub-committee may decide.(3)If any sub-committee fails to hold a meeting for a period of two months, the papers that should have come before it, shall be put directly before the committee.(4)The meeting of a sub-committee shall be convened by the Secretary on a written requisition from the President and in his absence, from the Vice-President of the Committee or of at least two members of the sub-committee at a time not less than twenty four hours after the time when such requisition is delivered to the Secretary. Immediately on receipt of such requisition, the Secretary of the Committee shall despatch to all the members of the sub- committee a notice of the meeting together with a note stating the business to be transacted.

24. Procedure [Section 31 (d)].

- The procedure of every sub-committee, including a special sub-committee, shall be conducted in accordance with the bye-laws regulating the procedure of the Committee; provided that if on any matter a sub-committee is equally divided, the matter shall be decided by the casting vote of the Chairman of the meeting.

25. Special sub-committees [Section 31 (f)].

- The Committee may appoint a special sub-committee consisting of one or more members of the committee to investigate and report on any matter not falling within the scope of the sub- committee or for any special purpose or if so desired by the President to advice or assist him in the discharge of any of his duties and such special sub-committee shall cease to exist as soon as that matter has been disposed of by the committee.

26. Bar to exercise powers [Section 31 (1)].

- Nothing in these bye-laws shall be deemed to authorise any sub-committee to exercise any power or perform any function, the exercise and performance of which has been delegated by the

committee to any officer or has been vested in any officer by any rule made under the Act.

27. Finance sub-committee [Section 31 (f)].

- The finance sub-committee shall deal with-(a)preparation and submission of the budget estimate to the Committee in time;(b)monthly and annual accounts statements;(c)statement of grants, loans and advances;(d)imposition, assessment and settlement of objections, collection and remission of taxes, rents, and fees and settlement of objections thereto;(e)acquisition, sale and lease of Municipal properties;(f)raising of loans;(g)matters relating to schools, reading rooms, libraries, lighting and fire brigade;(h)all other matters affecting the finances of the committee.

28. Public Works and Building Sub-Committee, [Section 31(f)].

(1)The Public Works and Building Sub-committee shall enquire and report on all matters relating to municipal works, maintenance and verification of municipal properties and nazul properties, roads and buildings under the control of the committee. It shall also supervise all municipal works connected with buildings, roads, drains, etc.(2)The sub-committee shall deal with all cases of encroachments and projections. It will also consider town planning and building schemes and matters relating to the levy and recovery of development charges. Development schemes prepared by the Improvement Trust and referred to the committee will be considered by this sub-committee.

29. Powers of the Public Works and Building Sub-Committee [Section 31 (f)].

- All estimates of original works or repairs involving an expenditure of more than Rs. 2,000 shall be considered by the Public Works and Building Sub- committee and thereafter laid before the Committee for sanction.

30. Powers of the Executive Officer/Secretary, [Section 31 (i)].

- Subject to the budget provision and the administrative approval thereon, as required under the Haryana Municipal Works Rules, all estimates [upto Rs. 10,000 and Rs. 5,000 will be sanctioned by the President and the [Executive Officer] [Substituted by Legislative Supplement Part III dated 14.3.1989.], respectively] without reference to the Committee. There will be no splitting up of estimates for any one work.

31. Power to grant sanction, [Section 31 (i)].

- [The Committee or its President, or Vice-President or Executive Officer or Secretary] [Substituted for the words 'The Committee or its President or Chief Executive Officer' vide Notification, dated 21.4.1995.] if authorised by it under section 33 of the Act, on a written request, may allow any person, temporarily to occupy a street on fixed rates of fees for depositing of building materials upto the period of three months. All sanctions for more than three months will be granted by the Committee under section 182 of the Act.

32. Sanitation and Water Supply Sub-Committee, [Section 31 (f)].

- The Sanitation and Water Supply Sub-committee shall enquire into and report on all matters relating to sanitation, health, sewerage and water supply.

33. Powers in case of emergent matters [Section 31 (f)].

(1) No matters within the cognizance of a sub-committee shall be put before the committee for consideration directly unless it has been dealt with by the sub-committee concerned. The emergent matters, contemplated in section 35 of the Act, may with the prior approval of the Deputy Commissioner be disposed of by the President, direct, without any reference to the sub-committee concerned and the same shall be laid before the committee in its next meeting for information. (2) Notwithstanding anything in these bye-laws, in case of emergency, the president, or the Executive Officer may direct that any matter may be submitted direct to the committee if there is not time to submit the matter before the sub-committee to which it should have ordinarily been submitted under the provisions of these bye-laws.

34. Discussions on the proceedings of the Sub-Committee [Section 31 (f)].

- When the proceedings of the sub-committee are being considered by the committee, no discussion shall be permitted on any item in respect of which the sub-committee has passed orders in exercise of powers delegated to it by the committee or any item in respect of which the sub-committee has called for a further report or otherwise postponed passing of an order or making a recommendation and any such item shall be recorded merely as 'Read': Provided that any member may call in question any order of a sub-committee or the ground that it was beyond the competence of the sub-committee and if the committee considers that such order was beyond its competence, it may confirm, modify or cancel such order: Provided further that if any member considers that the sub-committee is unduly delaying the decision on any matter in respect of which it has passed no orders, or made no recommendations, he may move a motion requiring the sub-committee to pass orders or submit its recommendations within a specified period and if such motion is carried and the sub-committee fails to pass an order or to make a recommendation within the period so fixed, the Committee may itself proceed to pass orders in respect of such matters.

35. Term of office of Vice-President [Section 31 (f) and Section 19 (2)].

- The term of office of a senior vice-president and a junior vice-president shall be one year. On the occurrence of a vacancy in the office of senior vice-president, the junior vice president shall become the senior vice-president and shall office for the unexpired period of this term.

36. Powers of Vice-President [Section 31 (f)].

- In the absence of the president the senior vice-president shall perform all the duties of the president and shall exercise the same powers.

37. Custody and use of the common seal [Section 31 (e)].

(1)The common seal of the committee shall remain in the custody of the [Executive Officer or Secretary.] [Substituted for the words 'Chief Executive Officer' vide Notification 21.4.1995.](2)The common seal shall be affixed on all contracts, deeds, conveyances, leases, licences and all notices issued under the Act and the rules and bye-laws made thereunder.

38. Grant of receipts for money [Section 31 (g)].

- Receipt shall be granted on behalf of the committee for money received by or on behalf of the committee by any employee so authorised by the [Executive Officer or Secretary.] [Substituted for the words 'Chief Executive Officer' vide Notification 21.4.1995.]

39. Security from the employees [Section 31 (i)].

(1)An employee of the committee shall, if entrusted with the receipt, disbursement or custody of money or property of the committee, be required to furnish security as follows :-

| | Rs. |
|---|-----------|
| 1. Executive Officer | ... 2,000 |
| 2. Secretary, Municipal Medical Officer of Health and Municipal Engineer | ... 1,000 |
| 3. Superintendent, Accountants, Chief Sanitary Inspector, Assistant Municipal Engineer and Veterinary Assistant | ... 500 |
| 4. Cashier | ... 5,000 |
| 5. Any other employee entrusted with the receipt, disbursement or custody of money or property of the committee | ... 200 |

In exceptional cases, the Committee may allow payment of the requisite security in monthly instalments not exceeding twenty per cent of the salary of the employee concerned.(2)Such security may be in cash, Government papers or other stocks or a bond hypothecating property or a fidelity guarantee policy or a personal security with two sureties in the like amount. A security bond in form G-24, as given in the Municipal Account Code shall be executed on properly stamped paper in all cases except in the case of fidelity guarantee policy.

40. Duties of Medical Officer of Health.

(1)The Municipal Medical Officer of Health shall be incharge of the Sanitation, Public Health and Health Departments of a committee. He shall supervise the sanitary conditions of all buildings and lands, burial and burning places, markets, slaughter houses, streets, drains, sewerage, latrines and urinals, filth receptacles, cesspools, flushing appliances, farms, filth depots, dairies, milk shops, cow sheds, stables, meat shops and all shops dealing in edibles, bakeries, aerated water factories, wells and dhobi ghats.(2)He shall also check the houses unfit for human habitation, offensive trades, foods and drinks, plants and stores.(3)He shall be responsible for the lands, buildings, machinery,

plants and stores intended for the use of the sanitation department and shall maintain registers and stock books as laid down in the Municipal Account Code in which these items shall be entered.(4)He shall arrange, disinfection of wells, houses, drain and any other measures considered necessary in connection with the occurrence of an infectious disease or a threatened outbreak of such disease.(5)In case of outbreak of fire, he shall proceed at once to the spot and provide the medical relief, if necessary.(6)He shall supervise the work of public health, sanitary and medical staff placed under his charge and also transfer any of his subordinate from one place to another in the area as exigencies of efficient working may require.

41. Duties of Municipal Engineer, [Section 31 (b) and (i)].

(1)The Municipal Engineer shall be incharge of the Engineering and Building Department. He shall be responsible for house connections of filtered water supply system, road lighting, water meters, municipal lands and properties, machinery, plants and stores and shall maintain registers and stock books laid down in the Municipal Accounts Code and the Municipal Works Rules.(2)He shall be responsible for the preparation of estimates and execution of all works according to the provisions of the Municipal Accounts Code and the Municipal Works Rules.(3)He shall ensure that all cases of unauthorised constructions and encroachments are detected and reported in time for action.[42. Duties of the Executive Officer, section 31(i) - (1) In a municipality where an Executive Officer has been appointed, the executive powers for the purpose of carrying on the administration of the municipal committee shall, subject to the provisions of the Act and the rules and bye-laws made thereunder, vest in the Executive Officer and the Municipal Administration shall be under his direct control.(2)The Executive Officer shall be responsible for the preparation and submission of the annual estimates of income and expenditure and if, in his opinion, it is necessary or expedient to vary taxation or to raise loans, he shall submit his proposals in this regard also.(3)The Executive Officer shall attend any meeting of a sub-committee, if required to do so by the President.(4)The Executive Officer shall have the powers to sanction the sale of unserviceable articles and other seized articles liable to destruction or deterioration kept in custody on account of non-payment of octroi or other charges and other movable property which is of such nature and its value is likely to depreciate before the sanction of the committee can be obtained. Before passing orders, the Executive Officer shall record a certificate to the effect that the articles are liable to destruction or deterioration or value thereof is likely to depreciate.(5)Subject to the provisions of the Act, the Executive Officer of the municipal committee shall -(i)arrange for the disbursement of the salaries of the sanctioned establishment and all other sanctioned payments due in accordance with the rules and bye-laws in force;(ii)have the power to sanction the payment or refund of tax charged in excess of the sanctioned Schedule of rate or in contravention of the provisions of the Act and the rules and bye-laws made thereunder;(iii)have the power to sanction the sale of trees, land produce, stores, sand and clay at the rate approved by the committee upto a value of Rs. 500 in each individual case;(iv)subject to rules or bye-laws made under the Act, have the power to transfer any of the municipal employees from one post to another carrying similar pay and responsibilities;(v)attend every meeting of the committee unless his presence is dispensed with by the committee;(vi)receive all communication relating to the Committee excepting those addressed to the President by name and dispose them of in an appropriate manner;(vii)sign and sanction the permits issued on behalf of the committee;(viii)ensure that municipal dues are received and credited to the municipal fund, all

money received for credit to the municipal fund is deposited daily according to law, and all accounts, registers and financial returns are kept up-to-date and promptly submitted as prescribed;(ix)ensure that no municipal money is expended without the sanction of the committee and that no payment is made except to a person entitled to receive it and on a bill properly drawn, checked and received and shall sign all cheques;(x)be responsible for management of fairs, places of amusements, garden, parks, lands and other immovable properties of the committee;(xi)make rounds in that town to inspect sanitation, octroi barriers, encroachments, and municipal works and check and supervise the various collections due the committee;(xii)have the powers to appear on behalf of the committee in any court of law and to prosecute on its behalf any offender against the Act and the rules and bye-laws made thereunder unless otherwise provided;(xiii)be responsible for the prompt recovery of municipal dues;(xiv)be responsible for the prompt disposal of audit objections and inspection notes of the various administrative authorities;(xv)be given an imprest of Rs. 500 to meet emergent contingent expenditure;(xvi)have the power to sanction contingent expenditure up to Rs. 100 in any case at a time subject to the budget provision;(xvii)have the power to compound all cases under section 244 of the Act in regard to offences under the Act and the rules or bye-laws made thereunder :-

43. Duties of the Secretary, Section 31(i)

- The Secretary shall -(i)issue all notices as required by the decisions of the committee under section 229 of the Act;(ii)receive requisitions for holding meetings of the committee or sub-committees and issue agenda of the meetings;(iii)make rounds in the town to check sanitation, municipal works, octroi posts, street lighting arrangements, etc.(iv)transfer the municipal staff up to clerical cadre from one department to the other and mark absent, if any member of the municipal staff actually absents from duty or call explanation, if any such member neglects his duty;(v)compound offences as required under section 244 of the Act;(vi)attend every meeting of the committee and may explain any matter to the committee, if so required;(vii)countersign all agreements as required by section 50 of the Act.]

44. President. [Section 31 (f)].

- The President shall exercise general control over the work of Heads of Departments and shall pass orders on all matters that may be referred to him through the [Executive Officer or the Secretary.] [Substituted for the words 'Chief Executive Officer' vide Notification 21.4.1995.]

45. Appeals from executive orders of President and Heads of Departments. [Section 31 (h)].

(1)An employee of the Committee who is aggrieved or affected by an order passed by the President or by the Head of a Department may appeal therefrom to the Committee. Such appeals must be submitted to the President within a period of thirty days from the date of the order who may send the case with such remarks as he may consider suitable, to an ordinary meeting of the Committee for disposal.(2)For computing the period of limitation prescribed for an appeal, the time spent for

obtaining a copy of the order shall be excluded.

46. Financial procedure. [Section 31 (1)].

- The annual and revised budget shall be brought before a special meeting in accordance with the time schedule laid down in the Municipal Account Code.

47. Annual report. [Section 31 (1)].

- The annual report of the Committee shall be prepared and sent to the Government through the Deputy Commissioner of the district in accordance with the provisions of the Municipal Account Code.

48. Permanent advance. [Section 31(1)].

- Each Head of Department may be provided with such permanent advance as the [Committee] [Substituted the words by 'Chief Executive Officer' vide Notification, dated 21.4.1995.] may consider suitable to meet petty expenditure and out of the sum so provided, the Head of the Department may sanction temporary imprests to responsible subordinates who shall render accounts for the expenditure incurred by them within a specified period and in any case before the close of each month.[49. Power to sanction expenditure [Section 31 (L)]. - (1) The President, Executive Officer and Secretary shall have the power to sanction non-recurring contingent expenditure up to the limits specified below subject to funds being available under the head of contingencies:-

- (a) President Upto Rs. 5000 in any case.
- (b) Chief Executive Officer Upto Rs. 3000 in any one case.
- (c) Secretary Upto Rs. 1000 in any one case.]

(2) The Head of Department shall have the power to sanction excesses on expenditure already sanctioned by the Committee upto 5 per cent of the original sanction or Rs. 250/- whichever is less :Provided that the excess is on account of variation in incidental expenses like insurance, freights, sales tax, etc., or is due to small variations in rates approved by the Committee.] [Substituted vide Notification, dated 21.4.1995.]

50. Payment in general. [Section 31 (1)].

- Except in case of payment made out of the permanent advance authorised under bye-law 48 above, no payment shall be made except under the written orders of the [Executive Officer] [Substituted the words 'Chief Executive Officer' vide Notification, dated 21.4.1995.] :Provided that no payment order shall be passed by the accounts branch unless the bill has been previously passed for payment by the Head of the Department of the concerned branch.

51. Office hours. [S. 31 (1)].

- The Committee's office shall be opened on all days except on holidays observed in the office of the Deputy Commissioner and the hours of work shall be according to the timings observed by the Deputy Commissioner's office from time to time.[52. Inspection of files by members, Section 31(L) - Any member of the committee may obtain permission from the President or the Executive Officer to inspect any paper connected with the business of the committee and inspect the same in the office on any working day but the President or Executive Officer may in public interest direct that no public discussion on any particular subject shall take place at the time of such inspection.]
[Substituted vide Notification, dated 21.4.1995.]

53. Medical treatment. [Section 31(1)].

- The scale of medical treatment and medical reimbursement available to municipal employees will be such as is admissible to employees of the Haryana State Government.[54. Powers under section 33. - Nothing in these bye-laws shall be deemed to affect the powers conferred on the President, the Medical Officer of Health, the Executive Officer or the Secretary under section 33 of the Act.]
[Substituted vide Notification, dated 21.4.1995.][54A. Supply of copies fees therefor etc. Section 31(h): - (1) Any person shall be entitled to obtain copies of -(a)All resolutions of the Committee;(b)all final orders passed by the Municipal Officers on any matter which affects the applicants or a copy of such orders and so much of any recommendation made by some other person as is necessary to explain the meaning of such final orders;(c)plans of buildings and the survey maps;(d)registers showing rights and titles connected with immovable property;(e)as regards copies of any other records maintained by the Committee the Secretary or the Executive Officer, as the case may be, shall decide if any person is entitled to receive any copy under these bye-laws and may be special order direct that copies of documents other than those specified above, may be granted to applicant for reasons to be recorded in writing;(f)all copies will be certified by the Secretary or the Executive Officers of the Committee, as the case may be.(2)The fees for copies to be supplied shall be as follows :-

(i) Ordinary fees for first 200 words Rs. 5.00

(ii) Additional words upto 100 Rs. 2.50

(iii)Fees for maps and plans for each square foot or tracing paper used or portion thereof, Rs.

5.(iv)The Executive Officer or the Secretary, as the case may be, if he considers that in view of the labour involved a special fee shall be charged, he shall fix the special fee not exceeding rupees 10 for each square foot.(v)The tracing cloth required will be supplied by the applicant.(vi)Urgent fees

which shall entitle the applicant to precedence over all other copying work shall be Rs. 5(vii)Search fee, for any record concerning which sufficient information has not been supplied to enable the record to be traced easily; shall be rupees 5 per year, for each year's record(viii)Other fee, for postal and other expenses, actually incurred shall be the amount actually spent on behalf of the applicant.]

55. Repeal and saving.

- Any bye-law applicable to the Municipal Committees which is in force immediately before the commencement of these bye-laws is hereby repealed :Provided that any order made or action taken under the bye-laws so repealed shall be deemed to have been made or taken under the corresponding provision of these bye-laws.[56. Powers of the Administrator on dissolution of a committee, Section 254. - Notwithstanding anything contained in these bye-laws, when a Committee is dissolved, the Administrator appointed by the State Government under section 254 of the Act -(a)shall be responsible for the administration of the affairs of the municipality;(b)shall exercise the powers conferred upon the Executive officer and the Secretary under bye-laws 30, 31, 42(1), (4), (5), (ii), (iii), (iv), (vi), (vii) and (xvi), 43(iv), (v), 49 and 50 until the committee is reconstituted; and(c)may require the Executive Officer, and where this post does not exist, the Secretary to submit all any cases to the Administrator for his orders.][Substituted vide Notification, dated 21.4.1995.][Added by Haryana Notification No. GSR 85/HA24/73/S31/86 dated 12.12.1986.][Substituted vide Notification, dated 21.4.1995.]