

ORGANISATIONAL & ADMINISTRATIVE STRUCTURE OF MUNICIPAL CORPORATION FARIDABAD

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Abstract

Municipal bodies in Haryana are governed by Urban Local Bodies (ULBs); hence, ULBs are the child of Decentralized Governance. Decentralisation is referred to as a process of sharing of powers by the Central ruling groups with other groups, each having authority within a specific area or the state. Moreover, Decentralisation as a political phenomenon is interpreted as a means to make the state more responsive and adaptable to the local needs than it could be with concentration of administrative powers and responsibility of the state. Due to regional language variations, Municipal Corporations are referred to by different names in different states of India. Thus, all these different names are called in one term i.e., 'Municipal Corporation.' A comprehensive Act called "The Haryana Municipal Act, 1973" was enacted in 1973 to regulate the composition, functions, taxation and allied matters of urban local bodies in Haryana. Municipal Corporation Faridabad was also formed according to "The Haryana Municipal Act, 1973." The organizational and administrative structure of municipal corporation Faridabad is split into deliberative wing, executive wing and sub committees:

Keywords: Urban Local Bodies, Municipal Corporation, administrative, and deliberative wing.

Introduction

A comprehensive Act called "The Haryana Municipal Act, 1973" was enacted in 1973 to regulate the composition, functions, taxation and allied matters of urban local bodies in Haryana. Besides, a large number of Rules and Bye-laws were framed on various subjects like municipal accounts, delimitation of wards, management of municipal properties and construction of buildings to facilitate the working of the Municipal Committees. At the time of re-organisation of the State on 1.11.1966, there were 56 municipal bodies. Its number is 81 at present with one Municipal Corporation, 20 Municipal Councils and 60 Municipal Committees. Earlier the Municipal Bodies were categorized as A, B & C type of Municipalities. As earlier stated, the present Act Classifies the Municipalities in three classes as specified below:

Municipal Corporations: for larger urban areas with a population exceeding 5 lakhs. Haryana has several, including cities like Gurugram, Faridabad, and Rohtak.

Municipal Councils: for medium urban areas with populations between 50,000 and 5 lakhs. Examples include Palwal, Rewari, and Nuh

Municipal Committees for transitional areas with populations under 50,000. Examples include Bawal, Hodal, and Taoru.

Powers and Functions of Municipal Corporation Faridabad

As the City corporation has performed several duties and responsibilities on the rules

mentioned detail in “The Haryana Municipal Act, 1973”. Based on the rules, every corporation has powers and functions to do with three distinguished categories, namely, General Powers, Obligatory functions and Discretionary functions.

General Powers of the Corporation

- Subject to the provision of the Act, the rules, the regulations and the bye-laws made under the act, the municipal government of the city shall vest in the corporation.
- It shall be the duty of the corporation to exercise such powers, perform such functions and discharge such duties as are conferred under the Act.
- All progress reports and passes such resolutions thereon, as it thinks fit.

Obligatory Functions of the Corporation

These functions are also named as Mandatory functions of the Corporation under the Act. “It shall be incumbent on the corporation to make reasonable and adequate provision by any means or measures which it is lawfully competent to use or to take, for each of the following matters, namely,”

- Erection of substantial boundary marks of such description and in such positions as shall be approved by the government defining the limits or any alteration in the limits of the city.
- The watering and cleansing of all public streets and public places in the city and the removal of all sweepings there from.
- The collection, removal, treatment and disposal of sewage, offensive matter and rubbish and, the preparation of compost manure from such sewage, offensive matter and rubbish.
- The construction, maintenance and cleaning of drains and drainage works and of public privies, water closets, urinals and similar conveniences.
- The lighting of public streets, municipal markets and places of resort vested in the corporation.
- The maintenance of a corporation office and of all public monuments and open spaces and other property vesting in the corporation and keeping a true and correct account of all corporation property.
- The naming or numbering of streets and of public places vesting in the corporation and the numbering of premises.
- The regulation and abatement of offensive and dangerous trades or practices.
- The maintenance, change and regulation of places for the disposal of the dead and the provision of new places for the said [purpose and disposing of unclaimed dead bodies.
- The construction or acquisition and maintenance of public markets and slaughter houses and the regulation of all markets and slaughter houses.
- The maintenance of an ambulance service and service for conveying dead bodies to crematoriums.
- The destruction of birds or animals causing nuisance or of vermin and confinement or destruction of stray or ownerless dogs.
- Laying out new public streets.

- Maintaining or aiding schools for pre-primary education.
- The construction or acquisition and maintenance of cattle pounds.
- Establishing and maintaining a system of public vaccination.
- The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances.
- The planting and maintenance of trees on road sides and elsewhere.
- The construction, maintenance, alteration and improvement of public streets, bridges, sub-ways, culverts cause-ways and the like.
- The removal of obstructions and projections in or upon streets, bridges and other public places.
- Removal of unauthorised cable including optical fibre cables lay under, over, along, the across, in or upon any streets or property vested in the corporation.
- The management and maintenance of all municipal water works and the construction or acquisition of new works necessary for a sufficient supply of water for public and private purposes.
- Preventing and checking the spread of dangerous diseases.
- The securing or removal of dangerous buildings and places.
- The construction and maintenance of residential quarters for the Pura Karmikas.
- The provision of public parks, gardens, playgrounds and recreation grounds. The regulation of lodging houses, camping grounds and rest houses in the city.
- Establishing and maintaining compost plants for disposal of sewage.
- Supplying, constructing and maintaining in accordance with the general system approved by the corporation, receptacles, fittings, pipes and other appliances whatsoever on or for the use of premises for receiving and conduction the sewage thereof into drains under the control of the corporation.
- It maintains vital statistics including registration of births and deaths and also regulation of tanneries. Taking measures to meet any calamity affecting the public in the city.
- Fulfilment of any obligation imposed by or under the Act or any other law for the time being in force and discharge of functions in respect of any matter entrusted to the corporation by Government by notification.
- Subject to adequate provision being made for the matters specifies above, the provision of relief to destitute persons in the city in times of famine and scarcity and the establishment and maintenance of relief works in such times.

The obligatory functions are most important part of corporation because; this part includes almost all developmental and maintaining works of the city. The present research work throws more light upon the working status of Faridabad City Corporation.

Discretionary Functions of the Corporation

The discretionary functions performed by the Corporation can also be tagged as Optional functions. “The corporation may, in its discretion, provide, either wholly or in part, for all or any of the following matters, namely,”

- The organisation, maintenance or management of institutions within or without the city for the care of person who are in infirm, sick or incurable, or for the care and training of the blind, deaf, mute or otherwise disabled mothers or infants or school children.
- The organisation, maintenance or management of maternity and infant-welfare homes or centres.
- The provision of milk to expectant or nursing mothers or infants or school children.
- The organisation, maintenance or chemical or bacteriological laboratories for the examination or analysis of water, food or drugs, for the detection of diseases or for research connected with public health.
- The organisation, maintenance or management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health.
- The construction and maintenance in public streets or places, of drinking fountains for human beings and water-droughts for animals.
- Conducting Survey of buildings or lands in the city. The provision of music for the people in city.
- Encouraging the development of planning and maintenance of trees and plants on private land and within private compounds.
- Maintenance of health museums.
- Construction or maintenance of infirmaries or hospitals for animals.
- The organisation or maintenance, in times of scarcity of shops or stalls for the sale of necessities of life.
- The building or purchase and maintenance of residence for corporation officers and servants.
- The grant of loans for building purposes to corporation servants on such terms and subject to such conditions as may be prescribed by the corporation.
- Any other measures for the welfare of corporation servants.
- The establishment and maintenance or the aiding of, museums and art galleries, botanical or zoological collections and the purchase or construction of buildings there for.
- Construction towards any public fund raiser for the relief of human suffering caused by natural calamities within the city for the public welfare. The preparation or presentation of addresses to person of distinction.
- Granting rewards for information regarding the infringement of any provisions of the Act, rules, bye-laws and regulations.
- The building or purchase and maintenance of suitable dwelling for the poor and working classes.
- The provision of shelter to destitute or homeless persons and any form of poor relief, under this the corporation may also perform slum improvements and up gradation, urban forestry,
- protection of the environment and promotion of ecological aspects, urban poverty alleviation, promotion of cultural, education and aesthetic aspects.
- With the previous sanction of the government the making of a contribution towards any

public ceremony or entertainment in the city.

- Any measure not herein before specifically named, likely to promote public safety, health, convenience or instruction.

As mentioned earlier, this part is only an optional function of the corporation. It may be or may not be performed by corporation.

Organizational and Administrative structure:

The organizational and administrative structure of these bodies is split into deliberative wing, executive wing and sub committees:

Deliberative Wing: mainly consists of directly elected members based on adult franchise. Other categories of members in this wing include co-opted and nominated members. It is an assembly of persons that is responsible for the policy formulation.

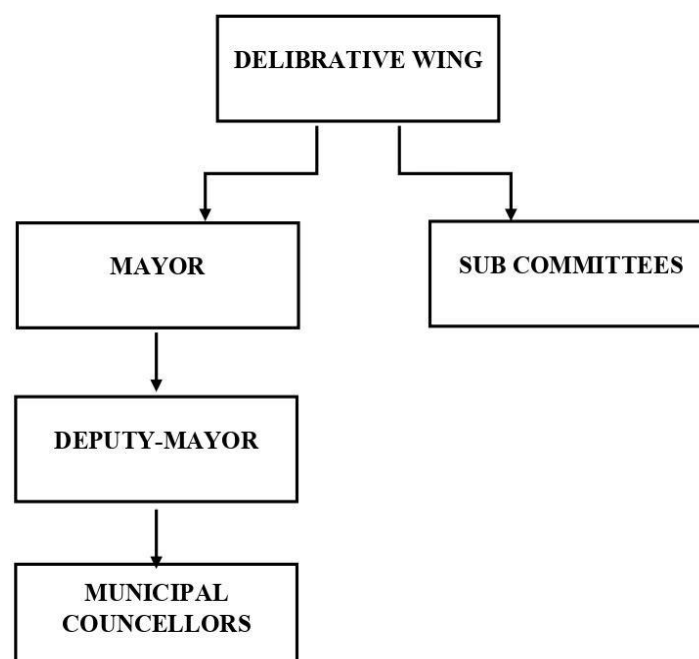
Executive Wing: consists of the chief executive officer and administrative staff. This wing has to implement the policy decisions of the deliberative wing.

Sub committees: are set up to assist the municipal corporation in efficient performance of its tasks. These are both statutory and non-statutory; further, committees may be permanent or ad-hoc.

Deliberative Wing

The Deliberative Wing of the Municipal Corporation largely consists of directly elected members' based on adult franchise through secret ballot. The city is demarcated into as many wards as the number of members to be elected which is fixed keeping in view the population of the city. A person is qualified for the election as a member if his or her name has been included in the electoral rolls for the city and he has attained the age of 21 years. He can contest the election from any ward. Hence, it ensures wide representation to different sections and groups of population. In addition, there are co-opted and nominated members.

Figure 1: Organizational Structure of the Deliberative Wing of Municipal Corporation Faridabad



Members of Deliberative Wing:

The Deliberative Wing consists of Mayor, Deputy Mayor, Councillors and the sub-Committees. Members are directly elected and among themselves one councillor is chosen as Mayor by indirect election or unanimously. Standing committees are very powerful as the supervisory, fiscal, executive and personnel powers vests in it. The hierarchical structure of the deliberative wing is illustrated in the Figure 1.

Mayor:

Mayor is the civic head of the Corporation. The Corporation elects from the councilors, a mayor whose term is co-terminus with the elected body of the Corporation. The mayor presides over the meetings of the Municipal Corporation and regulates the conduct of the business at such meetings. He/she keep a watch on the financial and executive administration of the Corporation. He performs all duties and exercise all the powers imposed or conferred by him by the Municipal Act, 1911. He has access to all the records of the municipality and may ask for any information relating to the municipal administration.

Deputy Mayor:

In every municipality there is one or two Deputy Mayors who are elected by the councilors. In case of two Deputy Mayors, it is the discretion of the municipality to declare one of them as senior. He assists the Mayor in all the municipal affairs. He also presides over the meetings of the corporation in his absence.

Municipal Councillors:

Municipal Councillors are the citizens' representatives of the respective wards. The provision for election of Municipal Councillors has been incorporated by the 74th Constitutional Amendment Act, 1992. The election of local bodies held in each state after every five years and elected members are known as Municipal Councillors. They play a key role in development of their wards and ensuring service delivery to the citizens by addressing their problems with the help of officials of Municipal Corporation. They also act as bridge between the beneficiaries and administration.

Directly Elected Members of Faridabad Municipal Corporation

For the purpose of direct election, the Faridabad municipal corporation was divided into 46 wards on the basis of population. These wards are used to organize the city into different areas for local elections and civic services. After every 5 years one member is elected directly from each ward. The Faridabad Municipal Corporation **has 46 directly elected members** who are also known as ward corporators. Each of the 46 members represents a single ward within the city limits. Voters living in these wards cast their ballots directly for their chosen representative during the municipal elections. Along with these 46 ward members, the city's **Mayor** is also directly elected by the eligible voters of Faridabad. Both the 46 corporators and the mayor serve five-year terms. The most recent municipal elections were held in 2025 and the list of directly elected members of Municipal Corporation Faridabad is given in Table 1.

Table 1: Municipal Councilors of Municipal Corporation Faridabad

Ward No.	Name of Councillor	Gender	Party
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1	Mukesh Dagar	Male	Bhartiya Janta Party
2	Rajes Dagar	Male	Bhartiya Janta Party
3	Ravi Kashyap	Male	Bhartiya Janta Party
4	Sangeeta Bhardhwaj	Female	Bhartiya Janta Party
5	Sheetal Khatana	Female	Bhartiya Janta Party
6	Gaytri Devi	Female	Bhartiya Janta Party
7	Savita Bhadana	Female	Bhartiya Janta Party
8	Rakesh Devi	Female	Bhartiya Janta Party
9	Savita Bhadana	Female	Bhartiya Janta Party
10	Bhagwan Singh	Male	Bhartiya Janta Party
11	Babita Bhadana	Female	Bhartiya Janta Party
12	Suman Bala	Female	Bhartiya Janta Party
13	Hari Gileti	Male	Bhartiya Janta Party
14	Naresh Nambardar	Male	Bhartiya Janta Party
15	Jaswant Singh	Male	Bhartiya Janta Party
16	Manoj Naswa	Male	Bhartiya Janta Party
17	Shobha Rani	Female	Bhartiya Janta Party
18	Karambir Singh Bhaisla	Male	Bhartiya Janta Party
19	Jagat Singh	Male	Bhartiya Janta Party
20	Likhi Chaprana	Male	Indian National Congress
21	Virender Bhadana Binde	Male	Bhartiya Janta Party
22	Harinder Bhadana	Male	Bhartiya Janta Party
23	Gajender Bhadana Lala Ji	Male	Bhartiya Janta Party
24	Jitender Yadav	Male	Independent Politician
25	Seema	Female	Bhartiya Janta Party
26	Lal Kumar Mishra	Male	Bhartiya Janta Party
27	Saroj Bala	Female	Bhartiya Janta Party
28	Umesh Sharma	Male	Independent Politician
29	Ajay Baisla	Male	Bhartiya Janta Party
30	Anil Kumar	Male	Bhartiya Janta Party
31	Shaifali Singla	Female	Bhartiya Janta Party
32	Vinod Bhat	Male	Bhartiya Janta Party
33	Jyoti	Female	Bhartiya Janta Party
34	Sanjeev Kumar	Male	Bhartiya Janta Party
35	Sachin Sharma	Male	Bhartiya Janta Party
36	Kuldeep Sahani	Male	Bhartiya Janta Party
37	Mukesh Kumar Agarwal	Male	Bhartiya Janta Party
38	Anita Kumari	Female	Bhartiya Janta Party
39	Neelam Bareja	Female	Independent Politician

40	Pawan Yadav	Male	Independent Politician
41	Mahesh Goyal	Male	Bhartiya Janta Party
42	Deepak Yadav	Male	Independent Politician
43	Rashmi Deepak Yadav	Female	Independent Politician
44	Pardeep Tongar	Male	Bhartiya Janta Party
45	Kiran Bala	Female	Bhartiya Janta Party
46	Sonu Vaishnav	Male	Bhartiya Janta Party

Reservation of Seats:

Article 243(T) of the 74th Constitutional Amendment Act, 1994 provides reservation of seats for Scheduled Castes and Scheduled Tribes in every municipality in proportion of their population to the total population in the municipal area. Further, it provides that reservation should not be less than one-third of the total number of seats for women, including the number of seats reserved for women belonging to SC and ST categories, the state legislature has been empowered to determine the reservation of offices of chairpersons for the SCs, the STs, the BCs and the women. In Haryana, Haryana Municipal Act, 1973 under section 8 clearly provides the reservation of seats for SC and ST in proportion to their population. Not less than one- third of the total seats are reserved for women including the number of seats reserved for SC and ST women, whereas, for Backward Classes, one seat has been reserved. These reserved seats are allotted in different wards on rotational basis.

In the Faridabad Municipal Corporation, exactly 23 of the 46 directly elected ward councillors are female. Out of the 46 total electoral wards, 22 are specifically reserved for women by law, while 1 female candidate successfully won from an unreserved ward in the Haryana Municipal Elections. (Table 2).

Tenure of the Municipal Corporation Faridabad

The Haryana Municipal Act, 1973 under section 21 made clearly provisions that the term of office of the President/Mayor shall be co-terminus with the term of the municipality i.e. 5 years. Section 21 further provides that the President/Mayor or Vice- President/Deputy Mayor shall, if otherwise qualified, be eligible for the re-election. In Municipal Corporation Faridabad, the term of municipality is also of 5 years as per the statute.

Duties of Members:

Members of a Municipal Corporation, known as **councillors** or **corporators**, are elected representatives who govern a city or urban area. Their primary duties include representing their local wards, passing the city budget, making appointments, sanctioning estimates, enacting local laws, and ensuring the delivery of essential public services. The key responsibilities of members of Municipal Corporation are:

- 1. Ward Representation:** Act as the direct bridge between residents and the local government by voicing the needs of their specific ward.
- 2. Policy Making:** Debate, propose, and vote on local civic policies, city ordinances, and building by-laws.
- 3. Sanctioning Finance:** Review, amend, and approve the annual financial budget for city development projects.

4. Review of works and policies already passed.

5. Financial Oversight: Monitor the corporation's spending to ensure public funds are used efficiently.

6. Citizen Grievances: Address and resolve complaints from residents regarding basic civic issues.

7. Committee Work: Participate in specific committees (e.g., Health, Public Works, Finance) to analyze and oversee targeted urban issues.

Executive Wing:

With the speedy increase in the urbanization, there is problem in meeting the people's aspirations and fulfilling their civic needs. Therefore, an efficient personnel system is pre-requisite to effectively achieve the targets of urban development which justifies the professional and permanent cadre of officials in municipal administration. The second component of the organizational structure of Municipal Corporation is Executive Wing.

Assessment of Organizational Structure of Municipal Corporation Faridabad:

To assess the conducive performance of municipal corporation Faridabad, four indicators were studied namely:

1. Autonomy in working
2. Co-ordination between Branches
3. Formation of smaller task allocation
4. Balanced task allocation

Officials' perspective has been surveyed to check the conduciveness of organizational structure of Municipal Corporation Faridabad. Primary data was collected through questionnaire to find out whether the organizations are working well or not. A sample of 50 municipal officials was collected to investigate the conduciveness on the basis of above-mentioned features.

Table 2: Information Shared by Municipal Officials of Faridabad

S. No.	Indicator	Yes	No
1	Autonomy in working	12 (24)	38 (76)
2	Co-ordination between branches	20 (40)	30 (60)
3	Formation of Smaller Task Groups	21 (42)	29 (58)
4	Balanced Task Allocation	17 (34)	33 (66)

Source: Officials of Municipal Corporation Faridabad

In case of autonomy in working, out of total 50 respondents, majority 76 percent respondents expressed that they do not have autonomy in working, whereas 24 percent respondents revealed that there is autonomy in working in Municipal Corporation Faridabad. There is undue intervention in their working by Municipal Councilors and other officials, which adversely affected the smooth functioning of their Branch. The officials are of the view that such interventions are not in order and more autonomy needs to be given to them for performing their duties and functions effectively.

On account of co-ordination among the various branches, out of total 50 respondents, majority 60 percent respondents expressed that there is lack of proper co-ordination between the various Branches, whereas 40 percent stated that there is co-ordination between the various Branches.

The study reveals that there is lack of co-ordination between deliberative wing and executive wing. There is no cordial relationship between municipal councilors and officials of the municipal corporation. The policies are not implemented pro-actively by the staff of the Municipal Corporation Faridabad.

In terms of formation of smaller task groups, out of total 50 respondents, majority 58 percent respondents expressed that there is no formation of smaller task groups, whereas 42 percent stated that there is formation of smaller task groups. The provisions to form smaller task groups are given under Haryana Municipal Act, 1973 but Municipal Corporation Faridabad has not implemented the provisions of forming smaller task groups to attain efficient organizational performance, thereby the time bound projects fail to meet the deadlines.

Balanced task allocation is the key to smooth functioning and efficient performance of an organisation. The study revealed that out of total 50 respondents, majority 66 percent respondents expressed that there is lack of balanced task allocation between the various branches of Municipal Corporation, whereas 34 percent stated that there is balanced task allocation. Some branches of the corporation have heavy work load whereas some look after only small subjects. There is need to allocate the work rationally for the better performance of Municipal Corporation Faridabad.

Relationship Between the Deliberative wing and Executive wing

The deliberative wing consists of the Mayor, Deputy Mayor, Councilors and Standing committees. The executive wing consists of Commissioner, Additional Commissioner, Zonal Commissioner, Executive officer, other officers and staff of the Municipal Corporation. The main functions of the deliberative wing are to make policy decision in accordance with the requirements of the Act, while it is the function of the executive wing to implement these decisions. The success of the Municipal Corporation depends on the harmonious relationship between the deliberative wing and executive wing. It can be achieved by the adoption of mutual respect, support, cooperation and the sense of responsibility. It has been found during interviewing the officials that the members of the deliberative wing usually exert political pressure and interfere in the working of the executive wing. The councilors however opined that the officers take very slow action on their representation and demands and hence the performance of the Corporation suffers. Based on the opinion of executive wing both deliberative wing and it can be inferred that the relationship between both the wings is not cordial and harmonious.

The analysis of Municipal Corporation on the basis of above-mentioned indicators suggests that there is lack of autonomy and co-ordination between the branches of the corporation. There is imbalanced task allocation and no practice to form smaller task groups has been adopted. The deliberative and executive wings don't enjoy healthy and productive relationships adversely affects the conduciveness of organizational structure of Municipal Corporation Faridabad. Henceforth quality of services of Municipal Corporation Faridabad is adversely affected.

Concluding Observations

The study of the organizational structure of Municipal Corporation Faridabad exposes that it

is not conducive to performance. There is a lack in effective and precise coordination in the deliberative and executive wing. Performance of executive wing is also hindered due to lack of autonomy. To improve the performance of organization small task groups were formed in Municipal Corporation Faridabad, but they are also not in working condition. Due to all these drawbacks in working Municipal Corporation Faridabad is adversely affected. Although study also revealed that there is no harmonious relationship between executive and deliberative wing. For better policy making and implementation, both the wings must demonstrate support, mutual respect, cooperation and spirit of responsibility. Even no autonomy was observed in working of the municipal councilors and even opted members were not supportive to elected members. These all factors together enhance the mismanagement and organizational structure of Municipal Corporation Faridabad.

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