



नगर परिषद् कालका
Municipal Council Kalka

E-mail:- eo-kalka@ulbharyana.gov.in

Landline 01733-220818

To

1. Sh. NarenderKumar MC Kalka Ward 1,2,3,
2. Sh Sunil Kumar Clerk MC Kalka, Ward 4,5,6,7
3. Sh Krishan Kumar Assistant MC Kalka Ward 8,9,10,11
4. Sh Manoj Kumar JE MC Kalka. Ward 12,13,14,15,16
5. Sh Subhash Chander JE MC Kalka. Ward 17,18,19,20,21
6. Sh Ajay Kumar JE MC Kalka Ward 22,23,24,25,26
7. Sh Hitender Rathi JE MC Kalka. Ward 27,28,29,30,31,

Memo No.: MCK/2026/9125-31 Dated: 13-3-2026

Sub: Regarding conducting the Area Sabha Meeting.

It is hereby informed that the Area Sabha meeting of your concerned ward is hereby scheduled as under:

Sr no	Ward No	Schedule
1	1 to 08	Dated 14.03.2026 at 10:00 Am
2	09 to 16	Dated 14.03.2026 at 02:00PM
3	17 to 24	Dated 15.03.2026 at 10:00 Am
4	25 to 31	Dated 15.03.2026 at 02:00 PM

As per the provisions of the Haryana Municipal Citizens Participation Act, 2008. You are being the Member Secretary of Area Sabha Committee so hereby directed to conduct the said meeting and ensure participation of all voters of said Wards. The list of applicants is already provided.

You are further directed to:

1. Coordinate with the concerned Municipal Councillors regarding finalization of the venue and keep them duly informed about the meeting.
 2. Ensure that the meeting is conducted strictly as per the provisions of the Act and the guidelines issued from time to time.
 3. Properly record the proceedings/minutes of the meeting and prepare the attendance of the participants.
 4. Submit the complete proceedings/report of the meeting to this office immediately after the conclusion of the meeting.
- This may be treated as Most Urgent.

Executive Officer,
Municipal Council,
Kalka

Endst No MCK 9132-34/2026

Dated 13-3-2026

A copy of the above is forwarded to following for information and necessary action please

1. District Municipal Commissioner, Panchkula
2. President, Municipal Council Kalka.
3. Sh. Deepak Sukhija, Nodal Officer-Cum- Municipal Engineer, Municipal Council Kalka -You are directed to supervise the scheduled meeting and ensure that the proceedings are carried out smoothly, transparently, and strictly in accordance with the provisions of the Act and the Guildelines issued thereunder.

Executive Officer,
Municipal Council,
Kalka

Annexure-A

नगर निगम/नगर परिषद/नगर पालिका.....
एरिया सभा की बैठक आयोजित करने हेतु नोटिस तथा एजेण्डा का प्रारूप
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नगर निगम/नगर परिषद/नगर पालिका.....के वार्ड नं० की एरिया सभा संख्या.....के सभी मतदाताओं को सूचित किया जाता है कि हरियाणा नगर पालिका भागीदारी अधिनियम, 2008 के प्रावधानों अनुसार दिनांककोबजे एरिया सभा की बैठकस्थान पर आयोजित की जायेगी। इस बैठक में एरिया सभा के कुल मतदाताओं के 10 प्रतिशत मतदाताओं द्वारा भाग लिया जाना आवश्यक है। इस बैठक का एजेण्डा निम्न है :-

- i) वृद्धावस्था पेंशन के लाभार्थियों की वैरिफिकेशन।
- ii) विधवा पेंशन के लाभार्थियों की वैरिफिकेशन।
- iii) दीन दयाल लाडो लक्ष्मी योजना के लाभार्थियों की वैरिफिकेशन।
- iv) एरिया सभा की अनुमति से अन्य कोई एजेण्डा।

2. अतः इस एरिया सभा के सभी मतदाताओं से अनुरोध है कि इस बैठक में कृपया निश्चित तिथि, समय तथा स्थान पर भाग लेने का कष्ट करें।

सचिव,
एरिया सभा संख्या,
वार्ड नं०.....
नगर निगम/नगर परिषद/नगर पालिका.....