HARYANA STATE LAW COMMISSION

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THIRTY FIRST REPORT

Recommendation to frame the Haryana Pond and Waste Water Management Authority Rules, 2025.

Government of Haryana

HARYANA STATE LAW COMMISSION

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17th October, 2025

The Haryana Pond and Waste Water Management Authority Act, 2018 was enacted and published by the State of Haryana in Haryana Government Gazette (Extraordinary) Notification No.Leg.38/2018 dated, the 23rd October, 2018. Since then, no rules were framed under this Act. The Haryana Pond and Waste Water Management Authority Rules were drafted for the first time in

2021 and sent to the Advocate General, Haryana for vetting, scrutiny and suggestion/modification. After obtaining legal opinion of Advocate General, Haryana, these Draft Rules were received by the Chairperson, Haryana State Law Commission for scrutiny, suggestion, modification, if any. The Law Commission, after some amendments and corrections, sent the Draft Rules to the Haryana Pond and Waste Water Management Authority (hereinafter referred to as the HPA) vide letter dated 08.12.2022. The said Draft Rules were sent to the Government for approval and the same were received back with the direction to re-submit the Draft Rules to the Commissioner and Secretary, DPD, Haryana for further necessary action. Thereafter, the HPA further reviewed some provisions in the Draft Rules and again submitted the Draft Rules to the Haryana State Law Commission for further suggestion /modification/vetting vide letter dated 29.07.2025.

The framing of these Rules is dire necessity for the Haryana Pond Authority to implement the Haryana Pond and Waste Water Management

Authority Act, 2018 in letter and spirit. Therefore, the Haryana State Law Commission thoroughly and minutely gone through the Draft Rules, 2025 and made necessary corrections and amendments in consultation with the representative of the Haryana Pond Authority and finally prepared the Haryana Pond and Waste Water Management Authority Rules, 2025 as follow: -

THE HARYANA POND AND WASTE WATER MANAGEMENT AUTHORITY RULES, 2025.

A

Draft

to frame the Haryana Pond and Waste Water Management Authority Rules, 2025 for implementation of the Haryana Pond and Waste Water Management Authority Act, 2018 (Haryana Act No. 33 of 2018) in letter and spirit: -

In exercise of the powers conferred by sub section (1) read with sub section (2) of section 34 of "The Haryana Pond and Waste Water Management Authority Act, 2018" (Haryana Act No. 33 of 2018) as amended up to date, the Government of Haryana hereby makes the following rules, namely: -

1. Short Title and commencement. -

(1) These rules may be called "The Haryana Pond and Waste Water Management Authority Rules, 2025".

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

2. Definitions. -

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

(a) "Act" means "The Haryana Pond and Waste Water Management Act, 2018" as amended from time to time;

(b) "Infrastructure Committee" means the Committee constituted under Sub-Rule (v) of Rule 25;

(c) "Executing agency" includes any organization, firm, company executing the works under these Rules;

(d) "Executive Committee" means the Executive committee constituted under Sub-Rule (v) of Rule 25;

(e) "Form" means a form appended to these rules;

(f) "He" includes she where the context requires;

(g) "Person" includes an individual and executing agencies under Rule 2.(1)(c);

(h) "Schedule" means a schedule appended to these rules;

(i) "Technical Advisor" means Member of the Authority appointed under Section 3(xv) of the Act;

(j) "Technical Committee" means the technical committee constituted under Sub-Rule (v) of Rule 25;

(k) "Local Authority" means, any authority created or established under any Law for the time being in force by the State Government which exercises authority over the area of subject matter within its jurisdiction';

(l) "Notified Area" means, area of the pond notified as per the revenue record unless otherwise notified, will be the protected area of the pond;

(m) "Appellate Authority" means Member Secretary, HPWWMA having powers to review decision made by the designated officer / officials. It can uphold, reverse or modify the original decision on appeal;

(n) "Final Appellate Authority" means Executive Vice Chairperson, HPWWMA.

(2) Words and expressions used herein and not defined in these rules but defined in the Act shall

have the meanings respectively assigned to them in the Act.

3. Salary, Allowances and other conditions of service for the Executive Vice- Chairperson of the Authority (See Section 4 (1) read with Section 34 of the Act). –

(1) The salary and allowances payable to the Executive Vice-Chairperson of the Authority shall be as follows:

(a) The Executive Vice-Chairperson shall be paid an initial of the pay scale of Additional Chief Secretary of Government of Haryana minus pension, if he has been in the service of the Central Government / Government of Haryana; or

he shall be paid an initial pay scale of Additional Chief Secretary to Government of Haryana if he has not been in the service of Central Government/ Government of Haryana:

Provided that salary shall not be varied to the disadvantage of the Executive Vice-Chairperson during his/her tenure.

(b) He shall be eligible for Government Accommodation as entitled to Administrative Secretary to Government of Haryana; or for House Rent Allowance at the rate of ₹45,000/- (Forty-five thousand only) per month as per instructions issued by Finance Department from time to time.

(2) All other allowances of the Executive Vice-Chairperson shall be such as admissible to the Additional Chief Secretary to Government of Haryana.

4. Salary, allowances and other conditions of service for the Technical Advisor of the Authority, (See Section 4(1) read with Section 34 of the Act). –

(1) The salary payable to the Technical Advisor of the Authority shall be as follows: -

(a) The Technical Advisor of the Authority shall be entitled to draw last pay minus pension from the date of appointment, if he has been in the service of Central Government / Government of Haryana and receiving pension or he shall be paid a initial pay scale of Principle Secretary of Government of Haryana provided that

Salary shall not be varied to the disadvantage of Technical Advisor during his tenure.

(b) All other allowances of the Technical Advisor shall be such as admissible to the Principal Secretary to Government of Haryana.

5. Salary, allowances and other conditions of service for the Member Secretary of the Authority, (See Section 4 (1) read with Section 34 of the Act). –

(1) The Salary to the Member Secretary of the Authority shall be as follows:

(a) The Member Secretary of the Authority shall be entitled to draw last pay minus pension from the date of appointment, if he has been in the service of Central Government / Government of Haryana and receiving pension or he shall be paid a initial pay scale of Principle Secretary of Government of Haryana provided that Salary shall not be varied to the disadvantage of Member Secretary during his tenure.

(b) All other allowances of the Member Secretary shall be such as admissible to the Principal Secretary to Government of Haryana.

6. Allowances to non –official members (state level committee) (See Section 4(4) of the Act).–

(1) The following allowances shall be paid to non–official members for attending meeting: -

(a) An Honorarium of ₹5000/-(Five Thousand Only) per day, as and when he actually attends the meetings of the Authority, as per FD UO No. 11/26/2009-3FD-III/23318/36309 dated 07.02.2020 or as amended from time to time.

(b) Travelling Allowance as entitled to Grade-1 Officers of the State as admissible under Haryana Civil Services (TA) Rules 2016, as amended from time to time.

7. Meetings of the Authority (See Section 5(1) of the Act). –

(1) The following procedure will be followed to conduct business at the meeting of the Authority:

(a) The Executive Vice-Chairperson will propose to convene a meeting of the Authority after seeking prior permission of the Chairperson, at such place as the Chairperson may deem fit for consideration of any matter which, in his opinion, requires immediate and urgent attention by the Authority.

(b) The quorum necessary for the transaction of business at a meeting of the Authority shall be minimum 50% of the total number of Members, including the members joining through Video Conferencing.

However, in case of emergency meeting one-third including the members joining through Video Conferencing of the total members will be treated as complete quorum.

8. Powers and duties of Executive Vice-Chairperson (See Section 8 (1&2) provision of the Act). –

The Executive Vice-Chairperson shall have the powers of general superintendence, issuance of directions in the conduct of the affairs of the Authority, preside over the meetings of the

Authority, exercise and discharge all administrative powers and functions of the Authority, in addition shall: -

(i) act as the Head of the Department of the Authority;

(ii) have the power up to ₹ 50 Lakhs (Fifty Lakhs only) to accord administrative approval of project estimates and full powers to accept tenders;

(iii) convey administrative approval to all project estimates beyond ₹ 50 Lakhs (Fifty Lakhs only), subject to the approval of the Authority in accordance with the instructions from the Government/Finance Department, from time to time;

(iv) exercise the financial powers for procurement of all or any item(s) to the extent by exercising the powers of the Administrative Secretary to Government of Haryana, as prescribed in the Departmental Financial Rules, as amended from time to time;

(v) accept/hear, as Final Appellate Authority if the appeal is received from the applicant within the stipulated time period of 45 days on

receipt of the order of the first Appellate Authority;

(vi) exercise the powers of matters pertaining to wages, salary structure, emoluments, perquisites and personal policies of the staff of the Authority, with the prior approval of the government;

(vii) exercise the powers to make and execute tour programs to carry out the functions and duties of the Authority under the Act or Rules as the case maybe or for attending official meetings within the State or outside the State of Haryana with intimation to the Administrative Secretary:

Provided that for any other visit or tour outside India, as the case may be, prior sanction of the Government would be required;

(viii) exercise the powers of authorization of tours to be undertaken by any subordinate officers or officials;

(ix) initiate Annual Confidential Reports of Group "A" and "B" employees and send to the Government;

(x) act as the accepting authority for Annual Confidential Reports of Group “C” and “D” employees;

(xi) act as reporting and accepting authority for Annual Confidential Reports of his Personal Staff;

(xii) have powers in relation to reimbursement of medical claims of all the employees under Group A, B, C &D as the case may be, as Head of the Department of the Authority:

Provided that the cases relating to the claims of the treatment from un-approved hospitals shall be referred to the Government;

(xiii) have powers in relation to grant or rejection of leave(s) of all the officers and officials of the Authority as Head of the Department of the Authority;

(xiv) have power to hire vehicles for official purposes of the Authority;

(xv) ensure and may issue such directions for timely completion of any matters relating to construction and development works of ponds by the Panchayati Raj-Public Works wing of the Development and Panchayat Department, Department of

Irrigation and Water resources, Urban Local Bodies Department and any other Department of the State / Central Government;

(xvi) have power to inspect quality of works executed by the respective departments or executing agencies and shall have the power to summon and inspect the documents related to such works, as and when required or may conduct such enquiries it may deem necessary;

(xvii) have powers to engage third party Audit agencies or NGOs or any other public sector / private organization for the purposes of sub-rules (xv) and (xvi);

(xviii) have power to conduct an inquiry for any complaint regarding irregularities committed by the officers or officials of the Executing Department with respect to the works of the ponds under the control of Authority and recommend the necessary disciplinary action against the defaulting officer or officials to the concerned Administrative Secretaries of the Department

through the Administrative Secretary of the Authority;

(xix) have power to recommend appropriate disciplinary action(s) against the defaulting officers or officials, in case the Authority finds, after enquiry, work or performance of the officer or officials of the concerned department or of executing agencies, not satisfactory or the work is not executed as per prescribed drawings or specifications or directions issued by the Authority or within the stipulated time fixed by the Authority, through Administrative Secretary of Authority, to the Administrative Secretaries of the concerned departments;

(xx) issue any directions to have overriding effect on the directions issued by any other concerned departments such as, but not limited to, Development and Panchayats Department, Irrigation and Water Resources Department, Urban Local Bodies Department and executing agencies thereof executing any work;

(xxi) nominate any officer as first appellate authority and State Public Information Officer (SPIO) in respect of RTI Act, 2005.

9. Powers and duties of Technical Advisor to authenticate documents and give technical permissions (See Section 9 (vi & vii) of the Act). –

(1) The Technical Advisor of the Authority shall be subordinate to Executive Vice-Chairperson and will exercise the following powers: -

(i) Technical Permissions-The Technical Advisor shall have power to grant and authenticate permissions on technical aspects relating to ponds, not limited to, but in the following matters:

(a) review the schemes of inlet, outlet and Irrigation schemes of the ponds as well as the sewage or effluent treatment plant and other technologies connected

(b) get prepared and review all drawing proposals and project estimates for development of ponds;

(c) will have same powers in matter of acceptance of tender for works,

as are vested with Chief Engineer of Engineering Department of Haryana and as may be revised from time to time, subject to the Approval of the Executive Vice-Chairperson;

(ii) give technical opinion in the matters of: -

(a) acceptance of tenders;

(b) construction of infrastructure;

(c) Restoration/Rejuvenation of ponds;

(d) Grey Water Treatment Technology; or

(e) any other such technical aspects as may come before the Technical Advisor;

(iii) Authentication of documents: The Technical Advisor shall have the power to authenticate such documents, pertaining to technical aspects or such documents which relates to his office including any notice, direction, guidelines, orders, letters or any other communication;

(iv) recommend any enquiry related to any works;

(v) The Technical Advisor shall exercise such powers, over his subordinates, officers, officials and staff, in the following matters:

(a) will be reviewing Authority for the Annual Confidential Reports of the officers/officials of the Authority, as received through their respective Branch Heads;

(b) deal all technical correspondences under his signature.

10. Powers and duties of Member Secretary to authenticate documents over all the Administrative and Accounts of the Authority (See Section 10(iv & v) of the Act). -

(1) The Member Secretary of the Authority shall be subordinate to Executive Vice-Chairperson and will exercise the following powers: -

(i) in-charge of all the documents including confidential documents of the Authority and shall be responsible for preserving them;

(ii) produce the documents when so directed by the Executive Vice-Chairperson and shall produce the papers relating to functioning of the Authority, where so specifically

directed by the State Government under the signature of Chief Secretary to the Government of Haryana;

(iii) all orders, circulars and instructions, other than technical documents, issued by the Authority, shall be under the signature of Member Secretary;

(iv) make arrangements for holding meetings of the Authority and Committees as constituted under these rules;

(v) have power to issue sanction or issue all payments for the expenditure of the Authority subject to Rule 22(iii);

(vi) have the power to authenticate all documents pertaining to administration and Accounts or such documents which relates to his office including any notice, direction, guidelines, orders, letters or any other communications;

(vii) call all the meetings of the Authority with the permission of the Chairperson / Executive Vice-Chairperson;

(viii) draw up, record & circulate minutes-of-meeting with due approval of the Executive Vice-Chairperson;

(ix) recommend any enquiry related to any Administrative/ Financial matters with due approval of the Executive Vice-Chairperson;

(x) draw and disburse funds out of the funds of the Authority with Approval of the Executive Vice-Chairperson;

(xi) exercise such all other powers, discharge other functions and perform such other duties as assigned by the Executive Vice-Chairperson;

(xii) shall be reviewing Authority for the Annual Confidential Reports of all officers and employees of the Authority as received through their respective Branch Heads;

(xiii) have power to sanction the annual increments to all officers and officials of the Authority with Approval of the Executive Vice-Chairperson;

(xiv) exercise the power over all the administrative functions and over Accounts of the Authority with Approval of the Executive Vice-Chairperson;

(xv) first Appellate Authority to accept/ hear, if the appeal is received from the applicant within the stipulated time period of 30 days from the date

of the notice issued / penalty imposed by the DPMO / designated officer.

11. Appointments, qualifications and conditions of service of officers and staff of the Authority (See Section 11(2) of the Act). -

(i) The conditions of services of the officers and employees of the Authority in the matter of pay, allowances, leave, joining time, joining time pay, age of superannuation and other conditions of service, shall be regulated in accordance with such Rules and Regulations as are, from time to time, applicable to the officers and employees of the State Government;

(ii) The Government shall have the power to relax the provisions of the above rules in respect of any class or category of officers or employees;

(iii) The post(s) listed in Schedule-XIII or amended by the Government from time to time, shall be considered for the appointment of Staff in the Authority:

Provided that the Authority may, if in its opinion, circumstances so

exist and for the reasons to be recorded in writing, specify post(s), along with duties and qualifications thereof, in addition to those listed in Schedule-XIII with the approval of the State Government;

(iv) Qualifications for appointment of staff: -

(a) The qualifications for appointment of staff shall be such as is specified in Schedule XIII of these Rules or amended by the Government from time to time;

(b) In case of a person who has retired from the service of the Central Government or the State Government or any board, Public Sector Organization or other Organization owned or controlled by the Central Government or the State Government, or the public sector, there shall be no limitation on educational qualifications for appointment on a post equivalent to the post held prior to retirement.

(v) Method of Appointment. –

(a) Appointment of Group A and B Officers shall be taken by the

Authority on deputation from other Government Departments.

(b) The Authority may engage experienced, retired / serving person of Central / State Government or any Board, Public Sector Organization or other Organization owned or controlled by the Central / State Government, provided he / she has relevant and necessary qualifications and experience for the post, for the period as decided by the Authority.

(c) In case of posts namely; Administrator cum Finance Advisor, Accounts Officer & Law officer or created / modified by the State Government from time to time will be posted by the respective Departments and if no officer is provided by respective Department, the Authority may appoint on these posts, as per Sr. No. (v) (b).

(d) Appointment of Group C and D staff shall be recruited by the Executive Vice-Chairperson by engaging through HKRNL/ outsourcing agency / as per the

outsourcing policy of the State as applicable from time to time.

(vi) Mode of Appointment. –

(a) The appointment of officers under clause (b), (c) & (d) of sub rule-v, shall be on the recommendations of a Committee to be constituted by the Executive Vice-Chairperson for the purpose.

(b) The Committee shall prescribe criteria for selection of candidates on the basis of merit viz. competitive examination, weight-age of experience, academic qualifications etc.

(c) The Committee constituted under clause (vi) (a) shall evaluate the suitability of the person in terms of relevant experience for the post, integrity and performance of such person during his service in Central/ State Government or any Board, Public Sector Organization or other Organization owned or

controlled by the Central / State Government.

(vii) Age limit and term of appointment of staff. -

(a) The age limit and term of appointment of a person shall be as per State Government norms as applicable from time to time.

(b) The appointment of a person shall, unless renewed earlier, stand terminated automatically on expiry of the period of appointment; and there shall be no need to issue a separate order terminating the appointment.

(c) The appointment of a person may be terminated, by the Executive Vice-Chairperson, at any time after following proper procedure as per Rule.

(viii) Pay. -

(a) In case of Group C and D persons, engaged on Outsourcing basis through HKRNL or through outsourcing agencies, their pay shall be regulated as per the

Outsourcing Policy of the State, as applicable from time to time.

(b) In case of Group A and B employees, their pay shall be regulated as per the terms of their appointment letter.

(ix) Eligibility for leave. –

(a) Persons engaged under Outsourcing basis through HKRNL or through outsourcing agencies, of the State shall be entitled for leave as per the provisions of Outsourcing Policy of the State as applicable from time to time.

(b) Persons appointed on deputation basis shall be entitled for leave as per the provisions of Haryana Civil Services (Leave) Rules-2016, as amended from time to time.

(c) In case of other persons appointed on Contractual Basis, they shall be entitled for leave as per the terms of their appointment letter.

(d) The Executive Vice-Chairperson shall have the discretion and power to grant, for specific reasons to be

recorded in writing, special leave to any person appointed as per Haryana Civil Services (Leaves) Rules.

(x) Travelling Allowance. –

Persons appointed shall be entitled for traveling allowance as per provisions of the Haryana Civil Services (TA) Rules-2016, as amended from time to time.

(xi) Other conditions. –

(a) The provisions of the Haryana Civil Services (Government Employees Conduct) Rules, 2016, shall apply mutatis mutandis to every person appointed under these Rules.

(b) Persons appointed shall not be eligible for any kind of pension, gratuity or death benefit etc. for the period of such appointment.

(c) Performance, knowledge, skill, work and conduct of the person, appointed shall be evaluated quarterly by the reporting officer and the person shall be conveyed the adverse remarks, if any.

(d) Competent Authority will initiate disciplinary action as per Haryana Civil Service Rules against the employee found involved in any unlawful activities.

(e) Competent Authority will initiate disciplinary action as per Haryana Civil Service Rules against the employee found furnishing wrong information or suppressing the facts/truth at the time of joining the Authority.

12. Allowances for non–official members of the district level committees (See Section 12(2) of the Act). –

(1). The non-official members of the Authority at the District level consultation and monitoring committees shall be given the following allowances:

(a) an Honorarium @ ₹2000/- (Two thousand only) per day as and when he actually attends the meetings of the Committees, or as amended from time to time.

(b) draw travelling allowance as entitled to Grade-2 Officers of the State as

admissible under Haryana Civil Services (TA) Rules 2016, as amended from time to time.

13. Powers, functions & duties of the District Pond Management Officer (See Section 13(v) of the Act). -

(1). The following powers, duties and functions shall be vested in the hands of the District Pond Management Officer:

(a) shall execute all the works at district level to execute various projects after due approval of the Executive Vice-Chairperson for development, protection, rejuvenation, conservation, construction and management of ponds, utilization of pond water and treatment thereof, for management and utilization of treated effluent of sewage effluent treatment plants for the purpose of irrigation, thereby reducing stress over exploitation of ground water;

(b) carry out all the instructions given by the Authority from time to time;

(c) Prepare all types of reports received from all the executing departments i.e. Irrigation & Water Resources Department, Panchayati Raj-Public Works Wing and Directorate of Urban

Local Bodies as and when directed by the Authority.

(d) to monitor and submit action taken reports, to the Authority, from the field with respect to pond development / restoration / maintenance on quarterly basis with reference to report received from LPWWMC as per Rule 26 (iv).

(e) Shall issue the completion certificate with respect to development/restoration/ maintenance completion of work with reference to report received from LPWWMC as per Rule 26 (iv).

(f) coordinate with field officers and officials of respective departments at district level;

(g) to conduct monthly meetings of District level Consultation and Monitoring Committee, under intimation to the Authority, and circulate the minutes of meeting thereof;

(h) to initiate and recommend the Authority for taking action against any unlawful occupation in any form of pond land and the protected/notified area around.

(i) To impose penalty as per provisions of sections 20, 21, 22 and 23 of the HPWWMA Act, 2018.

14. Procedure for removal of buildings, structure or any other object of obstruction (See Section 15(2) proviso of the Act). –

(1) Procedure to be adopted by the Authority to remove illegal building structure or otherwise:

(a) Action shall be taken by the Authority on receipt of the information, through DPMO or otherwise, to stop unauthorized activities such as construction, installation, fixing or erecting of any structure or adding any hazardous or waste material etc. in and around protected / notified area of pond site, without the approval of the Authority and any unauthorized activity such as installation of instrument, implements, machinery, device, tool, boat, vehicle or any other material or object used in committing such unauthorized activity.

(b) The Authority shall issue show cause notice with an opportunity of a personal hearing and shall pass such order to take appropriate action through the designated officer or any other officer authorized by the Authority on its behalf, which may include demolition

of unauthorized works, sealing of premises and/ or may initiate criminal proceedings against the offender, under such laws for the time being in force.

(c) The Executive Vice-Chairperson or any officer of the Authority duly authorized by him on his behalf by general or special order, may direct the appropriate local authority having jurisdiction, in Form-I, to remove any unauthorized development, obstructions and encroachments in / around protected/notified area of ponds or other properties vesting in, or under the control and management of, the Authority.

(d) On receipt of the direction the Deputy Commissioner(s) / the Commissioners of Municipal Corporations, the Executive Officers of the Municipal Councils, or the Secretaries of the Municipal Committees, as the case may be, or DDPO / BDPO / the Sarpanch of the Gram Panchayat, shall forthwith act to remove the unauthorized development, obstruction or encroachment, the concerned department shall arrange the equipment or vehicles that may be required for the

removal of unauthorized development, obstruction or encroachment, if so required.

(e) Gram Panchayat, Municipality or such officers as may be authorized by the Authority shall place any property, vehicle, material or object, shall make a mark of seizure and prepare an inventory and make a report of such seizure to the concerned police station having jurisdiction of the area where such seizure is made.

(f) The Executive Vice-Chairperson or any officer of the Authority duly authorized by him on his behalf by general or special order, may direct the District Magistrates of the Districts, in Form-II, to remove any unauthorized development, obstructions and encroachment in/around of protected/notified area of ponds or properties vesting in, or under the control and management of, the Authority.

(g) On receipt of the direction, the District Magistrates, shall forthwith act to remove the unauthorized development, obstruction or encroachment of ponds and for the purpose may require any

employee of the State Government, State Police or the local authority to make such arrangements as he may direct.

(h) The failure of such employee of the State Government, State 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.

(i) In cases where unauthorized constructions or illegal activities are continued to be committed despite issuance of notice, an FIR, under relevant sections of Bharatiya Nyaya Sanhita (BNS) 2023, shall be got registered against such by the designated officer or any other officer authorized by the Executive Vice-Chairperson on his behalf and launch prosecution against the defaulter/encroacher through the appropriate courts.

(j) Any person who commits, cause to be committed or abets the unauthorized activities in sub-rule (a) of Rule 14 (1) shall be equally liable.

15. Appeals from the Order of DPMO. -

(i) Any person aggrieved by the order passed by DPMO under Rule 14 (g) & (h) may file appeal to Member Secretary Under Rule 10 (xv).

(ii) Any person aggrieved by the order passed by Member Secretary in first appeal may file second/final appeal to Executive Vice Chairperson under Rule 8 (v).

(iii) No Civil Court Shall have jurisdiction to entertain or hear any petition under this Act.

(iv) Any person aggrieved by an order passed by Executive Vice Person under Rule 8 (v) may approach the High Court of Punjab and Haryana within 90 days from the date of the order.

16. Fine/Penalty. -

(i) When the order became final, the violator should deposit the fine to Govt. Account as per Rule 19 (v) within 30 days, failing which, the DPMO or any officer of the Authority duly authorized by Executive Vice Chairperson, shall send letter along with warrant of recovery to the District Magistrate for recovery of fine as arrears of land revenue.

(ii) If the DPMO or any officer of the Authority duly authorized by the Executive Vice Chairperson is in the view that violator is liable to be convicted, shall file complaint to the "Illaqa" Judicial Magistrate for trial of the violator.

17. Manner for filing objections and suggestions to the Government (See Section 16(2) of the Act). –

(i) Any aggrieved person may file an objection or suggestion with the Government against any notification declaring green belt or catchment area around the pond to be a protected/notified area in the Form 'OMA', in triplicate, which shall be accompanied by a fees as prescribed in Schedule XII in the form of a demand draft or a bankers cheque drawn on a Scheduled bank in favor of "The Haryana Pond and Waste Water Management Authority".

(ii) Objections under Rule-17 (i) shall be filed before the Administrative Secretary of the concerned department of the Government.

(iii) Objections received under Rule-17 (i) shall be decided by the Government within a period of 3 months from the date of receipt of such objections.

Provided that the Government may, for reasons to be recorded in writing, decide such objections within further 30 days from the date of completion of 3 months.

(iv) The Government shall for the purpose of deciding any objection as specified under Rule-17 (i), follow summary procedure for inquiry in the following manner, namely: -

(a) upon receipt of the objection, the Government may issue a notice to such persons or department, as the case may be, along with particulars of the alleged objections specifying date and time of hearing;

(b) in case the Government is satisfied, on the basis of the material placed by the person filing objection, that the matter does not require any further inquiry, may reject the objections with the reasons to be recorded in writing;

(c) in case the Government is satisfied, on the basis of the material placed by the person filing objection, that the matter requires any further inquiry, may order production of documents or other evidences to decide the objection;

(d) the Government shall have the power to carry out an inquiry into the objections

on the basis of documents and submissions;

(e) in case the Government is satisfied on the basis of inquiry, it may accept or reject such objections with reasons to be recorded in writing;

18. Manner for obtaining permissions for undertaking construction in the protected/ notified areas (See Section 17(2) of the Act). -

(i) An application shall be made to the Authority for permission to raise any construction or commit any activity whatsoever in the protected/notified area in writing in Form 'MAP-I & II', in triplicate along with such documents as the Authority may require before granting or rejecting such permissions.

(ii) The person seeking permission shall pay non-refundable fee at the time of application for permission by way of a demand draft or a banker's cheque in favor of "The Haryana Pond and Waste Water Management Authority" drawn on any Scheduled bank payable at Panchkula or through online payment mode, as the case may be, for a sum calculated at the rate mentioned in Schedule-XIV.

19. Manner to release or receive funds from any other department or any other organization or industries of Government/Public Sector/ Private for implementation of scheme or programme as a deposit work (See Section 24(2) of the Act). –

(i) The fund of the Authority shall consist of the amount received through grants from the Central or State Government, gifts, donations, grant, penalties, fee, user charges or otherwise and shall be utilized for making payments and for performing its duties and discharging its functions under the Act.

(ii) The Authority shall also have power to receive Corporate Social Responsibility (CSR) fund from any Organization or Industries of State / Public Sector / Private & the Authority will utilize this fund for Corporate Social Responsibility (CSR) related projects / schemes only as per the policy of the Ministry of Environment, Forest and Climate Change, Government of India, in the matter.

(iii) For the works related to CSR, no departmental charges will be claimed by any executing Departments.

(iv) The sources from which grants-in-aid are obtained by the Authority for the purpose of carrying out its objectives shall form the Major Heads of classification and include all the schemes for which such grants-in-aid are received. There shall be the following Minor Heads, Sub-Heads and Detailed Heads under various major Heads: -

Major Head.	2700	Major Irrigation
Minor Head	96	Development of Village Ponds renamed as Development/ Restoration of Ponds.
Sub Head	P-01-19-2700-80-190-96-51	
	09- Grant-in-Aid-General	
	43- Grant for creation of Capital Assets.	

(v) Any amount received on the account of penalty by the authorized/designated officer/officials shall be deposited in the Government account under the appropriate head/Account of the Authority within same day or by next working day.

Expenses under Head (09) Grant in Aid-General

The Standard objects of expenditure under scheme shall be as follows: -

(i) Salary
(ii) Dearness Allowance
(iii) Travelling allowances
(iv) Medical Reimbursement
(v) House Rent Allowance
(vi) Any other allowance
(vii) Wages to Contractual Staff
(viii) Office Expenses: -
a) Printing & Stationery
b) Telephone and Internet/WIFI
c) Power and Fuel
d) Hiring of Vehicles
e) Postage Stamps
f) Office Machines / Equipment's
g) Electricity and Water Charges
h) Staff Cars and other Vehicles
i) Liveries
j) Other items
(ix) Rent, Rates and Taxes / Royalty
(x) Repair and Maintenance
(xi) Insurance charges
(xii) Advertisement, Sales and Publicity expenses
(xiii) Grant-in-Aid/Contributions /Subsidies

(xiv) Hospitality expenses/sumptuary allowances etc.
(xv) Pensions / Gratuities
(xvi) Write-off / Losses
(xvii) Suspense
(xviii) Fee and Honoraria
(xix) Payment for professionals and special services
(xx) Furniture, interior, Fittings and equipments
(xxi) Plant and Machinery
(xxii) Training, Seminars and Workshops
(xxiii) Contribution to Statutory compliance (ESI, EPF, Labour Welfare)
(xxiv) TDS, GST Deposits/Remittances to Government.
(xxv) All other miscellaneous expenses (a residuary head, this will also include rewards & prizes)

Expenses under Head (43) Grant for creation of Capital Assets

(i) Development /restoration of village and urban ponds.
(ii) For Execution of works of Digital Total Station survey, Architectural Drawings, Preparation of DPRs/Estimates and Collection of Water samples.
(iii) Hardware
(iv) Software

(v) Purchase of Inspection vehicles.

(vi) Purchase of Land and construction/renovation of Office Building.

20. Manner for investment of excess funds with the Authority (See Section 24(3) of the Act).–

(1) The excess funds shall be dealt with in the following manner:

(a) The Executive Vice-Chairperson will be the Head of Department of Authority in relation to all the financial and administrative matters and may further delegate his financial and administrative powers to any of his subordinate officers in the best interest of the Authority. He will obtain prior permission from the Govt. to open or close any Bank Account in any of the scheduled/empanelled banks (Saving or Flexi) as per requirement and in the interest of the Authority.

(b) The Authority shall have a savings account in any scheduled Bank.

(c) All the funds will be received in the Savings Bank Account.

(d) The Authority can invest excess funds in the following manner: -

- Flexi deposit.
- Fixed Deposit.
- Any other scheme specified by the Govt.

21. Manner for operation of accounts (See Section 24(4) of the Act). –

(1) The operation of accounts shall be dealt with in the following manner:

(a) Executive Vice-Chairperson shall exercise all the Administrative and Financial Powers of Head of the Department as referred in Haryana Civil Services Rules.

(b) All kinds of payments more than ₹50,000 (Fifty thousand only) shall be made through ECS/NEFT/RTGS etc.

(c) Member Secretary is authorized to make payment up to the limit of ₹ 2 Lakh and the payment of any amount exceeding ₹ 2 Lakh shall be authorized jointly by Executive Vice-chairperson and Member Secretary or any other officer as authorized by EVC for smooth functioning of the authority.

22. Form and manner for maintaining proper accounts and other records and for preparation of annual statement of accounts of the Authority (See Section 25 (1) of the Act). -

(i) At the end of each financial year, the Authority shall prepare a budget, maintain proper accounts and other relevant records and prepare an annual statement of accounts in Form 'ASA' along with Schedules I to XI.

(ii) The Authority shall preserve the accounts and other relevant records prepared under Rule 22 (i) for a minimum period of five years.

(iii) The accounts and other relevant records under Rule 22 (i) shall be signed by the Member Secretary or by such officer in-charge of Finance and Accounts.

(iv) No eraser shall be used in any account book, register, forms, vouchers or cheque, and if any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the concerned officers/officials.

(v) The books of accounts and other relevant documents and details related to the Annual Statement of Accounts (ASA) shall be maintained in electronic mode.

(vi) The Authority shall maintain its Annual Statement of Accounts including the Balance Sheet and the Statement of Income and Expenditure in Form 'ASA' along with Schedules 1 to XI showing the financial results of the previous financial year and submit the same not later than 30th June of the calendar year.

(vii) The accounts of the Authority and the audit report shall, as soon as possible, be submitted to the Government for laying before the State Legislature.

(viii) The Authority may hire the services of Chartered Accountant (C.A) for auditing and preparation of Annual Statement of Accounts (ASA) or carryout other special audit.

23. Form and manner for preparation of annual report of full accounts of activities of the Authority; (See Section 26(1) of the Act). -

(i) The Authority shall prepare its annual report in Form as maybe decided by the Authority.

(ii) The Authority may also include in the Annual Report such other matters as deemed fit by the Authority for reporting to the Government.

(iii) The annual report shall, after adoption at a meeting of the Authority and signed by the Executive Vice-Chairperson and authenticated by affixing the common seal of the Authority, with requisite number of copies thereof, be submitted to the Government within a period of one hundred and eighty days immediately following the close of the financial year for which it has been prepared.

24. Form, manner and time for preparation of budget; (See Section 27(1) of the Act). –

The budget of the Authority, in respect of the financial year next ensuing, shall be prepared by the Member Secretary in Form-III and present to the Authority for its approval on or before the 15th day of February of each year.

25. Any other matter which has to be or may be prescribed (See Section 34(2)(xxv) of the Act).-

(i) The Executive Vice-Chairperson/ Technical Advisor / Member Secretary may –

(a) relinquish his office by giving in writing, to the Government a notice of not less than three months; or

(b) be removed from his office in accordance with provisions of Rule 25(ii).

(ii) The Government may, initiate an inquiry and based on findings, by order, may remove from office, if the Executive Vice-Chairperson / Technical Advisor / Member Secretary or any non-official members, as the case may be, -

(a) has been adjudged an insolvent; or

(b) has been convicted of an offence which involves moral turpitude; or

(c) has become physically or mentally incapable of acting as Executive Vice-Chairperson or Technical Advisor or Member Secretary or Non official Members; or

(d) has acquired such financial or other interest as is likely to affect prejudicially his function as the Executive Vice-Chairperson or Technical Advisor or Member Secretary or Non official Members; or

(e) has so abused his position as to tender his continuance in office prejudicial to the public interest; or

(f) if a declaration under Rule-25 (iii) is found to be false or untrue.

(iii) The Executive Vice-Chairperson / Technical Advisor / Member Secretary or any non-official members shall, as soon as may be after appointment and every year thereafter, make a declaration, in such form and manner, as may be specified by regulations, on the extent of his interest, whether direct or indirect and whether pecuniary or otherwise, concerning or related to the affairs of the Authority and the declarations so made shall be placed on the website of the Authority.

(iv) The Punishment and Appeals, for the staff and officers of the Authority, shall be governed as per provisions made in Haryana Civil Services (Punishment and Appeal) Rules, 2016.

(v) Formation of the Committees: There shall be the committees, with such members, as mentioned in the Schedule-XV, to perform such functions as may be assigned by the Government from time to time:

Provided that the Government may re-constitute or abandon / abolish such committees as it may deem necessary.

26. Any other matter which has to be or may be prescribed (See Section 34(2)(xxv) of the Act).–

(1). Duties of the Local Ponds and Waste Water Management Committee (LPWWMC).

(i) The LPWWMC shall hold meeting at least once in every month under intimation to the Authority.

(a) To review all the suggestion and redressal of complaints in the District Consultation and Monitoring Committee, related to ponds situated in district and Action Taken Report be sent to the Pond Authority.

(ii) LPWWMC shall implement the directions / instructions received from the Authority from time to time under intimation to the Authority.

(iii) LPWWMC shall also review the works of restoration of ponds in Rural and Urban Area.

(iv) Supervise the quality of works in respect of restoration / rejuvenation of ponds as well as the waste water management technology, strictly in accordance to the approved drawings

of the Authority and report to the DPMO for issuing the compliance certificate regarding completion of works.

(v) To supervise the maintenance and upkeep of handed over ponds through the Panchayats / Corporations /Council /Committee or any other mode as decided by the Government from time to time and submit the periodical report of routine maintenance activities being carried out at ponds sites to the Authority.

(vi) To comply/implement the directions/ instructions issued by the Authority related to ponds from time to time.

(vii) To protect the respective ponds from any prohibited activities.

27. Constitution of LPWWMC (See Section 34 (2) (xxv) of the Act). –

The LPWWMC will have following members namely: -

(a) LPWWMC for Rural Area consist of the following members, namely: -

(i)	Sarpanch	Chairperson
(ii)	One member of Village Water and Sanitation Committee (VWSC)	Member Member

	One Asha Worker	
(iii)	One Member of self-help group	Member
(iv)	One Swachhta Doot	Member
(v)	One progressive Farmer of village	Member
(vi)	One volunteer from social workers of village	Member
(vii)	Gram Sachiv	Member Secretary

(b) LPWWMC for Urban Area consist of the following members, namely: -

(i)	Municipal Councilor	Chairperson
(ii)	Two RWA Residents	Members
(iii)	Two Environment activist	Members
(iv)	One volunteer from social workers of ward	Member
(v)	Sanitation Officer	Member Secretary

*****

SCHEDULE-I

[See Rule 22 (i)]

GRANTS

Serial No.	Description	Current Year	Previous Year
(1)	Central Government		
(2)	State Government		
	(a) Grant-in –Aid-General		
	(b) Grant for Creation of Capital Assets		
(3)	Other agencies under Central Government (specify)		
(4)	Other agencies under State Government (specify)		
(5)	Others		
	Total		

SCHEDULE-II

[See Rule 22 (i)]

CURRENT LIABILITIES

Serial No.	**Description**	**Current Year**	**Previous Year**
A. (1) (2) (a) (b) (3)	CURRENT LIABILITIES Outstanding Expenditures(Specify) Statutory Liabilities: Overdue Others Other current liabilities (specify)		
A.	Total for current liabilities		
B. (1) (2) (3) (4)	PROVISIONS Taxation Terminal benefits Litigation & arbitration Other provisions (specify)		
B.	Total for provisions		
	Total (A+B)		

SCHEDULE - III

[See Rule 22 (i)]

FIXED ASSETS

Serial No.	DESCRIPTION	GROSS BLOCK				NET BLOCK	
1	2	3				5	
		cost beginning of the year	Additions during the	Deductions during the	cost end of the year	As on 31st March of	As on 31st March of
A.	FIXED ASSETS:						
(1)	LAND:						
(2)	BUILDINGS:						
(3)	PLANT MACHINERY & EQUIPEMENTS						
(4)	VEHICLES						
(5)	OFFICE EQUIPMENT, FURNITURE, FIXTURES						
(6)	NETWORKING EQUIPMENT						
(7)	OTHER FIXED ASSETS						
	TOTAL						

SCHEDULE - IV

[See Rule 22 (i)]

INVESTMENTS

Serial No.	Description	Current Year	Previous Year
(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 - V

[See Rule 22 (i)]

CURRENT ASSETS

Serial No.	Description	Current Year	Previous Year
A.	CURRENT ASSETS		
(1)	Cash-balance in hand		
	(include cheques/drafts and imprest/)		
(2)	Bank Balances:		
(a)	With Scheduled Banks:		
	- On Current Accounts		
	- On Deposit Accounts		
	- On Savings Accounts		
A.	Total for current assets		
B.	LOANS, ADVANCES & OTHER ASSETS		
(1)	Loans		
(a)	Staff		
(b)	Others (specify)		
(2)	Income Accrued		
(a)	On Investments		
(b)	On Loans and Advances		
(c)	Others		
	Of which: Income due but not realised		
(3)	Claims Receivable		
B.	Total for loans, advances & others		
	Total (A+B)		

SCHEDULE - VI

[See Rule 22 (i)]

REVENUE RECEIPTS

Serial No.	Description	Current Year	Previous Year
(1)	Cess		
(2)	Rents		
(3)	CSR Fund		
(4)	Interest Income		
	Total		

SCHEDULE - VII

[See Rule 22 (i)]

GRANTS RECEIVED ON REVENUE ACCOUNT

Serial No.	Description	Current Year	Previous Year
(1)	Central Government		
(2)	State Government		
(3)	Other agencies under State Government (specify)		
(4)	Others		
	Total		

SCHEDULE - VIII

[See Rule 22 (i)]

INCOME FROM INVESTMENTS

Serial No.	Description	Current Year	Previous Year
(1)	Central Government securities		
(2)	State Government securities		
(3)	Debentures and Bonds		
(4)	Joint Venture companies and subsidiaries		
(5)	Banks		
(a)	Term deposits		
(b)	Savings		
(6)	Loans & Advances to Employees/Staff		
(7)	Others (specify)		
	Total		

SCHEDULE - IX

[See Rule 22 (i)]

OPERATIONS AND MAINTENANCE EXPENDITURE

Serial No.	Description	Current Year	Previous Year
(1)	DEVELOPMENT AND RESTORATION OF PONDS		
(a)	Digital Total Station Survey		
(b)	Architectural Drawings		
(c)	Preparation of DPRs/Estimates		
(d)	Collection of Water Samples		
(e)	Hardware		
(f)	Software		
(g)	Inspection Vehicles		
(h)	Maintenance of Plant & Machinery		
(i)	Replacement of Plant & Machinery		
(j)	Others		
	Total		

SCHEDULE - X

[See Rule 22 (i)]

ESTABLISHMENT AND ADMINISTRATIVE EXPENDITURE

Serial No.	Description	Current Year	Previous Year
(1)	ESTABLISHMENT EXPENSES		
(a)	Salaries including Dearness Allowance		
(b)	Remuneration of experts		
(c)	Manpower outsourcing expenditure		
(d)	Consultancies, professional charges & fees		
(e)	Retirement benefits & pensions		
(f)	Employee Housing expenditure		
(g)	Others (specify)		
(2)	ADMINISTRATIVE EXPENSES		
(a)	Printing and Stationery		
(b)	I.T & communications expenses		
(c)	Vehicles purchases & hiring		
(d)	Vehicles fuel, repairs & maintenance		
(e)	General repairs & maintenance		
(f)	Insurance		
(g)	Duties & Taxes		
(h)	Travelling and Conveyance Expenses		
(i)	Auditors Remuneration		
(j)	Hospitality & entertainment expenses		
(k)	Advertisement & publicity expenses		
(o)	Others (specify)		
(3)	MEETINGS EXPENSES		
(a)	Expenses on Statutory Committees		
(b)	Others(specify)		
	Total		

SCHEDULE - XI

[See Rule 22 (i)]

OTHER EXPENDITURE

Serial No	Description	Current year	Previous year
(1) (a)	ANY OTHER EXPENDITURE Others(specify)		
	Total		

FORM-I

[See Rule 14 (c)]

DIRECTION TO LOCAL AUTHORITY FOR REMOVAL OF UNAUTHORISED DEVELOPMENT, CONSTRUCTION, OBSTRUCTION OR ENCROACHMENT IN / AROUND PROTECTED/NOTIFIED AREA OF THE PONDS.

Reference No.: Date:

1.	From	The Executive Vice-Chairperson, The Haryana Pond and Waste Water Management Authority, Panchkula
2.	To	
3.	Copied for information	
4.	Legal provision	Section 14 (c) of HPWWMA Rules, 2025
5.	Area in which removal of unauthorized development, obstruction or encroachment from the pond land is sought	
6.	Nature of unauthorized development, obstruction or encroachment	
7.	Date on which unauthorized development, obstruction or encroachment is proposed to be removed	
8.	Officer in-charge in HPWWMA	a) Name: b) Designation: c) Contact details:
9.	Urgency (if any)	
10.	Other instructions (if any)	
11.	Other instructions (if any)	
12.	Details of equipment being arranged by HPWWMA	

(Signature of Authorized Officer)

Name:_____

Designation:_____

Office Seal:_____

FORM-II

[See Rule 14(e)]

DIRECTION TO DISTRICT MAGISTRATE FOR REMOVAL OF UNAUTHORISED DEVELOPMENT, CONSTRUCTION, OBSTRUCTION OR ENCROACHMENT IN / AROUND PROTECTED/ NOTIFIED AREA OF THE PONDS.

Reference No.: Date:

1.	From	The Executive Vice-Chairperson, The Haryana Pond and Waste Water Management Authority, Panchkula
2.	To	District Magistrate, District_____
3.	Copied for information	
4.	Legal provision	Section 14 (e) of HPWWMA Rules, 2025
5.	Area in which removal of unauthorized development, obstruction or encroachment from the pond land is sought	
6.	Nature of unauthorized development, obstruction or encroachment	
7.	Date on which unauthorized development, obstruction or encroachment is proposed to be removed	
8.	Officer in-charge in HPWWMA	a) Name: b) Designation: c) Contact details:
9.	Urgency (if any)	
10.	Other instructions (if any)	
11.	Other instructions (if any)	
12.	Details of equipment being arranged by HPWWMA	

(Signature of Authorized Officer)

Name:_____

Designation:_____

Office Seal:_____

FORM-III

(See Rule 24 (i))

BUDGET ESTIMATES FOR FINANCIAL YEAR

Serial No.	DESCRIPTION	BUDGET ESTIMATES YEAR(X)	REVISED ESTIMATES YEAR (X-1)			ACTUALS YEAR (X-2)	ACTUALS YEAR (X-3)
1	2	3	4			5	6
			ACTUALS (APRIL TO DECEMBER)	ESTIMATES (JANUARY TO MARCH)	TOTAL BUDGET FOR YEAR X-1)		
A.	RECEIPTS						
(1)	GRANTS						
(a)	Central Government						
(b)	State Government						
(c)	Others						
(2)	RENTS						
(3)	FROM CESSES & CHARGES						
(a)	Cesses						
(b)	Others (specify)						
(4)	CSR FUNDS FROM PRIVATE ORGANISATION						

(5)	INTERE ST EARNE D						
(A)	TOTAL RECEIPTS						

Serial No.	DESCRIPTION	BUD GET ESTI MAT ES YEA R X	REVISED ESTIMATES YEAR (X-1)			ACTUA LS YEAR (X-2)	ACTU ALS YEAR (X-3)
1	2	3	4			5	6
B.	EXPENDITURE						
(1)	DEVELOPMENT AND RESTORATION OF PONDS						
(a)	Digital Total Station Survey						
(b)	Architectural Drawings						
(c)	Preparation of DPRs/Estimates						
(d)	Collection of Water Samples						
(e)	Hardware						
(f)	Software						

(g)	Inspection Vehicles						
(h)	Others						
(2)	OPERATIONS & MAINTENANCE						
(a)	Maintenance of Ponds						
(b)	Maintenance of Plant & Machinery						
(c)	Replacement of Plant & Machinery						
(d)	Electricity						
(e)	Power and Fuel						
(f)	Others						
(3)	LAND						
(a)	Acquisition						
(b)	Purchase						
(c)	Enhancement						
(d)	Others						
(4)	ESTABLISHMENT & ADMINISTRATION						
(a)	Employee expenses: Salaries & wages						
(b)	Employee expenditure: Others						
(c)	Hiring of Vehicles						

(d)	Administration expenditure (specify)						
(e)	Loans & Advances to Employees						
	Less: Repayment of loans & advances						
	Net Loans & Advances to Employees						
(f)	Pensions						
(g)	I.T expenses						
(h)	Litigation expenditure						
(5)	TAXES						
(B)	TOTAL EXPENDITURE						
C.	SURPLUS (DEFICIT)						
	Transferred to/(from) Corpus(Account)						

FORM-ASA

[See Rule 22 (vi)]

BALANCE SHEET

Serial No.	Description	Schedule	Current Year	Previous Year
1	2	3	4	5
A.	LIABILITIES			
	CAPITAL LIABILITIES Grants CURRENT LIABILITIES	 I II		
	TOTAL LIABILITIES			
B.	ASSETS			
	NON CURRENT ASSETS Fixed Assets Investments CURRENT ASSETS	 III IV V		
	TOTAL ASSETS			

STATEMENT OF INCOME AND EXPENDITURE

Serial no.	Description	Schedule	Current Year	Previous Year
1	2	3	4	5
A.	INCOME			
	Revenue Receipts	VI		
	Cess			
	Rents			
	CSR Fund			
	Others(specify)			
	Grants received on Revenue account	VII		
	Of which grants received from State Government			
	Income from Investments	VIII		
	TOTAL INCOME			
B.	EXPENDITURE			
	Operations & Maintenance Expenditure	IX		
	Development & Restoration of Ponds			
	Others (specify)			
	Establishment and Administration Expenditure	X		
	Establishment Expenditure			
	Of which			
	Salaries			
	Remuneration of experts			
	Manpower outsourcing expenditure			
	Consultancies, professional charges & fees			
	Retirement benefits & pensions			

Serial no.	Description	Schedule	Current Year	Previous Year
1	2	3	4	5
	Others (specify) Administrative Expenditure (specified in Schedule-X)			
	Meetings Expenditure Statutory Committees Meetings Other Expenditure	XI		
	TOTAL EXPENDITURE (before taxes)			
	Provision for taxes			
B.	TOTAL EXPENDITURE (after taxes)			
C.	SURPLUS/(DEFICIT) of Receipts over Expenditure [A-C]			
	SIGNIFICANT ACCOUNTING POLICIES NOTES ON ACCOUNTS & CONTINGENT LIABILITIES			

FORM 'OMA'

[See Rule 17 (i)]

Manner for filing objections and suggestions to the Government

For office use:

Date of filing: _____

Date of [receipt at the filing counter of the Registry/receipt by post/online filing]:_____

Objection No.: _____

Signature: _____

Registrar: _____

IN THE OFFICE OF ADMINISTRATIVE SECRETARY (Name of place)

Between

_____ Objector(s)

And

_____ Other Party(s) (if any)

Details of objections:

1. Particulars of the objector(s):

(i) Name(s) of the objector:

(ii) Address of the existing office / residence of the objector:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the Other Party(s) (if any):

(i) Name(s) of Other Party(s) (if any):

(ii) Office address of the Other Party(s) (if any):

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Jurisdiction of the Government:

The objector declares that the subject matter of the claim falls within the jurisdiction of the Government.

4. Details and nature of objections:

[Give a concise statement of facts and grounds for objection

5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the objector prays for the following Relief ----------

_____

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions
(if any) relied upon]

6. Interim order, if prayed for:

Pending final decision on the objection, the objector seeks issue of the following interim Order:

[Give here the nature of the interim order prayed for with reasons]

7. Objection not pending with any other department or the Authority, etc.:

The objector further declares that the matter regarding which this objection has been made is Not pending before any department or the Authority.

8. Particulars of [demand draft/bankers cheque or online payment] in respect of the fee in terms of
Sub-rule (1) of rule 18:

(i) Amount

(ii) Name of the bank on which drawn

(iii) [Demand draft number/bankers cheque/online payment transaction no.]

9. List of enclosures:

(i) Copies of the documents relied upon by the complainant and referred to in the complaint.

(ii) An index of documents.

(iii) Other documents as annexed along with complaint.

Signature of the objector(s)

Verification

I_____ (name in full block letters) [son / daughter] of _____ the object to do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Date:
Place: Signature of the objector(s)

SCHEDULE-XII

(See Rule 17 (i))

Fee for filing objection or suggestion before the Government

1) Fee for filing objection before the Government: ₹1000/-
2) Fee for filing the suggestion before the Government: ₹500/-
3) Fee for every annexure ₹ 50/-
4) For every additional affidavit ₹ 50/-

Note: *Separate fee of ₹1000/-shall be payable in case of filing of amended or added objection*

FORM 'MAP-I'

[See Rule 18 (i)]

APPLICATION FOR SEEKING PERMISSION FROM AUTHORITY FOR UNDERTAKING CONSTRUCTION IN THE PROTECTED/NOTIFIED AREAS

To

Member Secretary
The Haryana Pond and Waste Water Management Authority,
Panchkula, Haryana

Sir,

[I/We] hereby apply for the grant of permission to undertake the construction in the protected areas of village / town_____TehsilDistrict_____ State_____.

1. The requisite particulars are asunder:-

(i) Status of the applicant [individual / company / proprietorship firm / societies / partnership firm / competent authority etc.];

(ii) In case of individual–
(a) Name
(b) Father's Name
(c) Occupation
(d) Address
(e) Contact Details (Phone number, E-mail, Fax Number etc.)
(f) Name, photograph, contact details and address of the

promoter OR

In case of [firm / societies / trust / companies / limited liability partnership / competent authority etc.] -
(a) Name
(b) Address
(c) Copy of registration certificate
(d) Main objects
(e) Contact Details (Phone number, E-mail, Fax Numbered.)
(f) Name, photograph, contact details and address of [chairman/ partners/ directors] and authorized person etc.

(iii) PAN No._____of the promoter;

(iv) Details of project land held by the applicant_____;

(v) Application fee by way of a demand draft / banker's cheque in favour of "The Haryana Pond and Waste Water Management Authority" dated__drawn on bearing no. _____For an amount of _____/- calculated as per sub-rule (2) of rule 3 or through online payment as the case maybe _____(give details of online payment such as date paid, transaction no.etc.);

(vi) Any other information the applicant may like to furnish.

2. [I/we] enclose the following documents in triplicate, namely: -

(i) authenticated copy of the PAN card of the promoter;
(ii) authenticated copy of the legal title deed reflecting the title of the promoter to the land on which development of project is proposed along with legally valid documents for change of title with authentication of such title;
(iii) details of encumbrances on the land on which development of project is proposed including details of any rights, title, interest, dues, litigation and name of any party in or over such land or no encumbrance certificate from concerned revenue officer not below the rank of Tehsildar;
(iv) where the promoter is not the owner of the land on which development of project is proposed details of the consent of the owner of the land along with a copy of the registered (wherever applicable), collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land on which project is proposed to be developed;

(v) authenticated copy of the site plan or site map showing the location of the project land along with names of revenue estates, survey numbers, cadastral numbers, khasra numbers and area of each parcels of the project land;

(vi) any other permission, approval or sanction that may be required under applicable law including fire no-objection certificate, permission from water and sewerage department etc.;

(vii) the location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project;

(viii) the names and addresses of the contractors, architect, structural engineer, if any and other persons concerned with the development of the proposed project;
(ix) a declaration in *FORM'MAP-II'*.

3. [I/We] enclose the following additional documents and information regarding ongoing projects, as required under rule 4, and under other provisions of the Act or the rules and regulations made the re under, namely.

(i)
(ii)
(iii)

4. [I/We] solemnly affirm and declare that the particulars given herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom.

Dated:
Place:

Yours faithfully,
Signature and seal of the applicant(s)

FORM 'MAP-II'

[See Rule 18 (i)]

DECLARATION, SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE SIGNED BY THE PROMOTER OR ANY PERSON AUTHORIZED BY THE PROMOTER

Affidavit cum Declaration

Affidavit cum DeclarationofMr./Ms._____promoter of the proposed project / duly authorized by the promoter of the proposed project, vide its/his/theirauthorizationdated_____;

I,_____[promoter of the proposed project / duly authorized by the promoter of the proposed project] do hereby solemnly declare, undertake and state asunder:

1. That [I / promoter] [have / has] a legal title to the land on which the development of the project is proposed

   Or
   [have/ has] a legal title to the land on which the development of the proposed project is to be carriedout

   and

   a legally valid authentication of title of such land along with an authenticated copy of the agreement between such owner and promoter for development of the real estate project is enclosed herewith.

   Explanation:- where the promoter is not the owner of the land on which development of project is proposed, details of the consent of the owner(s) of the land along with a copy of the registered (wherever applicable) collaboration agreement, development agreement, joint development agreement or any other agreement, as the case may be, entered into between the promoter and such owner and copies of title and other documents reflecting the title of such owner on the land on which project is proposed to be developed

2. That the said land is free from all encumbrances.

   Or

   That detailsofencumbrances_____including details of any rights, title, interest, dues, litigation and name of any party in or over suchland.

3. That the time period within which the project shall be completed by [me/promoter]is _____.

4. That seventy per cent of the amounts released by [me/promoter] for the real estate project from the Allotted, from time to time, shall be deposited in a separate account to be maintained in a scheduled bank to cover the cost of construction and the land cost and shall be used only for that purpose.

5. That the amounts from the separate account, to cover the cost of the project, shall be withdrawn by [me/ the promoter] in proportion to the percentage of completion of the project.

6. That the amounts from the separate account shall be withdrawn [me/ the promoter] after it is certified by an engineer, an architect and a chartered accountant in practice that the withdrawal is in proportion to the percentage of completion of the project.

7. That [I/the promoter] shall get the accounts audited within six months after the end of financial year by a chartered accountant in practice, and shall produce a statement of accounts duly certified and signed by such chartered accountant and it shall be verified during the audit that the amounts collected for a particular project have been utilized for the project and the withdrawal has been in compliance with the proportion to the percentage of completion of the project.

8. That [I/ the promoter] shall take all the pending approvals on time, from the competent authorities.

9. That [I/ the promoter] [have/ has] furnished such other documents as have been prescribed by the Act and the rules and regulations made here under.

Deponent

Verification

The contents of my above Affidavit cum Declaration are true and correct and nothing material has been concealed by me therefrom.

Verified bymeat_____onthis_____dayof_____.

Deponent

SCHEDULE-XIII

(See sub-Rule iii of Rule 11)

S.N.	Group of Post	Name of the post	Required Qualifications & Experience
1	2	3	4
1	A	Administrator cum Finance Advisor	Any person having Master Degree in Management / Finance and having minimum 10 years of experience in the field of administration, office management as a Director or head of the office or equivalent in any Department of State / Centre / PSUs / recognized private institute.
2	A	Architect	i). Degree in B.Arch. from recognized university or institution, ii). Preferably M. Arch, having minimum 5 years of experience as an Assistant Architect or equivalent in the Govt. / PSUs. iii) Person should be registered with Council of Architecture in accordance with Architects Act, 1972.
3	A	Executive Engineer (Civil)	Degree in B.E. (Civil), having minimum 10 years of experience as a Assistant Engineer (Civil) or equivalent.
4	A	System Analyst	i)B.E./B. Tech /M.Sc. (Comp. Sc./IT) / MCA / 'B' / 'C' level course from DOE/NIELIT, any recognized University ii) Having minimum 5 years of experience in Software Development /Website development /data analysis, preferably 2-3 years experience in Govt. Sector/PSUs.
5	B	Scientist (Environment) – B level	Retired Scientist having Qualification in M.Sc. or PhD in Chemistry / Environment and preferably minimum 10 years of experience as a Scientist (B-level) in the Govt. / PSUs / recognized Institutes, in the field of Environment.
6	B	Account Officer	M.Com/ C.A or on deputation from the Finance. Department Or retired as a Account Officer or equivalent having minimum total experience of 20 years in Govt. / PSUs.
7	B	Assistant Architect	(i) Bachelor's Degree in Architecture of a recognized University or Associate Membership of the Indian Institute of Architects (by Examination); and preferably having 1 year of professional experience. (ii) Person should be registered with Council of Architecture in accordance with Architects Act, 1972;

8	B	Law Officer	i) Minimum Graduate in Law from the recognized University. ii) Qualified to be registered as an Advocate in any State Bar Council of India in terms of Advocates Act, 1961 or Served in the lower or higher judiciary
9	B	Office Superintendent	Retired Superintendent from the Govt. Department / PSUs, having minimum 10 years of experience as a Deputy Superintendent Or equivalent.
10	B	Private Secretary (PS) to EVC	Minimum Graduate from recognized university with knowledge of Stenography, Computer Application, knowledge of Hindi & English typing, having 3 years of experience as a PA /Stenographer
11	B	Sub Divisional Engineer / Assistant Engineer (Civil)	i) (a) Degree in B.E. (Civil), having professional experience of 2 years OR (b) Minimum 10 Years of experience as a Junior engineer(Civil) ii) A certificate of Working experience in AutoCAD or Cad Pro or equivalent from Autodesk or its any authorized AutoCAD Training Institute.
12	C	Accountant	Degree in Commerce having minimum experience of 3 years as an Accountant
13	C	Assistant	Minimum Graduate from recognized university preferably having 1 year professional experience in General Administration / Accounts.
14	C	Assistant Draftsman (Architecture)	i) Diploma in Architectural Assistantship, preferably having minimum 1 year of professional experience. ii) Certified course in AutoCAD from the authorized Autodesk training Institute.
15	C	Assistant Draftsman (Civil)	i) Diploma in Draftsman Civil, preferably having minimum 1 year of professional experience. ii) Certified course in AutoCAD from the authorized Autodesk Training Institute.
16	C	Assistant (Legal)	Minimum Graduate in Law from the recognized University and preferably having 1 year experience in the field of Govt. official matters, legal drafting, functional knowledge of English and Hindi typing.
17	C	Clerk (Caretaker / Diary / Despatcher)	10+2 or above and having 1 year of Certificate in Computer Application.

18	C	Circle Head Draftsman (Architecture / Civil)	i) Diploma or Degree in Architecture / Civil Draftsman, conducted by any of the recognized Institute. ii) Having minimum 5 years of experience as a Head Draftsman OR 10 years experience as an Assistant Draftsman (Architecture / Civil)
19	C	Coordinator / PRO	Graduate or above and having 1 year of Certificate in Computer Application.
20	C	Head Draftsman	i) Diploma or Degree in Architecture / Civil Draftsman, conducted by any of the recognized Institute. ii) ii) Having experience as a Head Draftsman OR 10 years experience as an Assistant Draftsman (Architecture / Civil)
21	C	Junior Engineer (Civil)	i) Diploma or Degree in B.E. (Civil), preferably having professional experience of 1 year. ii) A certificate of working experience in AutoCAD or Cad Pro or equivalent from Autodesk or its any authorized AutoCAD Training Institute.
22	C	Junior Programmer	BCA/B.Sc. (Comp. Sc./IT) MCA/M.Sc./ B. Tech Computer Sc./IT) from recognized University preferably having 1 year of professional experience.
23	C	Personal Assistant (PA) to MS	Minimum Graduate from recognized university with knowledge of Stenography, Computer Application, knowledge of Hindi & English typing, having 3 years of experience as a Sr. Stenographer in the Govt. Deptt/ PSUs.
24	C	Personal Assistant (PA) to TA	Minimum Graduate from recognized university with knowledge of Stenography, Computer Application, knowledge of Hindi & English typing, having 3 years of experience as a Sr. Stenographer in the Govt. Deptt/ PSUs.
25	C	Steno cum Typist	10+2 or above and having minimum 1 year certificate in computer application from the Govt. recognized institute with knowledge of Stenography, Computer Application, knowledge of Hindi & English typing, having 3 years of experience as a PA /Stenographer
26	C	Drivers	Minimum 10th class passed from the recognized board, having valid driving license of the LMV type motor vehicle & having Good Behavior Certificate from the last employer.

27	D	Peon, Sweeper cum Chowkidar will be as per requirement	Minimum 10th class passed for Peon & 8th class passed for Sweeper cum Chowkidar

Schedule-XIV
[See Rule 18 (ii)]

Fee for seeking permission for undertaking construction in the protected areas.

The Fee will be charged @ Rs. 500/- (Rupees Five Hundred) per square meter of the plinth area or as amended from time to time.

SCHEDULE-XV

(See Rule 25 (v))

Formation of Committees

1. **Executive Committee-**

For facilitating the work and quarterly review, the Executive Committee formed with the following members, as per orders of the State govt. vide order no. 2/63/2018-IIW dated 21.09.2020 namely:

S. No.	Name, Designation & Department	Designation
i)	Chief Secretary to Govt., Haryana	Chairperson
ii)	Executive Vice-Chairperson, Haryana Pond and Waste Water Management Authority	Member
iii)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Forest Department	Member
iv)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Farmers Welfare and Agriculture Department.	Member
v)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Fisheries Department.	Member
vi)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Irrigation and Water Resources Department	Member
vii)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Public Health Engineering Department.	Member
viii)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Urban Local Bodies Department.	Member
ix)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Finance Department.	Member
x)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Development and Panchayats Department	Member
xi)	Additional Chief Secretary / Principal Secretary to Govt.	Member

	of Haryana, Animal Husbandry Department.	
xii)	Additional Chief Secretary / Principal Secretary to Govt. of Haryana, Technical Department	Member
xiii)	Engineer in Chief, Irrigation and Water Resources Department	Member
xiv)	Chief Engineer, Panchayati Raj-Public Works	Member
xv)	Technical Advisor, Haryana Pond and Waste Water Management Authority	Member
xvi)	Member Secretary, Haryana State Pollution Control Board, Panchkula	Member
xvii)	Member Secretary, Haryana Pond and Waste Water Management Authority	Member

All the decisions taken by the Executive Committee in relation to the delegated power shall have the same effect as if taken by the Authority.

The Executive Committee shall have all the powers of the Authority except those mentioned below:-

(i) To approve the Annual Plan and Annual Report.

(ii) To approve the Annual Statement of Accounts and Audit Report.

(iii) To approve the Budget of the Authority.

2. Technical Committee –

For rendering advice as and when required by the Authority in technical matters, as per decision taken in the first meeting of the Authority held on 02.11.2018 under Para no. 1.6 through minutes circulated vide Memo no. 5225-34/Pond/2019 dated 14.03.2019, the Government Constituted a Technical Committee vide its order no. 2/63/2018-11W dated 18th August, 2020.

Sr. No.	Name, Designation & Department	Designation
1	Sh. Prabhaker Kumar Verma, Executive Vice-Chairperson, The Haryana Pond and Waste Water Management Authority	Chairman
2	Prof. C.R. Babu, Ex. Pro Vice Chancellor, Delhi University, Department of Environmental Studies, Delhi University	Eminent Member

3	Dr. Pushpa Dahiya, Professor and Head, Department of Botany, MDU, Rohtak.	Eminent Member
4	Sh. Sunil Kumar Saigal, Retired Sr. Hydrologist, Central Ground Water Board, Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation, Govt. of India.	Member
5	Sh. Mehar Chand, Principal Scientist Chaudhary Charan Singh, Agriculture University, RRS, Karnal.	Member
6	Mr. R.K. Sapra, IFS Retd, MD Cum PCCF, Haryana Forest Development Corporation.	Member
7	Dr. Surender Singh, Assistant Director (Horticulture), Saina Nehwal Institute of Agricultural Technology, Training and Education, CCSHAU, Hisar	Member
8	Dr. Narender Thakral, Department of Animal Husbandry and Dairying, Haryana Pashudan Bhawan, Bays No. 9-12, Sector -02, Panchkula-134109.	Member
9	Sh. Rajender Kumar Sangwan, Retd. Director, Fisheries Haryana.	Member
10	Sh. H.P. Sharma, Technical Advisor, The Haryana Pond and Waste Water Management Authority.	Member
11	Sh. Sujana Ram, Member Secretary, The Haryana Pond and Waste Water Management Authority.	Member Secretary

3. Infrastructure Committee –

The Government has Constituted Committee for hiring the office accommodation in CHANDIGARH / Panchkula for the office of Haryana Pond and Waste Water Management Authority vide memo no. 2/190/2018-IIW dated 13.08.2020 with the following members:

1. Executive Vice-Chairperson, HPWWMA — Chairperson
2. Technical Advisor, HPWWMA — Member
3. Member Secretary, HPWWMA — Member
4. Chief Engineer, IWRD — Member
5. Chief Engineer, PR-PW — Member
6. Chief Engineer, PWD (B&R) — Member
7. Executive Engineer, HPWWMA — Member
8. Superintendent, IWRD (Works) — Member