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OFFICE OF THE MUNICIPAL CORPORATION, KARNAL

OFFICE ORDER

Memo No: 189/PA **Date: 28.07.2026**

In supersession and partial modifications of all previous orders issued from time to time, I, Saloni Sharma IAS, Commissioner, Municipal Corporation, Karnal hereby delegate the powers and functions conferred upon me under Section 401(2) read with Section 49 of Haryana Municipal Corporation Act, 1994 as follows: -

➢ **Administrative hierarchy and work flow:-**

1. All the policy matters to be submitted for final approval of CMC will be routed through Additional Municipal Commissioner. He shall put up the files (other than the files related to delegated Power) for approval of Commissioner Municipal Corporation. Additional Municipal Commissioner shall have the power to call for information from all officers of MC (excluding CMC), Compile and send reports/Lok-Sabha/Vidhan-Sabha Questions sought by Headquarters, NGT, all Center & State Commission & Lokayukta. Overall work of Sanitation, Establishment, Accounts Branch shall also be looked after by AMC.
2. There shall be a Publicity Cell headed by PRO. It shall be duty of this cell to do all IEC activities to promote different government schemes related to Cleanliness, Environment etc. PRO branch shall be look after by Additional Municipal Commissioner.
3. IT (CFC) branch shall be looked after by Additional Municipal Commissioner. Additional Municipal Commissioner shall put the files (other than files related to delegate Power) for final approval to Commissioner, Municipal Corporation, Karnal. IT Cell shall be responsible for all online service (i.e Maintenance of Server, Online Portals, Mobile App, Online website of M.C.K, Office Internet Connection, Online Collection of Tax, and will coordinate with HQ, if any issues arise in any Portal. AMC will be assisted by, CT, and Programmer/Junior Programmer.
4. Miscellaneous Branch is being created to deal with any other specific matter not covered by any of the above branch. It shall be headed by AMC who shall put the files (other than files related to delegated Power) for approval of Commissioner, Municipal Corporation, Karnal.
5. Land branch, Lease/Rent/Building/Planning and Trust branch, Marriage Registration branch, Birth and Death Registration branch shall be headed by Joint Commissioner. J.C shall put up the files (other than files related to delegated Power) for approval of CMC. J.C shall be responsible for removal of encroachment from public land. J.C shall be assisted by Secretary, CSI, Sub-registrar, N.T/Kanungo/Patwari and Land, Rent Assistant.
6. Building branch, District Town Planner shall put up the files (other than files related to delegated Power) for approval of CMC through JC. JC shall be responsible for removal of enforcement of unauthorized Construction, illegal plotting and permission. JC shall be assisted by DTP/ATP/B.Is.

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7. There shall be a Grievance cell (complaint redressal) and R.T.S Cell in Municipal Corporation, Karnal who shall monitor all the public grievance (CM Window, SMGT, Help line number, Samadhan Shivir, CM Jan-samvaad etc.) and delivery of service in time bound manner. It shall be headed by Joint Commissioner, who shall put the files for approval of Commissioner, Municipal Corporation, Karnal.
8. Dy.MC shall be the head of Legal branch who shall forward the file to Commissioner, Municipal Corporation, Karnal with his remarks. Legal Assistant shall ensure to keep a diary of all High Court cases, Contempt Cases and Execution cases and shall update the Dy.MC, AMC and CMC in timely manners. Dy.MC shall distribute the work internally at his own level.
9. CMMU branch shall be headed by CPO who shall report to Dy. Municipal Commissioner, who shall take final decision/approval on the matters.
10. Property Tax, and Taxation branch shall be headed by Dy. Municipal Commissioner who shall put up the files (other than files related to delegated Power) for approval of Commissioner, Municipal Corporation, Karnal. Dy.MC shall be responsible for Monitoring of collection of Property Tax, monitoring of all works related to NDC Portal, integration of all old Property IDs and new property IDs, integration of Property Id with PPP and Self Certification Properties.
11. DMC shall be the Nodal Officer for implementation of all the 18 functions mentioned in Section 42 of HMCA, 1994. Special emphasis in regard to planning for economic & social development, Urban forestry, Safe guarding of weaker section such as handicapped & mentally retarded, slum improvement, promotion of cultural, educational & aesthetic aspect etc. Power to call the concerned officer in this regard and take sanctions as per rule. Coordinate with other departments in jurisdiction with MC Karnal who are already working on these functions.
12. Advertisement branch shall be headed by Dy.MC. A.E/JE advertisement shall put up the files for approval of CMC.
13. Technical branch/ Light branch/ Horticulture/Public Health branch shall be headed by Chief Engineer all files shall be routed to Commissioner, Municipal Corporation, Karnal through Chief Engineer in Case Chief Engineer is out of Station or on leave or post is vacant, Superintending Engineer, shall put the case to Commissioner, Municipal Corporation, Karnal
14. Section Officer shall be head in charge of Accounts. He shall distribute the work internally at his own level.

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"POWER DELEGATION"

1. Establishment Branch:

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	Power for Sanction/Approval of Salary and arrear for all regular, contractual staff, Staff engaged through HKRNL/Experts, Home Guard employees and Sanitation Staff as per rules	Additional Municipal Commissioner on the recommendation of Committee (SAO, SO, OS & EA)
b.	Sanction of Annual increment/ACP/Medical Reimbursement bill/ Marriage loan/ wheat advances loan/educational allowances/ LTC/TA for all employees as per rules	
c.	Power for Sanction/Approval for all types of Retiral/pension and benefits i.e. Pension, Gratuity, DCRG, leave encashment, commutation of pension and Financial Assistance of Regular Employees as per Rules	
d.	Power for Sanction/Approval of Refundable and non-Refundable advance from GPF and also final payment of GPF to regular MC employees as per Rules	
e.	Sanction/Approval of bills related to service tax, sales tax, income tax, TDS deduction, Labor cess, ESI payments, EPF payments, Electricity Bills, Telephone Bills & Fuel/Oil bills, GST, Postage exp. etc	
f.	1. Sanction of Casual leave of MC employees of Class III and IV, and Contractual employees 2. Class I and II	1. Concerned Branch Head 2. Commissioner
g.	Sanction of Earned Leave and Medical Leave (Max. 5 days in a month) as per rules Sanction of Earned Leave and Medical Leave (More than 5 days in a month) as per rules	Additional Municipal Commissioner on the recommendation of O.S & concerned branch head. Commissioner Municipal Corporation
h.	Internal transfer and adjustment of staff.	Concerned branch head to do all internal adjustment of staff for all the branch under their control.
i.	Sanction/Approval for the payment of legal fees bills to the empaneled advocates Note: On recommendation of L.E	Deputy Municipal Commissioner on the recommendation of S.O., LE and Legal Clerk
j.	(i) Purchase of Tools, electronic and computer items and other movable items related to office Expenditure Printings and stationary items, furniture Contingency related to day to day working of all HQ Branch (ii) Work related to Hospitality, House meeting/other meetings, VIP Visits, Social Events and Cultural Events, and other official functions etc. up to Rs. 1,00,000/- per case	Additional Municipal Commissioner on the recommendation of committee of S.O, ZTO, C.T and Programmer/Junior Programmer.

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k.	Sanction/Approval for the repairs, maintenance, fuel/oil bills, insurance of vehicle, O&M, rent of office vehicles, Electricity Bill and Telephones Bill.	Additional Municipal Commissioner on the recommendation of committee of S.O, ZTO, V.I and Concerned JE.

Note:- AMC Shall maintain the list of all employees of MCK with their place of posting according to Branches.

2. Property tax, and Taxation Branch: -

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a)	Preparation Assessment List under section 97	Dy. MC
b)	Maintenance of record of notices served related to property tax, maintenance of register of devolution go titles notified to CMC	ZTO
c)	Booking, refund of Securities of Community halls and municipal parks	ZTO
d)	Change of ownership, Correction (Spelling mistakes etc.) of name, Address, Mobile number in Property record.	As per NDC Portal flow chart (**Annexure-A**)
e)	Creation of New property ID and Part ID	
f)	Increase in plot area in property ID Decrease in plot area in property ID	
g)	Change in Category	
h)	Dealing of Objections at NDC portal	
i)	Any other updation (except for Sr. No. 2.a,b,c,d,e & f) of property tax data	
j)	To grant Exemption to the citizen as notified in the notification of property tax.	
k)	Correction of Property tax/Fire tax, arrear including assessment of previous years under Section 99 HMC Act.	As per NDC Portal flow chart (**Annexure-B**)
l)	Powers under sections 101, 128, 130, 131 and 145 with respect to all matters of taxation and fees, recoveries, enforcement and sealing/ De Sealing of the properties in case of non-payment	ZTO after approval of Dy.MC.
m)	(i) Grant of Licenses under Sections 330 and 331 of Haryana Municipal Corporation Act, 1994.	ZTO

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	(ii) Renewal of all types of trade licenses under sections 330 and 331 of the Haryana Municipal Corporation Act, 1994	
n)	Complete enforcement powers under licensed trades as contained in sections 333, 334, 335, 336, 337 of Haryana Municipal Corporation Act, 1994. Regulatory and Enforcement powers under section 332 and 338 of Haryana Municipal Corporation Act, 1994.	Dy.MC
o)	Maintenance of Assessment register/entries in Assessment registers and Deposit & Collection register of Tax Branch. Responsibility of record maintenance by Branch.	ZTO

3. Legal Matters: -

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	To sign, verify, file petitions, written statements, affidavits, suits, claims and similar documents in various courts of Law and Lokayukta/commissions/Quasi-Judicial bodies after getting all the replies duly vetted from Assistant District Attorney/ Other Appropriate Authority **except Hon'ble High Courts and Supreme Courts and NGT.**	Respective Branch Head
b.	To sign, Verify, file petition, written statements, affidavits, suits claims and similar documents in Hon'ble Supreme court, High Court and NGT	Respective Branch Head after obtaining the approval of Commissioner, Municipal corporation, Karnal
c.	Signing authority for engagement letter/vaqalatnama, Authority letter etc.	Dy.MC after taking approval.
d.	For F.I.R. to be lodged.	Concerned Branch Head.
e.	Release of Payment of Court cases	CMC based on the recommendation of Dy.MC, S.O, ADA/Perokar, Legal clerk
f.	To enter each case in the Litigation Management System and Daily monitor the progress of the cases and update the concerned branch and officials in writing.	A.D.A./Perokar
NOTE:-	*Whenever the official empowered above does not prefer an appeal in a case decided against MCK, the concerned official **Must** put up such matters for approval of Commissioner, MC at least 15 days before the expiry of limitation period.*	

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NOTE:-	*All Branch heads as per duty would be responsible for the preparation of filling of reply after getting it vetted from ADA and later from Advocate General's Office Haryana.*
NOTE:-	*All replies/reports in Hon'ble High Court & Supreme Court, National and State Commissions (and for lower courts-cases of serious financial/law points) Must be got seen/approved on file from Commissioner, MC before being filed in court. Parokar & Clerk will maintain the record and attend the court in general cases under the supervision of ADA.*

4. Building, Planning, Lease, Advertisement Branch

Sr. No.	Power to be delegated	Authority to whom Power is being delegated
a.	(i) Sanctioning/Rejection power for Commercial Building plans u/s 254 of MC Act (as per Online System), issuance of Completion certificate, Occupation Certificate. (ii) Sanctioning/Rejection power for Residential Building plans u/s 254 of MC Act (as per Online System), issuance of Completion certificate, Occupation Certificate. DTP should ensure that the building plan of residential & Commercial put up as per the instruction of DULB memo no. DULB/CTP/2025/3805-3912, Dated 06.06.2025 and DULB/CTP/2025/6327-6434 Dated 08.08.2025	**CMC** on the recommendation of Committee of JC, DTP, ATP and BI Concerned (as per Haryana New Building code 2017) **JC** on the recommendation of Committee of DTP, ATP and BI Concerned (as per Haryana New Building code 2017) After approval of building plan, the DTP will forward a copy to XEN PHED MCK. Concerned XEN to ensure Water and Sewer connection are to be issued according to the prevision of law.
b.	Completion Certificate/Occupation Certificate	CMC, on the recommendation of JC, DTP, ATP, BI.
c.	Power under Sections 238, 250, 251, 252, 253, 255, 256, 257, 258, 259, 260, 261, 262, 263, 265 of Haryana Municipal Corporation Act, 1994.	DTP after approval of CMC (Concerned BI, ATP Shall be personally responsible for checking violations & reporting to DTP) (Ward JE shall also be responsible for reporting unauthorized construction going on in their ward)
d.	Issue notice, monitoring & follow-up action with respect to powers u/s 347,348,350,350-A, 350-B & enforcement activities u/s 347	District Town Planner (Concerned BI, ATP Shall be personally responsible for checking violations & reporting to DTP) **after approval of CMC**
e.	Objections related to NDC Portal regarding unapproved to approved and Development charge	As per NDC Portal-**"Annexure-A"**
f.	Sub division of plots under the Government policies and including section 231 of Haryana Municipal Corporation Act, 1994.	District Town Planner, Municipal Corporation, Karnal **after approval of CMC.**

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g.	To remove encroachment under section 408 (A) on Land of Municipal Corporation.	Joint Commissioner
h.	Auction of Vacant Shop/rent and submitting the case to the commissioner for approval	Joint Commissioner
i.	Transfer and mortgage permission all type of plots, execution of conveyance deed and improvement trust scheme.	Joint Commissioner
j.	Permission, enforcement, legal matter related to Mobile tower and Power to give permission of underground Cable/road cut under CCIP policy.	CMC (Concerned E.E will put up)
k.	Lodging F.I.R in case relates to Encroachment /illegal plotting, unauthorized construction and CLU violation.	JC after approval of CMC
l.	All type of Permission, Auction of advertisements site under Advertisement by-laws dated 15.07.2022	DTP After approval of CMC (ATP, J.E, shall assist the D.T.P)
m.	Complete Powers under sections 121, 122, 123, 124 and 125 of the Haryana Municipal Corporation Act, 1994 including removal of unauthorized and illegal advertisement within Municipal limits.	DTP A.E/J.E/B.I Advertisement to assist the D.T.P
n.	Nodal officer for Implementation of Policy of Sale of Shop (Mukheyamantri Shehri Nikay Swamitva Yojna)	Joint Commissioner
o.	Power Under sections 180,181 of the Haryana Municipal Corporation Act, 1994 with respect to disconnection of water supply/ sewerage and illegal tube wells.	All JEs

5. Accounts

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	(i) Signing of pension papers and Service Book entry (ii) Signing in the PF ledger (Final payment entry of PF at the retirement time)	(i) S.O will verify and AMC will sign as Head of office. (ii) Section officer and Office Supdt. Jointly.
b.	To give financial approval for all running/Final bills of development works with works order.	CMC on recommendation of committee (CE/S.E, XEN Concerned and Section officer)
c.	To operate the bank accounts for all payments where administrative sanction & approval for payments has been granted by competent authority, bank to bank transfer for EPF/ESI and other statutory payments and to sign all Cheques/RTGS/NEFT/Vouchers etc.	Additional Municipal Commissioner Jointly with Section Officer

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d.	Nodal Officer for reply to all the Audit Paras (A.G. Office, Local Audit etc.) & power to call any officer for information in this regard. Will also coordinate with the Deputy Director (Audit) for the pre audit of the bills, documents etc. as instructed by the government.	S.O
e.	Nodal Officer for preparation of Annual Budget & getting the expenditure approved in every House Meeting.	S.O
f.	Nodal Officer for maintenance of Cash Books, Chest Book, getting it signed, reconciliation, maintenance of ledger related EMD & Security and other registers (Such as loan advances, PF registers of employees etc.) and documents/accounting functions mentioned in Haryana Municipal Corporation Act and Municipal Code-1930. To ensure the EPF & ESI of the staff on Payroll, contractual etc. is deposited in time & reconciliation accordingly. Further maintenance of fixed deposited register, establishment check register, employee & contingency. Will ensure checking of measurement books, grant register etc. **The monthly reconciliation report of receipts at all the levels would be submitted to CMC along with the monthly expenditure under all the heads.**	S.O
g.	Nodal Officer for reconciliation of assessment & demand and collection register of property tax, rent register, license register, citizen facility center etc. and will further ensure that the cash has been deposited in the prescribed Bank Account of Municipal Corporation in time (i.e. on the same day or the next working day).	S.O
h.	Signature on contingent bill on behalf of Commissioner, Municipal Corporation, Karnal	(i) AMC in case of Sanitation Bills (ii) S.E In case of development works (iii) Branch head in other case
i.	Budget booking in MC Fund/Grants after admin approval of Commissioner	Section Officer
NOTE:-	Senior Accounts Officer will have the power to depute any officer/official of accounts branch to get the above said work executed. All the payment files will route through accounts branch and accounts branch will ensure the pre-audit as per modified scheme.	

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OFFICE OF THE MUNICIPAL CORPORATION, KARNAL

6. Engineering branch, Electrical and civil works and Horticulture Works –

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	Administrative & Financial Approval, as well as Payment Approval, Approval of rates for the purchase/Execution of works urgent in nature, petty civil works related to horticulture, water & sewerage petty civil repairs of equipments and repairs of equipment, electric equipment, electronic items, water supply material, sewerage etc.	XEN for 1,00,000/- per work with the Limit and 3,00,000/- per Division per month (As per Haryana Govt. Urban Local Bodies Department Notification no. endst. No. CE/DULB2022/1766 dated 29.03.2022)
b.	Administrative& Financial Approval, Technical, Negotiation of rates and Rate approval for the all-Civil Work.	As per Haryana Govt. Urban Local Bodies Department Notification no. 09/59/2025-4CII dated 09.06.2025. As per **Annexure-C.**
c.	Power to refund the security/Performance Security/Earnest Money Deposit (EMD) for all types of works	CMC on the recommendation of committee of SE & Xen(concerned) and S.O
d.	Monitoring Committee and Payment Approval Committee for development works.	As per PWD norms For Running bills-SE, XEN Concerned, upto 75% of agreement cost. All Final Bill including AMRUT/ Smart City Project by recommendation Committee of JC, SE and XEN (Concerned)
e.	Monitoring Committee for O&M work i.e. Parks, Central verges, Water Supply and Sewerage.	As per PWD norms. *Note: While visiting the XEN, ME and JE with associate with them at least one member of Civil Society/Complainant and get signature of complainant/civil society on monitoring visit.*
f.	For timing extension of Civil Works	Upto 3 month – S.E beyond 3 month- CE
g.	Decision for Re-tendering with reasons duly recorded on file.	Chief Engineer.
h.	Sanction/Approval of Payment/Bill Maintenance of all Parks MC Karnal run by Agency and NGO.	CMC on recommendation of SE and XEN Concerned
i.	Sanction/Approval of Payment/Bill Maintenance of all Parks MC Karnal run by RWA.	Concerned Executive Engineer
Note:	Each Executive Engineer, Superintending Engineer, Chief Engineer shall compile the work done/payment ordered/verified bills exercised under delegation power 5.1 above by 5th of the next month, and send a compiled monthly bill to Accounts Branch directly at own level. The Accounts Branch shall examine, get it pre-audited and release the payments within 7 days.	
Note:	For purpose of clarity in Audit/Accounts Deptt., the file must clearly mention the exercise of these powers by XEN, SE& CE concerned in the heading and also include certificate that monthly limit not yet exhausted.	

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7. Sanitation

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	Administrative & Financial Approval, Approval of rates for the Purchase/Execution of works urgent in nature, petty works related to Sanitation purchase of all type of sanitation material, equipment.	AMC upto Rs. 1,00,000/- per work and monthly ceiling upto Rs. 3,00,000/- on the recommendation of Committee Sanitary Officer, CSI, AE(s), JE(s) and Acctt.
b.	Powers under sections 238, 272, 273, 274, 275 (2) of the Haryana Municipal Corporation Act, 1994 read with Section 15. National Green Tribunal Act. 2010 against burning of garbage, plastic ban enforcement, leaves etc.	Sanitary Officer, Chief Sanitary Inspector, Sanitary Inspector and Assistant Sanitary Inspector.
c.	Casual leave and medical leave (maximum four days in a month) of Safai Karamcharies respectively.	Concerned Sanitary Inspector/ Assistant sanitary Inspector
d.	Casual leave and medical leave (maximum four days in a month) of Safai Darogas respectively.	Sanitary Officer/Chief Sanitary Officer.
e.	Challenging for littering, C&D waste and SUP Ban	Chief Sanitary Inspector, A.E (S), All JE's, BI's, SI's and ASI's.
f.	Transfer of Safai Karamchari/Daroga.	Additional Municipal Commissioner on the recommendation of Sanitary Officer, CSI and concerned Zone incharge, Office SI.
g.	Release of payment related to concessionaire regarding Solid Waste Management.	CMC based on the recommendation of following Committee Members i) AMC ii) E.E.(s) iii) Sanitary Officer iv) S.O v) CSI
Note	Additional Municipal Commissioner after approval of Ld. CMC on recommendation of both committees which are as followed: - **Committee-I** A committee of concerned ASI/SI, CSI, in the chairmanship of AMC is constituted which will ensure compliance of work related to Sanitation Branch such as Door to Door collection, RFID scanning, GPS report, deployment of Tippers, secondary collection points & vehicles, cleaning and placement of dustbins, source segregation of solid waste, night sweeping, compliance of orders of Hon'ble NGT, reports to be submitted to Hon'ble NGT and other work as per concessionaire agreement.	
Note	**Committee –II** A committee of concerned JE, AE, in the chairmanship of EE(S) is constituted which will ensure compliance of work of solid waste management related to Engineering work (weighing of garbage , calibration of weigh bridge and maintenance of record thereof, installation of CCTV and its record, remediation and Bio mining of solid waste, processing plant, leachate treatment, disposal of RDF, Inert, Compost (All fractions) scientifically and its re verification & Maintenance of its record, SLF, sampling as per rules, compliance of orders of Hon'ble NGT, reports to be submitted to Hon'ble NGT and other work as per concessionaire agreement. Both committees will send file for approval through AMC as per rules and agreement after being satisfied regarding compliance and taking necessary action if any compliance not done.	

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h.	Release of Payment/Monitoring related to Legacy Waste work	CMC based on the recommendation of following Committee Members i) AMC ii) E.E (S) iii) Sanitary Officer vi) S.O v) CSI
i.	Regarding monitoring/checking of CT/PT monolithic toilets and release of payment to agency engaged for O&M of CT/PT. To Release payment under O&M of integrated mechanical sweeping machine, Gaushala Chara Bills (Dry and Green).	CMC on the recommendation of committee of AMC, SO (s), CSI & SI.
j.	Release of payment for catching stray cattle, Monkey, Pigs and dogs etc.	AMC on the recommendation of committee of SO(s), CSI & SI.
	(i) Bills of Safety equipments and other Safety material related to safai Karamchari such as PP Kit, Oil, and Soap etc.	
	(i) Registration and control of dog's u/s 311 (ii) Seizure of unauthorized animals' u/s 332.	

8. CMMU, PMAY, IAY

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	Power to release installment of PMAY/IAY and interest rate subsidy under NULM/PMAY/IAY, PM SVAnidhi	Dy.MC
b.	Power to issue LOI for all cases	
c.	Implementation of Street Vendors Policy	

9. Improvement Trust Branch

Sr. No.	Power to be delegated	Authority to whom power is being delegated
a.	Sale/Allotment of plots	CMC on the recommendation of JC
b.	Issuance of conveyance/ Sale Deeds of Plots	
c.	Name change in Improvement Trust record after the sale deed	J.C on the recommendation of Secretary/ZTO and Land Astt

10. Misc. work:

a.	All other Misc. Works and Census Work	Joint Commissioner
b.	Pingli Dairy Project	Joint Commissioner
c.	Registration of Marriage Work	JC on the recommendation of ZTO & Marriage Asstt.
d.	Implementation of e- office	AMC through ZTO, OS, C.T, & Programmer/JP
e.	(a) State Public Information Officer (b) As First Appellate Authority for purpose of RTI Act, 2005.	As per **Annexure-D**

f.	All Election Work	JC

NODAL OFFICERS

Sr. No.	Name of Nodal Officer	Work Allotted
	ADMINISTRATIVE WING	
1.	Additional Municipal Commissioner	(i) All types of administrative matters, (ii) Liasoning with Elected Representatives (iii) Establishments matter, HRMS, HKRNL (iv) Accounts and Audit matters (v) Overall Sanitation, IT Cell & PRO Branch (vi) First Appellate Authority (RTI) (vii) House Meetings & Head office correspondence (viii) Plastic Waste
2.	Joint Commissioner	(i) Grievances cell, Samadhan Shivir, CM Jan Samvaad News Paper Complaints, MLA o/o Applications (ii) Right to Service and Saral Portal (iii) Marriage Branch (iv) Land/Rent/Building/Planning and Trust Branch (v) Community Center (vi) Coordination with District Administration and attending all meetings of District Administration vii) Nodal Officer of Lal Dora Properties Certificate viii) Saral Portal ix) Domicile,
3.	Deputy Municipal Commissioner	(i) CPO Branch (ii) Property Tax iii) Census, PPP, iv) Advertisement Branch v) Additional Charge of DTP MCK vi) LMS, Legal matters/Court Cases of MCK vii) NALSA (Jagriti Unit) viii) All type of administrative works of District Municipal Commissioner office.

Note:-

a. The power delegated by the Commissioner in this order must not be further Sub-delegated by any officer. In case of Sub-delegation, the concerned officer demands responsible for consequences.

b. Power of the Commissioner not specified above shall remain with Commissioner, Municipal Corporation, Karnal

c. Power originally given to officer via Act, Rules, and Notifications etc. by government shall be exercised by concerned officer as per that Act, Rules, and Notifications etc.

d. You are directed that signing the letter, Communication, order in respective to power delegated to them by undersigned as e.g. Additional Municipal Commissioner for ,कृते

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OFFICE OF THE MUNICIPAL CORPORATION, KARNAL

Commissioner etc. Rather, it should be written as Additional Municipal Commissioner/other officer (exercising delegated power of Commissioner). Letter, Communication and order signed as Additional Municipal Commissioner/other officer for (कृते) Commissioner shall only be issued if that letter has approval of undersigned on file.

e. In case, post of City Project Officer is vacant, work assigned to CPO shall be looked after by Deputy Municipal Commissioner.

(Saloni Sharma, IAS)
Commissioner,
Municipal Corporation,
Karnal.

Endst. No. 190/PA **Dated:** 28/07/2026

A Copy of the above is forwarded to the following for information and necessary action please: -

1. W/Mayor, Municipal Corporation Karnal.
2. Additional Municipal Commissioner, Municipal Corporation, Karnal.
3. Joint Commissioner, Municipal Corporation, Karnal
4. Deputy Municipal Commissioner, Municipal Corporation, Karnal.
5. Superintending Engineer, Municipal Corporation, Karnal.
6. Deputy Director (Audit), Municipal Corporation, Karnal.
7. District Town Planner, Municipal Corporation, Karnal.
8. Section Officer, Municipal Corporation, Karnal.
9. Office Superintendent, Municipal Corporation, Karnal.
10. All concerned Officers/Officials, Municipal Corporation, Karnal.

Commissioner,
Municipal Corporation,
Karnal.