



Activity Mapping

Functions to be performed by Municipalities/ Ward Committees/ Area Sabhas

Note: These are based on the list of functions provided in Schedule XII (article 243W) of the Constitution, as per the 74th Constitutional Amendment

No	Item	Municipality	Ward Committee	Area Sabha
1	Urban planning including town planning	<ul style="list-style-type: none"> a. Prepare city plans in coordination with the MPC/DPC of the region b. Integrate the Ward Plans into the City Plan c. Develop medium-term financial plans consistent with the plans d. Develop annual city budgets consistent with the medium-term financial plans 	<ul style="list-style-type: none"> a. Prepare ward plans in coordination with city & regional plans b. Integrate Area Sabha needs into Ward Plans c. Develop Annual Ward Budgets consistent with these plans, and with the city's financial plans 	<ul style="list-style-type: none"> a. Discuss the Area's planning needs as part of the Master Plan for the region and the city b. Submit Area's planning requirements to the WC c. Review the Ward Plans and the City plans d. Ensure that ward budgets and city budgets are consistent with their plans
2	Regulation of land-use and construction of buildings.	<ul style="list-style-type: none"> a. (Large set of regulations on land-use and construction) 	<ul style="list-style-type: none"> a. Provide all administrative support to AS in zoning and land-use mgmt b. Receive and process all applications for building construction c. Receive all appeals on land-use change decisions of AS, and resolve them 	<ul style="list-style-type: none"> a. Enforce the zoning and land-use parameters defined in the city and ward plans b. Receive and resolve applications for change in land use in AS jurisdiction
3	Planning for economic and social development.	<ul style="list-style-type: none"> a. Work with agencies outside Municipality on collection, and dissemination of economic and social indicators b. Maintain key economic and social indicators for the municipality on regular basis c. Undertake systematic and organised street numbering, in coordination with external agencies 	<ul style="list-style-type: none"> a. Have a Ward Information and Statistics Committee to track economic activity in the Ward b. Undertake systematic and organised street numbering, in coordination with the municipality 	<ul style="list-style-type: none"> a. Provide information support to the WC on collection of necessary economic and social information b. Undertake systematic and organised street numbering, in coordination with the WC

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4	Roads and bridges.	<ul style="list-style-type: none"> a. Survey, technical feasibility, road alignment, and formulation of road development projects b. Approval, allocation and sanction of funds of roads covering more than one block including District roads. c. Acquiring land, assessment and of grant of compensation. d. Awarding contracts, procurement of material / equipment for construction of roads and bridges. e. Monitoring the specifications of road /bridges and supervision of the quality of works. 	<ul style="list-style-type: none"> a. Survey, technical feasibility, approval, allocation and sanction of funds. b. Annual repairs and maintenance of ward roads, culverts and bridges c. Approval, allocation and sanction of funds for improvement and maintenance of Ward roads. d. Monitoring and supervision of the quality of works and reporting progress. e. Ward Infrastructure Committee to maintain Ward Infrastructure Index in manner prescribed f. Budgetary allocations formulae to be based on Ward Infrastructure Index 	<ul style="list-style-type: none"> g. Monitoring and supervision of quality of works h. Assist the WC in the preparation of Ward Infrastructure Index
5	Water supply for domestic, industrial and commercial purposes.	<ul style="list-style-type: none"> a. Assessing city's water supply needs on short, medium and long term basis b. Formulation of major water supply schemes c. Technical appraisal and approval to the schemes proposed by the WCs d. Awarding contracts for the execution of major schemes and enforcing Service Level Agreements 	<ul style="list-style-type: none"> e. Developing annual water requirements for various ward needs f. Providing administrative assistance to AS g. Procuring and compiling reports on water service levels, complaints and repairs 	<ul style="list-style-type: none"> h. Identifying need for water schemes and locations i. Reporting progress on water supply schemes j. Monitoring water supply service levels, complaints and repairs

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6	Public health, sanitation conservancy and solid waste management	<ul style="list-style-type: none"> a.)Planning through the health committees b. To coordinate communicable diseases Programme (Eg.TB, Leprosy) with the State c. To coordinate, construction and maintenance and supervision of Primary Health Centres (PHCs) d. Periodic conduction of Epidemiological surveys e. To construct and manage drainage and sewerage systems in the city f. To set aside budgets for street and public spaces g. Prepare city SWM plans, including adequate provision for safe disposal of SWM h. Prepare long-term SWM strategy for the city, in coordination with MPC and DPC i. Review city SWM contracts and provide support to WC in contract formulation, execution and monitoring j. To prepare policy documents for construction of public toilets 	<ul style="list-style-type: none"> a. To assist in supervision and maintenance of sub-centres and deployment of field staff b. To Organize health family welfare camps and conduct demonstration-cum-exhibition programmes on health, family welfare and sanitation. c. To assist in inspection/ Assessment of quality of public health inputs and services. d. To prepare Ward SWM Plans in consultation with AS e. To award SWM contracts f. To monitor and review SWM contracts g. To prepare budgets for street cleaning and public spaces in consultation with AS h. To award contracts for street cleaning i. Prepare plans for sufficient public toilets in the ward in consultation with AS j. Award contracts for construction and maintenance of public toilets, in consultation with municipality k. 	<ul style="list-style-type: none"> a. Upkeep of sanitation (cleaning of roads, drainage etc.) in the Area b. Mobilising and organizing people for health, family planning and immunization camps. c. Chlorination tanks and spraying of etc. d. Reporting of outbreak of epidemics. e. To assist I coordinate emergence (floods etc.) Medical Relief Services f. Support local community-based SWM composting solutions, in collaboration with Municipal SWM dept g. Supervise SWM contracts h. Supervise street cleaning contracts i. Identify locations for public toilets and submit AS plans to WC j. Supervise maintenance of public toilets

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7	Fire services	<ul style="list-style-type: none"> a. To extinguish fire and protect life and property when fires occur b. To ensure sufficient levels of Fire Service infrastructure in the city 		
8	Urban forestry, protection of the environment and promotion of ecological aspects	<ul style="list-style-type: none"> a. Reclamation of waste lands, promotion of social forestry and maintenance of open spaces b. Establishment and maintenance of nurseries for plants, vegetables and trees and promotion of greenery c. Organization of flower-shows and promotion of flower-growing as a civic culture d. Promotion of measures for abatement of all forms of pollution; 	<ul style="list-style-type: none"> a. Compile a list of all urban forestry and environmental assets in the Ward b. Prepare detailed plans to conserve and protect environmental assets, in consultation with AS c. Work with the municipality to integrate these plans into the municipal budget d. Prevent hazardous impact on environmental assets e. Promote of measures for abatement of all forms of pollution 	<ul style="list-style-type: none"> a. Prepare a list of all urban forestry and environmental assets in the Area b. Identify their environmental health c. Suggest measures for the conservation and protection of such assets d. Monitor hazardous impact on environmental assets, and report to WC
9	Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded	<ul style="list-style-type: none"> a. Provide all support to the WC for identification of weaker sections b. Coordinate with all concerned to procure relief for weaker sections c. Set aside appropriate funds in municipality budget 	<ul style="list-style-type: none"> d. Preparation of lists of Identification of disabled persons/ street children/ unassisted aged/ beggars/ juveniles and coordination with the municipality to procure assistance for their rehabilitation. 	<ul style="list-style-type: none"> e. Identification of disabled persons/ street children/ unassisted aged/ beggars/ juveniles and coordination with the WC for their rehabilitation.

No	Item	Municipality	Ward Committee	Area Sabha
10	Slum improvement and upgradation.	<ul style="list-style-type: none"> a. Compile city-wide slum information, including service levels b. Prepare medium-term plans to complete slum upgradation c. Prepare action plans for provision of sufficient stock of legitimate low-income housing in the city d. Coordinate with various agencies involved in slum identification, upgradation and services 	<ul style="list-style-type: none"> e. Prepare a list of all slums in the Ward f. Establish the legal veracity of each slum for provision of public services g. Compile slum upgradation plans in coordination with AS h. Prepare Ward Budgets to include allocations for slum upgradation i. Release contracts for slum upgradation work j. Make payments based on AS monitoring 	<ul style="list-style-type: none"> k. Prepare a list of all slums in the AS l. Prepare slum upgradation plans for each slum, with community members in the concerned slums m. Work with WC to ensure budgetary allocation for slum upgradation works n. Monitor quality of slum upgradation works
11	Urban poverty alleviation	<ul style="list-style-type: none"> a. Preparation of plan for poverty alleviation programmes at municipality level. b. Scrutiny and consolidation of WC plans for Poverty Alleviation Programmes c. Release of funds to Banks for subsidy adjustment. d. Coordination with other departments / agencies e. Development of training infrastructure f. Procurement and supply of quality assets / machinery / equipments for beneficiary schemes. g. Assist in extending technical assistance for planning at WC level. h. Supervision and review of implementation of different Poverty Alleviation Programmes. i. Monitoring and supervision of the progress of the programmes. 	<ul style="list-style-type: none"> a. Assist the AS in providing technical and managerial assistance for implementation of schemes. b. Implement schemes at WC level c. Collection and distribution of data regarding development and management at the WC level. d. Assist in the evaluation of schemes. e. Preparation of plans at the WC level f. Review the plans prepared by the AS and accord technical approval and assistance g. Integrate other Poverty Alleviation programmes 	<ul style="list-style-type: none"> a. Identification of beneficiaries for various government schemes b. Implementation of employment generation programmes c. Inform the WC and municipality about any misuse of assets, grant and loan by the beneficiaries. d. To assist IP for the distribution of identity cards e. To ensure proper utilization of any funds allocated for poverty programmes from the municipality or external sources

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12	Provision of urban amenities and facilities such as parks, gardens playgrounds	<ul style="list-style-type: none"> a. Assist the WC in the discharge of their responsibility b. Compile city-wide urban amenities information c. Prepare medium-term plans for urban amenities in consultation with WCs, MPC and DPC d. Provide budgetary support for urban amenities 	<ul style="list-style-type: none"> e. Assist to AS in the discharge of their responsibility. f. Prepare ward budgets based on AS inputs or urban amenities 	<ul style="list-style-type: none"> a. Submit AS plans for upgradation and maintenance of urban amenities b. Keep all common property of local nature in good condition. c. Ensure they are not encroached upon or converted to uses not in the Interest of the community.
13	Promotion of cultural, educational and aesthetic aspects	<ul style="list-style-type: none"> a. Promotion of civic education, adult education, social education and non-formal education b. promotion of cultural activities including music, physical education, sports and theatres and infrastructure c. advancement of science and technology in urban life d. publication of municipal journals, periodicals and souvenirs e. organization, establishment and maintenance of art galleries and botanical or zoological collections f. conservation and maintenance of monuments and places of historical, artistic and other importance g. construction, establishment, maintenance or contribution to the maintenance of public libraries, museums, reading rooms etc. 		

No	Item	Municipality	Ward Committee	Area Sabha
14	Burials and burial grounds; cremations, cremation grounds and electrical crematoriums	<ul style="list-style-type: none"> a. Constructing and maintaining burial grounds and cremation grounds b. Acquiring, maintaining, changing and regulating places for the disposal of the dead 	<ul style="list-style-type: none"> a. Assist the municipality in the discharge of their responsibility. 	<ul style="list-style-type: none"> a. Inform the WC and municipality of deaths in the AS
15	Cattle pounds; prevention of cruelty to animals.	<ul style="list-style-type: none"> a. Establish and maintain cattle ponds b. Ensure the prevention of cruelty to animals c. Undertake appropriate measures to limit stray animals 	<ul style="list-style-type: none"> a. Assist to AS in the discharge of their responsibility. 	<ul style="list-style-type: none"> b. Monitor stray animals in AS c. Work with appropriate agencies to treat stray dogs on a regular basis
16	Vital statistics including registration of births and deaths.	<ul style="list-style-type: none"> a. Register all births and deaths in the municipality b. Maintain key economic and social indicators for the municipality on regular basis c. 	<ul style="list-style-type: none"> a. Register all births and deaths in the Ward b. Ward Information and Statistics Committee to compile information on Ward 	<ul style="list-style-type: none"> a. Support the WC in registering births and deaths
17	Public amenities including street lighting, parking lots, bus stops and public conveniences	<ul style="list-style-type: none"> a. Communication systems beyond construction and maintenance of roads: footpaths, pedestrian pathways, transportation terminals, both for passengers and goods, bridges, over-bridges, subways, ferries, and inland water transport system; b. Provide transport system accessories including traffic engineering schemes, street furniture, parking areas, and bus stops; 	<ul style="list-style-type: none"> a. Compile list of street lighting, parking lots, street furniture, bus stops and public conveniences in the ward, with the assistance of the AS b. Prepare plans for creation and maintenance of such amenities c. Coordinate with the municipality for the provision of such amenities d. Coordinate with the AS for the monitoring and maintenance of such amenities 	<ul style="list-style-type: none"> e. Prepare list of street lights, parking lots, street furniture, bus stops and public conveniences in the Area f. Provide assistance to the WC in developing plans for creation and maintenance of such amenities g. Monitor contracts to maintain such amenities h. Provide
18	Regulation of slaughter houses and tanneries	<ul style="list-style-type: none"> a. Regulate the functioning of slaughter houses and tanneries 	<ul style="list-style-type: none"> b. Prepare a list of all slaughter houses and tanneries in the ward c. Assist the AS in its activities d. Report any violations to the municipality 	<ul style="list-style-type: none"> e. Monitor slaughter houses and tanneries for environmental impact and ethical practices f.

NOTE: The following are additional functions that need to be included

19	Issue of trade licences	<ul style="list-style-type: none"> a. Issue policy guidelines for issue of trade licences b. Monitor trade licences issued by WCs c. Receive and resolve any dispute on trade licence issue at WC level 	<ul style="list-style-type: none"> a. Follow policy guidelines on trade licence issue, and collect appropriate fees b. Seek the input of the AS before issue of trade licence 	<ul style="list-style-type: none"> a. Provide inputs to the WC on trade licences
20	Collection of Receipts of the Municipality	<ul style="list-style-type: none"> a. Ensure full compliance in collection of all own-source revenues to the Municipality - Property Taxes, trade licences, advertising, hoardings, etc. b. Provide sufficient support to WC to carry out its functions 	<ul style="list-style-type: none"> a. There shall be a Ward Finance Committee b. The Ward Committee shall ensure full compliance in collection of all own-source revenues to the Municipality - Property Taxes, trade licences, advt, hoardings etc c. A separate bank account shall be maintained at the Ward Level for all ward-level revenues d. Sufficient municipal staff shall be deployed to support WC 	<ul style="list-style-type: none"> e. Assist the WC in full compliance with revenue collections
21	Preparation of Budgets Estimates of the Municipality	<ul style="list-style-type: none"> a. The Municipality budget shall aggregate all the ward budgets which have been prepared, and b. have additional account heads for specific receipts and expenditures at the municipality level c. Ward-level expenditures shall be based on the Ward Infrastructure Index to ensure equity 	<ul style="list-style-type: none"> a. A ward budget calendar shall be prepared annually. b. The WC shall prepare the budget for their ward 6 weeks before the Municipal budget. c. The Municipality may suggest changes that may be effected into the Ward level Budget after discussion with the Ward Committee. 	<ul style="list-style-type: none"> d. The AS shall submit its development plans to the WC for inclusion in the Ward Budget. e. WC shall discuss its budget with the AS before submission to the Municipality
22	Preparation of financial statements and disclosure	<ul style="list-style-type: none"> a. Municipality shall prepare quarterly audited statements of its finances b. These statements shall be submitted to the Council, and also be 	<ul style="list-style-type: none"> a. The Ward Finance Committee shall also maintain ward-level bank accounts for all the expenditure activities of the ward. 	<ul style="list-style-type: none"> d.

		made available for public scrutiny	<ul style="list-style-type: none"> b. The Ward Finance Committee shall prepare a quarterly report of the financial transactions of the Ward Committee c. The report of the Ward Finance Committee shall be made available for public scrutiny. 	
23	Borrowings		<ul style="list-style-type: none"> a. Include control clauses on WCs needing to be consulted on borrowings b. Include clause on WCs ability to revoke borrowings if minimum no of WCs pass appropriate resolution 	
24	Commercial Projects		<ul style="list-style-type: none"> a. Include control clauses on WCs needing to be consulted on commercial projects b. Include clause on WCs ability to revoke commercial projects if minimum no of WCs pass appropriate resolution 	
25	Information about Citizen Charters	c.	<ul style="list-style-type: none"> a. Collect, disseminate information about the Citizens' Charters issued by municipality b. Be empowered to enforce the citizen charter on appropriate municipal personnel 	<ul style="list-style-type: none"> a. Collect, disseminate information about the Citizens' Charters issued by municipality
26	Coordination with other agencies	c.	<ul style="list-style-type: none"> a. Coordinate activities at the Ward level with other agencies involved in local service provision or requiring local coordination 	<ul style="list-style-type: none"> a. Coordinate activities at the Area level with other agencies involved in local service provision or requiring local coordination

ADDITIONAL RELEVANT FUNCTIONS FROM 243G

NOTE: The items listed below are included in the list of items to be devolved to Rural Local Governments as per Schedule XI (Art 243G), but are not included in the list for urban decentralisation as per Schedule XII (Art 243W). However, they merit serious discussion and possible inclusion into a Municipalities' Act. Once a decision is taken on whether they are devolved to the municipality, appropriate functional distribution could be identified, across the 3 tiers of municipality/ ward committee/ area sabha

27	Land improvement, implementation of land reforms, land consolidation			
28	Small scale industries, including food processing industries			
29	Non-conventional energy sources			
30	Education, including primary and secondary schools			
31	Technical training and vocational education			
32	Adult and non-formal education			
33	Libraries			
34	Family welfare			
35	Women and child development			
36	Welfare of the weaker sections, and in particular, of the Scheduled Castes and Scheduled Tribes			
37	Public distribution system			