

PCH-HA(3)36/96-NP-Una- 1836-1950  
Government of Himachal Pradesh  
Department of Panchayati Raj

To

1. All the Deputy Commissioners in Himachal Pradesh.
2. All the District Panchayat Officers in Himachal Pradesh.
3. All the Block Development Officers in Himachal Pradesh.

Shimla-09

Dated

15-02-2025

**Subject:-** SOPs regarding functioning of Gram Panchayats merged completely or partially into the Urban Local Bodies.

Sir/Madam,

On the subject cited above it is to inform you that areas of several Gram Panchayats have been recently merged completely or partially with the Urban Local Bodies. In order to ensure smooth functioning and transition of governance in the merged areas, SOPs regarding the functioning of such Gram Panchayats have been enclosed, herewith.

You are therefore, requested to kindly issue directions to such Gram Panchayats areas of which has been merged wholly or partially to adhere to the guidelines issued in the SOPs, till the date of handover of the record by concerned Gram Panchayat functionaries to the Urban Local Body concerned.

**Enclosed: (SOP)**

Yours faithfully,



Director,  
Panchayati Raj Department,  
Himachal Pradesh, Shimla-9

Dated

15-02-2025

Endst. PCH-HA(3)36/96-NP-Una- 1951  
Copy forwarded to.-

Secretary (UD) to the Govt. of H.P for information and necessary action please.



Director,  
Panchayati Raj Department  
Himachal Pradesh, Shimla-9

**SOPs regarding functioning of Gram Panchayats merged completely or partially into the Urban Local Bodies.**

Several Gram Panchayats have been recently merged completely or partially into the Urban Local Bodies. Issues critical for smooth functioning and transition of governance in the merged areas are to be addressed in the following manner.

1. The routine meetings of the Gram Panchayats will be conducted as per the existing provisions.
  2. On going development works will continue ensuring that these works are completed before the expiry of the term of the Gram Panchayat.
  3. Funds will be released/disbursed as per the existing provisions.
  4. Only those development works in respect of merged areas will be initiated which have been approved in the shelf during the last financial year by the Gram Panchayat/ Gram Sabha.
  5. Gram Sabhas can be conducted with the condition that no new shelf for development activities is passed for those areas which have been merged into Urban Local Bodies. Issues concerning general awareness and routine working i.e Social Audit of MGNREGA , 15<sup>th</sup> Finance Commission can be discussed.
  6. Routine activity of the Panchayat i.e registration of birth and death and issuance of certificates as per record shall continue.
  7. Secretary Gram Panchayat shall meanwhile prepare inventory of every movable and immovable property that has to be handed over to the Urban Local Bodies, the orders for which shall be issued by respective Deputy Commissioners accordingly.
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