

**GOVERNMENT OF THE KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS AND
RURAL DEVELOPMENT DEPARTMENT**



NOTIFICATION

Peshawar, dated the November, 2013

No. /2013. In exercise of the powers conferred under section 5(4) read with section 112 of the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013), the Government of Khyber Pakhtunkhwa is pleased to make the following Rules namely: **Khyber Pakhtunkhwa District Government Rules of Business, 2013.**

PART-A
GENERAL

1. **Short title and commencement.**--- (1) These rules may be called the Khyber Pakhtunkhwa District Government Rules of Business, 2013.
(2) They shall come into force at once.
2. **Definitions.**--- In these rules, unless the context otherwise requires:
 - a) "Act" means the Khyber Pakhtunkhwa Local Government Act, 2013(Khyber Pakhtunkhwa Act No. XXVIII of 2013);

- b) "Branch" means a basic working unit in a District Office as determined by the District Government and includes a sub-office;
- c) "Business" means the work done by the District Government;
- d) "Case" means a particular matter under consideration and includes all papers pertaining to it and necessary for its disposal, such as correspondence and notes and any previous papers connected with the subject;
- e) "Chief Secretary" means the Chief Secretary Khyber Pakhtunkhwa;
- f) "Council" means District Council;
- g) "District Office" means a self-contained administrative unit in the Secretariat responsible for the conduct of business of District Government in a distinct and specified sphere, and designated as such under these rules;
- h) "District Officer" means an officer entrusted with the administrative and financial charge of a District Office in District Government;
- i) "Deputy Commissioner", means the officer posted and notified as such by the Government;
- j) "Government" means the Government of Khyber Pakhtunkhwa;
- k) "Nazim" means Nazim District Council;
- l) "Province" means Province of Khyber Pakhtunkhwa;
- m) "Rules" mean the Khyber Pakhtunkhwa District Government Rules of Business 2013;
- n) "Schedule" means a schedule appended to these rules; and
- o) "Secretariat" means the offices of District Government when referred to collectively.

3. Allocation of Business.--- (1) The Secretariat shall consist of the District Offices and their operational components specified in column 2 and 3 of the First Schedule respectively.

(2) The business of District Government shall be distributed amongst the District Offices in the manner indicated in the Second Schedule.

(3) The functions allocated in the Second Schedule shall include functions relating to planning, development, budgeting, maintenance of accounts, procurement of goods and services for the respective District Offices and service matters except those excluded through special or general order of the

Government or District Government.

- 4. Structure and Working of District Administration.**--- (1)The District Administration shall comprise the District Offices, including their sub-offices, devolved to District Government under the Act, headed by officers designated as District Officers and coordinated by the Deputy Commissioner.
- (2) In matters of policy and important decisions, the Deputy Commissioner shall obtain approval of Nazim District Council before communicating such matters and decisions to the Government.
- 5. Organization of District Offices.**--- (1) A District Office shall consist of an officer designated as District Officer and such other officers and officials as indicated in the schedule of establishment for that office notified by the Government for devolution to District Government.
- (2) The District Officer shall, by a Standing Order, distribute the work of the District Office among its officers, officials and branches.
- 6. Functions of the Nazim.** --- (1) The Nazim shall -
- a) be the head of the District Government;
 - b) oversee working of the District Administration;
 - c) perform functions assigned to him under the Act, any other law or rules, including these rules;
 - d) keep the Government informed on matters relating to District Administration; and
 - e) submit to the government annual report on the working and performance of the District Government.
- (2) The Nazim may call for:
- a) any case or information from any District Office; and
 - b) quarterly reports from offices of Government Departments in the district for the purposes of section 14 (g) of the Act.
- 7. Appointment and Functions of the Deputy Commissioner.**--- (1) In every district, the Government shall appoint a civil servant of the Federation or of the Province as Deputy Commissioner who shall be generally responsible for all

matters affecting public tranquility in the district and working of the District Government.

(2) The Deputy Commissioner shall be coordinating head of the Secretariat and shall-

- (a) ensure expeditious disposal of the business of the District Government for convenience of the people;
- (b) issue standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to him;
- (c) co-ordinate and supervise activities of District Offices for coherent planning, synergistic development, effective and efficient functioning;
- (d) ensure that the business of the group of offices under his administrative control is carried out in accordance with law and the rules and the human and material resources placed at his disposal are optimally utilized to improve governance;
- (e) exercise general supervision and control over programmes, projects, services, and activities of the District Administration;
- (f) coordinate flow of information required by the Council;
- (g) act as Principal Accounting Officer of the District Government and be responsible to the Accounts Committee of the Council and Public Accounts Committee of the Provincial Assembly;
- (h) call for information and reports from local governments in the district as required by the Government or District Government;
- (i) assist the Nazim in performance of his functions and formulation of policy of the District Government;
- (j) prepare periodical reports including reports on implementation of development plans for presentation in the Council;
- (k) be responsible to the Nazim for the business of the Secretariat and keep him informed about important cases disposed of without reference to him;
- (l) execute sanctioned policy of the District Government; and
- (m) keep the Government informed, through Commissioner, on important issues and matters having significant social, economic or administrative implications.

Explanation.- For the purpose of this section, the expression 'coordinating head' means the authority to call for review and assess the performance of district offices and give directions for taking actions or measures improve efficiency, service delivery and achievement of assigned targets and goals.

(3) All cases submitted to the Nazim shall be routed through the Deputy Commissioner and while submitting a case for orders of the Nazim, he shall suggest a definite line of action.

8. Functions of District Officer. --- A District Officer entrusted with the charge of a District Office in District Government shall:

- (a) be responsible for observance of laws, rules and bye-laws, efficient conduct of business and administrative discipline in the office;
- (b) issue, subject to any general or special standing orders of the District Government, orders specifying the cases or class of cases which may be disposed of by an officer subordinate to him
- (c) ensure that the human and material resources placed at his disposal are optimally utilized to improve governance;
- (d) co-ordinate and supervise the activities of the office in his charge and ensure efficient service delivery by the functionaries under his administrative control;
- (e) provide information to the Standing Committee of the Council for the District Office and take corrective actions based on information received from the Standing Committees;
- (f) enforce relevant laws, rules and bye- laws governing the sector;
- (g) propose budgetary allocations for the office in his charge, prepare development plans for the sector and implement approved plans;
- (h) oversee utilization of resources necessary for proper conduct of programs, projects, services, and other activities;
- (i) propose bye laws to improve service delivery in the sector allocated to his charge; and
- (j) act as Departmental Accounting Officer for the offices in his charge and be responsible to the Accounts Committee of the Council
- (k) prepare periodical and annual reports on the working and performance of the office in his charge

- 9. General Procedure for Disposal of Business.** --- (1) The Deputy Commissioner shall circulate instructions about the manner of disposal of the business of the Secretariat.
- (2) If any doubt arises as to the District Office to which a case properly pertains, the matter shall be referred to the Deputy Commissioner, who shall obtain orders of Nazim District Council if necessary, and the orders thus passed shall be final.
- (3) All orders shall be in writing; however, in case of a verbal order, the officer receiving the order shall reduce it in writing and, as soon as may be, submit it to the authority making the order for confirmation.
- (4) If an order contravenes any law, rules, regulations or Government or District Government policy, the authority next below the authority making such order shall point it out to the authority making the order and if the later does not agree, it shall refer the case to the next higher authority for appropriate decision.
- 10. Orders, Instruments, Contracts and Litigation.** --- (1) All executive actions of the District Government shall be taken in the name of District Government.
- (2) Save in cases where an officer has been specifically empowered by the Nazim to sign an order or instrument on behalf of District Government, every order or instrument shall be signed by officer in charge of the District Office concerned, and such signature shall be deemed to be proper authentication of such order or instrument.
- (3) Making and execution of contracts and assurances of property in District Government shall be subject to instructions of Law and Parliamentary Affairs Department of the Government.
- (4) The District Government may sue and be sued in its name through the Deputy Commissioner
- 11. Tenure of Posting and Transfers:** --- (1) The Government shall by a Standing Order notify the category of officers, in addition to Deputy Commissioner and the District Officers, whose tenure of posting to a District Government shall correspond to the term of the Council.
- (2) The Government may transfer the holder of a tenure post before the

completion of the tenure or extend the period of his tenure due to exigency of service or in the public interest.

(3) Where the performance of a Deputy Commissioner is not satisfactory, the Nazim may request the Government for his transfer in writing stating reasons thereof and the Government may accede to his request.

(4) Where the performance of a District Officer is not satisfactory, the Nazim may, in consultation with the Deputy Commissioner, request the Government to transfer such officer from the district stating reasons thereof.

PART-B

REFERENCE TO THE NAZIM

12. Reference to the Nazim. --- (1) No order shall be issued without the approval of the Nazim in the following cases:

- a) proposals for the levy of new taxes and making or withdrawal of bye-laws;
- b) resource position and budget proposals before presentation of the budget and financial statements to the Council;
- c) vital social, political, economic and administrative policies of the District Government;
- d) requisition for meetings of the Council except meetings requisitioned for consideration of no confidence motion against him;
- e) annual reports on the working and performance of District Government for submission to the Government;
- f) important reports and documents required to be laid before the Council
- g) cases involving policy decision or departure from an earlier policy decision or decision of the Council;
- h) appointment of his personal staff; and
- i) Any other case required by the Nazim through general or special order to be submitted to him

(2) Notwithstanding the provisions of sub-rule (1), the Nazim may, in cases of urgency or other exceptional circumstances, give directions as to the manner of disposal of a case, without prior reference to him and the cases so disposed of

shall be reported to the Nazim at an earlier opportunity thereafter.

(3) With respect to a case mentioned in sub-rule (1), the District Officer concerned shall initiate a note titled as "Note for the Nazim", including a self contained, and objective brief stating relevant facts and the points for discussion with specific recommendations and the Deputy Commissioner shall submit the case to the Nazim with appropriate advice.

(4) The Note containing orders of the Nazim shall be returned to the initiating officer.

(5) The Deputy Commissioner shall keep the Nazim generally informed of all matters affecting public tranquility in the district and cases having major political implications.

PART-C

PROCEDURE FOR CONSULTATION

13. Consultation among District Offices. --- (1) When the subject of a case concerns more than one District Offices:

(a) the initiating District Office shall be responsible for consulting the other District Offices through a reference encompassing all relevant facts and the points necessitating consultation; and

(b) no orders shall issue and no case shall be submitted to the Nazim or the Council until it has been considered by all the concerned District Offices.

(2) In cases of urgency, the Nazim may dispense with the requirement of sub-rule (1), but the case shall, at the earliest opportunity thereafter, be brought to the notice of the concerned District Offices.

(3) In the event of difference of opinion, the District Office primarily concerned with the case shall submit it to the Nazim:

14. Consultation with District Finance Office. --- (1) No District Office shall, without previous consultation with District Finance Office, authorize any orders other than orders in pursuance of any general or special delegation made with

approval of the Council, which directly or indirectly affect the finances of the district, or which, in particular, involve:

- (a) relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it or grant of lease of land;
- (b) expenditure for which no provision exists;
- (c) a change in the number or nomenclature or basic scale of a post or in the terms and conditions of service of the Government servants or their statutory rights and privileges which have financial implications;
- (d) levy of taxes as defined in the Act;
- (e) re-appropriation within the budget grants;
- (f) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; or
- (g) interpretation of financial rules.

15. References to Government on Service and Legal Matters. --- (1) District Offices shall route through the Deputy Commissioner their references to the Government on following matters requiring:

- (a) determination of the principles of control of the Government servants, including recruitment, conditions of service and discipline;
- (b) co-ordination of policy with regard to services for purposes of consistency of treatment;
- (c) legislation and rules or their interpretation;
- (d) execution of agreements and Memoranda of Understanding;
- (e) consideration of legal questions arising out of any case; and
- (f) institution or defence of civil proceedings in courts in which the Government is involved.

(2) The District Office intending to refer any of the matters in sub-rule (1) to Government shall draw up specific points on which the decision of the Government is desired and shall send a self-contained reference, giving all the information and details necessary for an appropriate decision, to the Deputy Commissioner for submission to the Government.

(3) No District Office shall, without approval of the Council, authorize any orders, other than an order in pursuance of any general or special delegation by the Government, which involve -

- (a) reduction or extension in the scope of functions of a District Office as specified in Second Schedule or the transfer of such functions from one District Office to another;
- (b) re-organization or change in the status of offices directly administered by a District Office; and
- (c) any change in the terms and conditions of service or the statutory rights and privileges of the Government servants.

16. Committee of the District Officers. --- (1) There shall be a Committee of District Officers with the Deputy Commissioner as its Chairman, to discuss matters referred to it by the Nazim or a District Officer, in which the experience and collective wisdom of the senior officers need to be consulted, to the benefit of the subject under consideration.

(2) A District Officer, who wishes a particular matter to be discussed in a meeting of the Committee, shall prepare a brief note which would form the basis of discussion.

(3) On receipt of the note, the Deputy Commissioner shall issue notice of a meeting together with the agenda, well in advance of the meeting, provided that urgent items may be considered at short notice.

(4) District Officers shall attend the meetings of the Committee.

(5) Proceedings in the Committee shall be recorded and shall be circulated after approval by the Chairman.

(6) The District Officer concerned shall process the recommendations of the Committee in accordance with these rules.

PART-D

BYE - LAWS

17. Making and Amendments of Bye-Laws. --- (1) The District Office administratively concerned with the subject shall be responsible for determining the contents of bye-laws proposed for the sector and obtaining approval of the Nazim to process a case for submission to the Council.

(2) While according approval to the proposal, the Nazim shall also indicate as

to which of the following motions should be made in the Council:

- a) the draft should be taken into consideration at once; or
- b) it should be taken up at a specified date in future; or
- c) it should be referred to respective Standing Committee of the Council; or
- d) it should be circulated for purposes of eliciting public opinion thereon.

(3) On receipt of approval indicated in sub-rule (2), the District Officer shall send to Secretary of the Council a memorandum, including a statement detailing the factors necessitating the bye-laws, the objects of the proposal and a draft of the bye-laws, for inclusion in the official business of the Council.

(4) The District Officer shall thereafter prepare a brief for the use of the Nazim at the time of introducing the draft bye-laws in the Council

PART-E

COUNCIL BUSINESS

18. Bye-Laws on Conduct Business in the Council. --- The District Officers, in the conduct of Council business, shall comply with the bye-laws governing the conduct of business in the Council.

19. Meetings of the Council. --- (1) Secretary of the Council shall obtain orders of the Nazim for convening a session of the Council in accordance with the bye-laws on the conduct of business and conduct of meetings of the Council and take further action on such orders.

(2) All District Officers shall keep under review the official business intended to be brought before the Council and shall, not later than three days before the commencement of the session, forward to the Secretary of the Council a detailed list of such business.

(3) The Secretary of the Council shall prepare a provisional forecast of the official business to be brought before the Council and shall make appropriate proposal to the Nazim for the allotment of time for the transaction of such business.

- 20. Termination of the Session.** --- The Secretary of the Council shall, at an appropriate time, obtain orders of the Nazim, for termination of the session of the Council on conclusion of business.
- 21. General Provisions regarding Council Business.** --- (1) Each District Office shall nominate a focal person for liaison and smooth conduct of business in the Council and intimate his particulars to Deputy Commissioner and Secretary of the Council.
- (2) The concerned Department shall take prompt action on receipt of copies of the resolutions, motions, questions, call attention notices and other business to be brought before the Council.
- (3) In case a resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a District Office, it shall promptly transfer it to the concerned District Office under intimation to the Secretary of the Council.
- (4) As soon as any communication is received from the Secretary of the Council or any other office regarding the business of the Council, the person receiving the communication shall at once bring it to the notice of the focal person and the District Officer.
- 22. Resolutions and Motions.** --- (1) When an official resolution or motion is to be moved in the Council, the concerned District Officer shall forward it together with a formal notice duly signed by the Nazim to Secretary of the Council.
- (2) On receipt of a non-official resolution or motion from the Secretary of the Council, the concerned District Officer shall examine the communication and determine whether discussion of the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, he should point it out, with reasons, in its comments and process it, with a brief, for consideration and use of the Nazim.
- (3) On receipt of a resolution passed by the Council, the concerned District Officer shall immediately take appropriate necessary action and shall, within one month from the date of the receipt of the resolution, apprise the Secretary of the Council of the action taken on the resolution.

- 23. Questions.** --- (1) On receipt of each question (starred, un-starred or short notice), the concerned District Officer shall prepare an appropriate reply and, subject to approval of the Nazim, forward the required number of copies to Secretary of the Council in accordance with the bye-laws on conduct of business in the Council.
- (2) The District Officer shall also prepare a brief for purposes of supplementary questions for use by the Nazim.
- 24. Call Attention Notices.** --- On receipt of a Call Attention Notice the concerned District Officer shall prepare an appropriate reply and a brief for purposes of supplementary questions, for use by the Nazim.
- 25. General Discussion.** --- Whenever a day is fixed for general discussion on any issue, the concerned District Officer shall remain present in the official gallery during the discussion for taking notes and preparation of a brief for use by the Nazim.
- 26. Budgets.** --- (1) The Deputy Commissioner shall obtain approval of the Nazim for the date for presentation of the annual and supplementary budgets and communicate such orders to the Secretary of the Council for appropriate action in accordance with the Act.
- (2) On receipt of a motion proposing a cut in the demand or supplementary demand for grant of funds, the concerned District Officer shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the use of the Nazim.
- 27. Undertakings and Assurances.**- The concerned District Officer shall be responsible for giving effect to any undertaking or assurance given by the Nazim in the Council.

PART-F

MISCELLANEOUS PROVISIONS

- 28. Protection and Communication of Official Information.** --- (1) A Government servant shall not communicate any information acquired directly or indirectly from official documents or otherwise to the Media, to non-officials, or to officials belonging to other Government offices, unless he has been, generally or specially, empowered or obligated to do so.
- (2) Ordinarily, all official news and information shall be conveyed to the Media through the official spokesmen of the District Government nominated by the Nazim.
- (3) The Deputy Commissioner shall circulate instructions about the treatment and custody of official documents and information of a confidential character.
- 29. Channel of Correspondence.** --- (1) Subject to Part-C of these **Rules**, all correspondence with Government shall be conducted direct by the concerned District Officer and it shall ordinarily be addressed to the Secretary of the Department concerned.
- (2) All correspondence with the government of a foreign country or a Pakistan Diplomatic Mission abroad or a Foreign Mission in Pakistan or an International Organization shall normally be conducted through the Government:
- (3) All correspondence with the Attached Departments, Regional Offices and Autonomous Bodies shall be conducted direct by the concerned District Officer and it shall ordinarily be addressed to the Heads of the organization concerned.
- (4) All correspondence with the Advocate General shall be conducted through the Deputy Commissioner and all correspondence by the Advocate General shall be responded to by the very same official to whom it is addressed.
- 30. General.** --- (1) The business of the District Government shall be transacted in accordance with the channels of communication laid down in these rules and instructions.
- (2) If oral discussions are held with the Nazim by an officer, he shall communicate the points made during the discussion to his District Officer at the earliest.
- 31. Annual Performance Evaluation.**---The annual performance reports of officers in District Government shall be initiated by-

- (a) the Nazim in respect of the Deputy Commissioner with the Chief Secretary and the Chief Minister as the first and second countersigning authorities respectively;
- (b) the Deputy Commissioner in respect of the District Officers with the Nazim as the countersigning authority; and
- (c) the District Officer in respect of officers in the District Office and its branches under his charge with the Deputy Commissioner and the Nazim as first and second countersigning authorities respectively.

32. Amendment of the Rules: --- These rules may be amended with the approval of the Provincial Cabinet.

33. Repeal. --- (1) The District Government Rules of Business, 2001 are hereby repealed.

(2) Notwithstanding the repeal of the rules, any instructions issued and orders made under the repealed rules shall continue to remain in force until altered, amended or withdrawn by the competent authority.

FIRST SCHEDULE**{See Rule 3 (1)}**

Sr #	District Office (2)	Operational Components (3)
1	Administration	Revenue Administration, Coordination, Human Resource Management, Finance, Planning and Development.
2	Agriculture	Agriculture (Extension), Livestock, On-Farm Water Management, Soil Conservation, Soil Fertility, Fisheries, Social and Farm Forestry and Cooperatives
3	Community Development and Social Welfare	Community Development, Social Welfare, Sports, Culture and Women Development.
4	Education	Primary and Secondary Education, Vocational Education, Special Education, Continuing Education, Adult Education & Literacy
5	Health & Population Welfare	Primary Health Care including hospitals (except District Headquarter Hospitals, Teaching and Tertiary Hospitals), Rural Health Centers, Basic Health Units, Mother and Child Health Centers, Public Health and Population Welfare.
6	Local Government	Rural Development and Rural Works
7	Works & Services	Spatial Planning, District Roads & Buildings and Public Health Engineering
ADDITIONAL OFFICES IN CITY DISTRICT GOVERNMENT		
8	Public Transport	Public transportation and mass transit, Passenger and freight transit terminals, Traffic planning, engineering and parking.
9	Enterprise and Investment Promotion	Industrial estates and technological parks, Cottage, small and medium sized enterprise promotion, Investment promotion and protection
10	Municipal Services Office	Municipal and allied services

SECOND SCHEDULE

{See Rule 3 (2)}

DISTRIBUTION OF BUSINESS AMONG DISTRICT OFFICES

District Office	Operational Components & Business
Administration	<p><u>Coordination</u></p> <ul style="list-style-type: none"> i) General Coordination of District Offices ii) Welfare schemes for District Government employees iii) Local holidays and celebration of national events iv) Periodic review of the organization, staff, functions and procedure of the District Offices and Sub-Offices to improve efficiency for efficacious disposal of Business v) Matters relating to standardization, printing and proper utilization of stationery resources of the District Government vi) Preparation and periodical review of secretariat manuals and circulation of instructions vii) Review of staffing pattern of District Offices for optimal utility of human resources viii) Simplification of forms and procedures in District Offices ix) Service Reforms at district level x) Provision and allotment of residential accommodation to Government and District Government servants in the district xi) Compilation of the list of persons dismissed and debarred from future employment and its submission to the Government xii) Provision of identity cards for District Government employees <p><u>Finance and Budget</u></p> <ul style="list-style-type: none"> i) Supervision and control of District Finance ii) Ways and Means of District Government and matters relating to Provincial Finance Commission iii) Preparation and circulation of instructions for guidance of District Offices in financial management iv) Administration of Own Source Revenue of the District Government v) Examination and advice on matters affecting, directly or indirectly, the finances of District Government like emoluments, grants, contributions, allowances, honoraria, defalcation, embezzlement and losses vi) Assets and liabilities of District Government vii) Communication of financial sanctions viii) Tax proposals in areas with in the authority of District Government ix) Preparation of Annual Budget, Supplementary Budget, Revised

	<p>Estimates, Demands for Excess Grants</p> <ul style="list-style-type: none"> x) Appropriation and Re-appropriation with in Grants xi) Supervision and maintenance of District Accounts xii) Abolition and creation of posts on the Establishment of District Offices and examination of Schedule of New Expenditure xiii) Arrangement for Audit of Receipts and Expenditure in District Offices xiv) Matters relating to District Accounts Committee and Public Accounts Committee xv) Management of Audit reports on the accounts of District Government xvi) Authentication of Audit Copies of releases from District Fund xvii) Assistance in the preparation of Annual Development Plan xviii) Reconciliation of monthly and annual accounts of Receipts and Expenditure xix) Preparation and publication of Annual Report on the State of Finance in District Government xx) Matters relating to internal controls and Departmental Accounts Committee <p><u>Human Resource Management</u></p> <ul style="list-style-type: none"> i) Management, Professional Development and Career Planning of human resources in local governments in the district ii) Preparation of training strategy, its implementation and monitoring iii) Training need assessment and preparation of training modules in coordination with District Offices iv) Collaboration and linkages with provincial and national training institutes. v) Short courses for officers and officials of local governments in the district in critical areas including management, office procedure, financial management, planning, development and, information technology. vi) Need based customized capacity building courses for district offices <p><u>Planning and Development.</u></p> <ul style="list-style-type: none"> i) Preparation, implementation, monitoring and evaluation of Annual Development Programme in co-ordination with District Offices ii) Preparation of Medium and Long Term Development Plans for the district iii) Collection, Analysis, Compilation and Publication of Development and Socio-Economic Statistics of the district iv) undertaking Research and Surveys on strategic issues in the
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	<p>district for preparation of pprojects, programmes and plans</p> <ul style="list-style-type: none"> v) Coordination with Government on issues in planning and development. vi) Working as Secretariat for the District Development Working Party for approval of development schemes vii) Working as Secretariat for the District Development Advisory Committee (DDAC) and clearing house for development schemes within the competence of Provincial Development Working Party (PDWP) viii) Resource allocation, re-appropriation of development funds, appropriations from block allocations and disbursement of supplementary grants. ix) Coordination of nominations for training, seminars, conferences and workshops for officers in local governments in the district x) Promotion of private sector development and public private partnership. xi) Focusing accelerated development of rain fed (barani) and less developed areas xii) Framing guidelines for procurement of consultancy service xiii) Introducing Information technology to achieve the objectives of E-Governance, E-Service Delivery, Web Content Management xiv) Pre-Qualification of firms to provide consultancy, software development and products to the local governments in Information Technology sector <p><u>Revenue Administration and Law Enforcement</u></p> <ul style="list-style-type: none"> i) Administration of Revenue field staff in the district ii) Custody of Government property in the District and eviction of unauthorized occupants of Government and District Government estates. iii) Matters relating to Katchi Abadies iv) Appointment of village headmen and prescription of their duties. v) Matters relating to domicile vi) Compulsory acquisition of land vii) Computerization of land records, simplification of forms, processes and procedures in Revenue Offices viii) Management of copying agency and provision of certified copies of record ix) Management and maintenance of Revenue Courts and Revenue Offices buildings and compounds in the district. x) Land surveys, preparation and maintenance of Revenue Record xi) Survey of crops and compilation of crops related statistics and reports xii) Recovery Land revenue, including Land Tax, Agriculture Income
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	<p>Tax, Local Rate, fees, fines and forfeitures</p> <ul style="list-style-type: none"> xiii) Malba Cess Fund xiv) Printing and revision of District Gazetteers and reports. xv) Recovery of Government and District Government dues as arrears of land revenue xvi) Registration of deeds and documents and registration fee xvii) Tax on transfer of immovable property xviii) Transfer of property xix) Relief during calamities and emergencies xx) Functions of Controlling Authority for the Enforcement Officers in terms of section 67 of the Act.
<p>Agriculture</p>	<p><u>Agriculture (Extension)</u></p> <ul style="list-style-type: none"> i) Production, multiplication and marketing of seed certified by government ii) Coordination and Strengthening of research activities in Agriculture and related sectors iii) Socio-economic studies for input into framing of agricultural policy. iv) Introduction of area specific special crops and crop forecast estimation v) Identification of under-developed areas, specific fields and adopting measures necessary to remove the causes of under-development. vi) Protection against insects and pests through prevention of plants diseases and quality control of pesticides vii) Administrative, financial and operational control of the field formation in the district. viii) Achievement of area and production targets of crops and preparation of strategy for implementation of crop production policy of the government. ix) Identification, preparation and implementation of projects in the sector. x) Enforcement of Agricultural laws and ensuring availability and quality of agriculture inputs. xi) Management of agriculture extension farms and gardens xii) Collection, compilation and publication of agriculture sector information and statistics for research, policy formulation and training xiii) Arboricultural operations xiv) Monitoring of agriculture inputs including fertilizer, pesticides and irrigation resources

	<p>xv) Promotion of modern agriculture technologies and other extension activities through method and result demonstration, farmers' gatherings, advocacy and publicity</p> <p><u>Cooperatives</u></p> <p>i) Promotion of cooperative movement and organization, registration, audit and regulation of cooperative societies and associations in the district</p> <p>ii) Capacity building of staff, office bearers and members in cooperatives</p> <p>iii) Resource allocation and generation for cooperative enterprises, agricultural inputs, tube-wells, agricultural machinery and agro-based industries</p> <p>iv) Encouraging organization and networking of communities in sector specific cooperatives</p> <p>v) Development of linkages of cooperatives with national, provincial and regional organizations for engagement in mutually beneficial enterprises</p> <p>vi) Introducing and encouraging Cooperative Farming and constitution of producer associations and consumer societies</p> <p>vii) Support services, including agricultural loans and subsidies for farmers</p> <p>viii) Collection and management of Market Information and matters relating Market Committees.</p> <p>ix) Crop insurance in the district</p> <p><u>Fisheries</u></p> <p>i) Extension services to private sector for promotion of fish farming and hatcheries</p> <p>ii) Lease of fishing rights, conservation, management and promotion of fisheries in public waters including rivers, streams and canals except those in provincial and national control</p> <p>iii) Training through open training schools, advocacy, publicity and awareness campaigns</p> <p>iv) Issuance of district angling and sport fish licenses.</p> <p>v) Enforcement of laws and rules relating to fisheries.</p> <p>vi) Fish stock replenishment in natural water bodies through seed production, distribution and supply programme.</p> <p>vii) Promotion of aquaculture activities.</p> <p>viii) Collection, compilation and publication of statistical data on fish and fisheries.</p> <p>ix) Promotion fisheries and seed production</p> <p>x) Protection and development of natural fisheries resources</p> <p>xi) Development of fish hatcheries, sanctuaries and nursing units</p>
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	<ul style="list-style-type: none"> xii) Establishment of demonstration fish farms xiii) Technical and institutional support to community organizations in fisheries sector. xiv) Extension services in fisheries including publicity, communication through media, exhibitions, seminars, workshops, symposia, roundtables, training and refresher courses for communities xv) Protection, promotion and conservation of fisheries. <p><u>Livestock and Dairy Development</u></p> <ul style="list-style-type: none"> i) Promotion of private sector for establishment of dairy farms and poultry farms ii) Prevention of livestock and poultry diseases and training of villagers on prophylactic vaccination, management and first aid. iii) Enforcement of livestock and poultry related laws and rules. iv) Artificial insemination, breed improvement and genetic up-gradation of livestock resources in the district. v) Livestock census, communication and extension services vi) Diagnosis, surveillance and control of diseases in livestock vii) Improvements of cattle markets viii) Milk and meat safety measures and inspections ix) Modernization of public sector slaughter houses and promotion of private sector investment x) Research in various disciplines of livestock production and health xi) Support services for small livestock farmers xii) Technical support to private enterprises investing in livestock xiii) Promotion and regulation of Dairy Farms and Poultry Farms xiv) Human Resource Development for agricultural research and on farm management. xv) Conducting livestock census in the district, its analysis, compilation and publication <p><u>On-Farm Water Management</u></p> <ul style="list-style-type: none"> i) Organization and registration of Water Users Associations for improvement of watercourse and water management activities (On-Farm Water Management And Users Association Ordinance,1981) ii) Preparation and implementation of water management development plans. iii) Improvement of watercourse, precision land leveling, irrigation agronomy practices, groundwater management and harvesting of water resources. iv) Research and coordination of Water Management Operations v) Farm management research for planning, project formulation and
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	<p>evaluation in the district</p> <p>vi) Improvement of water management methods</p> <p>vii) Installation of tube-wells and research in the sector</p> <p><u>Social and Farm Forestry</u></p> <p>i) Raising and promotion of roadside plantations of local and district significance</p> <p>ii) Promotion of social/farm forestry in private lands,</p> <p>iii) Raising of Forest Nurseries</p> <p>iv) Establishment of amenity forests and recreational parks.</p> <p>v) Education of the public for tree planting and provisions of technical and advisory services on matters of afforestation.</p> <p>vi) Mass-media, publicity, conservation of ecosystem, enforcement and planning.</p> <p>vii) Promotion of Social, Urban, Agro and Farm Forestry</p> <p>viii) Afforestation through public-private partnership</p> <p>ix) Training and Research on floriculture seed farms and green belts.</p> <p><u>Soil Conservation and Soil Fertility</u></p> <p>i) Enforcement of soil conservation laws and rules.</p> <p>ii) Surveys of eroded areas and preparation of projects and plans for water harvesting, reclamation and conservation to control soil and water erosion.</p> <p>iii) Construction of water disposal outlets and permanent structures to allow controlled water run-off</p> <p>iv) Construction of check dams, water ponds and mini dams for conservation of soil and water.</p> <p>v) Afforestation and range management to control soil erosion through provision of advisory, technical, institutional support for soil conservation and water harvesting.</p> <p>vi) Evaluation of soil fertility status in the district and preparation of site specific fertilizer recommendations.</p> <p>vii) Diagnosis of salinity-sodicity hazards of soil and their reclamation.</p> <p>viii) Soil Survey, preparation of comprehensive inventory of soil resources of the District and their proper utilization</p> <p>ix) Reclamation of land</p>
<p>Community Development & Social Welfare</p>	<p><u>Community Development</u></p> <p>i) Creation of enabling environment for communities to discharge their due role in national life</p> <p>ii) Preparation and implementation of project, plans and</p>

	<p>programmes for organizing communities around collective issues through proactive advocacy, awareness, knowledge management and capacity building</p> <ul style="list-style-type: none"> iii) Commissioning research and surveys on issues obstructing community development and community participation iv) Developing Linkages with organizations engaged in community development v) Public awareness regarding human rights, tolerance, mutual respect and rights of minorities vi) Coordination with public and private sector, bodies and institutions for showcasing issues in human rights and measures to create an environment of respect for human rights vii) Obtaining information, documents and reports on complaints and allegations of human rights violations and positioning resources for protecting the rights of weak and marginalized segments of society viii) Minorities affairs including safeguarding their rights and interests, ensuring their welfare and protection against discrimination ix) Constitution of advisory and conciliatory committees for resolution of disputes and differences x) Addressing gender disparity by promoting gender equality, affirmative action and empowerment of women xi) Eliminating gender and ethnic disparities by promoting universal access to education and health services <p><u>Culture</u></p> <ul style="list-style-type: none"> i) Promotional activities of Art and Culture, Language and Literature ii) Promotion of folk music and local cultural heritage iii) Promoting national integration iv) Financial and institutional assistance to cultural and literary bodies <p><u>Social Welfare</u></p> <ul style="list-style-type: none"> i) Registration, technical assistance, capacity building and monitoring of social welfare organizations ii) Ensuring that no child below the age of fourteen is engaged in any factory or mine or any other hazardous employment iii) Capacity building of the vulnerable groups by imparting skills to make them contributory members of the society and earn their own livelihood iv) Build safety nets through service chains for welfare of the poorest v) Provide healthy living facilities for most vulnerable groups including women, children and destitute senior age group citizens vi) Assistance in relief and rescue services
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	<ul style="list-style-type: none"> vii) Coordination of social welfare interventions and investments viii) Establishment of welfare homes, working women hostels and assistance centers ix) Eradication of drug menace and rehabilitation of drug addicts x) Social protection including institutional care, skill development and rehabilitation of poor, marginalized and disadvantaged groups xi) Registration, assessment, training, employment and rehabilitation of disabled persons. xii) Eradication of social evils. <p><u>Sports</u></p> <ul style="list-style-type: none"> i) Promotion of sports through infrastructure development ii) Talent scouting and building district sports teams iii) Annual sports competition and sports event management iv) Welfare of the Sportsmen <p><u>Women Development</u></p> <ul style="list-style-type: none"> i) Transformation of the local governments into organizations that actively practices and promotes gender equality and women empowerment ii) Implementation of administrative and institutional reforms for promoting gender equality iii) Promotion, co-ordination and monitoring execution of government policies and commitments on gender reforms and women development iv) Provision of technical support for gender mainstreaming in district offices v) Expansion of investment in women's socio-political and economic development vi) Collection of quantitative and qualitative data and conducting of research on the status of women in the district. vii) Building of partnership with civil society and non governmental organizations to deliver on the rights and entitlements of women viii) Provision of means and measures to increase participation of women in political process and encouragement of their effective representation in political and administrative spheres. ix) Facilitating women's access to formal legal and justice system. x) Compilation and publication of annual report on state of gender equality in the district xi) Transformation of the local governments into organizations that actively practices and promotes gender equality and women empowerment xii) Implementation of administrative and institutional reforms for
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	<p>promoting gender equality</p> <p>xiii) Promotion, co-ordination and monitoring execution of government policies and commitments on gender reforms and women development</p> <p>xiv) Provision of technical support for gender mainstreaming in district offices</p> <p>xv) Expansion of investment in women's socio-political and economic development</p> <p>xvi) Collection of quantitative and qualitative data and conducting of research on the status of women in the district.</p> <p>xvii) Building of partnership with civil society and non governmental organizations to deliver on the rights and entitlements of women</p> <p>xviii) Provision of means and measures to increase participation of women in political process and encouragement of their effective representation in political and administrative spheres.</p> <p>xix) Facilitating women's access to formal legal and justice system.</p> <p>xx) Compilation and publication of annual report on state of gender equality in the district</p> <p><u>Youth Affairs</u></p> <p>i) Coordination of matters relating to youth organizations</p> <p>ii) Provision of resources and institutional linkages for promoting youth exchange programmes</p> <p>iii) Production of documentaries and literature on youth related issues</p> <p>iv) Building youth development as a priority in planning to prepare and enable youth discharge their national and social responsibilities</p> <p>v) Allocate resources to support and steer youth development programmes;</p> <p>vi) Preparation and publication of annual report on youth in the district</p> <p>vii) Associate youth with decision making in projects, programmes and plans for youth development;</p> <p>viii) Encouraging character building and ethical values among youth</p> <p>ix) Developing partnership and networking with civil society, national, regional and international organizations to optimize impact of youth development interventions.</p>
<p>Education</p>	<p><u>PRIMARY AND SECONDARY EDUCATION</u></p> <p>i) Provision of compulsory and free education to all children of age five to sixteen years and encouraging completion of primary education by all children in the district</p> <p>ii) Administration and Management of primary, elementary,</p>

	<p>secondary and higher secondary education</p> <ul style="list-style-type: none"> iii) Regulation of private schools and establishing successful models of public private partnership iv) Staff development including pre-service and in-service training and continuous professional development of teachers in the district v) Provision of free books and impact evaluation of the intervention vi) Planning and establishment of schools and improvement of education infrastructure facilities and services in the district vii) Creation of Endowment for Education in the district viii) Creation and management of teachers' foundation and teachers' welfare fund ix) Ensuring and improving quality of education by putting in place system and processes for assessment, eliminating absenteeism, redressal of complaints, grant of scholarships/ assistance and production of education documentaries and x) Establishment of libraries and study centers xi) Promotion of sports and co-curricular activities in schools and colleges xii) Achievement of Millennium Development Goals in literacy and education xiii) Need based establishment and up-gradation of schools with particular focus on deficient areas xiv) Provision of science laboratories, additional class rooms and essential facilities in schools <p><u>Special Education</u></p> <ul style="list-style-type: none"> i) Matters relating to education and vocational training of special children ii) Training of teachers in special education iii) Sports of special children and other related matters iv) Campaign for public awareness, social integration and friendly environment for special children including their economic rehabilitation. <p><u>Literacy and Non-Formal Education</u></p> <ul style="list-style-type: none"> i) Establishment of Literacy Resource Centers, District Literacy Council and other Institutional support for the District Office ii) Establish linkage with Provincial, national and international bodies and provide a forum for exchange of ideas iii) Promote adult literacy coupled with vocational trainings, life-long skills and social education iv) Promote literacy through public-private partnership v) Management Information System for collection and revision of data regarding illiterates, need assessment and available
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	<p>educational facilities</p> <p>vi) Monitoring and evaluation – Develop M&E System for sustainability</p> <p>vii) Training of staff and teachers working in non-formal education setup</p> <p>viii) Capacity building for and promotion of non- formal education through workshops, seminars, symposia and structured discussions</p> <p><u>Vocational Education and Training</u></p> <p>i) Matters relating to Vocational Training</p> <p>ii) Provision of necessary subvention for disadvantaged groups and areas in the district</p> <p>iii) Introduction of vocational programmers that meet the needs of employment market.</p> <p>iv) Grant of education assistance and scholarships</p> <p>v) Production and distribution of education and scientific documentaries</p> <p>vi) Teachers training and evaluation of their performance</p> <p>vii) Financial assistance to educationists and men of letters and their families</p>
<p>Health & Population Welfare</p>	<p><u>Health</u></p> <p>i) Management and administration of health care in hospitals (excluding Teaching and Tertiary Hospitals), Rural Health Centers, Basic Health Units, Mother and Child Health and Civil Dispensaries in the district</p> <p>ii) Planning, development and operational interventions in health facilities and outlets in the district for up-garadation and optimal usage of health care facilities leading to measureable improvement in primary and secondary health care</p> <p>iii) Prevention and control of infectious and contagious diseases</p> <p>iv) Control and eradication of tuberculosis, malaria, and polio</p> <p>v) Treatment of patients bitten by rabid animals</p> <p>vi) Control of adulteration of food stuff through administration of Pure Food Ordinance, 1960 and the rules framed there-under</p> <p>vii) Nutrition surveys, analysis and publicity with regard to food</p> <p>viii) Vaccination and inoculation</p> <p>ix) Maternity and child welfare</p> <p>x) Medical attendance of government servants</p> <p>xi) Regulation of fee structure for medical officers</p> <p>xii) Administrative control of nursing, technical and support staff in health facilities</p>

	<p>xiii) Collection, compilation, analysis and publication of vital health statistics</p> <p>xiv) Preparation of Annual development plan, short, medium and long term plans, schedule of new expenditure in health sector</p> <p><u>Population Welfare</u></p> <p>i) Collection, compilation, analysis and publication of demographic statistics of the district and estimation of district population with trends and future projections</p> <p>ii) Mainstreaming population factor in development planning process</p> <p>iii) Provision of family welfare services including family planning and general medical care</p> <p>iv) Procurement and distribution of contraceptives.</p> <p>v) Information, education and communication services in population welfare sector.</p> <p>vi) Promotion of population planning activities through private and other public sector institutions.</p>
<p>Local Government</p>	<p>i) Providing secretarial support to the Council</p> <p>ii) Matters relating to Local Government Commission</p> <p>iii) Matters relating to local taxes and local rate</p> <p>iv) Coordination and supervision of village and neighbourhood councils</p> <p>v) Grants, establishment and budget of village and neighbourhood councils</p> <p>vi) Coordination of activities relating to local council elections, population census and surveys in the district</p> <p>vii) Rural Development Works including water supply, rural access roads, embankment and drainage works</p> <p>viii) Overseeing registration of births, deaths and marriages in village and neighbourhood councils</p> <p>ix) Working as interface for knowledge management and communication on local governance issues in the district</p> <p>x) Review, evaluation and assessment of local government system, processes and procedures in the district particularly at the village and neighbourhood level</p> <p>xi) Training and research in the areas of local governance</p> <p>xii) Reception of national and international dignitaries</p>
<p>Works & Services</p>	<p><u>District Roads and Buildings</u></p> <p>i) Administration of district roads, bridges and boat bridges, toll collection, rent for use of Right of Way and leases of land for approaches and access roads to filling and service stations on</p>

	<p>district roads</p> <ul style="list-style-type: none"> ii) Deposit work on behalf of other agencies, Government and Federal Government. iii) Policy formulation, planning, designing, construction, maintenance and repair of government buildings assigned to District Government. iv) Evaluation and fixation of rent of government buildings v) Water supply and sanitary work of government buildings and estates assigned to District Government. vi) Planning and designing roads and allied works financed from district funds or grants vii) Preparation of architectural plans and drawings of government buildings viii) Sponsoring, construction, maintenance, repair and improvement of roads, bridges, culverts, causeways, boat bridges, motorized launches and ancillary bridges financed from Government and Federal Government funds or grants ix) Preparation of asset management plan for the roads and buildings under the management charge of District Government x) Master planning for sequencing development to cater for building needs of District Offices xi) Improving road safety, road designs and specifications xii) Training and refresher courses for human resource development. xiii) Planning, designing, construction, maintenance, annual / special repair of all offices and residential buildings in the management charge of District Government xiv) Management and development of parks, green belts, open spaces xv) Regulation of outdoor advertisement where assigned <p><u>Public Health Engineering</u></p> <ul style="list-style-type: none"> i) Provision of safe drinking water with particular focus on un-served, under-served, brackish and rain-fed areas ii) Provision of drainage & sanitation facilities and working towards community participation for the planning, management and maintenance of drainage and sanitation facilities and services iii) Execution of major water supply schemes involving development of source and supply lines <p><u>Spatial Planning</u></p> <ul style="list-style-type: none"> i) Urban and spatial planning ii) Development of low cost housing schemes iii) Regulation of private housing schemes iv) Matters relating to development authorities in the district
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	v) Classification and reclassification of land use
ADDITIONAL DISTRICT OFFICES IN CITY DISTRICT	
Public Transport	<ul style="list-style-type: none"> i) Public transportation and mass transit ii) Passenger and freight transit terminals. iii) Traffic planning, engineering and parking.
Enterprise and Investment Promotion	<ul style="list-style-type: none"> i) Industrial estates and technological parks ii) Cottage, small and medium sized enterprise promotion iii) Investment promotion and protection
Municipal Services Office	<ul style="list-style-type: none"> i) Water source development, management, storage, treatment plants, and macro-distribution. ii) Tertiary and secondary sewage network and treatment plants. iii) Flood control, storm water drainage and contingency plans. iv) Solid waste management, recycling and treatment plants. v) Safe disposal of industrial and hospital hazardous and toxic waste. vi) Environmental protection and control of pollution. vii) Master planning, land use, zoning and classification, reclassification, urban design and urban renewal, building rules and planning standards. viii) Parks, forests, play grounds, sporting, and other recreational facilities. ix) Museums, art galleries, libraries, community and cultural centres. x) Conservation of historical and cultural assets xi) Landscape, monuments, and municipal ornamentation. xii) Regional markets and city-wide commercial centres.
