



**GOVT. OF KHYBER PAKHTUNKHWA
LOCAL GOVT; ELECTIONS &
RURAL DEV DEPTT**

No. CPO/ Planning Cell/ District ADP/ Monitoring/ 2015

Dated: 2nd November, 2015

To

1. The Secretary to Government of Khyber Pakhtunkhwa;
 1. Agriculture Department
 2. P&D Department
 3. C&W Department
 4. Health Department
 5. Elementary and Secondary Education Department
 6. Irrigation Department
 7. Public Health Engineering Department
 8. Science Technology and IT Department
2. The Director General, M&E Department, P&DD.

Subject: **MONITORING OF DISTRICT ADP SETUP OF DISTRICT OFFICES**

Dear Sir,

Kindly refer to this Department letter No. SO (Dir)/ LGE&RDD/ ADP/ 2015 dated 21st October, 2015 and subsequent meeting held on 28th October, 2015 at 1500 hours under the chairmanship of Secretary, LGE&RDD on the subject cited above and to forward herewith the following two documents for necessary action mentioned against each:-

- i. **Approved minutes** of the above mentioned meeting (for information, necessary action)
- ii. **Baseline survey questionnaire** (for responding in stipulated time period please) (*Both the documents are available on website of this Department i.e. www.lg.kp.gov.pk.*)

2. It is further requested to please communicate names, address, contact number and email address of **focal person** for the purpose on urgent basis please as agreed in the minutes.

Planning Officer

Copy to:

- i. The Director General, LGRD Department, Khyber Pakhtunkhwa. Copy of the minutes are attached for necessary action alongwith the questionnaire (received by hand from your office). It is requested that all the Assistant Directors LG&RD in KP may be directed to submit the required information to the Directorate General, LG&RD for compilation and further necessary action.
- ii. The Secretary, Local Councils Board for similar necessary action and collection of information from all the TMAs and submission of compiled information to the Director General, LG&RD.
- iii. The Director (Dev), Directorate General of LG&RD for similar necessary action.
- iv. The Assistant Director IT, LG&RD Department for development for necessary action.
- v. The PS to Secretary, LGE&RD Department for information.

Planning Officer

MINUTES OF MONITORING OF DISTRICT ADP SETUP OF DISTRICT OFFICES HELD ON OCT 28, 2015

UNDER THE CHAIRMANSHIP OF SECRETARY LG&RDD, KP.

In compliance with the directives of the Chief Secretary Khyber Pakhtunkhwa conveyed vide office letter No PSO/CS/KPK/1-3/2014 dated October 16, 2015. A meeting with following departments was held on October 28, 2015 at 1500 hrs under the chairmanship of Secretary LG&RDD in his office. List of participants is attached at "**Annex-A**".

The Secretary LG&RDD welcomed the participants and explained the purpose of the meeting. He explained that huge financial allocation are being made for the three tiers of local governments and there is need to put in place an effective monitoring and evaluation mechanism to ensure quality development works and avoid any chance of duplication. He also stressed upon the devolved departments to extend all cooperation to make the new local government system a success by providing important data about their existing facilities and service delivery on Village Council Level.

The representatives of the devolved departments shared their views and suggestions for mapping of existing data and M&E arrangement in place in the districts. Representative of P&D informed the meeting, that his department has circulated P&D guidelines for local governments which provide for elaborate monitoring and reporting mechanism of development schemes of all the three tiers of local governments. He further informed that apart from division/district monitoring system F&P offices in the districts are being strengthened and capacitated to handle the upcoming planning and monitoring responsibilities in an effective manner.

DECISIONS:

1. Planning Cell of LG&RDD will circulate a prescribed Proforma (being refined in consultation with the Bureau of Statistics, P&D, KP) to all the devolved departments in hard and soft within two days.
(Action by Planning Cell, LG&RDD)
2. All Devolved Departments were requested to provide data of their existing services and facilities on Village/ Neighborhood Council basis to the Planning Cell of LG&RDD for compilation and further necessary action. C&W will however, provide data of their existing roads (with names, length and starting and end point) Irrigation Department will also provide information of their canal roads and civil channels maintained by them.
(Action by all devolved departments and Irrigation Department)
3. All devolved department shall nominate, within two days, "Focal Person" with contact details for regular updates and information sharing with the local government department.
(Action by all devolved departments)
4. All TMA's will also provide data on the existing municipal infrastructure VC/NC wise.
(Action by all TMA's).
5. P&D will share the P&D guidelines with the devolved departments and district governments which besides others, contain an elaborate monitoring and reporting mechanism for development schemes being executed by the three tiers of local governments.
(Action by P&D).

6. All devolved departments were advised to download the list of village and neighborhood councils from the local government website namely www.lg.kp.gov.pk for populated of data and information.
(Action by all devolved departments)

7. P&D was also requested to share details of their “Devolution Support Cell” with the local government department and if needed, a similar cell will also be established in the LG&RDD for mid-course corrections on the development front.
(Action by P&D and LG&RDD)

8. On query by the chair, he was informed that all the devolved departments have their established offices, working as per approved staff in all the district and no major issue was reported in this regard.

Meeting ended with a vote of thanks.

LIST OF PARTICIPANTS

MEETING ON MONITORING OF DISTRICT ADP SETUP OF DISTRICT OFFICES

(28/10/2015)

S#	NAME/ DESIGNATION / Dept	SIGNATURE
1	Syed Jamal ud din Shah, Secy LGGRD.	
2	Adil Siddiq DG, LGGRD.	
3	Said Rehman, DS, LGGRD	
4	Sajid Gul Secretary ^{Delimitation} _{Authority}	
5	Rafiq Jan Asst Chief P&D Dept	
6	Sher Gul Khan / Health / DO	
7	Engr. Shakir Habib / DPM / CRW	 Directorpamcrw@gmail.com
8	NASIR LATIF DS (T) PHED	
9	^{actmnee@gmail.com} Engr. Mujahid Nasser AD (Tech) ^{DS P&E} _{P&D}	
10	S. Murtaza Shah DDP ^{Dept} _{PHED}	
11	Idrees Azam, Chief Planning offic, Eds Educ. Dept.	
12	Tahira Yasir CPO LGGRD	
13	Shahid Khatun. C.C.B.	
14	Salim Khan TMO-Town	
15	Anwar Kamal Dep. Director Irrigation Dept.	 (anwarwaleed@gmail.com)
16	^{ishtiaq82@gmail.com} SYED Ishaq Hussain Shah (PO) SIFT	 ishtiaq82@gmail.com
17.	Syed Zafer Ali Shah Secy C&B	 28/10/15
18	Javed Anwar TMO Kohat	

Baseline data survey for M&E system for Local Governments

S.NO	MAJOR HEADS	Unit	Concern devolved deptt	District Govt	TMA	VC/NC	REMARKS
1. Office Situation							
1.1	Staff	Number					
1.2	Equipment	Number					Please add details on sperate sheet
1.3	Furniture	Number					Please add details on sperate sheet
1.4	Vehcile	Number					Please add details on sperate sheet
2. Funds							
2.1	Development Funds	Rs. In M					
2.2	Non-Dev Funds	Rs. In M					
3. Population (in thousand)							
		Thousand					
3.1	Male	Thousand					
3.2	Female	Thousand					
3.3	Children(upto14 years)	Thousand					
3.4	Infants	Thousand					
Household		Numbers					
3.5	Pakka Households	Numbers					
3.6	Kacha Households	Numbers					

4. Area							
4.1	Built up	Sft					
4.2	Agriculture	Acres					
4.3	Forested	Acres					
4.4	Commercial	Sft					
4.5	shops	Number					
4.6	Industrial units	Number					
4.7	Cottage ind units	Number					
4.8	Residential Units	Number					
4.9	Urban characterized	% of total population					
4.10	Rural Characterized	% of total population					
5. Water Supply							
5.1	Water Supply schemes	Number					
5.2	Functional	Number					
5.3	Dysfunctional	Number					
5.4	Tube wells	Number					
5.5	Gravity based WSSs	Number					
5.6	Distribution status						
5.7	Number of households serves by functional wss	Number					
5.8	Number of households served by dysfunctional wss	Number					
5.9	No. of households served by gravity wss	Number					
5.10	Number of households serves by functional gravity wss	Number					

5.11	No. of households served by gravity wss	Number					
5.12	No. of tube wells run by NC/VC/TMA staff	Number					
5.13	No. of Tube wells run by communities	Number					
5.14	Number of private wss tube wells	Number					
5.15	Number of private dug wells	Number					
5.16	Population using surface water for drinking	Thousand					
5.17	%age of population having access to safe drinking water (gallons per day)	%					
5.18	Give availability of water gallons per capita per day	No. of Gallonas per capita / day					
6. Water Quality							
6.1	Population with access to safe drinking water	Thousand					
6.2	Population with access to unsafe drinking water	Thousand					
6.3	Population with no access to safe drinking water	Thousand					
6.4	No. of water filtration plants	Number					
7. Sanitation							
7.1	Households with pukka latrine	Number					
7.2	Households with kacha laterine	Number					
7.3	Population practicing open defecation	Thousand					
7.4	Household connected with pucca drain	Number					
7.5	Household connected with kacha drains	Number					

7.6	Population having access to sanitation services	Thousand					
7.7	No. of dewatering machines	Number					
7.8	Length of streets paved	Rft					
7.9	Length of streets un-paved	Rft					
7.10	No. of streets blacktopped	Rft					
8. Solid waste Management							
8.1	Availability of solid waste dumping ground (own)	Yes/No					
8.2	Availability of solid waste dumping ground (owned by neighboring LG)	Yes/No					
8.3	Number of dust bins (constructed)	Number					
8.4	Number of dust bins (movable)	Number					
8.5	Area covered by dust-bins	%					
8.6	No of incinerators	Number					
8.7	No. of incinerators for hospital waste	Number					
8.8	No. of solid waste recycling plants	Number					
8.9	No. of solid waste collection vehicles	Number					
8.10	Compactors	Number					
8.11	Multi-loaders	Number					
8.12	Others	Number					pl give details on separate sheet
9. Roads							
9.1	Total Length of roads (All)	Rft					
9.2	Total length of roads black topped	Rft					
9.3	Total length of roads shingled	Rft					
9.4	Total length of roads Kacha	Rft					
9.6	Total Number of Bridges	Number					
9.7	Total Number of Culverts	Number					

10. Street Pavements							
10.1	Brick	Rft					
10.2	PCC	Rft					
11. Slaughter houses							
11.1	No. of public sector slaughter houses	Number					
11.2	No. of private sector slaughter houses	Number					
12. Parks and playgrounds							
12.1	No. of public sector slaughter houses	Number					
12.2	No. of private sector slaughter houses	Number					
13. Ponds							
13.1	Public sector ponds	Number					
14. Master Plan							
14.1	Existence of master plan	Yes/No					
15. Landuse plan							
15.1	Exestance of landuse plan	Yes/No					
16. Housing schemes							
16.1	No. of public sector approved housing schemes	Number					Add details on separate sheet
16.2	No. of private sector approved housing schemes	Number					Add details on separate sheet
17. Bus stands							
17.1	No. of public sector bus stands	Number					
17.2	No. of public sector Suzuki/ taxi stands	Number					
17.3	No. of private sector Suzuki / Taxi stands	Number					

17.4	No. of public sector truck stands	Number					
17.5	No. of private sector Truck stands	Number					
18. Cattle Markets							
18.1	No. of public sector approved cattle markets	Number					
18.2	No. of pulic sector Fuits / Vegitable Markets	Number					
18.3	No. of private sector approved cattle markets	Number					
19. Play grounds							
19.1	No. of public sector approved play grounds	Number					
20. Graveyards							
20.1	No. of public graveyards	Number					
20.2	No. of private sector graveyards	Number					
21. Total Budget							
21.1	Total Budget for last five years	Rs. In M					
21.2	Devlopmental Budget	Rs. In M					
21.3	Non-Devlopmental Budget	Rs. In M					
22. Own Revenue Generation							
22.1	Last five years	Rs. In M					
23. No of universities							
23.1							
24. No of colleges							
24.1	Colleges	Number					
25. No of High schools							
25.1	High Schools/ Higher Secondary Schools	Number					
26. No. of middle schools							

26.1	Middle Schools	Number					
27. No. of primary schools							
27.1	Primary Schools	Number					
28. No. of BHUs/ dispensaries							
28.1	RHCs	Number					
28.2	BHU/ Dispensaries	Number					
29. Private clinics							
29.1	Private Clinics	Number					
30. Hospitals							
30.1	Total Number of Hospitals (pub/private)	Number					
31. Teaching Hospitals							
31.1	Teaching Hospitals	Number					
32. Veterinary Hospitals							
32.1	Vet Hospitals / Dispensaries	Number					
PUBLIC SECTOR DEVELOPMENT SPENDING							
33. New schemes							
33.1	Solid Waste Mgt. (Spending during last 5years)	Rs. In M					
33.2	Awareness campaigns	Rs. In M					
34. Maintenance							
34.1	Water Supply (Spending during last five years)	Rs. In M					
34.2	Solid Waste Mgt. (Spending during last 5years)	Rs. In M					
35. Salary Expenditure							
35.1	Water Supply (Spending during last five years)	Rs. In M					

35.2	Sanitation (Spending during last five years)	Rs. In M					
35.3	SW Mgt. (Spending during last 5years)	Rs. In M					
36. Non-salary Expenditure							
36.1	Water Supply (Spending during last five years)	Rs. In M					
36.2	Sanitation (Spending during last five years)	Rs. In M					
36.3	SW Mgt. (Spending during last 5years)	Rs. In M					
37. Priority sectors for development (Weightage out of 100 points)							
37.1	Water						Please give weightage to only relevant sectors (ignore irrelevant sectors while distributing 100 amongst the priority sectors)
37.2	Sanitation						
37.3	SWM						
37.4	Street pavement						
37.5	Roads						
37.6	Parks and playgrounds						
37.7	Slaughter houses						
37.8	Health hygiene promotion						
37.9	Housing						
37.10	Sports and culture promotion						
37.11	Graveyards and janazagahs						
37.12	Community centers						
37.13	Commercial Markets						
37.14	Education						
37.15	Public health						
37.16	Beautification						
37.17	Street lightening						

37.18	others (specify if any)						
38. Distribution of funds amongst dev and non-dev heads for last five years							
38.1	Development	Rs. In M					
38.2	Non development	Rs. In M					
38.3	Total	Rs. In M					
39. Resource Generation for last five years							
39.1	Own resources-----	Rs. In M					
39.2	Grants _____	Rs. In M					
40. Staff							
40.1	Officers Tech	Number					
40.2	Officers non-tech	Number					
40.3	Officials Tech	Number					
40.4	Officials Non-tech	Number					
41. Office Building							
41.1	Own	Yes/No					
41.2	Rented	Yes/No					
41.3	others (specify if any)	Yes/No					
42. Availability of electricity							
42.1	Availability of electricity	Yes/No					
43. Availability of computers							
43.1	Availability of computers	Yes/No					
44. Availability of internet							
44.1	Availability fo internet	Yes/No					