



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

No. SO(Dir)/LG&RDD/Policy-Guideline/2016
Dated Peshawar the 9th February, 2016

To

1. All District Nazimeen, in Khyber Pakhtunkhwa
2. All Deputy Commissioners in Khyber Pakhtunkhwa
3. All Assistant Directors LG & RD / Secretary District Councils, in KP
4. All Tehsil/Town Nazimeen in Khyber Pakhtunkhwa
5. All Tehsil/ Municipal Officers in Khyber Pakhtunkhwa

Subject:

**POLICY INSTRUCTION/GUIDELINES FOR THE EXPOSURE VISITS
OF ELECTED LOCAL COUNCILORS AND LOCAL GOVERNMENT
FUNCTIONARIES, KHYBER PAKHTUNKHWA**

Memo:

I am directed to refer to the subject cited above and to inform that the government of Khyber Pakhtunkhwa has started receiving requests and resolutions from different local councils of the province seeking permission for undertaking inter and intra provincial exposure visits by the local councilors on the public expenses. The subject matter has been considered at length by the Government with all its pros and cons and has been pleased to circulate the following policy instructions for implementation and strict compliance.

The Government of Khyber Pakhtunkhwa, as a matter of policy, encourages the training and exposure of local government through, exposure visits to national and international best practices on good governance, innovations in service delivery mechanism, engagement of citizens in public affairs and raising own source revenue, through friendly taxation by the local governments. However these opportunities are required to be properly regulated in a manner to ensure that such exposure visits are meaningful, economical and focused on role and responsibility of different tiers of local governments. As such, the following instructions shall be observed by the local governments whenever embarking on such visits:-

1. Every local council, recommending their members and officials for exposure visits shall certify that their budget is not in deficit and sufficient local own source funds are available with concerned local council to finance such exposure visits;
2. Every Local Council, should ensure that the training opportunity, organized by the Local Governance School and its development partners is utilized as first priority before they embark on exposure visits outside their districts/ province;
3. Each local council shall have to restrict such visits to "one exposure visit per calendar year" and the maximum limit for such an exposure visit should not be more than ten (10) days duration;
4. Each local council, aspiring for the exposure visits shall require the respective Secretary District council in case of district council and the Tehsil or Town Municipal Officer in case of Tehsil council in consultation of respective Nazim, develop a concept paper alongwith details of districts/ sites/ schemes to be visited with tentative cost and plans highlighting the justification and its importance for the local councils and present the same for approval of the concerned local councils in the meeting;
5. Based on resolution, passed by the council, it shall be the responsibility of the concerned Deputy Commissioner to communicate a formal request to the head of the organization or local government within or outside of the province, informing him of such visit plans, tentative dates, number of delegates and purpose of the visits. Visit plan only be undertaken when confirmed by the host local government/ organization;
6. No local council shall be allowed to include non-entitled persons on such visits such as friends, family members or private drivers or guards etc on public expenses;
7. It shall be ensured that the hosting organizations of local governments are not "overburdened" by frequent visits by many local governments at same point of time;



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8. Every member of the visiting delegation shall ensure proper dress code, name tag and nominate leaders to facilitate and guide them in maintaining decorum in meeting with different organizations and service providers;
9. Such exposure visits shall be used to promote national harmony, fraternity and good-will gestures and the discussion should be focused on questions related to bring about positive changes and service delivery system;
10. Each local council should ensure that the exposure visits are undertaken in the most economical manner and record of all expenses born on such visits shall be properly maintained and properly audited by the concerned authorities;
11. Every local council shall appoint a code of conduct committee of the concerned council to keep vigilant eye on the members of the delegation to ensure every member adhere to the code of conduct, local values and traditions during the exposure visits;
12. Each local council shall prepare proper souvenirs, inscribed with appropriate words and insignia of the local governments and should be presented to the head of the organization in a befitting and dignified manner. Similarly the gifts and souvenirs received from the host organization shall be considered the property of the council concerned;
13. Every local council shall ensure due representation to the councilors elected on special seats such as women, peasants, workers, youth and minority during the exposure visits and shall take all necessary measures to ensure due decency and care for their safety and privacy;
14. Each local council shall obtain proper exposure visit report from the visiting delegates which besides others, should contain suggestions and recommendations how the best practices observed during the visits, can be replicated in the local government;
15. Each local council shall consider such reports and pass a resolution where the exposure visits undertaken by the members, as a result of the resolution and approval of the council, have achieved its intended objectives and based on such discussion devise future course of action;
16. Exposure visits, being organized by the development partners, working with the local governments, shall also be governed by these policy instructions; and
17. All possible measures shall be taken to ensure security of the delegations throughout the exposure visits.


Sd/-

Secretary

Government of Khyber Pakhtunkhwa
Local Government, Elections & Rural
Development Department

Copy for information and necessary action forwarded to:

1. All Administrative Secretaries, Government of Khyber Pakhtunkhwa
2. All Divisional Commissioners, Khyber Pakhtunkhwa
3. Director General LG&RDD, Khyber Pakhtunkhwa
4. Secretary Local Council Board, Khyber Pakhtunkhwa
5. Director Local Fund Audit, Khyber Pakhtunkhwa
6. Tehsil Nazim Haripur w/r to letter No. 40-41 dated 5/01/2016
7. PSO to Chief Minister, Khyber Pakhtunkhwa
8. PSO to Chief Secretary, Khyber Pakhtunkhwa
9. PS to Additional Chief Secretary (P&D), Khyber Pakhtunkhwa
10. PS to Senior Minister, LGE&RDD
11. PS to Secretary, LGE&RDD


Section Officer (Directives)