

**STOCK TAKE OF DISTRICT GOVERNMENTS IN KHYBER PAKHTUNKHWA**

**QUESTIONNAIRE**

|  |
| --- |
|  |

**Name of the District**

|  |  |
| --- | --- |
| Name of Nazim, District Council: |  |
| Name of Naib Nazim, District Council: |  |
| Name of Deputy Commissioner: |  |
| Name of District Officer, Finance and Planning: |  |
| Name of Assistant Director, Local Government: |  |

**PLANNING**

**Section 1: Needs Assessment and Pre-Budget Consultations**

1. Is needs assessment conducted in your District for preparation of Annual Development Plan (ADP) and recurrent budget? (√ relevant box)

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Yes | No | Don’t Know |  |

1. Was pre-budget consultation seminar conducted at your District? (√ relevant box)

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Yes | No | Don’t Know |  |

1. If yes, did departments consult the following relevant stakeholders during Needs Assessment? (√ relevant box)

|  |
| --- |
|  |
| Community | Civil Society | Elected Representatives  | Relevant Departments | Any Other |

**Section 2: District Development Plan**

1. Has the district developed its District Development Plan (DDP) for the years 2015-18?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Is it being revised or updated for this year? (√ relevant box)

|  |  |
| --- | --- |
| During Budget Cycle 2016-17 | Remarks |
| Yes | No | Don’t Know |  |

1. If yes, is it approved by the Council? (√ relevant box)

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. If yes, what time span did it cover? (√ relevant box)

|  |
| --- |
|  |
| 5 years and above | 3-5 years | 3 years | 1 year | Duration not specified |

**Section 3: Annual Development Plan**

1. Has the district developed its detailed district ADP for 2016-17?

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Yes | No | Don’t Know |  |

1. If yes, was the detailed scheme-wise ADP approved as part of the annual budget from the District Council?

|  |
| --- |
| For Budget 2016-17 |
| Yes | No | Don’t Know |

1. If yes, when was the detailed ADP approved in the budget session?

|  |
| --- |
|  |
| Before 30th June | During July | During August | After August |

1. Did the detailed ADP mention specific locations of the schemes?

|  |
| --- |
| For Budget 2016-17 |
| Yes | No | Don’t Know |

1. How many projects/schemes were included in the ADP as a result of the need assessment and pre-budget consultation exercise?

|  |
| --- |
|  |
| Total No. of Projects in ADP | No of projects identified by the officers  | No. of projects included in ADP, identified in needs assessment and pre-budget consultation | No of projects identified by the councilors |
|  |  |  |  |

1. Does The ADP comply with sectoral allocations restrictions? (√ relevant box)

|  |  |  |
| --- | --- | --- |
| ADP 2015-16 |  | ADP 2016-17 |
| Yes | No | Partial |  | Yes | No | Partial |

1. In case of non-compliance with sectoral allocations restriction in any year, please specify the reason in order of priority.

|  |
| --- |
|  |
|  |

1. What are the total number of schemes approved by District Development Committee (DDC)?

|  |  |  |
| --- | --- | --- |
| For Budget 2015-16 |  | For Budget 2016-17 |
|  |  |  |

1. What percentage of schemes approved by District Development Committee (DDC) fall in the following sectors?

|  |  |  |
| --- | --- | --- |
| Sectors | Budget 2015-16 | Budget 2016-17 |
|  | Percentage Allocation | Percentage Allocation |
| Education |  |  |
| Health  |  |  |
| Agriculture/Women Development/Youth/Sports |  |  |
| Roads |  |  |
| PHED |  |  |
| Drinking Water and Sanitation Services |  |  |
| Any Other |  |  |

1. Is ADP a published document? (√ relevant box)

|  |  |  |
| --- | --- | --- |
| Budget 2015-16 |  | Budget 2016-17 |
| Yes | No | Don’t Know |  | Yes | No | Don’t Know |

1. Has the ADP document been made public in any form?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. How much is the ADP aligned with DDP – rank from 5 (perfectly aligned) to 1 (not-aligned)? (√ relevant box)

|  |
| --- |
|  |
| 5  | 4 | 3 | 2 | 1 |

**BUDGET PREPARATION AND APPROVAL**

**Section 3: Budget Call Circular (District Officer F&P)**

1. Has the Budget Call Circular (BCC) been issued to District Devolved Departments? (√ relevant box)

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Yes | No | Don’t Know |  |

1. If yes, when was the BCC issued? (√ relevant box)

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Oct-Nov | Dec-Jan | After Jan |  |

1. Did the BCC issued contained the following? (√ relevant box)

|  |
| --- |
|  |
| Ceilings ( Estimated Allocation) | Budget Calendar | Budget Salient Forms | BDC Forms | BDR Forms |

1. Has the BCC been timely received by line departments?

|  |  |
| --- | --- |
| For Budget 2016-17 | Remarks |
| Oct-Nov | Dec-Jan | After Jan |  |

**Section 4: Budget preparation and approval**

1. Did each of the department prepare its budget?

|  |  |  |
| --- | --- | --- |
| Budget 2015-16 |  | Budget 2016-17 |
| Yes | No | Don’t Know |  | Yes | No | Don’t Know |

1. If yes, when were they prepared and submitted to DO F&P?

|  |
| --- |
|  |
| Before 30th June | During July | During August | After August |

1. Tick √ the documents prepared and submitted to Council for approval?

|  |
| --- |
|  |
| Annual Budget Statement | Estimates of Receipts  | Demand for Grant (Current) | Statement of New Expenditures | Annual Development Plan |

|  |
| --- |
| Budget 2016-17 |
| Annual Budget Statement | Estimates of Receipts  | Demand for Grant (Current) | Statement of New Expenditures | Annual Development Plan |

1. How many sessions were held by the district council for the approval of district budget?

**ALLOCATION, RELEASES AND UTILIZATION**

**Section 5: Annual Budget**

1. What was the total amount of budget allocated and released to the district?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FY 2016-17 | Salary  | Non Salary | Development | Total |
| Allocated: |  |  |  |  |
| Released: |  |  |  |  |

1. When were the quarterly releases affected?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| **2015-16**Date of Release: |  |  |  |  |
| **2016-17**Date of Release: |  |  |  |  |
| **Remarks:** |

1. Is there a mechanism for regular review of budget expenditure? (√ relevant box)

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the budget utilization remained optimal? (√ relevant box)

|  |  |  |
| --- | --- | --- |
| Budget 2015-16 |  | Budget 2016-17 |
| Yes | No | Don’t Know |  | Yes | No | Don’t Know |
| Remarks: |  | Remarks: |

1. If yes, what was the percentage of budget utilization against released amount of budget? (√ relevant box)

|  |  |  |
| --- | --- | --- |
| Budget 2015-16 |  | Budget 2016-17 |
|  |  |  |

1. If No, what were the major reasons for low rate of budget utilization?
2. Which sectors have shown the lowest rate of utilization?

|  |
| --- |
|  |

1. Which sectors have got allocation from the District Council’s discretionary fund?

|  |
| --- |
|  |

1. List the percentage of DDC approved schemes for 2016-17 for the following executing agency?

|  |  |
| --- | --- |
| Executing agency | Percentage of Schemes |
| PHED |  |
| C&W |  |
| TMA |  |
| Office of Additional Director Local Government |  |
| Others (Specify) |  |

1. Are the following district budget uploaded to IFMIS/SAP/DISTRICT SERVER? (√ relevant box)

|  |  |  |
| --- | --- | --- |
| Budget 2015-16 |  | Budget 2016-17 |
| Salary | Non- Salary | Scheme wise detailed ADP |  | Salary | Non- Salary | Scheme wise detailed ADP |
| Remarks: |  | Remarks: |

1. Are the releases recorded in the IFMIS/SAP/DISTRICT SERVER? (√ relevant box)

|  |  |  |
| --- | --- | --- |
|   Budget 2015-16 |  | Budget 2016-17 |
| Yes | No | Don’t Know |  | Yes | No | Don’t Know |
| Remarks: |

1. Is the expenditure recorded in the IFMIS/SAP/DISTRICT SERVER? (√ relevant box)

|  |  |  |
| --- | --- | --- |
|   Budget 2015-16 |  | Budget 2016-17 |
| Yes | No | Don’t Know |  | Yes | No | Don’t Know |
| Remarks: |

1. At what interval the reconciliation process take place? (√ relevant box)

|  |
| --- |
| Budget 2015-16 |
| Monthly | Bi-Monthly  | Case to case basis |

**MONITORING OF DEVELOPMENT PROJECTS**

**Section 6: Monitoring**

1. Please specify the no. of projects visited by the following?

|  |  |
| --- | --- |
|  | No of projects visited |
| Nazim |  |
| Commissioner |  |
| Deputy Commissioner |  |
| Technical team |  |
| Any other Please specify |  |

1. Please specify the number of monitoring reports generated?

|  |
| --- |
|  |

**Section 6: Pre and Post Audit**

1. Has the district government published its annual accounts for 2015-16 as per Section 36 of LGA 2013?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the District Account officer been carrying out pre-audit of all payments from the respective fund? (√ relevant box)

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has an audit been done by Auditor General of Pakistan? (√ relevant box)

|  |  |
| --- | --- |
| Budget 2015-16 | Remarks |
| Yes | No | Don’t Know |  |

**MISCELLANEOUS**

**Section 7: Miscellaneous**

1. Has the district council elected a District Accounts Committee? (√ relevant box)

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the district notified any other committee?

|  |  |
| --- | --- |
| Committee | No. of Sessions held |
|  |  |
|  |  |
|  |  |
|  |  |

1. Has any enforcement officer been designated as a result of a motion initiated by the District Nazim?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has any fine(s) been imposed by enforcement officer?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the fine been deposited in the designated Bank Account of the District Government?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know | Please specify amount |

1. Has any tax/non-tax revenue been collected by the district?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know | If Yes, please specify the taxes and their amount |

1. What new taxes have been levied by the district as per schedule III of LGA 2013?

|  |
| --- |
|  |

1. Has the tax collected been deposited in Account IV?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

**Section 8: LGA and RoBs**

1. Has the district council held session every month as required under section 79 of LGA 2013?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the condition of minimum 45 days of sessions in a year been met?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the district council approved/adopted any of the bye laws?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

|  |
| --- |
|  |

1. Is there any difficulty faced in implementation of district government RoBs? If yes, please specify
2. Is there any section of LGA 2013 related to district government requiring amendments? If yes, please specify

|  |
| --- |
|  |

1. Is there any initiative for assessing performance standards of government offices, by the District Nazim?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |

1. Has the district Nazim presented to district council, bi-annual reports on the performance of office of district government as required under section 14?

|  |  |
| --- | --- |
|  | Remarks |
| Yes | No | Don’t Know |  |