



**DIRECTORATE GENERAL  
LOCAL GOVERNMENT & RURAL DEVELOPMENT  
DEPARTMENT KHYBER PAKHTUNKHWA**

No. Dir (Ops/Policy) 1-1/LG/RTI/2022 / 7304-07  
Dated: Peshawar the 18 January, 2023

To

All Assistant Directors  
Local Govt: Elections & Rural Dev: Department,  
Khyber Pakhtunkhwa.

**SUBJECT: NOTIFICATION.**

I am directed to enclose here with a copy of letter No. SOG/LG/7-1/Miscellaneous/2022/16 dated 02/01/2023 on the subject cited above received from the Section Officer (General), LGE&RDD, Khyber Pakhtunkhwa along with the copy of Notifications dated 15/12/2022 and 06/09/2022 of Administration Department, Khyber Pakhtunkhwa for Information and Compliance.

  
ASSISTANT DIRECTOR (OPERATIONS)  
LG&RD

**Copy forwarded for information to the:**

1. Section Officer (General), LGE&RDD Khyber Pakhtunkhwa.
2. PS to Secretary, LGE&RDD, Khyber Pakhtunkhwa.
3. PA to Director General, LG&RDD, Khyber Pakhtunkhwa.

  
ASSISTANT DIRECTOR (OPERATIONS)  
LG&RD

**MOST IMMEDIATE**



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

No. SOG/LG/7-1/Miscellaneous/2022  
Dated Peshawar the 02<sup>nd</sup> January, 2023

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To

1. The Director General, LG&RD, Khyber Pakhtunkhwa.
2. The Secretary, Local Council Board, Khyber Pakhtunkhwa, Peshawar

Subject:- **NOTIFICATION**

I am directed to refer to the subject noted above and to enclose herewith a copy of Administration Department, Govt: of Khyber Pakhtunkhwa Notification No. SO(IMP)AD/RTS/ Public Series/Local Govt./1-3/2022 dated 15/12/2022 for information and necessary action, please.

Encl: As above

  
SECTION OFFICER (GENERAL)

Copy forwarded to:

1. Section Officer (Implementation), Administration Department, Khyber Pakhtunkhwa w.r.t. the letter quoted above.
2. PS to Secretary, LG,E&RD Department.

  
SECTION OFFICER (GENERAL)



GOVERNMENT OF KHYBER PAKHTUNKHWA  
ADMINISTRATION DEPARTMENT

NOTIFICATION

Peshawar, dated the December 15, 2022.

No.S0(IMP)AD/RLS/Public Services/Local Govt./1-3/2022. In exercise of the powers conferred by Section 4 of the Khyber Pakhtunkhwa Right to Public Services Act, 2014 (Khyber Pakhtunkhwa Act No IV of 2014), and in supersession of this Department's Notification No SOC(E&AD)4-33/2013, dated 17/04/2014, the Government of Khyber Pakhtunkhwa is pleased to notify the following services, time limit, designated officers and appellate authorities, related to **Local Government, Elections and Rural Development Department**, for the purposes of the aforesaid Act, as specified in the Table below, with immediate effect:

AMENDMENTS

S. No.	Name of Service.	Time Limit.	Designated Officer.	Appellate Authority.	Pre-requisite.
1.	2.	3.	4.	5.	6.
	Birth Registration	(a) Normal Registration within three (03) days; (b) delayed Registration within seven (07) days; and (c) post period Registration within twenty (20) days.	Secretary Village Council/ Neighbourhood Council.	AD / DD Local Government.	(a) Prescribed application form; (b) attested copy of the CNIC or passport, in case of being foreigner; and (c) birth certificate or immunization card.
	Death Registration.	(a) Normal Registration within three (03) days; and (b) delayed Registration within seven (07) days.	Secretary Village Council/ Neighbourhood Council.	AD / DD Local Government.	(a) The concerned local council shall issue the computerized death certificate on prescribed Form to the applicant, subject to the production of proof of applicant's relationship with the deceased; (b) the applicant shall be required to get the Court's order in the following circumstances: i. the information as provided by the applicant is contradictory to the record of the concerned local council; ii. the applicant is not the head of the family, relative or legal heir or a person who had the legal or formal custody of the deceased; or iii. the applicant applied for the certificate after one year.

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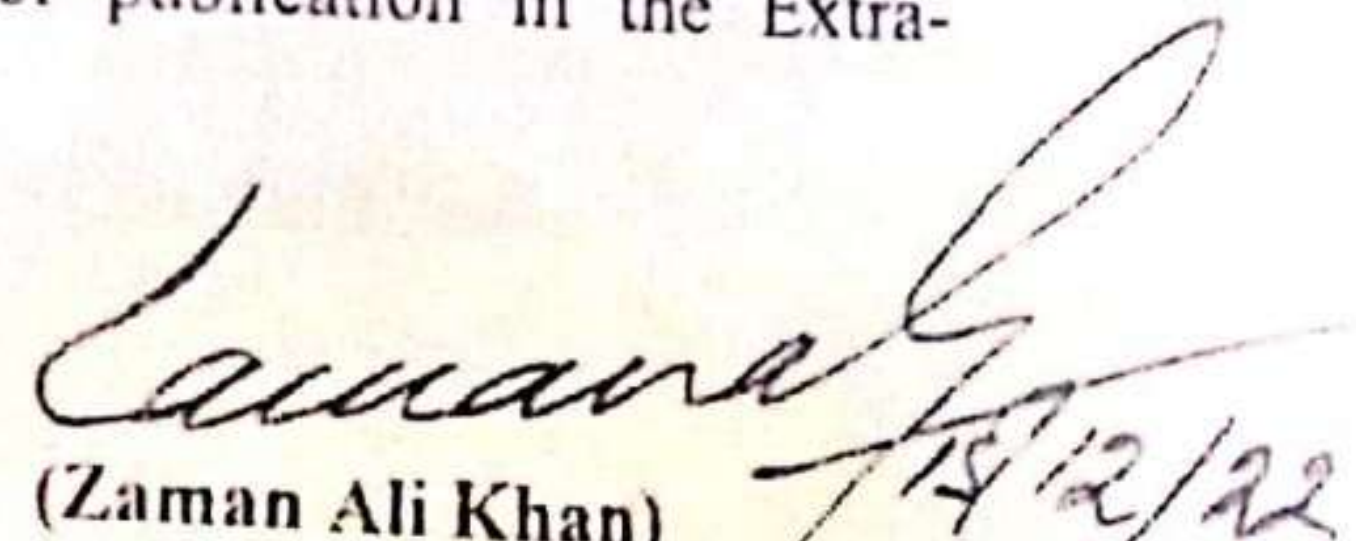
3.	Building Plan (Residential).	Within fifteen (15) days.	AMO (Planning).	Tehsil /Chief Municipal Officer.	---
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**CHIEF SECRETARY  
KHYBER PAKHTUNKHWA**

**Endst. No & date even.**

Copy forwarded to the:

1. Principal Secretary to Governor, Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
3. Secretary, Local Government & Rural Development Department.
4. All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
5. Chief Commissioner, Right to Public Services Commission, Peshawar.
6. Accountant General, Khyber Pakhtunkhwa.
7. Chairman, Public Service Commission, Khyber Pakhtunkhwa.
8. All Chairmen Boards of Intermediate & Secondary Education in Khyber Pakhtunkhwa.
9. Secretary, Provincial Assembly, Khyber Pakhtunkhwa.
10. All Divisional Commissioners in Khyber Pakhtunkhwa.
11. All Deputy Commissioners in Khyber Pakhtunkhwa.
12. All Heads of Attached Departments in Khyber Pakhtunkhwa.
13. All Heads of Autonomous / Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
14. Registrar, Peshawar High Court, Peshawar.
15. Registrar, Services Tribunal, Khyber Pakhtunkhwa.
16. Director, Information Department, Khyber Pakhtunkhwa.
17. CSO, PSO & Private Secretary to Chief Secretary, Khyber Pakhtunkhwa.
18. All Private Secretaries to Provincial Ministers, Advisors & Special Assistants to Chief Minister, Khyber Pakhtunkhwa.
19. All Parliamentary Secretaries, Khyber Pakhtunkhwa.
20. Deputy Director (IT), Administration Department.
21. Manager, Govt. Printing Press, Khyber Pakhtunkhwa for publication in the Extra-Ordinary issue of Government gazette of today's date.

  
(Zaman Ali Khan) 15/12/22  
Section Officer (Implementation)



GOVERNMENT OF KHYBER PAKHTUNKHWA  
ADMINISTRATION DEPARTMENT

NOTIFICATION

Peshawar, dated the September 06, 2022.

NO:SO(IMP)AD/RTS/Public Services/LG/1-3/2022: In exercise of the powers conferred by Section 4 of the Khyber Pakhtunkhwa Right to Public Services Act, 2014 (Khyber Pakhtunkhwa Act No. IV of 2014), the Government of Khyber Pakhtunkhwa is pleased to notify the following services of Local Govt. Elections & Rural Development Department. The services shall be delivered within the time limit mentioned herein by the designated officers. The appellate authorities shall hear appeals in case of delay, poor quality or denial as envisaged in the Act *ibid*.

S. No.	Type of Service	Time Limit	Designated Officer	Appellate Authority	Pre-requisite
1.	Marriage Registration.	3 working days for issuance of certificate	Secretary VC/ NC	AD /DD Local Government.	i. Copy of Nikah Nama; and ii. Copies of CNIC of husband and wife along with copies of their parent's CNIC.
2.	Divorce Registration.	7 to 15 working days.	Secretary VC/ NC	AD/DD Local Government.	i. Filling of the prescribed form; ii. Write the date of divorce. iii. Verification of entries by VC Secretaries. iv. Attach the following documents: a. written statements; and b. Divorce deed or Talaqnama or the order issued by the Court of Law or the Chairman of the concerned Arbitration Council.
3.	Demolish Certificate.	07 days	TOI	TMO	---
4.	Limit Certificate	03 days	TOI	TMO	---
5.	Repair & Maintenance of water supply line of DWSS (Drinking Water Supply Schemes) of TMAs	03 to 07 days	TOI, TMA	TMO, TMA	---
6.	Clearing choked / clogged drains and Nullahs in designated areas of TMAs.	01 to 03 days.	TOI, TMA	TMO, TMA	---

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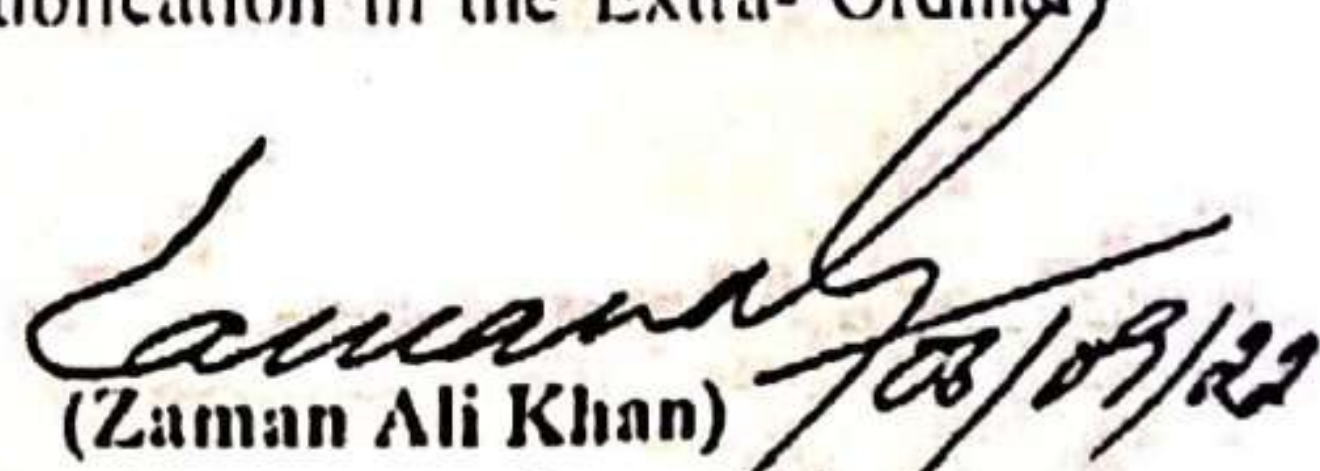
7.	Sanitation in designated area of TMAs.	03 days.	Chief Officer TOI, TMA	TMO, TMA	---
8.	Grant of trade license for small business by TMAs.	10 days.	TOR, TMA	TMO, TMA	---
9.	Streetlight R&M TMAs.	03 to 07 days.	TOI, TMO	TMO, TMA	---
10.	Grant of NOC for establishment of fruit & Vegetables markets.	45 days.	TMO	RMO	---

**CHIEF SECRETARY  
KHYBER PAKHTUNKHWA**

**Endst. No & date even.**

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5. Chief Commissioner, Right to Public Services Commission, Peshawar.
6. Accountant General, Khyber Pakhtunkhwa.
7. Chairman, Public Service Commission, Khyber Pakhtunkhwa.
8. All Chairmen Boards of Intermediate & Secondary Education in Khyber Pakhtunkhwa.
9. Secretary, Provincial Assembly, Khyber Pakhtunkhwa.
10. All Divisional Commissioners in Khyber Pakhtunkhwa.
11. All Deputy Commissioners in Khyber Pakhtunkhwa.
12. All Heads of Attached Departments in Khyber Pakhtunkhwa.
13. All Heads of Autonomous / Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
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(Zaman Ali Khan)  
Section Officer (Implementation)