



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

SUMMARY FOR CHIEF MINISTER

Subject: **SIMPLIFICATION OF APPROVAL AND EXECUTION OF DEVELOPMENT PROJECTS BY VILLAGE / NEIGHBOURHOOD COUNCILS IN KHYBER PAKHTUNKHWA**

i) **Transfer of development funds to Village / Neighborhood Councils:**

The Assistant Director Local Government and Rural Development shall transfer development funds to Village & Neighbourhood Councils in the *district* worked out in accordance with proviso to Section 53 (b) of the Khyber Pakhtunkhwa Local Government Act, 2013. The Village & Neighbourhood Councils shall be allowed to keep these funds in official account of the council maintained in a bank in terms of Section 31 of the Khyber Pakhtunkhwa Local Government Act, 2013. The account shall be jointly operated by the Nazim and secretary of the respective council.

ii) **Development Portfolio of Village / Neighborhood Councils:**

Village / Neighborhood Councils are mandated to make development investment in the following sectors as outlined in Local Government Act, 2013 and the P&D guidelines:

- a) *General cleanliness of the villages by making arrangements for garbage collection and the concerned TMA shall be responsible for its transportation to the dumping ground for disposal;*
- b) *Projects for improvement and maintenance of sanitation, drainage and sewerage system at local level;*
- c) *Execution of village level development works including improvement of water supply sources, maintenance of water supply distribution system and prevention of contamination of water;*
- d) *Organization of sports, cultural and recreational activities;*
- e) *Maintenance of village level infrastructure, footpaths, tracks, street, pavement, culverts, bridges, public buildings and desilting of canals; and*



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f) *Maintenance of playgrounds, graveyard, funeral places, eid gahs, parks, public open spaces and community centers.*

iii) **ADP Format for Village / Neighborhood Councils:**

The Village / Neighborhood Councils shall use a simple ADP format (In Urdu) as given at "Annexure-II".

iv) **Approval Process for Consolidated Development Plan:**

The respective Nazim shall submit a consolidated development plan for approval of the council along with the budget. This approval shall be reflected in the minutes of the meeting of the council and formally communicated to all concerned.

v) **Administrative Approval of Projects:**

Cost estimates of every project included in the approved consolidated plan shall be worked out on a simplified PC-I format ("Annexure-III") and presented to the following committee for administrative approval:-

❖ Nazim, Village/ Neighbourhood Council	Chairman
❖ Naib Nazim, Village/ Neighbourhood Council	Member
❖ Tehsil Supervisor LG&RD	Member
❖ Technical Representative nominated by AD, LG&RD	Member
❖ Secretary VC/NC	Member/ Secretary

After clearance by this committee, the Nazim shall issue administrative approval for implementation of the scheme as per simplified format ("Annexure-IV").

vi) **Technical Sanction:**

The Assistant Engineer in the office of Assistant Director, LG&RD



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Rs. 2(two) million within one week. Any scheme beyond this limit shall be forwarded to Directed Technical in the office of Director General, LG&RDD or any relevant executing Agency at District level for technical sanction to be given within two weeks.

vii) Execution of Schemes:

All development projects from the budgets of Village and Neighbourhood Councils shall be executed through open tendering as per government policy. The committee mentioned at serial # (v)/ibid shall be the competent forum for opening and approval of tenders. As a preferred option, the development schemes shall be advertized collectively through the same advertisement.

viii) Measurements of Works:

The measurement books (MB) of all works shall be recorded and maintained by the technical staff in the office of Assistant Director, LG&RD at the district level except for schemes which are executed as deposit works by other departments and executing agencies in terms of section 33(2) of Local Government Act, 2013.

ix) Payment of Bills

After taking measurements and clearance of bills by the technical staff responsible for overseeing execution of the project, payment on account of works shall be made from the bank account Village & Neighbourhood Councils jointly operated by the Nazim and secretary of respective council. Payment shall be completed within two installments/ bills. Securities shall be retained as per standard and as deferred liability in terms of Section 30(3)(c) of the Local Government Act, 2013.



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x) **Record of Projects:**

The Village/ Neighbourhood Councils shall provide details of all projects to the office of Assistant Director Local Government who shall be responsible for consolidation and maintenance of record of all developmental schemes executed from the development funds of Village and Neighbourhood Councils in the district.

xi) **Supervision and Accountability:**

*The Local Government Act, 2013 attributes a "**Personal Responsibility**" to every Nazim for any loss flowing from his decisions and directions in violation of the law and for expenditures incurred without lawful authority. This provision clearly demarcates the financial and administrative authority and responsibility of every Nazim including those at the village and neighbourhood level. In view of this clear demarcation it would be in conformity with the letter and spirit of law to entrust an administrative responsibility to the village/ neighbourhood Nazim for approval and clearance of projects. The works undertaken for approved projects shall be supervised by the office of Assistant Director, LG&RD in the district. This office shall submit monthly reports to the Local Government & Rural Development Department through the office of Director General.*

xii) **Monitoring & Evaluation:**

The primary responsibility in this regard shall rest with the Assistant Director LG&RD and his team of Supervisors at Tehsil level and Engineers. In addition to this setup, the Divisional Monitoring Teams of the P&D with their district extensions will perform the monitoring, supervision, evaluation and reporting role. The Deputy



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Commissioners in the district may also be obligated to perform Administrative supervision through Assistant Commissioners or TMAs to facilitate Village & Neighbourhood Councils on need basis.

19. A meeting was held in the office of Chief Secretary on 01-3-2016 at 1145 Hrs attended by Sr. Minister LGE&RDD, Additional Chief Secretary P&D, Secretary Finance Department, Secretary LGE&RDD. All agreed to the above proposals after a thorough deliberation.

20. Para-18 (i-xii) is submitted for the approval of Chief Minister Khyber Pakhtunkhwa. After the approval of the Chief Minister, all concerned shall be duly endorsed the copy of the approved summary for amendment in the guidelines/rules/bye-laws accordingly.

(Signature)
**(SYED JAMAL UD DIN SHAH)
SECRETARY LOCAL GOVERNMENT**

Chief Secretary

(Signature)
3/3/2016
**Chief Secretary
Govt: of Khyber Pakhtunkhwa**

Chief Minister

2]

Para 20 is approved.

(Signature)
3.3.2016
**Chief Minister
Khyber Pakhtunkhwa**

CS

SECRETARY LGE&RDD

(Signature)
4/3/2016
Chief Secretary

سالانہ ترقیاتی پروگرام

برائے مالی سال

(دیہی/محکمہ کونسل.....)

تحصیل

ضلع

خلاصہ - ۱
ترقیاتی شعبے - سالانہ مختص فنڈ

نمبر شمار	شعبہ	منصوبوں کی تعداد	سالانہ فنڈ	ضروری وضاحت
۱	فراہمی آب			
۲	گلیوں کی تعمیر و مرمت			
۳	نکاسی آب و گنداب			
۴	سماجی خدمات			
۵	شجر کاری			
۶	چھوٹی سڑکیں و راستے			
۷	دیگر			

ترقیاتی شعبے اور ذیلی شعبہ جات - منصوبے، مالیت، سالانہ فنڈ اور تناسب

نمبر شمار	شعبہ	ذیلی شعبہ	جاری		مخ		مکل	
			#	سالانہ فنڈ	#	سالانہ فنڈ	#	سالانہ فنڈ
۱	فراہمی آب	ذرائع فراہمی آب کی بہتری						
		آبی آلودگی کا خاتمہ						
		آب رسانی						
۲	گیوں کی تعمیر و مرمت	چھٹی گییاں						
		مرمت و بہتری						
۳	گاسی آب و گلاب	ہالیوں کی تعمیر و مرمت						
		گاسی آب کے محفوظ انتظامات						
		کوڈا کرکٹ کھانے کے انتظامات						
۴	سماجی خدمات	کمپوں کے میدانوں کی تعمیر اور دیکھ بھال						
		قبرستان / شیشان گھاٹ کیلئے اراضی کی خرید و دیکھ بھال						
		پارکوں کی تعمیر و دیکھ بھال						
۵	شجر کاری	شجر کاری						
۶	پھولئ سڑکیں و راستے	پھولئ سڑکیں و راستے						
		کلورٹ دفعتی پینے و غیرہ						
۷	دیگر							

پی سی ۱ فارم
ترقیاتی منصوبہ جات برائے ویبی - محلہ کونسل

..... نام منصوبہ/علاقہ:

..... مخینہ لاگت:

	مقاصد:
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	تفصیل بمعہ جواز:
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از دفتر

دیہی/محکمہ کونسل.....ضلع.....
حوالہ نمبر.....تاریخ.....
موضوع: انتظامی منظوری برائے ترقیاتی منصوبہ جات

حکومت خیبر پختونخوا کی جانب سے بحوالہ مراسلہ نمبری.....مجریہ ہدایات کے مطابق دیہی/محکمہ کونسل..... کے ترقیاتی منصوبہ جات کی انتظامی منظوری کیلئے قائم کمیٹی دیہی/محکمہ کونسل کے فنڈ برائے مالی سال.....-20ء سے مندرجہ ذیل ترقیاتی منصوبوں کی انتظامی منظوری دی جاتی ہے:-

نمبر شمار	نام منصوبہ	تخمینہ لاگت
1		
2		
3		
4		

- (1) مندرجہ بالا منصوبہ جات دیہی/محکمہ کونسل سے منظور شدہ سالانہ ترقیاتی منصوبہ میں شامل ہیں۔
- (2) ان منصوبہ جات کی منظوری متعلقہ کمیٹی کے اجلاس مورخہ..... میں دی گئی ہیں۔
- (3) ان منصوبہ جات پر اٹھنے والے اخراجات دیہی/محکمہ کونسل کے لئے مختص فنڈز سے ادا کئے جائیں گے۔
- (4) یہ انتظامی منظوری کسی بھی درجے میں ٹیکنیکی منظوری کا متبادل نہیں ہے جو مجاز افسر قواعد و ضوابط کی روشنی میں ڈیزائن اور ریٹ وضع کرنے سمیت الگ سے جاری کریں گے۔
- (5) مندرجہ بالا منصوبہ جات انتظامی اور ٹیکنیکی منظوری میں دئے گئے تخمینہ جات کے اندر مکمل کرنے ہوں گے۔
- (6) کسی بھی منصوبے پر عملی کام کی ابتداء فنڈ کی دستیابی سے مشروط ہوگی۔

ناظم
دیہی/محکمہ کونسل.....

نقولات برائے اطلاع و ضروری کارروائی:

- ۱۔ اسسٹنٹ ڈائریکٹر، ہدایات و دیہی ترقی، ضلع.....
- ۲۔ اسسٹنٹ کسٹریڈیو، ضلع.....
- ۳۔ ڈسٹرکٹ پلاننگ آفیسر، ضلع.....

	مالیاتی پلان:
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	منصوبہ کے فوائد اور تجزیہ:
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	ماحولیاتی اثرات:
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	منصوبہ پر عمل درآمد کیلئے ذمہ دار محکمہ / ادارہ:
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	عمل درآمد کے انتظامات اور نظام الاقوات:
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..... دستخط تجویز کنندہ:

..... دستخط مرتب کنندہ:

..... دستخط منظور کنندہ:

..... توثیق: دیہی / محلہ کونسل

