

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

NOTIFICATION

Peshawar, dated the November 3, 2015

NoSO(Dir)ROB/LGE&RDD/2015. In exercise of the powers conferred by section 112 of the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013) the Government of Khyber Pakhtunkhwa is pleased to make the following Rules, namely;

**THE KHYBER PAKHTUNKHWA
DISTRICT GOVERNMENT RULES OF BUSINESS, 2015.**

PART-I

GENERAL

- 1. Short title and commencement.** (1) These rules may be called the Khyber Pakhtunkhwa District Government Rules of Business, 2015.
 - (2) These rules shall come into force at once.
- 2. Definitions.** In these rules, unless the context otherwise requires:
 - (a) “Act” means the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013);
 - (b) “branch” means a basic working unit in a district office as determined by the District Government and includes a sub-office;
 - (c) “business” means the work done by the district government; pursuant to the Act;
 - (d) “case” means a particular matter under consideration and includes all papers pertaining to it and necessary for its disposal, such as correspondence and notes and any previous papers connected with the subject;
 - (e) “Chief Secretary” means the Chief Secretary to the Government of Khyber Pakhtunkhwa;
 - (f) “Council” means the district council of the district concerned;
 - (g) “district office” means a self-contained administrative unit in the Secretariat responsible for the conduct of business of district government in a district in a

specified sphere, and designated as such under these rules;

- (h) “district officer” means an officer entrusted with the administrative and financial charge of a district office in the district government;
- (i) “Deputy Commissioner”, means the Deputy Commissioner of the district concerned posted and notified as such by the Government;
- (j) “Nazim” means Nazim District Government;
- (k) "Naib-Nazim" means Naib-Nazim District Council;
- (l) “Schedule” means a Schedule appended to these rules;
- (m) “Secretary” means Secretary of the Council as provided in sub-section (9) of section 79 of the Act; and
- (n) “Secretariat” means the offices of district government when referred to collectively.

3. Allocation of business. (1) The Secretariat shall consist of the district offices and their operational components specified in column 2 and 3 of the First Schedule respectively appended with these rules.

- (2) The business shall be distributed amongst the district offices in the manner indicated in the Second Schedule.
- (3) The Government may, where-ever deem fit, constitute new district offices or operational component thereof or transfer any operational components from one District Office to another.
- (4) The functions allocated in the Second Schedule shall include functions relating to planning, development, budgeting, maintenance of accounts, procurement of goods and services for the respective district offices and service matters except those excluded through special or general order by the Government or district government.
- (5) In addition to the relevant provisions provided in the Act or these rules, as the case may be, the district government shall have the following functional jurisdiction for the purpose of development investment as provided in the Planning and Development Guidelines for local governments;
 - i. Primary and Secondary Health, including BHUs, RHCs, Child Health Care Centers and Hospital other than District Hospitals and Tertiary Hospitals;
 - ii. Social and Population welfare except those specified for provincial government;

- iii. Sports, Tourism and Culture;
- iv. Agriculture except those specified for provincial government;
- v. OFWM, Soil Conservation, Livestock and veterinary Dispensaries;
- vi. Rural Development and rural works;
- vii. District Roads and Buildings;
- viii. Funeral Places/ Janazgah;
- ix. Solarization;
- x. Village Electrification;
- xi. Flood Protection;
- xii. Water Supply and Sanitation; and
- xiii. Special Initiatives and programs.

(6) Notwithstanding anything contained in the schedules referred in (1) and (2) above, establishment of new facilities, having recurrent financial implications and creation of posts in all devolved sectors shall be within the purview of the provincial government.

- 4. Structure and working of district administration.-** The district administration shall comprise of the district offices, including their sub-offices, devolved to district government under the Act, headed by officers designated as district officers and coordinated by the Deputy Commissioner.
- 5. Organization of district offices.-** (1) A district office shall consist of an officer designated as District Officer and such other officers and officials as may be indicated in the schedule of establishment for that office by the respective Government Departments for devolution to district government.
- (2) The district officer shall, by a standing order, distribute the work of the district office among its officers, officials and branches.
- 6. Powers and functions of the Nazim. --- (1)** The Executive Authority of the district government shall vest in Nazim and he shall exercise his powers and perform functions as provided in Sections 11, 12, 13, 14, 15 and 16 of the Act within the policy framework of the government.

(2) Nazim shall be the approving authority for expenditure within prescribed sphere of responsibilities however, he shall not be the co-signatory of the cheques with the Drawing and Disbursing Officers at District;

(3) Nazim shall be a non-voting co-opted member of District Development Advisory Committee in their respective district to participate in the meetings for avoiding duplication and overlapping of development schemes being executed under different funding arrangements.

7. Powers and functions of the Naib Nazim-

(1) The Naib Nazim shall have the following functions and powers with regard to Council meetings:

(a) preside over the Council meeting as and when convened by the Nazim; and

(b) the Naib-Nazim shall:

- (i) call the sitting to order;
- (ii) preserve order and decorum;
- (iii) have all powers necessary for the purpose of enforcing his decisions in the Council;
- (iv) in case of disturbance or disorder in the galleries, have the power to cause them to be cleared;
- (v) decide all points of order;
- (vi) supervise the elections of the Standing and other Committees of the Council;
- (vii) act as Nazim in case of situation warranted by the provision of Section 59(3) of the Act;
- (viii) have the powers to withdraw his consent already communicated for the presentation of a privilege motion, an adjournment motion or a resolution if some fresh material is furnished to him on account of which he is satisfied that the withdrawal of the consent already granted was necessary to be revoked;
- (ix) as soon as may be, after the commencement of every session, nominate, from among the members a panel of not more than two chairmen, any one of whom may preside at a meeting of the council in the absence of the Naib

Nazim, when so requested by the Naib Nazim: Provided that where no such request has been made by the Naib Nazim, any one of them may preside in the order in which their names appear in the panel.

Provided that If at any time at a sitting of the Council neither the Naib Nazim nor any member of the panel of chairmen is present, the council shall, if there is a quorum, by motion elect one of its member present to preside and act as Naib Nazim and for this purpose the secretary shall hold the election by show of hand.

Provided further that the member competent to preside over a sitting of the Council shall, have the same powers as the Naib Nazim when so presiding and all references to the Naib Nazim in the rules and byelaws shall in that case be deemed to be references to any such person so presiding.

8. Functions of the Deputy Commissioner.- (1) The Deputy Commissioner shall be coordinating head of the Secretariat to facilitate in day to day working of the district government and to:

- (a) Ensure expeditious disposal of the business for convenience of the people;
- (b) issue standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to him within time period prescribed by the government or district government;
- (c) Co-ordinate and supervise activities of district offices for evidence and need based robust planning, equitable and systematic development, effective and efficient functioning;
- (d) Ensure that the business of all the group of offices in the district government is carried out in accordance with law & rules and the human and material resources placed at his disposal are optimally utilized to improve governance;
- (e) Exercise general supervision and control over programs, projects, services, and activities of the district administration;
- (f) Coordinate flow of information required by the Council;
- (g) Perform as Principal Accounting Officer of the district government and be responsible to the Accounts Committee of the Council and Public Accounts Committee of the Provincial Assembly;
- (h) Call for information and reports from local governments in the district as required by the Government or district government;
- (i) assist the Nazim in performance of his functions and formulation of policy of the district government;

- (j) prepare periodical reports including reports on implementation of development plans, segregated by gender, for submission to the government and presentation in the Council;
- (k) Implement approved policies of the district government;
- (l) be responsible to the Finance Department of the Government of Khyber Pakhtunkhwa in all financial management and financial discipline at district level
- (m) Keep the Government informed, through Commissioner, on important issues and matters having significant social, economic or administrative implications; and

Explanation.- ‘Coordinating Head’ means the authority to call for review and assess the performance of district offices and give directions for taking actions or measures to improve efficiency, service delivery and achievement of assigned targets and goals.

(2) All cases submitted to the Nazim shall be routed through the Deputy Commissioner and while submitting a case for orders of the Nazim, he shall suggest a definite line of action.

(3) In matters of policy and important decisions, the Deputy Commissioner shall obtain approval of Nazim before communicating such matters and decisions to the Government.

9. Functions of district officer.- A district officer entrusted with the charge of a district office in district government shall:

- (a) be responsible for observance of laws, rules and bye-laws, efficient conduct of business, administrative and financial discipline in the office;
- (b) issue, subject to any general or special standing orders of the district government, orders specifying the cases or class of cases which may be disposed of by an officer subordinate to him;
- (c) ensure that the human and material resources placed at his disposal are optimally utilized to improve governance;
- (d) co-ordinate and supervise the activities of the office in his charge and ensure efficient service delivery by the functionaries under his administrative control;
- (e) provide information to the Standing Committee of the Council for the district office and take corrective actions based on information received from such Standing Committees;

- (f) enforce relevant laws, rules and bye- laws governing the relevant function in the local government;
- (g) prepare and propose budgetary allocations for the office in his charge, prepare development plans for the devolved functions and implement approved plans;
- (h) oversee utilization of resources necessary for proper execution of programs, projects, services, and other activities;
- (i) propose bye laws to improve service delivery in the function allocated to his charge;
- (j) prepare periodical and annual reports on the working and performance of the office in his charge.
- (k) exercise financial sanctions for execution of development projects and release of payments within prescribed time for respective devolved offices and functions.

10. General procedure for disposal of business:- (1) The Deputy Commissioner shall circulate instructions about the manner and timelines for disposal of the business of the district government.

(2) If any doubt arises as to the district office to which a case properly pertains, the matter shall be referred to the Deputy Commissioner, who shall obtain orders of Nazim, if necessary, and the orders thus passed shall be final.

(3) All orders shall be in writing, however, in case of verbal orders, the officer receiving the orders shall reduce it in writing, and as soon as may be, submit it to the authority, making the orders for confirmation.

(4) If an order contravenes any law, rules, regulations or policy of the government or district government, the authority next below the authority making such order shall point it out to the authority making such order and if the later does not agree, it shall refer the case to the next higher authority or the government, as the case may be, for appropriate decision.

(5) No case shall be kept pending for more than three working days by an officer. If processing of a case requires more time, the immediate superior shall be informed. A report of the pending cases in an office shall be prepared at the end of every month and submitted to the Deputy Commissioner. Reasons for delay in the disposal of such cases shall be recorded and report submitted to the government.

11. Inspections by the Provincial Local Government Commission.-

(1) The district government shall extend all the necessary support to the Inspection Teams

deputed by the Local Government Commission while conducting annual and special inspections of the district government.

- (2) The district offices of the district government shall provide all the necessary assistance and relevant documents to the Commission promptly under intimation to the Nazim.

12. Orders, instruments, contracts and litigation:- (1) All executive actions of the district government shall be taken in the name of district government.

(2) Save in cases where an officer has been specifically empowered by the Nazim, to sign an order or instrument on behalf of the district government, every order or instrument shall be signed by such officer, and such signature shall be deemed to be proper authentication of such order or instrument.

(3) Making and execution of contracts and assurances of property in district government shall be subject to instructions of Law, Parliamentary Affairs and Human Rights Department of the Government.

(4) The district government may sue and be sued in its name through the Deputy Commissioner.

13. Posting and Transfer policy:-The transfers and posting of officers in a district government shall be regulated by the Government transfer and posting policy for the time being in force as per following table:-

<i>S#</i>	<i>Officers</i>	<i>Authority</i>
<i>1</i>	<i>Posting of Deputy Commissioners</i>	<i>Provincial Government</i>
<i>2</i>	<i>Posting of District Heads of devolved departments</i>	<i>Provincial Government</i>
<i>3</i>	<i>Other officers in BS-17 & above posted in the district</i>	<i>Provincial Government</i>
<i>4</i>	<i>Officers / officials in BS-16 & below</i>	<i>Concerned district head as per rules and regulations</i>

PART-II

REFERENCE TO THE NAZIM

14. Reference to the Nazim.- (1) No order by the district administration shall be issued without the approval of the Nazim, in the following cases:

- (a) proposals for the levy of new taxes and making or withdrawal of byelaws;
 - (b) resource position and budget proposals before presentation of the budget and financial statements to the Council;
 - (c) vital social, political, economic and administrative policies of the District Government;
 - (d) requisition for meetings of the Council except meetings requisitioned for consideration of no confidence motion against him;
 - (e) annual reports on the working and performance of district government for submission to the Government; and
 - (f) important reports and documents required to be laid before the Council.
- (2) Notwithstanding the provisions of sub-rule (1), the Nazim may, in cases of urgency or other exceptional circumstances, give directions in writing as to the manner of disposal of a case, without prior reference to him and the cases so disposed of shall be reported to the Nazim at an earliest opportunity thereafter.

Explanation: For the purpose of sub-section 2 above urgency or exceptional circumstances means a situation where the routine administrative procedure is either not feasible or causes delay in timely response to the situation.

- (3) With respect to a case mentioned in sub-rule (1), the district officer concerned shall initiate a note titled as “Note for the Nazim”, including a self-contained, and objective brief stating relevant facts and the points for decision with specific recommendations and the Deputy Commissioner shall submit the case to the Nazim with appropriate advice.
- (4) The Note containing orders of the Nazim shall be returned to the initiating officer.
- (5) The Deputy Commissioner shall keep the Nazim generally informed of all matters affecting public tranquility in the district and cases having major political implications.

PART-III **PROCEDURE FOR CONSULTATION**

15. Consultation among district offices.- (1) When a case concerns more than one district offices:

- (a) the initiating district office shall be responsible for consulting the other district offices through a reference encompassing all relevant facts and the points necessitating consultation; and

- (b) no orders shall be issued and no case shall be submitted to the Nazim or the Council until it has been considered by all the concerned District Offices and routed through the Deputy Commissioner.

(2) In the event of difference of opinion, the district office primarily concerned with the case shall submit it to the Nazim through Deputy Commissioner.

16. Consultation with district finance office.- (1) All district officers shall, ensure previous consultation with district finance office in the following matters:

- (a) expenditure for which no provision exists in relevant head of budget;
- (b) a change in the number or nomenclature or basic scale of a post or in the terms and conditions of service of the Government Servants or their statutory rights and privileges which have financial implications;
- (c) re-appropriation within the budget grants earmarked for education, health and clean drinking water and sanitation;
- (d) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; or
- (e) interpretation of financial rules.

17. References to Government on service and legal matters.- (1) District offices shall route their references to the Government through the Deputy Commissioner on following matters requiring:

- (a) determination of the principles of control of the Government servants, including recruitment, conditions of service and discipline;
- (b) co-ordination of policy with regard to services for purposes of consistency of treatment;
- (c) legislation and rules or their interpretation;
- (d) execution of agreements and Memorandum of Understanding;
- (e) consideration of legal questions arising out of any case; and
- (f) institution or defense of civil proceedings in Courts in which the Government is involved.

(2) The district office intending to refer any of the matters in sub-rule (1) to Government shall draw up specific points on which the decision of the Government is required and shall send

a self-contained reference, giving all the information and details necessary for an appropriate decision, to the Deputy Commissioner for submission to Government.

- (3) No district office shall, without approval of the Council, authorize any orders, other than an order in pursuance of any general or special delegation by the Government, which involve:
- (a) reduction or extension in the scope of functions of a district office as specified in Second Schedule or the transfer of such functions from one district office to another;
 - (b) re-organization or change in the status of offices directly administered by a district office; and
 - (c) any change in the terms and conditions of service or the statutory rights and privileges of Government servants.

18. Committee of the district officers. --- (1) There shall be a committee of district officers, constituted by the Nazim with the Deputy Commissioner as its Chairman, to discuss and decide matters referred to it by the Nazim or a district officer, as the case may be.

(2) A district officer, who wishes a particular matter to be discussed in a meeting of the Committee, shall prepare a brief note which would form the basis of discussion.

(3) On receipt of the note, the Deputy Commissioner shall issue notice of the meeting together with the agenda, well in advance of the meeting, provided that urgent items may be considered at short notice.

(4) district officers shall attend the meetings of the committee.

(5) Proceedings in the committee shall be recorded and shall be circulated after approval by the Chairman.

(6) The district officer concerned shall process the recommendations of the committee in accordance with these rules.

PART-IV **BYE – LAWS**

19. Making and amendments of bye-laws. --- (1) The district office administratively concerned with the subject shall be responsible, through Deputy Commissioner for determining the contents of bye-laws proposed for the sector and obtaining approval of the Nazim District Government to process a case for submission to the District Council.

- (2) While according approval to the proposal, the Nazim District Government shall also indicate the manner as to which of the draft proposal may be submitted before the District Council including the following:

- a) the draft maybe taken into consideration at once; or
- b) it may be taken up at a specified date in future; or
- c) it may be referred to respective standing committee of the District Council; or
- d) it may be circulated for purposes of eliciting public opinion thereon.

(3) On receipt of approval indicated in sub-rule(2), the district officer shall send to Secretary of the District Council a memorandum, including a statement detailing the factors necessitating the bye-laws, the objects of the proposal and a draft of the bye-laws, for inclusion in the business of the District Council.

(4) The district officer shall thereafter prepare a brief for the use of the Nazim District Government at the time of introducing the draft bye-laws in the District Council

PART-V **District COUNCIL BUSINESS**

20. Bye-laws on conduct of business in the District Council. --- All concerned, in the conduct of the business, shall comply with the bye-laws governing the conduct of business in the District Council.

21. Meetings of the District Council.- (1) The secretary of the District Council shall obtain orders of the Nazim District Government for convening a session of the Council in accordance with the bye-laws on the conduct of business and conduct of meetings of the Council and take further action on such orders.

(2) All district officers shall keep under review the business intended to be brought before the District Council and shall, not later than three days before the commencement of the session, forward to the secretary of the Council a detailed list of such business.

(3) The secretary of the District Council shall prepare a provisional forecast of the official business to be brought before the District Council and shall make appropriate proposal to the Nazim District Government for the allotment of time for the transaction of such business.

22. Termination of the Session.- The secretary of the District Council shall, at an appropriate time, obtain orders of the Nazim District Council, for termination of the session on conclusion of the business.

23. General provisions regarding District Council business.- (1) Each district office shall nominate a focal person for liaison and smooth conduct of business in the Council and intimate his particulars to the Deputy Commissioner and secretary of the District Council.

(2) The concerned Department shall take prompt action on receipt of copies of the

resolutions, motions, questions, call attention notices and other business to be brought before the District Council.

(3) In case a resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a district office, it shall promptly transfer it to the concerned district office under intimation to the secretary of the District Council.

(4) As soon as any communication is received from the secretary of the District Council or any other office regarding the business of the District Council, the person receiving the communication shall at once bring it to the notice of the focal person and the district officer.

24. Resolutions and Motions.- (1) When an official resolution or motion is to be moved in the District Council, the concerned district officer shall forward it together with a formal notice duly signed by the Nazim District Government to secretary of the District Council.

(2) On receipt of a non-official resolution or motion from the secretary of the District Council, the concerned district officer shall examine the communication and determine whether discussion of the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, he shall point it out, with reasons, in its comments and process it, with a brief, for consideration and use of the Nazim District Council.

(3) On receipt of a resolution passed by the District Council, the concerned district officer shall immediately take appropriate necessary action and shall, within fifteen (15) days from the date of the receipt of the resolution apprise the secretary of the District Council of the action taken on the resolution.

25. Questions.- (1) On receipt of each question (starred, un-starred or short notice), the concerned district officer shall prepare an appropriate reply and, subject to approval of the Nazim District Council, forward the required number of copies to secretary of the District Council in accordance with the bye-laws on conduct of business in the District Council.

(2) The district officer shall also prepare a brief for purposes of supplementary questions for use by the Nazim District Council.

26. Call Attention Notices.- On receipt of a call attention notice the concerned district officer shall prepare an appropriate reply and a brief for purposes of supplementary questions, for use by the Nazim District Council.

27. General Discussion.- Whenever a day is fixed for general discussion on any issue, the concerned district officer shall remain present in the official gallery during the discussion for taking notes and preparation of a brief for use by the Nazim District Council.

28. Budgets.- (1) The Deputy Commissioner shall obtain approval of the Nazim District Government for the date for presentation of the annual and supplementary budgets and communicate such orders to the Secretary of the District Council for appropriate action in

accordance with the Act.

(2) On receipt of a motion proposing a cut in the demand or supplementary demand for grant of funds, the concerned district officer shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the use of the Nazim District Council.

(3) The Deputy Commissioner shall release the approved budget or funds for district offices and other tiers of local governments within three working days as and when received from the provincial government.

29. Undertakings and assurances.- The concerned district officer shall be responsible for giving effect to any undertaking or assurance given by the Nazim District Government in the District Council.

PART-VI **MISCELLANEOUS PROVISIONS**

30. Compliance with direction of Government.-The district government shall comply with directions issued by Government or any other authority under the Act.

31. Protection and communication of official information.- (1) A Government servant shall not communicate any information acquired directly or indirectly from official documents or otherwise to the media, to non-officials, or to officials belonging to other Government offices, unless he has been, generally or specially, empowered or obligated to do so.

(2) Ordinarily, all official news and information shall be conveyed to the media through the official spokesmen of the district government nominated by the Nazim.

(3) The Deputy Commissioner shall, from time to time, circulate instructions about the treatment and custody of official documents and information of a confidential character.

32. Channel of correspondence.- (1) Subject to Part-III of these rules, all correspondence with Government shall be conducted by the concerned district officer and it shall ordinarily be addressed to the Secretary of the Department concerned.

(2) All correspondence with government of a foreign country or a Pakistan diplomatic mission abroad or a foreign mission in Pakistan or an international organization shall be conducted through the Government:

(3) All correspondence with the attached departments, regional offices and autonomous bodies shall be conducted directly by the concerned district officer and it shall ordinarily be addressed to the heads of the organizations concerned.

(4) All correspondence with the Advocate General shall be conducted with the prior consent of Law Department.

(5) All correspondence within the district regarding Tehsil Municipal Administration and Village and Neighborhood Council shall be conducted through Tehsil Municipal Officer and Assistant Director Local Government & Rural Development respectively.

33. Manner for transaction of business.- (1) The business shall be transacted in accordance with the channels of communication laid down in these rules and instructions.

(2) If oral discussions are held with the Nazim by an officer, he shall communicate the points made during the discussion to his district officer in writing at the earliest.

34. Performance Evaluation Report.-The Reporting line for the Annual Performance Evaluation Reports of officers, posted in the district government shall be as under-

<i>S#</i>	<i>Officers</i>	<i>Reporting Officer</i>	<i>Countersigning Officer</i>
<i>1</i>	Deputy Commissioner	<i>Divisional Commissioner</i>	<i>Chief Secretary</i>
<i>2</i>	District Officer	<i>Deputy Commissioner</i>	<i>Head of the Administrative Department</i>
<i>3</i>	Officers posted in district Devolved offices	<i>District Officer</i>	<i>Deputy Commissioner</i>
<i>4</i>	Assistant Commissioners	<i>Deputy Commissioner</i>	<i>Divisional Commissioner</i>

Note: While writing the Performance Evaluation Report or Annual Confidential Report, as the case may be, the reporting officer, may give due consideration to the feedback provided by the District Nazim concerned.

35. Repeal.-The District Government Rules of Business, 2001 are hereby repealed.

FIRST SCHEDULE**{See Rule 3 (1)}**

Sr #	Proposed District Office	Operational Components
1	Administration	Revenue Administration, Coordination, Human Resource Management, Finance, Planning and Development
2	Agriculture Extension	Agriculture (Extension)
3	Livestock and Dairy Development	Livestock and Dairy Development (Extension)
4	On-farm water Management	On-Farm Water Management
5	Fisheries	Fisheries
6	Soil Conservation	Soil Conservation
7	Cooperatives	Cooperatives
8	Sports, Culture & Youth affairs	i. Sports ii. Culture iii. Youth affairs
9	Social Welfare	i. Social Welfare, ii. Women Empowerment iii. Special Education
10	Education	Primary and Secondary Education, Vocational Education(except those functions entrusted to TEVTA)
11	Health	i. Primary Health Care including hospitals (except District Headquarter Hospitals, Teaching and Tertiary Hospitals), ii. Rural Health Centers, iii. Basic Health Units, iv. Mother and Child Health Centers
12	Population Welfare	Public Health and Population Welfare
13	Local Government and Rural Development	Rural Development and Rural Works
14	Communication and Works	Communication and Works , District Roads & Buildings
15	Public Health Engineering	Public Health, Public Health Engineering

SECOND SCHEDULE
{See Rule 3 (2)}

DISTRIBUTION OF BUSINESS AMONGST DISTRICT OFFICES

Sr#	District Office	Operational Components & Business
1	Administration	<p>Coordination</p> <ul style="list-style-type: none"> i. General Coordination and supervision of District Offices ii. Welfare schemes for District Government employees iii. Local holidays and celebration of national events iv. Periodic review of the organization, staff, functions and procedure of the District Offices and Sub-Offices to improve efficiency for efficacious disposal of Business v. Matters relating to standardization, printing and proper utilization of stationery resources of the District Government vi. Preparation and periodical review of secretariat manuals and circulation of instructions vii. Review of staffing pattern of District Offices for optimal utility of human resources viii. Simplification of forms and procedures in District Offices ix. Service Reforms at district level x. Provision and allotment of residential accommodation to Government and District Government servants in the district xi. Compilation of the list of persons dismissed and debarred from future employment and its submission to the Government xii. Provision of Service Identity Cards for District Government employees xiii. Matters relating to domicile xiv. Relief during calamities and emergencies xv. Introducing Information technology to achieve the objectives of E Governance, E-Service Delivery, Web Content Management xvi. Pre-Qualification of firms to provide consultancy, software development and products to the local governments in Information Technology sector xvii. Registration of deeds and documents and registration fee xviii. Functions of Controlling Authority for the Enforcement Officers in terms of section 67 of the Act. <p>Finance and Budget</p> <ul style="list-style-type: none"> i. Supervision and control of District Finance ii. Ways and Means of District Government and matters relating to Provincial Finance Commission iii. Preparation and circulation of instructions for guidance of

		<p>District Offices in financial management</p> <ul style="list-style-type: none"> iv. Administration of Own Source Revenue of the District Government v. Examination and advice on matters affecting, directly or indirectly, the finances of District Government like emoluments, grants, contributions, allowances, honoraria, defalcation, embezzlement and losses vi. Assets and liabilities of District Government vii. Communication of financial sanctions viii. Tax proposals in areas within the authority of District Government ix. Preparation of Annual Budget, Supplementary Budget, Revised Estimates, Demands for Excess Grants and preparation and execution of output based budgeting x. Appropriation and Re-appropriation with in Grants xi. Supervision and maintenance of District Accounts xii. Abolition and creation of posts on the Establishment of District Offices and examination of Schedule of New Expenditure with the approval of Provincial Finance Department xiii. Arrangement for Audit of Receipts and Expenditure in District Offices xiv. Matters relating to District Accounts Committee and Public Accounts Committee xv. Management of Audit reports on the accounts of District Government xvi. Authentication of Audit Copies of releases from District Fund xvii. Assistance in the preparation of Annual Development Plan with clear targets for women, girls and marginalized groups. xviii. Reconciliation of monthly and annual accounts of Receipts and Expenditure xix. Preparation and publication of Annual Report on the State of Finance in District Government xx. Matters relating to internal controls and Departmental Accounts Committee xxi. Supervision and financial management in accordance with rules xxii. Consultation with Provincial Finance Department in policy matter xxiii. Mobilization of District Resources in consultation with Provincial Government.
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		<p>Human Resource Management</p> <ol style="list-style-type: none"> i. Management, Professional Development and Career Planning of human resources in local governments in the district ii. Preparation of training strategy, its implementation and monitoring iii. Training need assessment and preparation of training modules in coordination with District Offices iv. Collaboration and linkages with provincial and national training institutes. v. Short courses for officers and officials of local governments in the district in critical areas including management, office procedure, financial management, planning, development and, information technology. vi. Need based customized capacity building courses for district offices <p>Planning and Development</p> <ol style="list-style-type: none"> i. Preparation, implementation, monitoring and evaluation of District Annual Development Program in co-ordination with District Offices. ii. Preparation of Medium and Long Term District Development Plans. iii. Appraisal of development projects. iv. Collection, Analysis, Compilation and Publication of Development and Socio-Economic Statistics of the district. v. Undertaking Research and Surveys on strategic issues pertaining to the district for preparation of projects, programmes and plans. vi. Coordination with Provincial P&D Department on issues pertaining to planning and development. vii. Working as secretariat for the District Development Committee for approval of development schemes and clearing house for development schemes within the competence of Provincial Development Working Party (PDWP). viii. Consolidation and processing of budgetary proposals for resource allocation, re-appropriation of district development funds, appropriations from block allocations and supplementary grants. ix. Coordination of nominations for training, seminars, conferences and workshops, notified by Provincial Government for elected representatives and officers of local governments in the district.
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		<ul style="list-style-type: none"> x. Promotion of private sector development and public private partnership. xi. Focusing accelerated development of rain fed (barani) and less developed areas. xii. Framing guidelines for procurement of consultancy services. <p>Revenue Administration</p> <ul style="list-style-type: none"> i. Administration of Revenue field staff in the district ii. Custody of Government property in the District and eviction of unauthorized occupants of Government and District Government estates. iii. Appointment of village headmen and prescription of their duties. iv. Compulsory acquisition of land v. Computerization of land records, simplification of forms, processes and procedures in Revenue Offices vi. Management of copying agency and provision of certified copies of record vii. Management and maintenance of Revenue Courts and Revenue Offices buildings and compounds in the district. viii. Survey of crops and compilation of crops related statistics and reports ix. Recovery Land revenue, including Land Tax, Agriculture Income Tax, Local Rate, fees, fines and forfeitures x. Malba Cess Fund xi. Printing and revision of District Gazetteers and reports. xii. Recovery of Government and District Government dues as arrears of land revenue xiii. Tax on transfer of immovable property xiv. Transfer of property
2	Agriculture	<p>Agriculture extension</p> <ul style="list-style-type: none"> i. Production, multiplication and marketing of seed certified by government ii. Coordination and Strengthening of research activities in Agriculture and related sectors district specific iii. Socio-economic studies for input into framing of agricultural policy. iv. Introduction of area specific special crops and crop forecast estimation v. Identification of under-developed areas, specific fields and adopting measures necessary to remove the causes of underdevelopment. vi. Protection against insects and pests through prevention of plants diseases and quality control of pesticides

		<ul style="list-style-type: none"> vii. Achievement of area and production targets of crops and preparation of strategy for implementation of crop production policy of the government. viii. Identification, preparation and implementation of projects in the District. ix. Enforcement of Agricultural sector specific laws and ensuring availability and quality of agriculture inputs. x. Management of agriculture extension farms and gardens xi. Collection, compilation and publication of agriculture sector information and statistics for research, policy formulation and training xii. Arboricultural operations xiii. Monitoring of agriculture inputs including <ul style="list-style-type: none"> a. fertilizer, pesticides and irrigation resources xiv. Promotion of modern agriculture technologies including mechanized farming techniques and other extension activities through method and result demonstration, farmers' gatherings, advocacy and publicity xv. Collection, compilation and dissemination of primary data, disaggregated by gender in the district. <p>Social and Farm Forestry (except those functions entrusted to Forest, Environment and Wildlife Department)</p> <ul style="list-style-type: none"> i. Raising, promotion and protection of green belts and landscapes of local and district significance. ii. Promotion of social/ farm forestry in private lands. iii. Raising of nurseries of flowers and fruit plants. iv. Establishment of amenity Parks and recreational parks. v. Education and Awareness of public for development of floriculture and plantations. vi. Mass Media publicity and exhibition on planting, beautification and gardening. vii. Promotion of ornamental plantations, creepers and Kitchen gardening. viii. Plantation through public-private partnership. ix. Training and Research on floriculture, seed farms and green belts.
3	Livestock and Dairy Development	<ul style="list-style-type: none"> i. Promotion of private sector for establishment of dairy farms and poultry farms ii. Prevention of livestock and poultry diseases and training of villagers on prophylactic vaccination, management and first aid iii. Enforcement of livestock and poultry related laws and rules. iv. Artificial insemination, breed improvement and genetic up-gradation of livestock resources in the district.

		<ul style="list-style-type: none"> v. Livestock census, communication and extension services vi. Diagnosis, surveillance and control of diseases in livestock vii. Improvements of cattle markets viii. Milk and meat safety measures and inspections ix. Modernization of public sector slaughter houses and promotion of private sector investment x. Support services for small livestock farmers xi. Technical support to private enterprises investing in livestock xii. Promotion and regulation of Dairy Farms and Poultry Farms xiii. Human Resource Development for livestock and farm management xiv. Conducting livestock census in the district, its analysis, compilation and publication xv. Collection, compilation and dissemination of primary data, segregated by gender;
4	On-farm water Management	<ul style="list-style-type: none"> i. Organization and registration of Water Users Associations for improvement of watercourse and water management activities (On-Farm Water Management And Users Association Ordinance,1981) ii. Preparation and implementation of water management development plans. iii. Improvement of watercourse, precision land leveling, irrigation agronomy practices, groundwater management and harvesting of water resources. iv. Research and coordination of Water Management Operations v. Farm management research for planning, project formulation and evaluation in the district vi. Improvement of water management methods vii. Installation of tube-wells and research in the water management viii. Control water losses and provide water uses equitably and efficiently ix. Collection, compilation and dissemination of primary data
5	Fisheries	<ul style="list-style-type: none"> i. Extension services to private sector for promotion of fish farming and hatcheries ii. Conservation, management and promotion of fisheries in public waters including rivers, streams and canals except those in provincial and national control iii. Training through open training schools, advocacy, publicity and awareness campaigns iv. Issuance of district angling and sport fish licenses v. Enforcement of laws and rules relating to fisheries vi. Promotion of aquaculture activities.

		<ul style="list-style-type: none"> vii. Collection, compilation and publication of statistical data on fish and fisheries. Provincial level would be done by the Directorate since more than one district is involved viii. Promotion of fisheries and seed production ix. Protection and development of natural fisheries resources x. Development of fish hatcheries, sanctuaries and nursing units by the concerned districts and at provincial level where more than one district is involved xi. Establishment of demonstration fish farms xii. Technical and institutional support to community organizations in fisheries sector. xiii. Extension services in fisheries including publicity, communication through media, exhibitions, seminars, workshops, symposia, roundtables, training and refresher courses for communities by the concerned district and at provincial level by the Directorate xiv. Protection, promotion and conservation of fisheries xv. Collection, compilation and dissemination of primary data
6	Soil Conservation	<ul style="list-style-type: none"> i. Enforcement of soil conservation laws and rules. ii. Surveys of eroded areas and preparation of projects and plans for water harvesting, reclamation and conservation to control soil and water erosion. iii. Construction of water disposal outlets and permanent structures to allow controlled water run-off iv. Construction of check dams, water ponds and mini dams for conservation of soil and water. v. Afforestation and range management to control soil erosion through provision of advisory, technical, institutional support for soil conservation and water harvesting. vi. Evaluation of soil fertility status in the district and preparation of site specific fertilizer recommendations. vii. Diagnosis of salinity-sodicity hazards of soil and their reclamation. viii. Soil Survey, preparation of comprehensive inventory of soil resources of the District and their proper utilization ix. Reclamation of land x. Collection, compilation and dissemination of primary data
7	Cooperatives	<ul style="list-style-type: none"> i. Promotion of cooperative movement and organization, registration, audit and regulation of cooperative societies and associations in the district ii. Capacity building of staff, office bearers and members in cooperative societies iii. Encouraging organization and networking of communities in sector specific cooperatives iv. Introducing and encouraging Cooperative Farming and

		<p>constitution of producer associations and consumer societies</p> <p>v. Support services, including agricultural loans and subsidies for farmers</p> <p>vi. Crop insurance in the district</p> <p>vii. Collection, compilation and dissemination of primary data</p>
8	Sports, Culture & Youth affairs	<p>Sports</p> <p>i. Promotion of sports through infrastructure development</p> <p>ii. Talent scouting and building district sports teams</p> <p>iii. Annual sports competition and sports event management</p> <p>iv. Welfare of the Sportsmen</p> <p>v. Collection, compilation and dissemination of primary data</p> <p>Culture</p> <p>i. Promotional activities of Art and Culture, Language and Literature</p> <p>ii. Promotion of folk music and local cultural heritage</p> <p>iii. Promoting national integration</p> <p>iv. Financial and institutional assistance to cultural and literary bodies</p> <p>v. Collection, compilation and dissemination of primary data</p> <p>Youth Affairs</p> <p>a. Coordination of matters relating to youth organizations</p> <p>b. Provision of resources and institutional linkages for promoting youth exchange programs</p> <p>c. Production of documentaries and literature on youth related issues</p> <p>d. Building youth development as a priority in planning to prepare and enable youth discharge their national and social responsibilities</p> <p>e. Allocate resources to support and steer youth development programs;</p> <p>f. Preparation and publication of annual report on youth in the district</p> <p>g. Associate youth with decision making in projects, programs and plans for youth development;</p> <p>h. Encouraging character building and ethical values among youth</p> <p>i. Developing partnership and networking with civil society, national, regional and international organizations to optimize impact of youth development interventions.</p> <p>ii. x) Collection, compilation and dissemination of primary data</p>
9	Social Welfare	<p>Social Welfare</p> <p>i. Promote public sector facilitation and support for the protection, rehabilitation and look after of the deprived, marginalized and vulnerable individuals, groups and</p>

		<p>communities.</p> <ul style="list-style-type: none"> ii. Sensitize the vulnerable people and marginalized communities to organize themselves by resolving their needs and problems on self help basis. iii. Facilitate Community Organizations, registration and regulating the affairs of the Voluntary Sector. iv. Provision of technical and financial support, to the Civil Society, Non-Profit Social Welfare Organizations. v. Strengthening the existing institutional care system and helping the people on need of support directly in their families and communities. vi. Promote evidence based information, planning, development and monitoring services. vii. Improve livelihood of the poor people through economic empowerment and skill development. viii. Support the affected people in crisis both in calamity as well as in man-made disaster. ix. Reducing social evils, harmful practices, and promoting peace through social mobilization, social or adult education and family facilitation centers. x. Promote public/private partnership in the areas of community and social welfare services. xi. Extend and enhance coordination amongst government and non-government partners in the area of social welfare services. xii. Creation of enabling environment for communities for communities to discharge their due role in national life. xiii. Preparation and implementation of project, plans and programs for organizing communities around collective issues through proactive advocacy, awareness, knowledge management and capacity building. xiv. Commissioning research and surveys on issues obstructing community development and community participation. xv. Developing linkages with organizations engaged in community development. xvi. Public awareness regarding human rights, tolerance,
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		<p>mutual respect and rights of minorities.</p> <p>xvii. Coordination with public and private sector, bodies and institutions for showcasing issues in human rights and measures to create an environment of respect for human rights.</p> <p>xviii. Collection, compilation and dissemination of primary data of vulnerable and disadvantage groups.</p> <p>xix. The Child Protection Units established under Child Protection and Welfare Commission shall perform the functions as defined under Section-10 of the Khyber Pakhtunkhwa Child Protection and Welfare Act, 2010 at District level.</p> <p>Women Empowerment</p> <p>i. Initiation of protection of services in the public and at community level.</p> <p>ii. Promote partnership and restructuring in the area of women empowerment in service, research, training and development with government and other organizations.</p> <p>iii. Reduced and remove the negative values and practices against women through social action and laws.</p> <p>iv. Take measures for reducing gender gaps and violence in the family and at society levels through awareness campaigns and social actions.</p> <p>v. Enhance the roll and status of women within family and society through skills and equal economic opportunities in employment.</p> <p>vi. Transformation of the local governments into organizations that actively practices and promotes gender equality and women empowerment.</p> <p>vii. Provision of means and measures to increase participation of women in political process and encouragement of their effective representation in political and administrative spheres.</p> <p>viii. The District Committee on the Status of Women shall examine and review policies/programs and plans of each office in the District and to ensure that they address gender concerns adequately.</p> <p>Special Education</p>
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10	Education	<p>PRIMARY AND SECONDARY EDUCATION</p> <ul style="list-style-type: none"> i. Provision of compulsory and free education to all children of age five to sixteen years and encouraging completion of primary education by all children, especially girls, in the district. ii. Administration and Management of primary, elementary, secondary and higher secondary education. iii. Distribution of free text books provided by the Government. iv. Planning and establishment of schools and improvement and provision of education infrastructure facilities and services in the district as per identified needs based on the technical standards and norms established by the Government. v. Ensuring and improving quality of education by putting in place system and processes for assessment, as prescribed for such purposes by the Government eliminating absenteeism, redressal of complaints, grant of scholarships/ assistance and production of education documentaries. vi. Promotion of sports and co-curricular activities in schools vii. Achievement of Millennium Development Goals as well as post MDGs. viii. Need based establishment and up-gradation of schools with particular focus on deficient areas according to criteria and policy of the Government.

		<ul style="list-style-type: none"> ix. Provision of science laboratories, additional class rooms and essential facilities in schools according to standards and technical norms set by the Government. x. Promotion of Parents Teachers Councils. xi. District Sectoral Planning. xii. Provision of Equipment, Furniture, School Libraries, Laboratory and IT Equipment. xiii. Examination as per policy and standard set by the Government. xiv. Academic Inspections and Supervision of Schools. xv. Arrange and manage disbursement of Scholarships and stipends xvi. Arrange Sports and co-curricular activities in schools xvii. Collect, compile and disseminate primary data relating to education of the District. xviii. Promote literacy. <p>Vocational Education (except those functions entrusted to TEVTA)</p> <ul style="list-style-type: none"> i. Matters relating to Vocational Training ii. Provision of necessary subvention for disadvantaged groups and areas in the district iii. Introduction of vocational programmers that meet the needs of employment market. iv. Grant of education assistance and scholarships v. Production and distribution of education and scientific documentaries vi. Teachers training and evaluation of their performance vii. Financial assistance to educationists and persons of letters and their families viii. Collection, compilation and dissemination of primary data
11	Health	<ul style="list-style-type: none"> i. Ensure the delivery of preventive, curative, rehabilitative and promotive health services in primary health care facilities (BHU, RHC, CD, SHC and MCH) and hospitals excluding teaching hospitals and DHQs as per policies of the Health Department ii. Ensure implementation of laid down policies, quality standards, protocols and standard operating procedures in the district. iii. Formulate evidence-based district health plans for district health care delivery system based on real time data. iv. Planning, development and operational interventions in health facilities and outlets in the district for up-gradation and optimal usage of health care facilities leading to measurable improvement in primary and secondary health

		<p>care.</p> <p>v. Ensures the provision of valid, timely and analyzed information on emerging health problems, disease surveillance and trends, including disaster preparedness and response.</p> <p>vi. Ensures the efficient and effective implementation of advocacy and health education strategies.</p> <p>vii. Supervision, monitoring and grievance redressal at district level.</p> <p>viii. Ensures the provision of medico-legal services in facilities under their control.</p> <p>ix. Facilitates the establishment of an efficient and effective referral system.</p> <p>x. Ensures the regulation of occupational, environmental safety and implementation of public health laws.</p> <p>xi. Litigation related to district level.</p> <p>xii. All contracts/service delivery agreement and PPP arrangements will be the domain of the Provincial Govt.</p> <p>xiii. The procurement of Equipment and medicines will be done at district level based on the provincial rate contract finalized by DGHS office.</p>
12	Population Welfare	<p>i. Collection, compilation, analysis and publication of demographic statistics of the district and estimation of district population with trends and future projections</p> <p>ii. Mainstreaming population factor in development planning process at district level</p> <p>iii. Provision of family welfare services including family planning and general medical care</p> <p>iv. Information, education and communication services in population welfare sector.</p> <p>v. Forecasting, placement of demand and storage of provision of contraceptives to SDUs and stakeholders</p> <p>vi. Planning and development initiatives for the population welfare program in the district</p> <p>vii. Promotion of population planning activities through:</p> <p>viii. Public sector institutions</p> <p>ix. Social marketing of contraceptives</p> <p>x. Non-Governmental Organization, registered medical practitioners, Hakims and homeopaths; and</p> <p>xi. Public private sector organization (PPSO)</p> <p>xii. Promotion of population welfare motivational services by establishing contact with the clients at levels within the district</p> <p>xiii. Establishment/promotion of family health services, clinical</p>

		<p>and non-clinical contraception through family welfare centers and those reproductive health services establishments located in the district/tehsil hospitals and particularly provision of service for rural areas</p> <p>xiv. Supply of contraceptives and medicines to the desirous clients in urban and rural areas of the district through SDUs and agencies involved in the program</p> <p>xv. Implementation of publicity and communication strategy through local electronic and print media as well as inter personal communication (IPC)</p> <p>xvi. Promotion of community involvement and their active participation in population welfare program activities for adoption of small family norms</p> <p>xvii. Coordination of population welfare program activities with other Government departments and district and sub district level</p> <p>xviii. Setting up of population welfare committees at village, tehsil and district level for promotion of family planning activities in their respective jurisdiction</p> <p>xix. Monitoring and Evaluation of the population welfare program at district level</p> <p>xx. Any other activity of the population welfare program that the District Government may specify.</p>
13	Local Government and Rural Development	<p>i. Providing secretarial support to the Council</p> <p>ii. Matters relating to Local Government Commission</p> <p>iii. Matters relating to local taxes and local rate</p> <p>iv. Coordination and supervision of village and neighborhood councils</p> <p>v. Grants, establishment and budget of village and neighborhood councils</p> <p>vi. Coordination of activities relating to local council elections, population census and surveys in the district</p> <p>vii. Rural Development Works including water supply, rural access roads, embankment and drainage works</p> <p>viii. Overseeing registration of births, deaths and marriages in village and neighborhood councils</p> <p>ix. Working as interface for knowledge management and communication on local governance issues in the district</p> <p>x. Review, evaluation and assessment of local government system, processes and procedures in the district particularly at the village and neighborhood level</p> <p>xi. Collection, compilation and dissemination of primary data</p> <p>xii. Training and research in the areas of local governance</p> <p>xiii. Reception of national and international dignitaries</p> <p>xiv. Working as Secretariat for the District Development</p>

		<p>Advisory Committee (DDAC)</p> <p>xv. Management and development of parks, green belts, open spaces</p> <p>xvi. Regulation of outdoor advertisement where assigned;</p> <p>xvii. Matters relating to Katchi Abadies</p>
14	Communication and Works	<p>District Roads and Buildings</p> <p>i. Administration of roads, bridges and boat bridges, assigned to District Govt., toll collection, rent of use of Right of way and leases of land for approaches and access roads to filling and service stations.</p> <p>ii. Deposit work on behalf of other agencies, Govt. and Federal Govt.</p> <p>iii. Planning, designing, construction, maintenance and repair of Govt. buildings assigned to District Govt.</p> <p>iv. Evaluation and fixation of rent of Govt. buildings assigned to District Govt.</p> <p>v. Water supply and sanitary work of Govt. buildings and estates assigned to District Govt.</p> <p>vi. Planning and designing of roads and allied works financed from district funds or grants.</p> <p>vii. Preparation of architectural plans and drawings of Govt. buildings assigned to District Govt.</p> <p>viii. Sponsoring, construction, maintenance, repair and improvement of roads, bridges, culverts, causeway, boat bridges, motorized launches and ancillary bridges assigned to District Govt. financed from District Govt. and Federal Govt. funds or grants.</p> <p>ix. Preparation of asset management plan for the roads and buildings under the management charge of District Govt.</p> <p>x. Master planning for sequencing development to cater for building needs of District Offices</p> <p>xi. Improving road safety, roads designs and specifications of roads assigned to District Govt.</p> <p>xii. Training and refresher courses for human resource development.</p> <p>xiii. Planning, designing, construction, maintenance, annual/special repair of all offices and residential buildings in the management charge of District Govt.</p> <p>xiv. Management and development of parks, green belts, open</p>

		spaces. xv. Regulation of outdoor advertisement where assigned.
15	Public Health Engineering	<ul style="list-style-type: none"> i. Master planning for water supply & sanitation projects including Sewage Treatment and Solid Waste Management. ii. Planning and designing of water supply & sanitation projects including Sewage Treatment and Solid Waste Management. iii. Construction and maintenance of Rural Drinking Water Supply and Sanitation Schemes including Sewage Treatment Plants and Solid Waste Management. iv. Execution of PHE works on behalf of other agencies/departments as Deposit Works. v. Water Quality Monitoring/Mapping including maintenance of water quality data base. vi. Public Health Engineering works pertaining to government buildings and Government Residential Estates under the control of District Government. vii. Determination of rates of supply to consumers in bulk and otherwise and prescribed tariff (only in the case of private/public undertakings). viii. Levy and collection of fees, etc. for supply of water for drinking purposes. ix. Levy and collection of fees, etc. for provision of Sanitation services including Sewage Treatment and Solid Waste Management.
ADDITIONAL DISTRICT OFFICES IN CITY DISTRICT		
16	Public Transport	<ul style="list-style-type: none"> i) Public transportation and mass transit ii) Passenger and freight transit terminals. iii) Traffic planning, engineering and parking. iv) Traffic controlling. v) Collection, compilation and dissemination of primary data segregated by gender;
17	Enterprise and Investment Promotion	<ul style="list-style-type: none"> i) Industrial estates and technological parks ii) Cottage, small and medium sized enterprise promotion iii) Investment promotion and protection iv) Collection, compilation and dissemination of primary data v) Small and Medium Enterprises (SMEs).
18	Municipal Services Office	<ul style="list-style-type: none"> i) Water source development, management, storage, treatment plants, and macro-distribution. ii) Tertiary and secondary sewage network and treatment plants. iii) Flood control, storm water drainage and contingency plans. iv) Solid waste management, recycling and treatment plants. v) Safe disposal of industrial and hospital hazardous and toxic waste.

		<ul style="list-style-type: none"> vi) Environmental protection and control of pollution. vii) Master planning, land use, zoning and classification, reclassification, urban design and urban renewal, building rules and planning standards. i) Parks, forests, play grounds, sporting, and other recreational facilities ii) Museums, art galleries, libraries, community and cultural centers. iii) Conservation of historical and cultural assets iv) Landscape, monuments, and municipal ornamentation. v) Regional markets and city-wide commercial centers. vi) Collection, compilation and dissemination of primary data segregated by gender;
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Secretary.
Government of Khyber Pakhtunkhwa
Local Government, Elections & Rural Development
Department