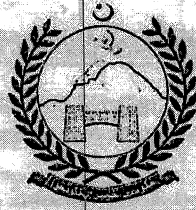


EXTRAORDINARY

REGISTERED NO. PIII

GOVERNMENT

GAZETTE



KHYBER PAKHTUNKHWA

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PESHAWAR, MONDAY, 02nd AUGUST, 2021.

GOVERNMENT OF KHYBER PAKHTUNKHWA LOCAL GOVERNMENT ELECTION & RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

Dated Peshawar, the 02th August, 2021.

No.CU(LGE&RDD)/1-4/2021 Vol-VI: In exercise of the powers conferred by section 12 of the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013), read with Seventh Schedule thereof, the Government of Khyber Pakhtunkhwa is pleased to make the following rules, namely:

The Khyber Pakhtunkhwa Local Government Coordination Unit (Constitution, Functions and Procedure) Rules, 2021.

CHAPTER-I

Preliminary

1. **Short title and commencement.**—(1) These rules may be called the Khyber Pakhtunkhwa Local Government Coordination Unit (Constitution, Functions and Procedure) Rules, 2021.

(2) These rules shall come into force at once.

2. **Definitions.**— (1) In these rules, unless there is anything repugnant to the subject or context, the following terms and expressions shall have the meanings assigned to them as under:

- (a) "Act" means the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013);
- (b) "Chairman" means Chairman of the Unit;
- (c) "Committee" means a Committee constituted under rule 5 of these rules;
- (d) "Coordinator" means an officer of Government, to be posted and worked, as the Coordinator of the Unit;
- (e) "information" means and includes text, message, data, voice, sound, database, video, signals, software, computer programs or codes;
- (f) "information system" means an electronic system for creating, generating, sending, receiving, storing, reproducing, displaying, recording or processing information;
- (g) "monitoring indicators" mean parameters on which information is collected by the Unit; and

(h) "Unit" means the Khyber Pakhtunkhwa Local Government Coordination Unit, constituted under rule 3 of these rules, for the purpose of section 10 of the Act.

(2) Terms and expressions, used but not defined in these rules, shall have the same meanings, as are assigned to them under the Act.

CHAPTER-II
Establishment of the Unit

3. Establishment of the Unit.— (1) There shall be a Unit in the Department to be known as the Khyber Pakhtunkhwa Local Government Coordination Unit, which shall consist of the following:

- | | | |
|-----|---|----------------------|
| (a) | Secretary to Government, Local Government, Elections and Rural Development Department: | Chairman |
| (b) | Director General, Directorate General of Local Government, Elections and Rural Development, Khyber Pakhtunkhwa: | Member |
| (c) | Director, Bureau of Statistics, Khyber Pakhtunkhwa: and | Member |
| (d) | the Coordinator of the Unit. | Member-cum-Secretary |

(2) The Chairman may nominate any relevant person as co-opted member.

(3) The Coordinator shall act as secretary of the Unit.

4. Meetings of the Unit.— (1) The Unit shall meet at least four times in a calendar year.

(2) The meeting shall be presided over by the Chairman or in his absence by a member, chosen from amongst the members present in the meeting.

(3) The Coordinator shall prepared agenda and working papers for the meeting of the Unit.

(4) The correspondence on behalf of the Unit shall be made and authenticated by the Coordinator.

5. Committees of the Unit.— The Chairman may constitute committees to perform such functions as may be assigned to them by the Unit.

6. Transaction of business of the Unit.— The Unit shall transact its business in its meetings; provided that, in case of urgency, the Chairman may allow transaction of business through circulation.

CHAPTER-III
Functions and Procedure of the Unit

7. Functions of the Unit.— (1) The Unit shall be responsible for the functions assigned to it under section 10 of the Act.

(2) For performance of its functions, the Unit shall prepare and execute an annual management plan to achieve the objectives provided in the Act with economy, efficiency and effectiveness.

8. Procedure.— For effective and efficacious performance of its functions, under section 10 of the Act, the Unit shall build periodical reviews into its working calendar which shall follow the following cycle:

- (a) first quarter review in April shall focus on preparation of annual calendar of activities, casting of monitoring indicators and establishing the pace of implementation;
- (b) second quarter review in July shall focus on process related inputs including work plans, procurement matters and aligning efforts to management plan and coordination
- (c) third quarter review in October shall consider data collection and reporting processes along with review of outputs in order to feed in any course correction measures; and
- (d) fourth quarter review shall be instituted in January or early February and shall largely focus on the results achieved, lessons from activities and special campaigns and consideration for the annual report.

9. Unit to maintain an information system.— The Unit may establish and maintain an information system for efficient performance of its functions.

10. Annual report of the Unit.—(1) The Unit shall prepare an annual report, covering all aspects of performance and working of the Unit, and all issues and subjects, relating to its functions under the Act and these rules.

(2) The annual report, under sub-rule (1), shall be submitted to Government through the Department.

(3) A portion of the annual report shall be dedicated to recommendations for improving the performance of local governments in areas relevant to functions of the Unit.

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