

# District's Rules of Business

## General

### 1. Short title and commencement.

(1) These rules may be called the North West Frontier Province District Government Rules of Business, 2001.

(2) It shall come into force at once.

### 2. Definitions.

(1) In these rules unless the context other-wise requires.

1. "body corporate" means a body having perpetual succession and a common seal with power to sue and be sued:
2. "budget" means an official statement of income and expenditure for a financial year:
3. "business" includes all work done by a local government:
4. "component" means the officers mentioned in column 2 of schedule 1 to the Ordinance:
5. "convenor" means the convenor of the Council concerned.
6. "Federal Government" means the Government of Islamic Republic of Pakistan.
7. "financial year" means the year beginning from the 1st day of July and ending on the 30th day of June next following.
8. "Government " means the Government of the North West Frontier Province:
9. "Governor" means the North West Frontier Province:
10. "Ordinance" means the North West Frontier Province Local Government Ordinance,2001(NWFP Ord, XIV of 2001)
11. "Schedule" means a Schedule to these rules:
12. "Secretariat" means the Secretariat of Council: and
13. "Section" means a section of the Ordinance.

(2) Words and expressions used in these rules but not defined shall have the same meanings assigned to them in the Ordinance the North West Frontier Province Government Rules of Business, 1985 or any other Provincial law for the time being in force.

### 3. Composition of Departments and allocation of Business.

1. The composition of the offices and groups of officers shall be the same as provided in section 14 of the Ordinance read with the First Schedule thereof, and may be varied in accordance with the provisions of the aforesaid section.
2. The business of the offices shall be distributed amongst the Department s in accordance with Schedule-1:  
Provided that any particular subject or matter of an office may be transferred from , or reallocated to an office, in accordance with the section 14.
3. A Zilla Nazim shall be assisted by the District Coordination Officer.

### 4. Organization of Officers.

1. The Organization of various offices shall be the same as provided in the Ordinance or, where the Ordinance has not so provided as determined by Government.
2. The Executive District Officer shall by means of standing orders distribute the work of the officers subordinate to him.

### 5. Secretariat of District Government.

1. There shall be a secretariat of the District Government headed by the District Coordination Officer and comprising of the decentralized departments or groups of departments as shown in the First Schedules to the Ordinance .
2. Each decentralized group of departments shall be headed by an Executive District Officer appointed or nominated by Government for the purpose.
3. Each Executive Officer shall be responsible to Zilla Nazim through the District Coordination officer and shall channelize his correspondence through him.

**6. Deputation of civil servants and power of District Coordination Officers.**

1. The civil servants posted in the decentralized departments shall continue to be civil servants for all intents and purposes of the relevant civil servants laws and the rules framed there under with the modification that.

(a) all civil servants in BPS-16 to BPS-20 shall be appointed by Government or the Federal Government as the case may be and posted decentralized Department from time to time.

(b) the District Coordinating Officer shall have the powers of the appointing authority in respect of the officers/officials in BPS-1 TO BPS-15:

Provided that no vacancies are to be filled in by way of direct recruitment or transfers and the officers/officials of the surplus pool are to be absorbed /adjusted against the vacancies.

2. No civil servant shall be transferred from his post in a district except under the orders of the Government.

Provided that the District Coordination Officer, or as the case may be, the Executive District Officer, may suo moto or on the initiation of the Nazim initiate disciplinary proceedings against a civil servant for his inefficiency or malpractices and submit the outcome of the proceedings to competent authority for decision.

3. In disciplinary matters, the Zilla Nazim, in case of officers in BPS-19 and District Coordination Officer, in the case of officers in BPS-16 to BPS-18, shall refer the cases to the competent authority for decision under the North West Frontier Province Removal from Service (special Powers Ordinance 2000(N.W.F.P Ord.No.V of 2000), through the administrative Secretary concerned.

**7. General procedure for disposal of business.**

1. The channel for obtaining or transmitting the orders of the Zilla Nazim is the Executive District Officer or an officer specifically authorizes in this behalf by the District Coordination Officer.

2. All orders shall be passed in writing where a verbal order is given .it should be reduced to writing at the earliest opportunity by the officer receiving it.

3. If any doubt or dispute arises as to the Department to which a case properly pertains, the matter shall be referred to the District Coordination Officer for decision.

4. Detailed instructions for the disposal of business in the District administration shall be issued by the District Coordination Officer.

5. If any order happens to contravene a law, rule or policy, it shall be the duty of the next below officer to point out this to the authority passing the order.

6 While submitting a case for the orders of the Zilla Nazim ,it shall be the duty of the Executive District Officer/District Coordination Officer to suggest a definite line of action.

**8. Office administration and record .**

The manual of instructions for Provincial Civil Secretariat issued by the Chief Secretary of Government from time to time shall , mutates mutandis , be applicable to the secretariat of the District Government and the District Coordination Officer shall have the powers to issue instructions in addition there to and not in derogator of the instructions already issued.

**9. Official language.**

1. The official language of the District Government for official correspondence with the Provincial Government and Federal department shall be English and efforts shall be made to conduct the correspondence with the people representative and public in general in Urdu.

2. All notices affecting the citizens shall be published at least in two Urdu dailies having wide circulation in the local area.

**10. Zilla Nazim.**

1. A Zilla Nazim shall assume the charge of his office from the date on which he takes upon himself the oath of such office.

2. Government shall notify the dates of assumption of the offices of the Zilla Nazim in the Official Gazette.

**11. District Coordination Department.**

1. An officer appointed as District Coordination Officer shall, on assuming charges, as such, exercise powers and perform such functions and duties as are mentioned in section 28.

**12. District Police Officer.**

1. The District Police Officer shall keep the Zilla Nazim generally informed of all matters affecting public tranquility. He shall particularly submit report through the Zilla Nazim to Provincial Government of a case likely to have major political repercussions.

2. The District Superintendent of Police shall Coordinate with the Zilla Nazim for the maintenance of law and order in the district and shall comply with of his orders.

## DEPARTMENTAL PROCEDURE

### **13. Enforcement and interpretation of rules.**

(1) The Executive District Officer shall be responsible for the careful observance of these rules in the department/component of offices assigned to him and if any doubt or dispute area as to the interpretation of these rules, it shall be referred to Government through District Coordination Officer whose decision shall be final. The District Coordination Officer shall obtain the orders of the Zilla Nazim where necessary.

(2) Instructions ancillary to these rules shall wherever necessary, be issued by the District Coordination Officer.

Provided that any special or general orders required to be modify Department in terms of these rules may be issued by them in consultation with District Coordination Officer.

### **14. Authentication of orders, instruments, agreements, contract, etc.**

Executive action of a District Government shall be expressed to be taken in the office of Nazim of the respective District Government.

(2) Save in case where an officer has been specifically empowered to sign an order or instrument of District Government every such order or instrument shall be signed by the Executive District Officer. The Assistant Executive District Officer or any other officer of the District Government and such signature shall be deemed to be the proper authentication of such order or instrument and shall not be questioned in any court on the ground that it was not made or executed by Zilla Nazim.

(3) Instructions for the making of contracts on behalf of the District Government and the execution of such contracts and all assurance of property shall be issued by the Zilla Nazim.

### **15. Consultation amongst various Departments.**

(1) When the subject of a case concerns more than one department:

(a) the Department in charge shall be responsible for consulting the other Departments concerned; and

(b) no orders shall issue, nor shall the case ordinarily be submitted to the Zilla Nazim or the Zilla Council until it has been considered by all the Department concerned.

Provided that in case of urgency, this requirement may be dispended with the approval of the Zilla Nazim but the case shall at the earliest opportunity thereafter be brought to the notice of the Department concerned.

(2) When a case is sent by one Department to another for consultation all relevant facts and the points necessitating the reference shall be clearly brought out.

(3) Even where consultation is not required a Department may for purpose of information pass copies of a communication received by it, or show a case, to such other Department as it consider would be interested in or would profit by it. Provided that copies of cyber telegrams received or dispatched by the Cyber Bureau shall be distributed in accordance with standing orders on the subject.

(4) It shall be the responsibility of the District Coordination Officer to coordinate the work of all Department of the District Government.

### **16. Consultation with the Establishment Department.**

(1) The Establishment Department shall be consulted for

(a) the determination of the principles of control of Government servants including recruitment conditions of service and discipline.

(b) the coordination of the policy of all Departments with respect to services under their control so as to secure consistency of treatment : and

(c) securing to all Government servants the rights and privileges conferred on them by or under any law for the time being in force.

(2) The Chief Secretary may call for any case or information from any District or Tehsil Municipal Administration.

(3) No District Government shall, without the concurrence of Government authorize any orders, other than orders in pursuance of any general or special delegation made by the Provincial Government which involve.

(4) i. Reduction or extension in the scope of functions of a Department as given in Schedule-1 or the transfer of such functions from one Department to another;

ii. Re-organization or change in the status of officers in the District /Tehsil Administration;

iii. Interpretation of rules and orders relating to service matters, other than rules and orders issued by the District Government; and

iv. Any change in the terms and conditions of service or the statutory rights and privileges of Federal/Provincial Government Servants serving in the District.

(5) No order in respect of the emoluments , promotion or condition of service of any officer employed in the Finance and Planning Department shall be passed and no expenditure proposal relating to that Department shall be sanctioned without prior concurrence of the Coordination Department .The District Coordination Officer shall exercise in respect of such matters, the functions of the Executive District Officer, Finance and Planning Department.

#### 17. Consultation with Finance and Planning Department

(1) No Department shall, without previous consultation with the Finance and Planning Department , authorize any orders , other than orders in pursuance of any general or special delegation by the Finance and Planning Department , which directly or indirectly affects the finances of the District , or which in particular involves.

(a) relinquishment, remission or assignment of revenue, actual or potential , or grant of guarantee against it or grant of lease of land or mineral, forest or water power rights;

(b) expenditure for which no provision exists;

(c) levy of taxes, duties, fees or cesses;

(d) re-appropriation within budget grants ; and

(e) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates.

(2) No amendment or interpretation of the District Services Rules, if any, as have no financial implication shall be made or issued by the Finance and Planning Department without the prior concurrence of the Coordination Department.

(3) No proposal, which includes previous consultation with the Finance and Planning Department under sub-rule

(1) but in which the Finance and Planning Department has not concurred, shall be proceeded with , unless a decision to that effect has been taken by the Zilla Council Formal order shall never issue only after the Finance and Planning Department has exercised scrutiny over the details of the proposal.

(4) Except to the extent that power may have been delegated to Departments under rules framed by the Finance and Planning Department every order of a Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities through the Finance and Planning Department .

#### 18. Consultation with Provincial Law, Parliamentary Affairs and Human Rights Department.

(1) The Provincial Law, Parliamentary affairs and Human Rights Department shall be consulted by the District Government. -

- (a) on all legal questions arising out of any case;
  - (b) on the interpretation of any law;
  - (c) before instituting criminal or civil proceedings in court of law in which Government is involved; and
  - (d) wherever criminal or civil proceedings are instituted against District Government.
- (2) The Public Prosecutor, Government Pleader, Additional Public Prosecutor and Additional Government Pleader shall conduct civil and criminal cases in courts by or against a District Government on behalf of that Government on authorization and sanctioned, on case-to-case basis, by the District Coordination Officer on behalf of Zilla Nazim or the District Government.
- (3) The District Government shall adopt and follow the model bye-laws framed by Government and may draft any other bye-laws under the ordinance not inconsistent or repugnant to model bye-laws, which shall be sent to the law Department for legal vetting and approval, and may, after such vetting and approval enforce the same.

#### 19. Consultation between the District Department and Provincial officers.

Cases requiring the approval of the Provincial Government shall be referred in as complete form as possible to the Administrative Department concerned by the Heads of District Departments through District Coordination Officer and shall ordinarily be settled in personal discussion between the Head of the District Department and the Secretariat Officers dealing with case.

#### 20. Relations with Provincial Local Government Commission.

(1) The Zilla Nazim shall cooperate with the Provincial Local Government Commission in the due discharge of its functions under Article 132 of the Ordinance.

(2) Between any department of Government and the District Government or between two District Government, the Nazim, shall cause to prepare a complete case with all the documents required and require the District Coordination Officer to forward the same to the Secretariat of the Provincial Local Government Commission.

Provided that if the dispute is not amicably resolved, the aggrieved party may move the case before the Chief Executive of the Province for resolution through the Chief Secretary of Government and the decision of the Chief Executive thereon shall be final.

#### 21. Executive District Officers' Committee.

(1) There shall be constituted an Executive District Officers' Committee with the District Coordination Officer as its Chairman, to facilitate coordination amongst Government Department, to provide a venue for the consideration of matters of common interest and to tender a venue for the consideration of matters of common interest and to tender advice on any case that may be referred to it by the Zilla Nazim Council.

(2) An Executive District Officer who wishes that a particular matter be discussed in the Executive District Officers' Committee meeting shall inform the Coordination Department of his intention of doing so and forward twenty copies of brief note on the subject which would form the basis of discussion.

(3) The Coordination Department shall issue of a meeting together with the agenda, well in advance of the meeting, except that urgent items may be considered at short notice.

(4) Executive District Officers Committee meeting shall be attended only by Executive District Officers and Assistant Executive District Officers of District Department, or such other officers as may be required by the District Coordination Officer.

(5) Minutes of the meeting shall be recorded by an officer of the Coordination Department, who shall attend the meeting for the purpose, and shall be circulated, after approval by the District Coordination Officers as soon as possible.

(6) Conclusion reached at the meeting of the Executive District Officers Committee shall not be taken as decision of the District Government. Any further action required shall be taken by the Department concerned in accordance with the rules.

#### 22. Relations of the District Government and Zilla Council.

- (1) The District Government shall present all the bye-laws prepared under the Ordinance to the Zilla Council for approval.
- (2) The District Government shall obtain approval of the Zilla Council for imposition of taxes on the subjects specified in Para-1 of the Schedule-II.
- (3) The District Government shall get approval of the Zilla Council for long term and short term development plans annual and supplementary, budgetary proposals of the District Government and where required intra-district fiscal transfers.

## **SERVICES**

### **23. Public Service Commission.**

The advice of the Public Service Commission shall ordinarily be accepted by the District Government (s) in all matters where it is obligatory to consult the Commission under any rules or regulations for the time being in force . If it is proposed not to accept the advice of the Commission. It shall be submitted to the Chairman, Local Government Commission , who may give an opportunity to the Public Service Commission of further justifying its recommendation before a final decision is taken.

### **24. Selection Board.**

(1) District Government may constitute one or more Selection Boards and specify the appointments and promotions to posts, other than those to be made on the advice of the Public Service Commission, to be made on the advice of such Selection Boards , under the District Service Rules, when framed.

(2) In case, a Department does not propose to accept the advice of Selection Board in regard to a matter in which its advice is required under sub-rule .

(1) The case shall be returned to the Selection Board for reconsideration, and the Selection Board shall reconsider such case. If on reconsideration the difference still persists, the case shall be submitted to the Zilla Nazim through the Coordination Department, for his orders.

### **25. Posting and transfer.**

(1) Posting /Transfer of Officers/Officials shown in Column 2 of Schedule-IV shall be made by the authorities shown against such officers/officials in column 3 thereof.

(2) the District Coordination Department of the District shall consult Government if it is proposed to.

(a) transfer the holder of a tenure post before the completion of his tenure or extend the period of his tenure ; and

(b) require an officer to hold charge of more than one post period exceeding four months.



## MISCELLANEOUS PROVISIONS

### **30. Protection and Communication of Official Information.**

(1) No information, acquired directly or indirectly from official documents or relating to official matters, shall be communicated by a District Government servant to the press, to non-official or officials belonging to other Government offices, unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by the District Coordination Officer for the treatment and custody of official documents and information of a confidential character.

(3) Ordinarily all official news and information shall be conveyed to the press through the Public Relation Officer to the Zilla Nazim and the manner in which this may be done shall be prescribed, generally or specially in each case by the District Coordination Officer. The District Coordination Officer and such officers as may be authorized, shall act as official spokesman of the District Government.

### **31. Channels of communication.**

(1) Correspondence with the Provincial Government shall be conducted directly by the Department in respect of the subjects allocated to them and it shall ordinarily be addressed to the Head of the Attached Department concerned.

(2) All correspondence between District Government and the Secretary of the Provincial Government Department shall be conducted through the Heads of the Attached Department concerned.

(3) All inter-District correspondence shall be conducted by the Executive District Officer of the Department through the District Coordination Officer.

(4) All correspondence within a District between the Departments shall be conducted through the Executive District Officers.

# DISTRIBUTION OF BUSINESS AMONG GROUPS OF DISTRICT OFFICES

## **Sr.No            Group of District Offices Allocated Business**

**1. Agriculture**    Agriculture (Extension, Livestock, On Farm Water Management, soil Conservation, Cooperatives, Wild Life, Fisheries and Frosts).

### **a : Agriculture (Extension)**

- (1)    Administration, financial and technical control of the field formation in the district.
- (2)    Achievement of area and production targets of crops.
- (3)    Implementation of crop production strategy including agronomy and plant protection prepared by the Provincial agriculture Department.
- (4)    Preparation of detailed training schedule of all trainers within the framework of phases decided by Provincial Agriculture Department and dissemination of production technology through training programme in every village of the district.
- (5)    Feedback of researchable problems to Provincial Agriculture Department.
- (6)    Identification preparation and implementation of projects approved by competent authorities.
- (7)    Implementation preparation and implementation of projects approved by competent authorities.
- (8)    Implementation of agriculture laws.
- (9)    Management of agriculture extension farm and gardens.
- (10)    Service matters relating to the district cadre.
- (11)    Maintenance of government buildings.
- (12)    Purchase of stores and capital goods.
- (13)    Participation along with requisite data in review meetings held by Provincial Agriculture Department.
- (14)    Feedback to Provincial Agriculture Department on all the above as per time-to-time instructions.
- (15)    Implementation of crop production strategy including agronomy and plant protection.
- (16)    Achievement of area and production targets of all crops.

### **b. Livestock**            Matters relating to

- (1)    Artificial Insemination
- (2)    Promotional efforts for establishment of Dairy Farms in Private Sector.
- (3)    Promotional efforts for establishment of Poultry Farms in Private Sector.
- (4)    Prevention of animal poultry diseases, extension services.
- (5)    Training of Villagers on:
  - (i)    Prophylactic vaccination
  - (ii)    Management aspects
  - (iii)    First Aid Treatment.
- (6)    Enforcement of Prevention of Cruelty to animals Act 1890.
- (7)    Prophylactic Vaccination.
- (8)    Service matters within the district as per delegation of powers.
- (9)    Purchase of stores & capital goods for the District.
- (10)    Any other business assigned by the Government.

### **c: On Farm Water Management**

- (1)    Organization and registration of Water Users Association under the On-Farm Water Management and Users Association Ordinance 1981 for promotion of watercourses improvement and other water management activities in the district.

- (2) Preparation and implementation of water management development plans in the district.
- (3) Watercourse improvement, precision land leveling. Irrigation agronomy practices, groundwater management and harvesting of water resources in Barani/ Rain fed areas.
- (4) Renting out agriculture machinery at approved rates.
- (5) Service matters relating to the district cadre.
- (6) Maintenance of government buildings.
- (7) Purchase of stores and capital goods.
- (8) Survey of the erosion affected area preparation of feasibility report, technical estimate, sketch, design etc of the soil Conservation structure.
- (9) Execution and supervision of the on going schemes.
- (10) To give technical guidance to the farmers to overcome the soil erosion problems.
- (11) Financial and administrative control of District level staff/budget utilization.
- (12) Coordination with other departments.
- (13) Submission of monthly /annual reports to Provincial head.

**d: Soil Conservation**

- (1) Survey of the erosion affected area, preparation of feasibility report, Technical estimate, sketch design etc of the Soil Conservation Structure.
- (2) Execution and supervision of then going schemes.
- (3) To give technical guidance to the farmers to overcome the soil erosion problems.
- (4) Financial and administrative control of District level staff /budget utilization.
- (5) Coordination with other Department.
- (6) Submission of monthly /annual reports to Provincial head.

**e: Cooperative**

- (1) Promotion of Cooperative Movement in the Province .
- (2) Organization registration and regulation of different kinds of cooperative societies including:
  - (a) Resource Societies.
  - (b) Production Societies.
  - (c) Consumers Societies.
  - (d) Housing Societies.
  - (e) General Societies.
  - (f) General Societies.
- (3) Promotion of working and activities of the above societies.
- (4) Education and training of staff of Cooperative Department and employees and office bearers the Cooperative Societies.
- (5) Inspection audit and other regulatory function regarding Cooperative Societies.
- (6) Arrangement of credit for Cooperative enterprises and agricultural inputs, tube wells, agricultural machinery and agro-based industries through apex level cooperative institutions and other national /international agencies.
- (7) Bringing the community oriented bodies like Non-Governmental Organizations (NGOs). Community Based Organizations (CBOs) etc. Under the umbrella of Cooperative Movement /cooperative Societies Act. These Cooperative Societies will provide a platform for all kind of development activities carried out any other Nation Building Departments through the participatory development approach (PDA).
- (8) Development of linkages of development cooperative societies with relevant Provincial National and International Organization.
- (9) Joint Ventures with Private sector and other Organization on cooperative basis.

**f: Forestry**

- (1) Raising new forests and scientific management of existing public forests to maximize the production of wood and minor forest produce in the irrigated plantations having area up to 2000 acres.

- (2) Raising and promotion of roadside plantations of local/district significance.
- (3) Promotion of social /farm forestry in private lands.
- (4) Raising of forest nurseries.
- (5) Establishment of amenity forests and recreational parks.
- (6) Education of the public for tree planting and provisions of technical and advisory service on matters of a forestations the people and other departments in the district.
- (7) Service matters except those entrusted to the provincial government.
- (8) Refer at major technical issues for advice of the provincial government.
- (9) Formulate working plans after approval of preliminary working plans from provincial government (CCF concerned of the area) and get it technically cleared /approved from the provincial government before being sanctioned by the district government.
- (10) Submit annual report on tree cover monitoring to provincial government for review and incorporation provincial report.
- (11) Mass media publicity conservation of Ecosystem, enforcement and planning.

## **2. District coordination**

### **a: Coordination**

- (1) General coordination within the District Level.
- (2) Local Holiday at District Level.
- (3) Preparation of Civil List of employees of District Government and Official Gazette of District.
- (4) Rights and interests in respect of employees district Government .
- (5) Appointment of Commissions of Inquiry of panel of officers in case of misconduct of Government servants in respect of District Government Employees.
- (6) Monitoring the implementation of Government policies within the District.
- (7) Identity Cards for Civil Officers of the District Government.
- (8) Employee's welfare schemes at District level.

### **b: Human Resource Management**

- (1) Service Rules (other than Civil Service Rules) relating to various services and posts and interpretation thereof at District level except those falling under the purview of Provincial or Federal Government.
- (2) Organization and Methods including
  - (a) improvement of general efficiency and economic execution of Government business of the District Government ;
  - (b) advice regarding proper utilizations of stationery and printing resources of the Government with the District Government .
  - (c) training in Organization and Method.
  - (d) Suggestions scheme;
  - (e) preparation of Manuals.
  - (f) Career pattern of District Government employees;
  - (g) Simplification of forms and procedures within the District .
  - (h) Department examination in respect of District Government Employees; in service/pre-service training of ministerial employees of District Government.
- (3) Absorption of surplus staff and allied matters in accordance with P.C.S.act 1974 and PCS (Appointment & Conditions of Service) Rules, 1947 within the district for the posts which do not fall under the purview of Federal or Provincial Government.

### **e: Civil Defense and A.R.P**

To monitor the training programme and the implementation of civil defense schemes in the district.

## **3. Education and Sports**

### **a. Education:**

- (1) Primary, Middle, High & Higher Secondary Schools (male and female)
- (2) Grant of Scholarship
- (3) Promotion of sports and Curricular Activities.
- (4) Service matters except those entrusted to the S&GAD Department, Attached Departments, and the Administration Department.
- (5) Audit Education /Literacy.
- (6) Purchase of stores and capital goods for schools .
- (7) Establishment of new schools and up gradation or existing schools.
- (8) Universal Primary Education and eradicating dropouts.
- (9) Conducting of Examination upto middle standard.
- (10) Identification and formulation of developmental schemes.
- (11) Formulation of District Education Budget (Development and Non-development).  
reconciliation of expenditure and audit matters.
- (12) Inspections of Educational institutions.
- (13) Development of District Database and its updating.
- (14) Matters related to school councils.
- (15) Parents teachers association /community enrolment.
- (16) Periodic and regular reporting to the Head of Attached Department and the Administrative Department.
- (17) Posting and Transfers within the District except those falling in the purview of Establishment and Administration Department, attached department and Administrative Department.

**b: Sports and Culture.**

- (1) To co-ordinate sports activities of District Sports Organization.
- (2) Hold inter Tehsil sports competition and arrange coaching and training camps at the Tehsil and District level.
- (3) Hold indigenous games to promote sports in the rural and urban areas.
- (4) Maintain and improve the playing facility in the Tehsil and District.
- (5) Select district team for different inter district sports competition with the co-operation of prominent sportsman, sports women and education institution.
- (6) Maintenance of stadiums and other playing facilities.
- (7) Invite and scrutinize the application of grant in aid from sports organization/Association of the District and submit the same to the Directorate of Sports.
- (8) Maintain the accounts in accurate condition as per rules for audit purposes.
- (9) Any duty assigned by the Directorate of Sports,

**4.Finance and Planning Department**

**a: Finance and Budget**

- (1) Supervision and control of District Finance.
- (2) Ways and Means of the District.
- (3) Framing of Finance Departments in consultation with the Provincial Government.
- (4) Examination and advice on matters, affecting directly or indirectly the finances of the District like:-
  - (a) Grants, contribution. Other allowances and honoraria, contingencies recoveries from and payment to District Department and cases relating to money matters generally such as defalcation, embezzlements and other losses.
  - (b) Emoluments, and allowances within the policy framework of the Provincial Government.
- (5) Administration of District revenues excluding Provincial taxes, cess, fees and various levies.
- (6) Assets and liabilities of the district.
- (7) Communication of financial sanctions within the authorized and released budget.

- (8) Proposals for District Taxation excluding Provincial taxes, cess, fees and various levies.
- (9) Preparation of District Budget in consultation with the Provincial Government.
- (10) Preparation of Supplementary Estimates and demands for excess grants in consultation with the Provincial Government within the share of respective district.
- (11) Appropriation and re-appropriation within the Grant its communication to Provincial Finance Department.
- (12) Abolition of posts.
- (13) Supervision and maintenance of district accounts in accordance with such principles and methods as the Government of N.W.F.P, Finance Department in consultation with Account General of NWFP may prescribe.
- (14) Arranging Audit of receipts and expenditures.
- (15) District Public Accounts Committees.
- (16) Reports of Internal and External Audit and its communication to Provincial Finance Department.
- (17) Authentication of Audit copies within authorized and released Grant.
- (18) Assistance in compiling District Annual Development Plan.
- (19) Processing the development schemes and their approval from competent for a
- (20) Examination of schemes of new expenditure.
- (21) Reconciliation of monthly and annual accounts of receipts and expenditures with District Accounts Officers/Local Fund.
- (22) Audit matters relating to Departmental Accounts Committee and audit paras.
- (23) Services matters having Financial implications in accordance with rules and policy of the government.
- (24) Any other functions that may be assigned to the District Government.

**b: Planning**

- (1) Formulation and approval of Annual Development Plans for The district.
- (2) Identification, appraisal, approval of districts specific development projects according to the National and Provincial Policy and Plans.
- (3) Policy, procedure and coordination would relating to ADP and its reviews.
- (4) Appropriation and re-appropriation development funds.
- (5) Linkages with other line department in District.
- (6) Developing themes for strategic planning.
- (7) Implementation and monitoring progress of projects approved at district level.
- (8) Maintenance liaison with Province Headquarters (P&D).
- (9) Seeking advice on economic issues.
- (10) Seeking expert opinion from the Provincial Headquarters on issues of proper exploitation of district resources, prioritization of developing goals and policy analysis.
- (11) The District Development Working headed by DCO has been proposed to appointment district specific schemes up to Rs. 20(m).
- (12) Supply of information to Headquarter for preparation of working papers for PDWP/PCSB/CDWP and ECNEN etc.

**c: Excise and Taxation**

- (1) Registration of all types of motor vehicle.
- (2) Taxation of all types of motor vehicle.
- (3) Survey Assessment and Recovery of UIP (Urban Immovable Property) Tax.
- (4) Survey Assessment and Recovery of Tax professional, trades, calling and Employment.
- (5) Survey, assessment and recovery of tobacco development cess.
- (6) Survey, assessment and recovery of entertainment duty.

- (7) Survey, assessment and registration and recovery of tax from motor vehicle dealers and real estate agents.
- (8) Survey, assessment and recovery of tax on video shops.
- (9) Grant of permits of spirit alcohol and opium, etc.
- (10) Checking, combating and seizure of all types of narcotics drugs and motor vehicle.

**5. Forest, Fisheries, Sericulture and wild life.**

At the District level, the forest staff devolved to the District and working under EDO for Agriculture will assist in Farm Forestry in the following ways.

**a. Forest:**

- (1) Promotion of Far Forestry /Agro-Forestry on agriculture lands
- (2) Promotion of private forest nurseries.

**b: Fisheries**

- (1) Management and Development of Fish in public waters i.e. river's streams dams reservoirs, natural lakes and canals.
- (2) Extension services to private sector for promotion and development of Fish Farming and Fish Hatcheries.
- (3) Introduction of fast growing species of fish in public waters and in Private sector.
- (4) Conservation and protection of fish in public waters.
- (5) Enforcement of Fisheries Ordinance 1961 and Rules made there-under.
- (6) Lease of Fishing rights of public waters and ensuring judicious exploitation of fish under the Fisheries Ordinance 1961 and Rules made there under.
- (7) Issuance of Fishing Licenses for judicious fishing in public waters.
- (8) Implementation of Fisheries policy related issues at district level.
- (9) Preparation and execution of development schemes.
- (10) Collection and Tabulation of Fisheries data of the district.
- (11) Organization Fish Protection Committee for Community Fish Farming .
- (12) Promoting of Sports and recreation fishing facilities to visitors.
- (13) Promotion of Sports and recreational fishing facilities to visitors.

**c: Sericulture**

At the District level, the Sericulture staff working under EDO for Agriculture will assist him in the following ways:

- (1) Establishment of mulberry nurseries/promotion of private mulberry nurseries.
- (2) Distribution of mulberry sapling and giving assistance in raising mulberry plantations.
- (3) Distribution of silkworm eggs.
- (4) Control of silkworm diseases.
- (5) Purchase of cocoons from farmers.
- (6) Development and expansion of Sericulture as a cottage industry.

**d: Wildlife:**

- (1) Establishment and management of private community game reserves.
- (2) Protection conservation/preservation and development of wildlife on private lands in districts.
- (3) Issuing of possession licenses for birds which are not included in the schedule of protected.
- (4) Animals of the NWFP Wildlife Act 1975.
- (5) Establishment and management of Wildlife parks on district council lands.

**6.Health Department.**

- (1) Prevention and control of infections and contagious diseases;

- (2) Tuberculosis:
- (3) Eradication/control of malaria:
- (4) Leprosy Act:
- (5) Treatment of patients bitten by rabid animal:
- (6) Adulteration of food stuffs:
- (7) Nutrition and publicity in regard to surveys:
- (8) Vaccinations and inoculation:
- (9) Maternity and Child welfare:
- (10) Port quarantine:
- (11) Medical attendance of government servants:
- (12) Levy of fees by medical officers:
- (13) Control of Medical drugs, poisons and dangerous drugs (Drug Act and Rules):
- (14) Matters related to prevention and control of AIDS and viral Hepatitis:
- (15) Health management information system:
- (16) Primary Health Care:
- (17) Expanded Programme on Immunization (EPI);
- (18) Communicable disease control (CDC);
- (19) Rural Health:
- (20) Carry out all aspects of personnel management of the district cadres in Health:
- (21) Plan implement, supervise and monitor health programs within district jurisdiction:
- (22) Mother child health and family planning;
- (23) Public sector hospital in the district.

#### **7. Industries Department:**

Technical Education, Manpower and Training, Labour Welfare, Regional transport Authorities and Enterprise and investment Promotion.

##### **a: Technical Education:**

- (1) Appointment from B-1 to B-6.
- (2) Transfer within District.
- (3) Award of scholarships to the students.
- (4) Administration of the local institutions.
- (5) Preparation of budget and financial matters.
- (6) Repair and maintenance of institute buildings.
- (7) Purchase of training materials.
- (8) Pension, leave cases, promotion, move-over from B-1 to B-6.
- (9) Preparation of statistical data at district level.
- (10) Preparation of development schemes.
- (11) To deal service matters of the district employees.

##### **b: Manpower and Training:**

- (1) Financing of technical training centers, vocational training centers and skill development centers.
- (2) Supervision and control of the Technical Training Centers/Vocational training centers/Skill development centers.
- (3) Expansion and promotion of vocational training activities at the district.
- (4) Implementation of Rural Training Programme and training and assessment.

##### **c: Labour Welfare:**

- (1) Implementation/enforcement of all labour laws and labour polices and reforms in factories , shops, commercial and industrial establishment as assigned by the directorate of labour welfare.
- (2) Settlement of industrial disputes and individual grievances, under the industrial relation ordinance 1969.



- (3) Registration of trade unions, holding referendums, settlement of their disputes and complaints under the industrial relations Ordinance 1969. Audit and security of annual returns of trade unions.
- (4) Enforcement of the employment of Children Act, 1991 for elimination of child labour.
- (5) Adjudication of claims of compensation and non-payment wages etc.
- (6) Coordination of government efforts for elimination of bonded labour.
- (7) Performing their role in provision of various welfare facilities to workers under the workers welfare fund Ordinance 1972 and workers children education cess Ordinance 1971.
- (8) Enforcement of the NWFP standard weights and measures enforcement act in trade and commerce (except oil tankers and weight bridges), and directives, instructions and advice of the provincial controller weights and measures.
- (9) Assisting the business and industry in improving their productivity and efficiency through integrated understanding of labour laws, industrial psychology, personnel management and practices.
- (10) All matters relating to administration and budget and accounts and posting transfer within the districts.
- (11) Supervisory/monitoring role over the district officers/officials and initiation of performance evaluation reports in respect of district officials.
- (12) Maintenance of industrial peace in the district and cordial relation between the workers and employers as per provisions of industrial relation Ordinance 1969.
- (13) Inspections under various labour laws and the weights and measures act and collection of government revenue under the respective law.
- (14) Any other function assigned by the Federal/Provincial Government.

**d: Regional Transport Authorities.**

- (1) To grant issue renew route permits in respect of stage carriage, Contract carriage on intra provincial / inter city classified routed, private carriers, public carrier permits.
- (2) To regulate and restrict the operation of transport services.
- (3) To prepare fare table for transport vehicles.
- (4) To grant /renew body building licenses.
- (5) Enforcement of various conditions attached to the route permit such as provisions of bus stands, passengers waiting rooms, workshops and other amenities for the traveling public.
- (6) To grant /renew goods forwarding agencies licenses.
- (7) To allot bays, stands, parking places to transport companies including local councils.
- (8) To conduct checking on the roads.
- (9) The district coordination office of the present divisional headquarter shall be declared as chairman RTA for the districts of former divisions.
- (10) A magistrate is posted as secretary, RTA in addition to his own duties and special pay of Rs, 50/-per months is paid to Secretary RTA except (Peshawar where separate post of Secretary RTA exist.)

<b>Legal</b>	Legal aid, drafting of bye-laws and environment
<b>Revenue</b>	Land Revenue and Estate.

**a. Colonization of Government Lands:-.**

- Subject to law and policy of the Government/Board of Revenue
  - (1) Lease of state land and nazul land.
- (2) Determining eligibility of lessees another grants for grant of proprietary rights under specific terms and conditions and passing of orders accordingly.
- (3) Execution of deeds of Conveyance regarding state land on behalf of the Provincial Government.

- (4) Operation of Killa Gift Fund.
- (5) Determination of right of return of land under the Thal Development Act, 1949 and passing of orders accordingly.
- (6) Allotment of state land under Rural Housing Schemes.
- (7) Maintenance of record of all state land.
- (8) Maintenance of accounts in prescribed ledger of receipts on account of lease / sale of state land.

**d: Land Reforms:**

Subject to law policy of the Government /NWFP land Commission.

- (1) Determination of holdings of persons affected by ceiling fixed under Land Reforms and resumption of excess land in favour of Provincial Government.
- (2) Payment of compensation for resumed land.
- (3) Allotment of resumed land to tenants and other eligible persons.
- (4) Maintenance of accounts in prescribed format.
- (5) Record of resumed land and allotment thereof.

**c: Consolidation of Land holdings.**

Subject to law and policy of Government Board of Revenue.

- (1) Consolidation of Land Holdings.
- (2) Matters relating to appeals etc, against the orders of Consolidation Officers.

**d: Relief** Subject to law and policy of Government /Board of Revenue.

- (1) Taking preventive and protective measures against floods and rains.
- (2) Recommendations seeking and area to be declared as calamity hit.
- (3) Distribution of relief funds and goods to the calamity affecters and maintenance of accounts regarding such distribution.
- (4) Matters concerning rehabilitation of Behari repatriates from Bangladesh.
- (5) Maintenance and operation of PLA under head 481 Relief Measures
- (6) After an area is declared calamity-affected exercise of delegated powers under section 4 of the N.W.F.P Natural Calamities (Prevention and Relief) Act 1958 by the District Coordination Officer.

**e: Revenue**

Subject to Law policy and guide lines of Government /Board of Revenue

- (1) Assessment and collection of land taxes, cesses and Agricultural income Tax.
- (2) Land surveys and record of rights including restrictions on transfer of title.
- (3) Alienation of revenue.
- (4) N.W.F.P Abolition of Jagirs Act, 1952.
- (5) Endowment of land for religions purposes.
- (6) Escheats.
- (7) Pre-emption law.
- (8) N-W-F-P Alienation of Land Act, 1900.
- (9) Matters relation to Shamilat Deh.
- (10) Revenue field staff and district establishment ministerial matters connected with terms and conditions of the service, training, pay and allowances, promotions, leave, postings and transfers under rules, delegation of powers rules / service rules etc, except those entrusted to Services and General Administration Department.
- (11) Taccavi for land improvement and other agriculture loans.
- (12) Moneylenders Ordinance and Usurious loans Ordinance 1959.
- (13) West Pakistan Relief of indebtedness Ordinance 1960.
- (14) Land Acquisition Act 1894 and rules made there under.
- (15) Demarcation and rectangulation of land.
- (16) Leases of ferries and bridges.
- (17) Stamp Act 1899.

- (18) Registration Act 1908.
- (19) Delivery of copies of documents under rules.
- (20) Act and Rules in respect of Court of Wards encumbered and attached estates.
- (21) Government estates.
- (22) Land laws.
- (23) Settlement and re-assessment.
- (24) Tenancy laws and relations between landlords and tenants.
- (25) Suspension and remission of land revenue and water-rates.
- (26) Crop reports.
- (27) Muslim Personal Law (Shariat Application) Act ,1962.
- (28) All matters relating to Katchery Compounds in the District under the Katchery Compound Rules.1937.
- (29) Transfer of Property Act, 1870.
- (30) Stamps and court fees, judicial and non-judicial under court fees Act.1870.
- (31) Matters, relating to District/Tehsil office buildings, etc, except actual construction, maintenance and repairs.
- (32) Malba cess fund.
- (33) Lambardars.
- (34) Cattle census.
- (35) N.-W.F.P Redemption and Restitution of Mortgaged Land Act. 1964.
- (36) Evacuee Property and Displaced Persons Laws (Repeal) Act,1975.
- (37) Purchase of stores and capital goods for the district.
- (38) Budget and Accounts.
- (39) Original, Appellate and Revisional Jurisdiction.

**f: Expenditure**

- (1) 512-Land Management (Land Record and Colonization).
- (2) 023-Tax Management (4-stamp).
- (3) 023-Tax Management (Registration).
- (4) 529-Hill Torrent Establishment.
- (5) 10-District Administration.
- (6) 10-Sub Divisional Establishment.
- (7) 10-Copying Agency Establishment.
- (8) 575-Stationery and printing.

**g: Receipts**

- (1) 0113-Agriculture Income Tax.
- (2) 0124-Land Revenue.
- (3) 0247-Stamp duties.
- (4) 0123-Tax on Transfer of Property (Registration).
- (5) 0123-Sale proceeds of unclaimed and escheated property court fees realized in cash.
- (6) 1262-Embankment and Drainage Works-Direct Receipts-Hill Torrent/Sale of Water.
- (7) (a) 1264-Stationary-sale of plain paper used with stamps.
- (b) 1264-Sale proceeds of cheque books supplied from stamp stores.
- (8) 1300-Miscellaneous Receipts-Examination Fee for Examination of Naib Tehsildars, Kanungos and Patwaris.
- (9) 1300-Miscellaneous Receipts.
- (10) 1390-Other Sale of Land and Houses etc.
- (11) 1390-Copying Agency Accounts.
- (12) 1320-Extra Ordinary Receipts.

**10. Social Welfare, Zakat and Usher Department:**

**a: Community Organization**

- (1) Creation of awareness regarding community welfare issues.
- (2) Help to strengthen community based organizations.
- (3) Assist organization of communities.

**b: Social Welfare**

- (1) Creation of social awareness by motivational methods.
- (2) Professional and Financial assistance to registered voluntary social welfare agencies.
- (3) Socio-Economic Development of the people, particularly women.
- (4) Training and rehabilitation of the destitute under privileged handicapped and chronically sick.
- (5) Eradication of social evils.
- (6) Assist relief and rescue services during calamities and National Emergency.
- (7) financial powers delegated under.
- (8) Exercise powers/control over voluntary social welfare Agencies. Guide voluntary social welfare agencies towards their capacities building.
- (9) Coordinate with all line departments/District Administration.
- (10) Conciliated/Update the physical and financial performance reports
- (11) Organize campaigns and programmers against social evils through NGO's
- (12) Registration Authority with delegated powers.
- (13) Recommended cases of the provincial licensing authority (DGSW) in respect of the children home (Orphanages).
- (14) Rehabilitation of drugs addicts.
- (15) Child Welfare.
- (16) Dar-ul-Aman.
- (17) Prisoner's welfare.
- (18) Eradication of beggary.
- (19) Senior Citizens Homes.

**e: Zakat and Usher**

**District Zakat and Usher Office.** In each District, a District Zakat and Usher Committee

shall be constituted by the Provincial Zakat Council

- (a) Subject to such guidelines, as given by the central Zakat Council or Provincial Zakat Council, the District Zakat Committee, under the Zakat and Usher Ordinance, 1980, is required to:
  - (i) Oversee, generally, the functioning or administrative organization of Zakat and more particularly, the assessment of Usher and utilization of the moneys in the District Zakat Fund and the local Zakat Funds.
  - (ii) For the purposes mentioned in clause (a) make plans for the district in such form and manner as many be prescribed.
  - (iii) Prepare and maintain accounts of the District Zakat fund in such form and manner as prescribed by the Central or Provincial Zakat Council.
  - (iv) Compile accounts of the local Zakat funds for the district in such form and manner as prescribed.
  - (v) Arrange, in the prescribed manner, audit of the Local Zakat funds in the district. And:
  - (vi) Constitute Tehsil Zakat Committee and Local Zakat Committee in the district.

**Tehsil Zakat and Usher Office:** Each Tehsil Zakat Committee, as constituted by the respective District Zakat Committee, performs the following functions , subject to the laid down guidelines of either the Central Zakat Council or the Provincial Zakat Council or the District Zakat Committee.

- (a) Oversee assessment of Ushar and collection of Zakat, Ushar and Attiyat and the disbursement and utilization of the moneys in the local Zakat funds by the local Zakat Committees in the Tehsil or sub-divisions.
- (b) For the purposes mentioned in clause (a) , make plans for the Tehsil
- (c) or sub-division as the case may be in such form and manner as may be prescribed.
- (d) Compile accounts of the Local Zakat funds for the Tehsil or sub-division as the case may be in such form and manner as may be prescribed: and
- (e) Tender to the district Zakat Committee advice on any matter connected with the collection, disbursement or utilization of Zakat and Usher.

#### **11. Works and Services:**

##### **a: Government Buildings**

- (1) Planning , designing , construction, equipment , maintenance and repairs of all district specific Government Building , residential and non-residential including rest house , but excluding inspection Huts Bungalows which shall be under the Administration/jurisdiction of the District Works and services Department.
- (2) Evaluation, fixation of rent, control, management, lease of district specific Government building and sale of those government buildings where prior permission of Provincial Government has been obtained.
- (3) Water supply and Sanitary Works, pertaining to government buildings and government estates except, provincial assets and those assigned under main heading S &GAD under Sr, No 24 in the schedule □II of the N-W.F.P Government Rules of Business 1947.
- (4) Preparation of architectural plans /drawings of buildings under control of district government.

##### **b: District Roads**

- (1) Administration of West Pakistan Highway Ordinance, 195(Amended) wherever it pertains to District.
- (2) Laying standards and specifications for various types of roads and bridges for tile district.
- (3) Planning and designing roads and connected works for the district roads financed from district (Provincial and /or Central Funds).
- (4) Construction maintenance, repairs and improvement of roads m b bridges, culverts, causeways, boat bridges and ancillary bridges under the control of District Government and financed from District Provincial and /or Central funds.
- (5) Administration of roads, bridges and boat bridges toll collection and leases of land for filing/service stations and access roads thereof on roads wider the control of district.
- (6) District Testing laboratories for works but other than the Divisional Level Testing Laboratories already established at Division Head Quarters and under the Administrative Jurisdiction of the Frontier Highway Authority.
- (7) Execution of works on behalf of other Agencies Departments as Deposit works.
- (8) Service matters except those entrusted to Work and Services department or/and Establishment and administration department.
- (9) Purchase of stores and capital goods for the district Government.

##### **c: Water supply and Sanitation:**

Designing and implementation of inter-district Water Supply Schemes.

#### SCHEDULE □II

See rule 4 (3)

1. Annual Budget Statement.
2. Laying of supplementary statement of expenditure before the Zilla Council.

3. Cases in which Provincial Government has issued directions.
4. Complaints to the Provincial Government Commission about disputes between any departments of the Government and District Government or between two District Government.
5. All cases which are liable to involve District Government controversy with Provincial Government or with another District Government.
6. Recommendations for the grant of honours and awards.

SCHEDULE □II

See rule 4 (3)

1. All periodical reports of District Coordination Officer, District Police Officer and Executive District Officers.
2. Press notes issued by District Coordination Officer, District Police Officer and Executive District Officers.
3. All Periodical and special reports relating to law and order such as fortnightly situation reports submitted by the police.
4. Intelligence reports.
5. Reports of Committees of inquiry appointed by District Government.

SCHEDULE □IV

(See Rule 18)

S.No	Officers	Authority
1	2	3
1.	Posting of District Coordination Officer and Executive District Officer in a District.	Provincial Government.
2.	Posting of District Police Officer.	Provincial Government.
3.	Other Officer in BPS-17 and above posted in the District.	Provincial Government in consultation with Zilla Nazim.
4.	Official in BPS-16 and below	Executive District Officer in consultation with District Coordination.