

THE PUNJAB DISTRICT GOVERNMENT RULE OF BUSINESS, 2001

[21st August, 2001]

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TEXT

SOV (LG) 5-9/2001

[21st August, 2001]

PART A-GENERAL

1. **Short Title and Commencement.**— (1) These rules may be called the Punjab District Government Rules of Business, 2001.
 - (2) They shall come into force at once.
2. **In these rules, unless the subject or context otherwise requires:-**
 - (i) **“Bye-laws”** means the Bye-laws made by Zila Council under Section 192 of the Punjab Local Government Ordinance, 2001.
 - (ii) **“Case”** means a particular matter under consideration and includes all papers relating to it and necessary to enable the matter to be disposed of, viz. correspondence and notes and also any previous papers on the subject or subject covered by it or connected with it.
 - (iii) **“District”** means a district notified under the Punjab Land Revenue Act, 1967 (W.P. XVII of 1967) and includes a large urban district of districts declared to be City District under the Punjab Local Government Ordinance, 2001.
 - (iv) **“District Administration”** comprises the District Offices, including Sub Officer of the Department of the Government decentralized to the District Government and other set up by the District Government and grouped under the Executive District Officer and coordinated by the District Coordination Officer.
 - (v) **“District Coordination Officer”** means an officer appointed in a District under section 28 of the Punjab Local Government Ordinance, 2001.
 - (vi) **“District Government”** means a district government consisting of Zila Nazim and District Administration as provided in section 13 of the Punjab Local Government Ordinance, 2001.
 - (vii) **“District Officer”** means an officer who heads a district office under section 27(3) of the Punjab Local Government Ordinance, 2001.
 - (viii) **“District Police Officer”** means head of the District Police Officer appointed by the Government.
 - (ix) **“Executive District Officer”** means an officer who heads a group of offices, other than the District Coordination Group 27(2) of the Punjab Government Ordinance, 2001.
 - (x) **“Government”** means the Government of the Punjab.
 - (xi) **“Groups of Officer”** mean the groups of offices listed in Part-C of the First Schedule of the Punjab Local Government Ordinance, 2001.
 - (xii) **“Local Fund”** means a fund established under Section 107 of the Punjab Local Government Ordinance, 2001.
 - (xiii) **“Local Tax”** means a tax levied by Zila Council under section 116 of the Punjab Local Government Ordinance, 2001.
 - (xiv) **“Provincial Local Government Commission”** means a Commission appointed by the Government under section 131 of the Punjab Local Government Ordinance, 2001.
 - (xv) **“Rules”** means the Punjab District Government Rules of Business, 2001.
 - (xvi) **“Zila Council”** has the same meaning as defined in Chapter-IV of the Punjab Local Government Ordinance, 2001.
 - (xvii) **“Zila Nazim”** has the same meaning as defined in Chapter-III of the Punjab Local Government Ordinance, 2001.
3. **Allocation of Business:-** (1) The District Administration shall consist of Group of District Offices specified in Schedule-I.

(2) The Business of District Government shall be distributed amongst groups of district office's in the manner indicated in Schedule-II.

4. Organization of District Offices:- (1) Each Group of district offices shall consist of an Executive District Officer (EDO) and such other officials as the Government may determine.

(2) The EDO, shall, by means of a standing order, distribute the work among the officers, branches and/or sections of each district office.

5. Function of the Zila Nazim: (1) The Zila Nazim shall:

- (a) be the head of District Government;
- (b) be responsible for co-ordination of all policy matters;
- (c) perform other function assigned under the Punjab Local Government Ordinance, 2001.
- (d) Have the powers to call for any case or information from any district office;
- (e) Communicate to the Government all matters related to local taxation;
- (f) Furnish such information relating to administration of affairs of District as the Governments may call for;
- (g) Keep the Government informed of all important, political and administrative matters and major developments in the fields of planning, economic development, law and order, etc.

(2) No order shall be issued without the approval of the Zila Nazim in cases enumerated in Schedule-III.

(3) The cases enumerated in Schedule-IV shall be submitted to the Zila Nazim for his information. The Zila Nazim may require any other case to be submitted to him for information.

6. Function and Powers of the District Coordination Officer (D.C.O) In addition to the duties and functions assigned to him under any other provisions of these rules, the D.C.O shall:

- (a) be the official head of the District Administration;
- (b) co-ordinate the activities of all groups of district offices;
- (c) have the powers to call for any case or information from any district office.

7. Duties and Functions of Executive District Officer (EDO): (1) An EDO shall:

- (a) assist the D.C.O. in formulation of policy and bring to the notice of the D.C.O. cases which are required to be submitted to the Zila Nazim under the rules;
- (b) duly execute the sanctioned policy;
- (c) be the official head of the group of district offices and be responsible for its efficient administration and discipline, and for the proper conduct of business assigned to the Group of offices;
- (d) submit all proposals for taxation and the bye-laws to the Zila Council through D.C.O;
- (e) be responsible to the D.C.O. for the proper conduct of the business of the group of district offices, and keep him informed about the working of the District Offices;
- (f) Where the Zila Nazim's orders appear to involve a departure from rules, regulations or Government policy, resubmit the case to the Zila Nazim inviting his attention to the relevant rules, regulations or Government policy and if the Zila Nazim still disagrees with the EDO, the EDO, through D.C.O. shall refer the case to the Provincial Local Government Commission for decision;
- (g) subject to any general or special orders of Government in this behalf, issue standing orders specifying the cases or other classes of cases which may be disposed of by an officer subordinate to the EDO; and
- (h) be responsible for the careful observance of these rules in his Group of District Offices.

(2) While submitting a case for the orders of the Zila Nazim or D.C.O, it shall be the duty of the E.D.O. to suggest a definite line of action.

(8). General Procedure for Disposal of Business. (1) Instructions as to the manner of disposal of the business of the District Administration shall be issued by the District Coordination Office 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 D.C.O, who with the approval of the Zila Nazim, shall refer the case to the Government, and the orders thus passed shall be final.

(3) All orders shall be made in writing. Where a verbal order is made, the officer receiving the order shall reduce it in writing and, as soon as may be, show it to the authority making the order.

(4) If any order contravenes any law, rule or policy decision it shall be the duty of the officer next below the officer making such order to point it out to the officer making the order and the latter shall refer the case to next higher authority.

(9). Orders, Agreements and Contracts: (1) The District Government shall be competent to acquire, hold or transfer any property, movable and immovable, to enter into contract and to sue or be sued in its name, through District Coordination Officer.

(2) Every order of the District Government shall be expressed to be made in the name of the District Government and shall be executed by an officer or authority of the District Government duly authorized.

PART B – DEPARTMENTAL PROCEDURE

10. Consultation among District Offices:- (1) When the subject of a case concerns more than one district office:

- (a) The EDO in-charge shall be responsible for consulting the other district offices; and
- (b) no orders shall issue nor shall the case be submitted to D.C.O. or the Zila Nazim until it has been considered by all the district offices concerned.

(2) In the event of difference of opinion between the district offices concerned, the EDO primarily concerned shall submit the case to the Zila Nazim through D.C.O.

(3) When a case is referred by one district office to another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out.

(4) Even where consultation is not required a district office may, for purpose of information, transmit copies of communication received by it, or show a case, to such other district offices as may be considered to be interested in or to profit by it.

(5) An EDO may ask to see a case of another district office if it is required for the disposal of a case in his office.

(6) The EDO for Finance and Planning may ask to see a case of any district office in which a financial consideration is involved.

11. District Coordination Office:- (1) The District Coordination Office shall be responsible for:

- (a) the co-ordination of the policy of all district offices with respect to the services under their control so as to secure consistency of treatment;
- (b) securing to all Government servants the rights and privileges conferred on them by law for the time being in force;
- (c) determining the strength and the terms and conditions of services of the personal staff of Zila Nazim and Naib Nazim; and
- (d) serving as Secretariat of the Zila Nazim;

(2) No District Office shall without the concurrence of the District Coordination Office, authorize any orders other than an order in pursuance of any general or special delegation made by the District Coordination Office.

12. District Police Office:- The District Police Officer (D.P.O) shall keep the Zila Nazim generally informed of all matters affecting public tranquility.

13. Consultation with District Finance and Budget Office:- (1) No district office shall, without previous consultation with the District Finance and Budget Office, authorize any orders which in particular involve:

- (a) relinquishment, remission or assignment of revenue relating to local funds, actual or potential or grant of guarantee against it or grant of all kind of leases;
- (b) expenditure for which no provision exists;
- (c) levy of taxes, duties, fee or cases listed in Part 1 of Second Schedule of the Punjab Local Government Ordinance, 2001.
- (d) re-appropriations within budget grants;
- (e) interpretation of bye-laws made by the Finance and Budget Office;

(2) No proposal, which requires previous consultation with the Finance and Budget Office under sub-rule (1) but in which the Finance and Budget Office has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Zila Council. Formal orders shall, nevertheless, issue only after the Finance and Budget Office has exercised scrutiny over the details of the proposal.

14. ¹Consultation with District Law Office. [Omitted vide notification dated 6th June, 2011].

15. E.D.Os Committee:- (1) There shall be constituted E.D.Os. Committee with the District Coordination Officer as its Chairman, to facilitate co-ordination among the departments, to provide avenue for the consideration of matters of common interest and to tender advice on any case that may be referred to the Zila Nazim.

(2) Conclusions reached at the meeting of the E.D.Os. Committee shall not be taken as decision of the District Government. Any further action required shall be taken by the District Office concerned in accordance with the rules.

PART C- SERVICE

16. Postings, Promotions and Transfers:- (1) The Authorities for postings and transfers of officers/officials in the district shall be as follows:

<u>Category of Officers/officials</u>	<u>Authority</u>
(i) BS-19 and above excluding EDOs, District Officers and Principals of Degree Colleges.	Zila Nazim
(ii) BS-11 to BS-18	DCO
(iii) BS-1 to BS-10	EDO

(2) The normal tenure of these posts shall be two years.

PART D-MISCELLANEOUS PROVISIONS

17. Protections 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 Government servant to the Press, to non-officials, 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 D.C.O. 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 District Coordination Office and the manner in which this may be done shall be prescribed generally or specially in each case by the said office.

18. Channel of Correspondence:- Correspondence with the Government or another District Government shall be conducted direct by the District Offices in respect of subjects allocated to them, subject to the provisions of rule 13.

¹ Omitted vide notification dated 6th June, 2011

SCHEDULE – I
(See Rule 3 (1))

LIST OF GROUPS OF DISTRICT OFFICEES

Sr. No	Name of Group	District Offices included in the Group
1.	District Coordination	Coordination, Human Resource Management and Civil Defense.
2.	Agriculture	Agriculture (Extension), Livestock, Farm Water Management, Soil Conservations, Soil Fertility, Fisheries, and Forests.
3.	Community Development	Community Organization, Labour, Social Welfare, Sports and Culture, Cooperatives, and Registration office.
4.	Education.	Boys Schools, Girls Schools, Technical Education, Sports Education, Literacy Campaign, Continuing Education and Vocation Education.
5.	Finance and Planning	Finance & Budget, Planning & Development, Accounts, Enterprise, Investment Promotion, Excise and Taxation, Information Technology Development, Information Technology Promotion and Date Base.
6.	Health	Public Health, Basic & Rural Health, Child & Woman Health, Population Welfare, District and Tehsil (Hqrs.) hospitals.
	Information Technology	Omitted vide notification dated 8 th June, 2011.
	Law	Omitted vide notification dated 8 th June, 2011.
	Literacy	Omitted vide notification dated 8 th June, 2011.
	Revenue	Omitted vide notification dated 8 th June, 2011.
7.	Works and Services	Spatial Planning and Development, District Roads and Buildings, Energy, Transport and Environment.

SCHEDULE – II

(See Rule 3 (2))

DISTRIBUTION OF BUSINESS AMONG GROUPS OF DISTRICT OFFICES

Sr. No	Name of District Offices	Allocated Business
1.	District Coordination	<p>(i) <u>Coordination.</u></p> <ul style="list-style-type: none">a. General Coordination within the District level.b. Local Holidays within District level.c. Preparation of Civil List of employees of District Government and official gazette of the District.d. Service Associations in respect of District Employees.e. Rights and interests in respect of employees of District Government.f. Appointment of Commissions of Inquiry or panel of officers in cases of misconduct of Government servants with respect of District Government Employees.g. Monitoring the implementation of Government policies within district.h. Identity Cards for Civil Officers of the District Government.i. Expeditious finalization of delayed pension and G.P.Fund cases for employees whose liability falls on the District Government.j. Employees welfare schemes at District level. <p>(ii) <u>Human Resource Management.</u></p> <ul style="list-style-type: none">a. 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.b. Organization and Methods including-<ul style="list-style-type: none">1. Improvement of general efficiency and economic execution of Government business of the District Government;2. Advice regarding proper utilization of stationery and printing resources of the Government with the District Government;3. Training in Organization and Method;4. Suggestions scheme;5. Preparation of Manuals;6. Career pattern of District Government employees;

7. Simplification of forms and procedures within the District.
8. Departmental examinations in respect of District Government Employees;
9. In-service/pre-service training of ministerial employees of District Government.
- c. Absorption of surplus staff and allied matters in accordance with PCS Act 1974 and PCS (Appointment & Conditions of Service) Rules 1974 within the district for the posts which do not fall under the purview of Federal or Provincial Government.

(iii) Civil Defence and A.R.P.

- a. Recruitment / Promotion / Posting / Transfers of officials BS-1 to 11.
- b. Initiation of Disciplinary proceedings under E&D Rules from BS-1 to 15.
- c. Provision of funds, its utilization and approval of development schemes.
- d. Overall supervision of district offices and implementation of rules and policies.
- e. Internal Audit of District Civil Defense offices.
- f. To monitor the training programme and the implementation of Civil Defense Schemes in the district.

2. Agriculture

(i) Agriculture (Extension)

- a. Administrative, financial and technical control of the field formation in the district.
- b. Achievement of area and production targets of crops.
- c. Implementation of crop production strategy including agronomy and plant protection prepared by the Provincial Agriculture Department.
- d. Preparation of detailed training schedules 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.
- e. Feedback of researchable problems to Provincial Agriculture Department.
- f. Identification, preparation and implementation of projects approved by competent authorities.
- g. Implementation of Agricultural laws.
- h. Ensuring availability and quality of agriculture inputs.
- i. Management of agriculture extension farms and gardens.

- j. Service matters relating to the district cadre.
- k. Maintenance of government buildings.
- l. Purchase of stores and capital goods.
- m. Participation along with requisite data in review meetings held by Provincial Agriculture Department.
- n. Feedback to Provincial Agriculture Department on all the above, as per time to time instructions.
- o. Implementation of crop production strategy including agronomy and plant protection.
- p. Achievement of area and production targets of all crops.

(ii) Livestock

(a) 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.
- b. Prophylactic Vaccination.
- c. Service Matters within the district as per Delegation of Powers.
- d. Purchase of Stores & Capital goods for the District.
- e. Any other assigned to by the Government.

(iii) Farm Water Management

- a. Organization and registration of Water Users Association under Water Users Association Ordinance for promotion of watercourse improvement and other water management activities in the district.
- b. Preparation and implementation of water management development plans in the district.
- c. Watercourse improvement, precision land leveling, irrigation agronomy practices, groundwater management and harvesting of

water resources in Barani/ Rainfed areas.

- d. Renting out agricultural machinery at approved rates.
- e. Service matters relating to the district cadre.
- f. Maintenance of government buildings.
- g. Purchase of stores and capital goods.
- h. Feedback to Provincial Agriculture Department on all the above, as per time to time instructions.

(iv) Soil conservation

- a. Conducting survey and preparing water harvesting schemes to control soil and water erosion.
- b. Construction of water disposal outlets and pacca structures to allow controlled water run-off.
- c. Construction of check dams, water ponds and mini dams for conservation of soil and water.
- d. Adoption and execution of agronomic and soil conservation measures for reclamation of eroded land.
- e. Controlling soil erosion through afforestation and range management.
- f. Provision of advisory services regarding soil conservation and water harvesting.
- g. Service matters relating to the district cadre.
- h. Maintenance of government buildings.
- i. Purchase of stores and capital goods.
- j. Feedback to Provincial Agriculture Department on all the above, as per time to time instructions.

(v) Soil Fertility

- a. Evaluation of soil fertility status in the district and preparation of site specific fertilizer recommendations.
- b. Provision of advisory services on soil and water problems of the district.
- c. Diagnosis of salinity-sodicity hazards of soils and their reclamation.
- d. Service matters relating to district cadre.
- e. Maintenance of government buildings.
- f. Purchase of stores and capital goods.
- g. Feedback to Provincial Agriculture Department on all the above, as per time to time instructions.

(vi) Fisheries

- a. Extension services in private sector.
- b. Lease of fishing rights, conservation, management and promotion of fisheries in water areas except rivers, canals, and barrages/pond areas which have no boundaries.
- c. Training through open training schools.
- d. Issuance of district angling licenses.
- e. Local publicity and awareness.
- f. Enforcement of fisheries enactment in their respective domain.
- g. Fish stock replenishment in natural water bodies in their respective domain.
- h. Supervision of seed production, distribution and supply programme at all seed production units/hatcheries in their respective domain.
- i. Aquaculture development activities.
- j. Collection of statistical data on fish and fisheries in their respective domain.

(vii) Forestry

- a. 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 upto 2000 acres.
- b. Raising and promotion of roadside plantations of local/district significance.
- c. Promotion of social/farm forestry in private lands.
- d. Raising of Forest Nurseries.
- e. Establishment of amenity forests and recreational parks.
- f. Education of the public for tree planting and provision of technical and advisory services on matters of afforestation to the people and other departments in the district.
- g. Service matters except those entrusted to the provincial government.
- h. Refer all major technical issues for advice of the provincial government.
- i. 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.

- j. Submit annual report on tree cover monitoring to provincial government for review and incorporation into provincial report.
- k. Mass media, publicity, conservation of Ecosystem, enforcement and planning.

3. **Community Development**

i) **Community Organization**

- a. Creation of awareness regarding community welfare issues.
- b. Help to strengthen community based organizations.
- c. Assist organizations of communities

ii) **Labour**

- a. Maintenance of industrial peace.
- b. Welfare of labour including:
 - 1. Promotion of settlement in case of industrial disputes.
 - 2. Audit and scrutiny of accounts of Trade Unions in the Districts.
 - 3. Implementation of compensation of claims and non-payment of wages.
 - 4. Implementation of labour laws, both Central & Provincial including:-
- c. Enforcement of all Labour Laws provincial as well federal.
- d. Implementation of government policies for the gradual elimination of child labour.
- e. Coordination of government's efforts for abolition of bonded labour.
- f. Registration. de-registration of factories, shops and establishments.
- g. Inspection of factories/transport under labour laws.
- h. Inspection of shops under shops and establishment Ordinance.
- i. Manpower and employment.
- j. Enforcement of weights and measures law.
- k. Purchase of stores and Capital goods at district level.

iii) **Social Welfare**

A. **Social Welfare Wing.**

- a. Creation of social awareness by motivational

methods.

- b. Professional and financial assistance to registered voluntary social welfare agencies.
- c. Socio-economic development of the people, particularly women.
- d. Training and rehabilitation of the destitute, under privileged, handicapped and chronically sick.
- e. Eradication of social evils.
- f. Assist relief and rescue services during calamities and National Emergency.
- g. Exercise admin and financial powers delegated under rules.
- h. Exercise powers/control over voluntary social welfare agencies.
- i. Guide voluntary Social Welfare agencies towards their capacity building.
- j. Coordinate with all line departments/district administration.
- k. Consolidate/update the physical and financial performance reports.
- l. Organize campaigns and program against social evils through NGOs.
- m. Organize relief work through NGOs/Philanthropists.
- n. Registration Authority with the delegated powers.
- o. Recommend cases of licences to the Provincial Licensing Authority (DGSW) in respect of the children's Home (Orphanages).

B. Women Development Wing

- a. Schemes for Socio-economic development of women.
- b. Training in income generation skills and rendering opportunities of both urban and rural areas.
- c. Research studies and surveys about women related issues and problems for identifying areas of immediate actions and development.

C. Bait-UI-Maal Wing

- a. Relief and rehabilitation of the poor and the needy particularly poor widows and orphans.
- b. Educational assistance to the poor and deserving students.
- c. Medical assistance to the poor.

- d. Assistance to registered NGOs including those registered under the Voluntary Social Welfare Agencies (R&C) Ordinance, 1961.
- e. Activities relating to charitable purpose.
- f. Compilation and collection of data regarding number of beneficiaries and the amount utilized.

(iii) Sports and Culture.

To be determined later on.

(v) Cooperatives

- a. Cooperative Societies having area of operation restricted to a district.
- b. National Scheme for Cooperative Farming.
- c. Training to the field officials of the Cooperative Department and office bearers of cooperative Societies in book keeping, maintenance of accounts, minutes book, preparation of loan documents etc.
- d. Appeal under section 64-A against order of the subordinate officer with regard to the matters relating to the Cooperative Societies with area of operation restrained to Tehsil / Village and having share capital of not more than Rs. 5000/- or as may be prescribed by Provincial Government from time to time.
- e. Development schemes pertaining to Cooperatives as per delegation of powers.
- f. Service matters pertaining to officers/ officials as per delegation of powers.
- g. Purchase of stores and capital goods for the district office.

(vi) Registration

To be determined later on.

4. Education

(i) Boys Schools, Girls Schools, Technical Schools and Sport (Education)

- a. Elementary, Secondary, and Higher Secondary Education, except Professional Education.
- b. Grant of Scholarship.
- c. Education of handicapped children, specially deaf, dumb, blind and with low vision.
- d. Promotion of scientific research.

- e. Production and distribution of educational and scientific films.
- f. Promotion of spots and co-curricular activities.
- g. Service matters, except those entrusted to the Services and General Administration Department, Attached Department and the Administrative Department.
- h. Adult education.
- i. Purchase of stores and capital goods for school and colleges.
- j. Establishment of new school and up-gradation of existing schools.
- k. Universal Primary Education and eradicating drop outs.
- l. Conducting of class 5th and 8th Examinations.
- m. Identification and formulation of development schemes.
- n. Formulation of district education budget (development and non-development), reconciliation of expenditure and Audit matters.
- o. Technical and surprise inspections of educational institutions.
- p. Development of district data base and its updating.
- q. Matters related to School Councils.
- r. Periodic and regular reporting to the Heads of Attached Department and the Administrative Department.
- s. Postings and transfers within the district, except those falling in the purview of S & GAD, Attached Department and Administrative Department (Education Department).

(ii) Literacy Campaigns, Continuing Education and Vocational Education.

5. Finance & Planning i) Finance & Budget, Accounts

- a. Formulation, distribution and monitoring of district budget (current and development).
- b. Examination and scrutiny of proposals for re-appropriation and supplementary grants, and their approval by the competent authority/forum.
- c. Financial management and control of offices of departments of the district government.
- d. Examination of schemes of new expenditures.
- e. Functions of Principal Accounting Officers and Departmental Accounting Officers.

Preparation, communication and execution of financial sanctions in accordance with the Delegation of Financial Power Rules.

- f. Collection of provincial taxes and their immediate deposit into provincial treasury and submission of collection accounts to the Provincial Government.
- g. Examination and advice on matters directly or indirectly affecting the district finances.
- h. Maintenance of district, Tehsil and town provincial accounts and reconciliation.
- i. Monitoring of ways and means position/accounts of the district, Tehsil and town government with the SBP/NBP, and coordination with the Provincial Finance Department.
- j. Liaison with the Pakistan Audit department for the disposal of audit observation. Matters regarding Departmental Accounts Committee/public Accounts Committee business.
- k. Service and administrative matters, having financial implication, of employees of the district governments in accordance with Rules and policy of the government.
- l. Creation / upgradation of posts, either permanently or temporarily with the approval of the Finance Department.
- m. Sanction of the Provincial Government for obtaining loans.
- n. Adherence / implementation of schedule of rates prescribed by the Provincial Government.
- o. Prudent management of assets and liabilities of district government.
- p. Sanctioning of loans to the Tehsil Municipal Administrations/Union Municipal administration from own resources.
- q. Implementation of pay / pension policy / rules framed by the provincial government.
- r. Purchase of stores and capital goods for departments of the district government, as prescribed under the purchase manual.
- s. Approval of rate and running contracts.
- t. Any other functions as assigned to the district government.

ii) Planning & Development

- a. Within the policy frame work given by the Provincial Government preparing the Annual Development Programme of the District in

coordination with all Districts offices of provincial line departments.

- b. Approval of development schemes according to the Delegation of Powers under Financial Rules.
- c. Appraisal, evaluation (major / selected schemes) and monitoring of implementation of development scheme in physical and financial terms.
- d. coordination within the District Government Department and with the Provincial Government, on policy issues.
- e. Preparing of Five Years and other District Development Plans.
- f. Purchase of stores and goods as delegated under Financial Rules.

iii) Enterprise & Investment Promotion

- a. Promotion of small business, cottage, industry and medium size enterprise.
- b. Control, Monitoring and Stabilization of prices of essential commodities.
- c. Organizing the Industrial Exhibition.
- d. Implementation of Industrial Statistical Act, 1942 regarding following functional dimensions:-
 - 1. Updating of District Pre-investment Studies;
 - 2. Survey reports on different Industries to identify Industrial Potentials.
 - 3. Preparation of Industrial Directory on District basis.
- e. Registration of Firms under, Partnership Act, 1932.
- f. Registration of Societies Associations under the Societies. Registration Act XXI of 1860 and under Companies Ordinance, 1984.
 - i. Feedback to the Government for formulating industrial/trade import and export policies.
 - ii. Forward planning promotion and development of medium and large scale industrial sector.
- g. Liaison with Chambers of Commerce & Industry and Feedback to the Provincial Government in Industries & Mineral Development Punjab.
- h. Purchase of stores and capital goods for the Department under the relevant Delegation of

Financial Powers.

- i. Location Clearance Certificate for establishment of Industrial Unit.
- j. Development of Industrial Estates and technological parks.
- k. Investors protection.

iv) Excise and Taxation

- (a) Assessment and Collection of property tax.
- (b) Assessment and Collection of any other local tax assigned by the District Government.
- (c) Collection of Federal and Provincial Taxes as directed by the Government.

v) Information Technology Development, Information Technology Promotion and Database; and

6. Health

(i) Public Health, Basic and Rural Health, Child and Women Health, District and Tehsil (Hqrs) Hospitals.

- a. Execution of the functions relating to following areas on the guidelines given by the Provincial Government:
 - 1. Prevention and control of infectious and contagious diseases;
 - 2. Tuberculosis;
 - 3. Eradication/Control of Malaria;
 - 4. Lepers Act;
 - 5. Treatment of patients bitten by rabid animals;
 - 6. Adulteration of foodstuff;
 - 7. Government Public Analyst;
 - 8. Nutrition surveys;
 - 9. Nutrition and publicity in regards to food;
 - 10. Vaccination and inoculation;
 - 11. Maternity and child welfare; and
 - 12. Port Quarantine.
- b. Management of health care facilities and provision of health care services in the districts including District Headquarter Hospitals (DHQs), Tehsil Headquarter Hospitals (THQs), Rural Health Centers (RHCs) and Basic Health Units (BHUs) but excluding any hospital/health facility affiliated with the Medical College.
- c. Audit Cell to undertake financial, managerial and clinical audit of health facilities in districts.

- d. Monitoring and inspection of all health care facilities in respective district.
- e. Data collection and compilation of Vital Health Statistics.
- f. Planning and Development of Health care Services delivery for improving health status of population in accordance with the community perceived and locally ascertained health care needs in order to pursue the "Health for All" goal through Primary Health Care (PHC) approach of providing equitable health services.
- g. Preparation of Development Schemes, Budget, Schedule of new Expenditure and ADP Proposals up to Rs.5 million.
- h. Service matters except those entrusted to Health Department/Services & General Administration Department in case of regular employees of the provincial government up to posts and including BS-17. Recruitment of officers and officials in the district on contract basis from time to time under the District Government Rules of Business.
- i. Health Equipment Maintenance (HEM) for ensuring availability of state-of the art & functional bio-medical technology.
- j. Transport maintenance as an essential component of speedy provision of outreach healthcare services.
- k. District Quality Control Board (DQCB) under the overall technical support from the PQCB for ensuring supply & availability of quality medicines in line with the National Health Policy.
- l. Technical scrutiny, standardization and purchase of stores and capital goods and bio medical equipment for each health care facility in respective districts.
- m. Government Medical Stores Depot (MSD) at each district for ensuring availability of appropriate quantity of reserves and timely distribution of routine and incidental drugs to all health care facilities.
- n. Surgeon Medico-legal Office and its functions relating to the constitution of Medico-legal examination.
- o. All Administrative and related matters of Nursing Cadres up to BS-17.
- p. Formulation and implementation of policies pertaining to institution of user charges and levy of related and subsequent fees by Medical Officers in districts.
- q. In a time span ranging over 5 years the office of the Chief Chemical Examiner will be transferred and its responsibilities thereof will

be entrusted to the districts.

(ii) Population Welfare

- a. To plan, organize and implement programme activities.
- b. To organize the assigned communication activities including exhibition of documentaries, workshops, seminars etc.
- c. To coordinate with Population Welfare Department and the District Government.
- d. Supervise and monitor the activities of Tehsil Offices and service outlets in the District.
- e. To identify training needs and impart training as per training schedule in coordination with Population Welfare Department.
- f. To provide logistic support to the Programme service outlets and equip them with stock of contraceptives, medicines and necessary equipment.

Information Technology

Omitted vide notification dated 8th June, 2011.

Law

Omitted vide notification dated 8th June, 2011.

Literacy

Omitted vide notification dated 8th June, 2011.

Revenue

Omitted vide notification dated 8th June, 2011.

7. Works & Services

(i) Spatial Planning and Development.

(ii) District Roads and Buildings

- a) Planning, designing, construction, equipment, maintenance and repairs of all Government Buildings, residential and non-residential including rest houses;
- b) Evaluation, fixation of rent, control, management, leases and sale of Government buildings.
- c) 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 Punjab Government Rules of Business 1974.
- d) Administration of West Pakistan Highway Ordinance, 1959 (amended) wherever it pertains to District.
- e) Laying standards and specifications for various types of Road and Bridges for the District.
- f) Planning and designing roads and connected works for the district roads financed from

District / Provincial and / or central funds.

- g) Construction, maintenance, repairs and improvement of roads, bridges, culverts, causeways, boat bridges and ancillary bridges for the Works and Service Department financed from District / Provincial and / or central funds.
- h) Administration of roads, bridges and boat bridges toll collection and leases of land for Filling / Services Stations and access roads thereof on roads under the control of District.
- i) District Testing Laboratories for works.
- j) Execution of works on behalf of other Agencies / Department as Deposit Works.
- k) Preparation of architectural plans / drawings of buildings.
- l) Service matters except those entrusted to Service and General Administration Department.
- m) Purchase of stores and capital goods for the District Government.

(iii) Energy.

To be determined later on.

(iv) Transport

- a) Chapter VII and VIII of Motor Vehicles Act, 1939.
- b) Compliance of provisions contained in West Pakistan Motor Vehicles Ordinance 1965 and Motor Vehicles Rules, 1969.
- c) Exercise of Powers and Functions as provided in Motor Vehicles Rules, 1969 within the Region/Districts.
- d) The Budget would be prepared by RTA and after preparation would be forwarded to P.T.A.
- e) Notification of C-Class and D-Class Stand and strict compliance of Motor Vehicles Rules, 1969.
- f) District R.T.A. would exercise the whole process of payment of compensation in accident cases of Private/Public Sectors and allied matters within its jurisdiction i.e. entire district.
- g) Purchase and maintenance of stores and capital goods for the District R.T.A.

(v) Environment

- a. To assist provincial EPA in discharge of its functions under the Pakistan Environmental

Protection Act, 1997.

- b. To exercise personnel administration and financial management of the subordinate staff.
- c. To regulate Motor Vehicles subject to the provisions of the Pakistan Environmental Protection, Act, 1997 and the rules and regulations made there-under.
- d. To ensure, guide and assist the proponents of new projects in submission of Initial Environmental Examination (IEE)/Environmental Impact assessment (EIA) to the D.G. Punjab EPA for approval.
- e. To ensure implementation of environmental protection and preservation measures in all development projects at the district level and to sensitize government agencies on environmental issues.
- f. To identify the needs for legislation in various sectors of the environment.
- g. Provide information and guidance to the public on environmental matters.
- h. To encourage the formation and working of nongovernmental organizations to prevent and combat pollution and promote sustainable development.
- i. To undertake regular monitoring of projects financed from the Provincial Sustainable Development Fund and to submit progress reports to the DG Punjab EPA for publication in the Annual Report.
- j. To request the Environmental Magistrate or the Environmental Tribunal to take cognizance of an offence under the provisions of the PEPA, 1997.
- k. To submit quarterly progress reports and a consolidated annual report to the DG Punjab EPA.
- l. To enlist the support of Government Departments at district level notably the education and health institutions in campaigns for building public awareness.
- m. To influence the working procedures and programs of various agencies and departments in the district to support environmental protection programme and to incorporate environmental safeguards in their own systems.
- n. To undertake any other duties and functions as assigned by the DG Punjab EP and/or Provincial Government.

SCHEDULE - IV
{See Rule 5(3)}

List of cases to be submitted to the Zila Nazim for information.

1. All periodical reports of D.C.O., D.P.O and E.D.Os.
2. Press notes issued by D.C.O., D.P.O. and E.D.Os.
3. All periodical and special reports relating to law and order such as fortnightly situation reports submitted by the police.
4. Intelligence Reports.
5. Report of Committees of inquiry appointed by District Government.

SCHEDULE – III

{See Rule 5(2)}

List of cases to be submitted to the Zila Nazim for his approval before issue of orders.

1. Annual Budget Statement
2. Laying of Supplementary Statement of expenditure before the Zila Council.
3. Cases in which Provincial Government has issued direction.
4. Complaints to the Provincial Local Government Commission about dispute between any department of the Government and District Government or between two District Governments.
5. All cases which are liable to involve District Government into controversy with Provincial Government or with another District Government.
6. Recommendations for the grant of honors and awards.