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GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(24 of 2017)

08 February 2017

The following notification No. SOR(LG)38-02/2016, dated 07.02.2017, issued under section 144 of the Punjab Local Government Act 2013 (XVIII of 2013) for the Punjab Local Governments (Conduct of Business) Rules 2017 is published for general information:

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Secretary
Government of the Punjab
Law and Parliamentary Affairs
Department

GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY
DEVELOPMENT DEPARTMENT

February 07, 2017

NOTIFICATION

No.SOR(LG)38-02/2016, In exercise of the powers conferred under section 144 of the Punjab Local Government Act 2013 (XVIII of 2013) and after previous publication, Governor of the Punjab is pleased to make the following rules:

**PART-A
GENERAL**

1. Short title, commencement and application.- (1) These rules may be cited as the Punjab Local Governments (Conduct of Business) Rules 2017.

(2) They rules shall come at once.

(3) They shall apply to the Metropolitan Corporation, Municipal Corporations, Municipal Committees and District Councils.

2. Definitions.- (1) In these rules:

- (a) "Act" means the Punjab Local Government Act 2013 (XVIII of 2013);
- (b) "case" means a particular matter under consideration along with all the papers relating to it or are necessary for the disposal of the matter and includes the relevant correspondence, office notes and previous papers, if any;
- (c) "Chief Officer" means the Chief Officer of the Metropolitan Corporation, a Municipal Corporation, Municipal Committee or, as the case may be, District Council;
- (d) "Government" means Government of the Punjab;
- (e) "House" means the elected body of the local government;
- (f) "local government", for purposes of these rules, means the Metropolitan Corporation, a Municipal Corporation, a Municipal Committee or a District Council but does not include a District Education Authority, District Health Authority and a Union Council;
- (g) "municipal offices" means the municipal offices of the local government, including planning, finance, regulation, infrastructure, services and district offices of a district council and includes any other office

which the Government may, by notification, determine;

- (h) "Punjab Local Government Commission" means a Commission appointed under section 122 of the Act; and
- (i) "Schedule" means a Schedule appended to these rules.

(2) An expression used but not defined in the rules shall have the same meaning as is assigned to it under the Act.

PART-B CONDUCT OF BUSINESS

4. Executive authority and conduct of business.- (1) The Mayor or the Chairman shall exercise the executive authority of the local government.

(2) All executive actions of the local government shall be expressed to be taken in the name of the local government.

(3) The Mayor or Chairman shall:

- (a) provide vision for long term development and leadership;
- (b) give directions for efficient functioning and fruitful service delivery by the local government;
- (c) identify and develop the criteria for the implementation of the strategies, programmes and services;
- (d) prescribe the key performance indicators;
- (e) sign the notifications on behalf of the local government for publication in the Punjab Gazette; and
- (f) maintain administrative and financial discipline of the local government.

(4) Subject to the provisions of the Act and the rules, every order, instrument, agreement or contract by the local government shall be expressed to be made in the name of the local government and shall be executed by the Mayor, Chairman or an officer duly authorized for the purpose.

5. Allocation of business.- (1) The business of the local government shall be executed by the municipal offices in the manner specified in Schedule-I, Schedule-II and Schedule-III.

(2) The municipal offices shall ensure expeditious disposal of the business.

6. Organization of municipal offices.- (1) Each municipal office shall consist of such municipal employees as the Government may determine.

(2) The Chief Officer, in consultation of the Mayor or Chairman, may assign any business or functions, not mentioned in the Schedules, to any municipal office.

(3) The Chief Officer shall supervise the work assigned to the offices, sub-offices and branches under his control.

(4) In the absence of the Chief Officer for any reasons, the Mayor or Chairman may assign the charge of the post of the Chief Officer to one of the municipal officers of the local government.

(5) On transfer of the Chief Officer, a reference shall immediately be sent to the Government for posting of the Chief Officer.

(6) In the absence of a municipal officer, the Mayor or Chairman may, in consultation with the Chief Officer, assign additional charge of such office to any other municipal officer of the local government.

Explanation:

(a) For purposes of this rule, the absence of the Chief Officer or municipal officer means the absence of the officer owing to illness or otherwise for more than ten days, or the relinquishment of the charge of the post on transfer.

(b) While assigning the additional charge of the post of a municipal officer to another municipal officer, the peculiar requirements of that post shall be the relevant consideration.

7. General procedure for disposal of business.- (1) The Chief Officer, with the approval of the Mayor or Chairman, shall issue instructions as to the manner of disposal of the business of the local government.

(2) If any doubt arises as to the jurisdiction of the municipal office for disposal of a case, the matter shall be referred to the Chief Officer who, with the approval of the Mayor or Chairman, may refer the case to the Government and the orders of the Government shall be final.

(3) All orders shall be made in writing but in case of a verbal order, the employee receiving the order shall immediately reduce it in writing and shall forward it, through proper channel, to the authority making such order for confirmation.

(4) If any order contravenes any law, rules or policy decision of the Government, it shall be the duty of the officer receiving the orders to point out such contravention to the officer making the order and, that officer may refer the case to the Mayor or the Chairman for appropriate orders.

8. Manner of submission of cases.- (1) The municipal officer concerned shall ensure that all relevant papers, references and extracts of the laws and rules are submitted along with the case to the Chief

Officer for quick disposal and in his office note, the municipal officer shall certify the same.

(2) All files and record shall be kept and maintained by the municipal office concerned.

(3) Any employee who notices any tampering of record by the employees or any other person shall report the matter to the Chief Officer for appropriate orders.

(4) No page of the file, including that of the office note, shall be removed.

(5) All office notes shall be recorded in temperate tone and language and shall not contain any personal remarks.

(6) Proper decorum shall be observed and respectful language shall be used on commenting on the office notes recorded in official correspondence.

9. Fresh receipts.- (1) All fresh receipts or cases shall be promptly processed.

(2) No case shall be kept pending for more than three days.

(3) If the processing of a case requires more time, a request for extension of the time may be made to the next senior officer.

(4) A report of the pending cases in an office shall be prepared at the end of every month and submitted to the Chief Officer along with the reasons for delay, if any, in the disposal of cases.

10. Consultation.- (1) When a case is referred by one office to another office for consultation, all relevant facts and the points necessitated for disposal of the reference shall be spelled out on the file.

(2) In case of difference of opinion amongst the offices, the municipal officer concerned shall refer the case to the Executive Committee constituted under rule 12 of the rules.

(3) No case shall be submitted to the Mayor or Chairman and no orders shall be issued until it has been considered by all the concerned offices but, in case of urgency, the Mayor or Chairman may dispense with the requirement and the decision taken in that case shall be conveyed to the concerned offices at the earliest opportunity.

(4) A municipal officer may, with the permission of the Chief Officer, refer a case to another office for advice or early disposal.

(5) In case a municipal officer has submitted a case directly to Mayor or Chairman for any cogent reasons to be recorded in writing, the Mayor or Chairman shall return the case after decision, if any, through the Chief Officer.

(6) If the Chief Officer is of the view that the proposal of the municipal officer or the decision of the Mayor or Chairman is against any law or rules or the policy of the Government, he shall refer the case to the Government for decision.

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(7) The Chief Officer may call for any case from the concerned municipal office and the concerned municipal officer shall immediately submit the case to the Chief Officer.

11. Consultation with Municipal Office Finance.- No municipal office shall, without previous consultation with the municipal Finance office, authorize any order which, in particular, involves:

- (i) relinquishment, remission or assignment of revenue relating to local funds, actual or potential, or furnish a guarantee against it, or grant of all kind of leases and contracts;
- (ii) expenditure for which no provision exists;
- (iii) levy, remission or abolition of any tax and fee;
- (iv) re-appropriations within the budgetary grants;
- (v) supplementary grant;
- (vi) new schedule of expenditure; and
- (vii) interpretation of bye-laws relating to the Finance office.

12. Executive Committee.- (1) There shall be an executive committee in each local government consisting of Chief Officer as its Convener and all other municipal officers as its members and in the case of a District Council, district officers as its members, to deal with matters:

- (a) concerning two or more offices;
- (b) of administrative, financial or public policy;
- (c) relating to coordination among the offices of the local government or of common interest;
- (e) relating to advice in any case referred to Committee by the House or the Mayor or Chairman.

(2) The Chief Officer shall ensure that at least one meeting of the executive committee is held in a month.

(3) A Municipal Officer, desirous of raising any matter before the Executive Committee, shall, with the approval of the Chief Officer, forward five copies of the working paper for discussion and decision.

(4) The Chief Officer shall issue notices of the meeting together with the agenda well before the meeting provided that urgent items may be considered at short notice.

(5) The minutes of every meeting shall be recorded by an officer nominated by the Chief Officer.

(6) The minutes shall be circulated after approval by the Chief Officer and a copy of the minutes shall be sent to the Mayor or Chairman.

(7) In case of difference of opinion on any issue amongst the members of the executive committee, the Chief Officer may, with his

comments, submit the case to the Mayor or Chairman for appropriate decision.

13. Orders of the Mayor or Chairman in certain cases.- (1) No order shall be issued without prior approval in writing of the Mayor or Chairman:

- (a) in a case involving important policy matters or departure from the policy; and
- (b) a case specified in Schedule-IV.

Explanation: Departure from policy includes departure from a previous decision of the Mayor or Chairman.

(2) The Mayor or Chairman may require any case to be submitted to him for information.

14. Official information.- The Chief Officer, with the approval of the Mayor or Chairman, shall issue detailed instructions for the treatment and custody of official documents, computer data and information of a confidential character in line with the Government policy.

15. Bye-laws.- (1) The bye-laws made by a local government shall come into force on and from the date the bye-laws are published in the Punjab Gazette.

(2) The bye-laws shall also be published on the website of the local government and on any other website specified by the Government.

PART-C

HUMAN RESOURCE AND FINANCIAL MANAGEMENT

16. Schedule of Establishment.- The Government shall approve the schedule of establishment of the local government in the prescribed manner.

17. Postings and transfers.- (1) The authorities for posting and transfer of employees of the local government, other than Chief officer and Municipal officers, shall be as under:

Local Government	Category of Employees	Authority
Metropolitan Corporation/ Municipal Corporation	BS-18 and above	Mayor
	BS-09 to BS-17	Chief Officer
	BS-01 to BS-07	Municipal Officer concerned
Municipal Committee (District HQ)	BS-17 and above	Chairman
	BS-09 to BS-16	Chief Officer
	BS-01 to BS-07	Municipal Officer concerned
Municipal	BS-16 and above	Chairman

