

THE SINDH DISTRICT GOVERNMENTS (CONDUCT OF BUSINESS) RULES, 2001

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**GOVERNMENT OF SINDH
LOCAL GOVERNMENT, RURAL DEVELOPMENT
AND KATCHI ABADIS DEPARTMENT.**

NOTIFICATION

Karachi the 23rd August, 2001.

SINDH DISTRICT GOVERNMENTS (CONDUCT OF BUSINESS) RULES, 2001.

NO: LGD/PTW/LEGIS-III/2001: In exercise of the powers conferred under section 31 of the Sindh Local Government Ordinance, 2001, the Governor of Sindh is pleased to make the following Sindh District Governments (Conduct of Business) Rules, 2001:-

PART A- GENERAL

1. **Short title and commencement.**
 - (1) These rules may be called the Sindh District Government (Conduct of Business) Rules, 2001.
 - (2) They shall come into force with effect from 14th August, 2001.
2. **Definitions.** In these rules, unless the context otherwise requires.—
 - (i) "Bye-laws" means the Bye-laws made by Zila Council under section 192 of the Sindh 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 Sindh Land Revenue Act, 1967 (W.P.XVII of 1967) and includes a large urban district under the Sindh Local Government Ordinance, 2001.
 - (iv) "District Administration" comprises the District Offices, including Sub-Offices of the departments of the Government decentralized to the District Government and other offices set up by the District Government and grouped under the Executive District Officers and coordinated by the District Coordination Officer.

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- (v) "District Coordination Officer" means an officer appointed in a District under Section 28 of the Sindh Local government Ordinance, 2001.
- (vi) "District Government" means a district government or a City District Government consisting of Zila Nazim and District Administration as provided in Section 13 of the Sindh Local Government Ordinance, 2001.
- (vii) "District Officer" means an officer who heads as district officer under the provisions of the Sindh Local Government Ordinance, 2001.
- (viii) "Executive District Officer" means an office who heads a group of offices, other than the District Coordination Group Officers, under the provisions of the Sindh Local Government Ordinance, 2001.
- (ix) "Government" means the Government of Sindh.
- (x) "Group of Offices" means the groups of offices listed in Part-C of the First Schedule of the Sindh Local Government Ordinance, 2001.
- (xi) "Local Fund" mean a fund established under Section 107 of the Sindh Local Government Ordinance, 2001.
- (xii) "Local Tax" means a tax levied by Zila Council under section 116 of the Sindh Local Government Ordinance, 2001.
- (xiii) "Provincial Local Government Commission" means a Commission appointed by the Government under Section 131 of the Sindh Local Government Ordinance, 2001.
- (xiv) "Rules" means the Sindh District Government Rules of Business, 2001.
- (xv) "Zila Council" has the same meaning as defined in Chapter-IV of the Sindh Local Government Ordinance, 2001.
- (xvi) "Zila Nazim" has the same means as defined in Chapter-III of the Sindh Local Government Ordinance, 2001.
- (xvii) "District Police Officer" head of the District Police Office appointed by the Government.

3. **Allocation of Business.**

- (1) The District Administration shall consist of Groups of Offices specified in Schedule-I.
- (2) The Business of District Government shall be distributed amongst Group of Office in the manner indicated in Schedule-II.

4. **Organization District Offices.**

- (1) Each Group of district offices shall consist of an Executive District Officer (EDO) and of 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. **Functions 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 functions assigned under the Sindh 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 Government may call for;
 - (g) Keep the Government informed for all important, political and administrative matters and major developments in the field of planning, economic development and 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. **Functions 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 District Administration;
- (b) coordinate 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 (E.D.O).—** (1) An E.D.O. shall:

- (a) submit all cases requiring approval of the Nazim through the D.C.O.
- (b) assist the D.C.O. in formulation and the execution of the 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 by-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 information about the working of the District Office;
- (f) where the Zila Nazim's orders appear to involve a departure from rules, regulation or Government policy, re-submit 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 E.D.O., the E.D.O., through D.C.O. shall refer the case to the Provincial Local Commission for decision;
- (g) subject to any general or specifically order 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 E.D.O: 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 Officer of the District Government.

(2) If any doubt arises as to the District Officer to which a case properly pertains, the matter shall be referred to the D.C.O. who shall obtain the orders of the Zila Nazim, if necessary, and the orders thus passed shall be final.

(3) Every order 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.

PART B—DEPARTMENTAL PROCEDURE

9. **Consultation among Group of Officer.—** (1) When the subject of a case concern more than one district office;

(a) When a case concerns more than one group of offices, the E.D.O. incharge primarily concerned shall consult the other Groups of Offices before issuing any orders or submitting it to the D.C.O., Nazim, or the Provincial Local Government Commission.

(b) When a case is referred by one Group of offices to another for consultation, all relevant facts and the points for consideration shall be clearly stated.

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

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

(4) An E.D.O. may ask to see a case of another District Office if it is required for the disposal of a case in his office.

(5) For the purpose of financial planning, rule 28 of the Sindh Government Rules of Business, 1986 shall be followed in a case in which a financial consideration is involved as specified in Schedule V.

10. **District Coordination Office.—** (1) The District Coordination Office shall be responsible for:

(a) the coordination 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 Zila Nazim;

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

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11. **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 kinds of leases;
 - (b) expenditure for which no provision exists;
 - (c) levy of taxes, duties, fee or cesses relating to local fund;
 - (d) re-appropriations with 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.
12. **Consultation with District Law Office.**— The District Law Office shall be consulted by other District Offices:
- (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 a Court of Law in which District Government is involved; and
 - (d) whenever criminal or civil proceedings are instituted against District Government.
13. **E.D.Os. Committee.**— (1) There shall be constituted E.D.Os. Committee with the District Coordination Officer as its Chairman, to facilitate coordination 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.O. Committee shall not be taken as decision of the District Government. Any further action required shall be taken in accordance with the rules.
14. **District Police Office.**— The District Police Officer (D.P.O.) shall keep the Zila Nazim generally informed of all matters effecting law and order and the public tranquility.

PART C—MISCELLANEOUS PROVISIONS.

15. **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-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 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.

16. **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 11.

**By Order of the Governor of Sindh
KAMRAN ASLAM KHAN
SECRETARY,
LOCAL GOVERNMENT DEPARTMENT**

**SCHEDULE-I
(Rule 3(1))
LIST OF GROUPS OF DISTRICT OFFICES**

Sr.No.	Name of Group	District Offices included in the Group
1.	District Coordination	Coordination, human Resources Management and Civil Defence.
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, Colleges (other than Professional), Sports (Education) and Special Education.
5.	Finance and Planning.	Finance and Budget, Planning and Development, Accounts, Enterprise and Investment Promotion.
6.	Health	Public Health, Basic and Rural Health Child and Women Health, Population Welfare, District Taluka (Hqrs) Hospitals.

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7.	Information Technology.	Information Technology Development, Information Technology Promotion and Database.
8.	Law	Legal advice, drafting and environment.
9.	Literacy	Literacy Campaigns, Continuing Education and Vocational Education.
10.	Executive Magistracy	Executive Magistracy (excluding for trial functions).
11.	Revenue	Land Revenue and Estate and Excise and Taxation.
12.	Works and Services	Spatial Planning and Development, District Roads and Buildings, Energy, Transport and Education Works.

**SCHEDULE-II
(See Rule 3(2))
DISTRIBUTION OF BUSINESS AMONG GROUPS
OF DISTRICT OFFICES**

S.No.	Group of District Offices.	Allocated Business
1.	District Coordination	(i) <u>Coordination.</u> (a) General Coordination within the District level. (b) Local Holidays within the District. (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 to 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

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the District Government.

- (j) Employees welfare schemes at District level.

ii. **Human Resources Management.**

- (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 Governments.

- (b) Organization and Methods including—

- (i) Improvement of general efficiency and economic execution of business of the District Government;

- (ii) Advice regarding proper utilization of stationery and printing resources of the District Government.

- (iii) Training in Organization and Methods;

- (iv) Suggestions for preparing viable development schemes.

- (v) Preparation of Manuals;

- (vi) Career planning of District Government employees;

- (vii) Simplification of forms and procedures within the District;

- (viii) Departmental examination in respect of District Government employees;

- (ix) In-service/pre-service training of ministerial employees of District Government.

- (c) Absorption of surplus staff and allied matters in accordance with P.C.S. Act 1974 and P.C.S (Appointment and 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.**

- (a) Recruitment/ Promotions / Postings / transfers of officials.

- (b) Initiation of Disciplinary

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proceedings under E & D Rules
from BS-1 to 15 of Civil Defence.

- (c) Provision of funds, utilization and approval of development schemes.
- (d) Overall supervision of district and sub-offices and implementation of rules and policies.
- (e) Internal Audit of District Civil Defence Offices.
- (f) To monitor the training programme and the implementation of civil defence 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 matter relating to the district cadre.

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- (k) Maintenance of Government buildings
- (l) Purchase of stores and capital goods.
- (m) Participation alongwith 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.

(iii) Livestock:

- (a) Matters relating to:-
 - (i) Artificial insemination.
 - (ii) Promotional efforts for establishment of Dairy Farms in Private Sector.
 - (iii) Promotional efforts for establishment of Poultry Farms in Private Sector.
 - (iv) Prevention of animal/poultry diseases, extension services.
- (b) Training of Villagers on:
 - (i) Prophylactic vaccination
 - (ii) Management aspects
 - (iii) First Aid Treatment.
- (c) Enforcement of Prevention of Cruelty to Animals Act, 1890.
 - (i) Prophylactic Vaccination.
 - (ii) Service matters within the district as per delegation of powers.
 - (iii) Purchase of stores and capital goods for the District.
- (d) Any other matter assigned to by the government.

(iii) Farm Water Management:

- a. Organization and registration of Water Users Association under Water Users Association

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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 above matters, as per periodic 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.

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- (g) Service matters relating to the district cadre.
- (h) Purchase of stores and capital goods.
- (i) Feedback to Provincial Agriculture Department on all above matters as per periodic instruction.

(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 above matters, as per periodic instructions.

(vi) Fisheries:

- (a) Extension services in private sector.
- (b) Lease of fishing rights, conservations, 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

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programme at all seed production units/hatcheries in their respective domain.

- (i) Aquaculture development activities.
- (j) Collection of statistical data of fish and fisheries in their respective domain.

(vii) Forests:

- (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 up to 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 matter 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 by Provincial Government and get it technically cleared/approved from Provincial Government before being sanctioned by the District Government.
- (j) Submit annual report on tree cover monitoring to Provincial Government for review

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incorporation into provincial report.

- (k) Mass media, publicity, conservation of Eco-System, enforcement and planning.

3. **Community Development**

(i) Community Organization:

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

(ii) Labour:

- (a) Maintenance of industrial places.
- (b) Welfare of labour including:
 - (i) Promotion of settlement in case of industrial disputes.
 - (ii) Audit and scrutiny of accounts of Trade Union in the District.
 - (iii) Implementation of compensation of claims and non-payment of wages.
- (c) Implementation and enforcement of labour laws, both Central and Provincial including:--
 - (i) Implementation of Government policies for the gradual elimination of child labour.
 - (ii) Coordination of Government's efforts for abolition of bonded labour.
 - (iii) Registration/de-registration of factories, shops and establishments.
 - (iv) Inspection of factories/transport under Labour Laws.
 - (v) Inspection of shops under shops and Establishment Ordinance.
 - (vi) Manpower and employment.
 - (vii) Enforcement of weights and measures law.
 - (viii) Purchase of stores and capital goods as district level.

(iii) Social Welfare:

A. Social Welfare Wing:

- (i) Creation of social awareness by motivational methods.
- (ii) Professional and financial assistance to registered voluntary social welfare agencies.
- (iii) Socio-economic development of the

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- people, particularly women.
- (iv) Training and rehabilitation of the destitute, under privileged, handicapped and chronically sick.
 - (v) Eradication of social evils.
 - (vi) Assist relief and rescue services during calamities and national emergency.
 - (vii) Exercise admin and financial powers delegated under rules.
 - (viii) Exercise powers/control over voluntary social welfare agencies.
 - (ix) Guide voluntary social Welfare agencies towards their capacity building.
 - (x) Coordinate with all lines departments/district administration.
 - (xi) Consolidate/update the physical and financial performance reports.
 - (xii) Organize campaigns and programs against social evils through N.G.Os.
 - (xiii) Organize relief work through N.G.Os/Philanthropists.
 - (xiv) Registration Authority Powers.
 - (xv) Recommend cases of licenses Licensing Authority (DGSW) in respect of the children's home (orphanages).

B. Women Development Wing:

- (i) Schemes for socio-economic women.
- (ii) Training in income generation skills and rendering opportunities of both urban and rural areas.
- (iii) Research studies and surveys about women related issues and problems for identifying areas of immediate actions and development.

C. Bait-ul-Mal Wing:

- (i) Relief and rehabilitation of the poor and the needy particularly poor widows and orphans.
- (ii) Educational assistance to the poor and deserving students.
- (iii) Medical assistance to the poor, Assistance to registered NOUs including those registered under the Voluntary Social Welfare Agencies (R&C) Ordinance, 1961.
- (iv) Activities relating to charitable purpose.
- (v) Compilation and collection of data regarding number of beneficiaries and the amount utilized.

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(iv) **Sports and Culture:**

(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 against order of the subordinate officer with regard to the matters relating to the Cooperative Societies with area of operation restrained to Taluka/Village and capital of not more than Rs. 5,000/- 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.

4. **Education.**

(vi) **Registration:**

- (i) Boys Schools, Girls Schools, Technical Education, Colleges (other than Professional), Sports (Educational) and Special Education.
 - (a) Elementary, Secondary, and College 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 sports and co-

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curricular activities.

- (g) Service matters, except those entrusted to the Services General Administration and Coordination Department of the Provincial Government or the Administrative Departments.
- (h) Adult education.
- (i) Purchase of stores and capital goods for schools and colleges.
- (j) Establishment of new schools 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 relating to School Councils, Periodic and regular reporting to the Head of Attached Departments and the Administrative Department.
- (r) Postings and transfers within the district, except those falling in the purview of SGA&CD and the Administrative Department (Education Department).

5. Finance and Planning:

(i) Finance and Budget/Accounts.

- (a) Formulation, distribution and monitoring of district budget (current and development) Examination and Scrutiny of proposals for re-appropriation and supplementary grants and their approval by the competent authority/forum.
- (b) Financial management and control

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of offices of departments of the
District Government.

- (c) Examination of schemes of new expenditures.
- (d) 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.
- (e) Collection of provincial taxes and their immediate deposit into Provincial Treasury and submission of collection accounts to the Provincial Government.
- (f) Examination and advice on matters directly or indirectly affecting the district finances.
- (g) Maintenance of district, Taluka and town provincial accounts and reconciliation thereof.
- (h) Monitoring of ways and means position/accounts of the district, Taluka and town government with the SBP/NBP, and coordination with the Provincial Finance Department.
- (i) Liaison with the Pakistan Audit Department for the disposal of audit observations. Matters regarding Department Accounts Committee / Public Accounts Committee Business.
- (j) Service and administrative matters, having financial implications, of employees of the District Governments in accordance with rules and policies of the Government.
- (k) Creation/ upgradation of posts, either permanently or temporarily with the approval of the Finance Department.
- (l) Sanction of the Provincial Government for obtaining loans.
- (m) Adherence/implementation of schedule of rates prescribed by the Provincial Government.

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- (n) Prudent management of assets and liabilities of District Government.
- (o) Sanction of loans to the Tehsil Municipal Administrations/Union Municipal Administrations from own resources.
- (p) Implementation of pay/pension policy/rules framed by the Provincial Government.
- (q) Purchase of stores and capital goods for departments of the District Government, as prescribed under the Purchase Manual.
- (r) Approval of rate and running contracts.
- (s) Any other functions as assigned to the district Government.

(ii) Planning and Development:

- (a) Within the policy framework 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 the Financial Rules.
- (c) Appraisal, evaluation (major/selected schemes) and monitoring of implementation of development schemes 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 and Investment Promotion:

- (a) Promotion of small business, cottage, industry and medium size enterprise.

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- (b) Control, monitoring and stabilization of prices of essential commodities.
- (c) Organizing the Industrial Exhibition.
- (d) Preparing schemes on the following functional dimensions:
 - (i) Updating of District pre-investment Studies;
 - (ii) Survey reports on different Industries to identify Industrial Potentials.
 - (iii) Preparation of industrial directory on district basis.
- (e) Registration of Firms under Partnership Act, 1932.
- (f) Registration of societies/ associations under the Societies
- (g) Registration Act and the 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 sectors.
- (h) Liaison with Chambers of Commerce and Industry and feedback to the Provincial Government in Industrial and Mineral Development in Sindh.
- (i) Purchase of stores and capital goods for the department under the relevant Delegation of Financial Powers.
- (j) Location Clearance Certificate for establishment of Industrial Unit.
- (k) Development of Industrial Estates and Technological Parks.
- (l) Investors protection.

6. **Health:**

(i) Public Health, Basic and Rural Health Child and Women Health, District and Taluka (Hqs)Hospitals.

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- (a) Execution of 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 foodstuffs; Government Public Analyst;
 - 7. Nutrition surveys;
 - 8. Nutrition and publicity in regards to food.
 - 9. Vaccination and inoculation;
 - 10. Maternity and child water; and
 - 11. Port Quarantine.

- (b) Management of health care facilities and provision of health care services in the districts including District Headquarter Hospitals (DHQs), Taluka Headquarters 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 respect 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.

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- (h) Service matter except those entrusted to Health Department/ Services and General Administration and Co-ordination 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 and functional bio-medical technology.
- (j) Transport maintenance as an essential component of speedy provision of outreach health care services.
- (k) District Quality Control Board for ensuring supply and 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 fee 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 Taluka Offices and service outlets in 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.

7. **Information Technology:**

(i) Information Technology Development Information Technology Programme and Database.

8. **Law.**

(i) Legal Advice, Drafting and Environment:

(ii) Environment.

- (a) To assist provincial EPA in discharge of its functions under the Pakistan Environmental Protection Act, 1997.
- (b) To supervise 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 thereunder.
- (d) To ensure, guide and assist the proponents of new projects in submission of Initial Environmental Examination (IEE)/ Environmental Impact Assessment (EIA) to the Director General EPA Sindh for approval.

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- (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 non-Governmental 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 D.G. EPA Sindh for publication in the annual report.
- (j) To request the environmental Magistrate or the Environmental Tribunal to take cognizance of an offence triable under the provisions of the PEPA, 1997.
- (k) To submit quarterly progress reports and a consolidated annual report to the D.G., E.P.A., Sindh.
- (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 safeguards in their own systems.
- (n) To undertake any other duties and functions as assigned by the D.G.E.P.A. Sindh and/or by the Provincial Government

9. **Literacy:**

(i) Literacy Campaigns, Continuing Education and Vocational Education:

10. **Executive
Magistracy.**
11. **Revenue.**

(i) Land Revenue and Estate:

A. Colonization of Government Lands:

(a) Subject to law and policy of the Government/Board of Revenue:—

1. Lease of state land/Nazul land.
2. Determining eligibility of lessees and other 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. Allotment of State land under Rural Housing Schemes.
5. Maintenance of record of all State Land.
6. Maintenance on account of lease/sale of state land.

B. Land Reforms:

(a) Subject to law and policy of the Government/Sindh Land Commission—

1. Determination of holding of persons affected by ceiling fixed under Land Reforms 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:

(a) Subject to law and policy of Government—

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

D. Relief:

- (a) Subject to law land policy of Government--
1. Taking preventive and protective measures against floods and rains.
 2. Recommendations seeking an area to be declared as calamity hit.
 3. Distribution of relief funds and goods to calamity affectees and maintenance of accounts regarding such distribution.
 4. Maintenance and operation of PLA under Relief Measures.
 5. After an area is declared calamity affected exercise of delegated powers under Sindh Natural Calamities (Prevention and Relief) Act, by the District Coordination Officer.

E. Revenue:

- (a) Subject to law policy land guidelines 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. Endowment of land for religious purposes.
 5. Escheats.
 6. Pre-emption law.
 7. Sindh Alienation of Lands Act.
 8. Masters relating to Shamilat Deh.
- (b) Revenue field staff and district establishment ministerial matters connected with terms and conditions of their service, training, pay and allowances, promotions, leave, postings and transfers under rules, delegation of powers rules/service rules etc. except those entrusted to Service and General Administration and Coordination Department.

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- (c) 1. Taccavi for land improvement and other agricultural loans.
 - 2. Money Lenders Ordinance and Usurious Loans Ordinance, 1959.
 - 3. West Pakistan Relief of Indebtedness Ordinance, 1960.
 - (d) Land Acquisition Act and Rules made thereunder.
 - (e) Demarcation and rectangulation of land.
 - (f) Leases of ferries land bridges.
 - (g) Stamp Act-Registration Act.
 - (h) Delivery of copies of documents under Rules.
 - (i) Act and Rules in respect of Court of Wards, Encumbered and attached estates.
 - (j) Government estates.
 - (k) Land laws.
 - (l) Settlement and re-assessment.
 - (m) Tenancy law and relations between landlords and tenants.
 - (n) Suspension and remission of land revenue and water-rates.
 - (o) Crop Reports.**
 - (p) Muslim Personal Law (Shariat Application) Act, 1962.
 - (q) Stamps and Court Fees, Judicial and Non-Judicial wider Court Fee Act.
 - (r) Matters relating to District/Taluka office buildings, etc., except actual construction, maintenance and repairs.
 - (s) Malba cess fund.
 - (t) Cattle census.
 - (u) Restitution and Redemption of Mortgaged Land Act.
 - (v) Evacuee Property and Displaced Persons Laws (Repeal) Act.
 - (w) Purchase of stores and capital goods for the district.
 - (x) Budget and Accounts.
 - (y) Original Appellate ad Revisional jurisdiction.
- F. Expenditure:**
- (a) Land Management (Land Record and Colonization).
 - (b) Tax Management (4-Stamps).
 - (c) Tax Management (Registration).
 - (d) Hill Torrent Establishment.
 - (e) District Administration.
 - (f) Sub-Divisional Establishment.
 - (g) Copying Agency Establishment.
 - (h) Stationery and printing.

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G. Receipts:

- (a) Agricultural Income Tax.
- (b) Land Revenue.
- (c) Stamp duties.
- (d) Tax on Transfer of Property (Registration).
- (e) Sale proceeds of unclaimed and escheated property court-fees realized in cash.
- (f) Embankment and Drainage Works-Direct Receipts- Hill Torrent/ Sale of Water.

- (g) (a) Stationery-sale of plain paper used with stamps.

(b) Sale proceeds of cheque books supplied from stamp stores.

- (h) Miscellaneous Receipts- Examination Fee for Examination for Assistant Mukhtiarkars, supervising Tapedars and Tehsildars.

- (i) Miscellaneous Receipts.
(a) Other sale of Land and Houses etc.
(b) Copying Agency Accounts.
- (j) Extraordinary Receipts.

(ii) Excise and Taxation:

- (a) Assessment and Collection of Taxes/Duties and Fees devolved to District Government.

 1. Entertainment duty.
 2. Property Tax.
 3. Real Estate Agents/Motor Vehicles Dealers.
 4. Any other local taxes assigned to District Government.
 5. Collection of Federal and Provincial Taxes directed by the Government.

12. **Works and 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, lease and sale of Government buildings.

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- (c) Water Supply and Sanitary Works pertaining to Government Buildings and Government Estates except Provincial assets and those assigned under main heading in the Schedule-II of the Sindh Government Rules of Business.
 - (d) Administration of West Pakistan Highway Ordinance, 1959 (amended) wherever it pertains to District.
 - (e) Laying standards and specifications for various types of roads and bridges for the District.
 - (f) Planning and designing roads and connected works for the district roads financed from District/Provincial and 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 Service Stations and access roads thereof on roads under the control of district.
 - (i) Service matters except those entrusted to Service and General Administration and Coordination Department of the Government of Sindh.
 - (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 General Administration and coordination Department Government of Sindh.
 - (m) Purchase of stores and capital goods for the District Works and Services Office.
- (iii) **Transport.**
- (a) Chapters VII and VIII of Motor Vehicles Act, 1939.
 - (b) Compliance of provisions

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contained in West Pakistan Motor Vehicles Ordinance, 1965 and motor Vehicles Rules, 1969.

- (c) Excise of Powers and Functions as provided in Motor Vehicles Rules, 1969 within the District.
- (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 case 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.

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 directions.
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 honours and awards.

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. and E.D.Os.
2. Press notes issued by D.C.O. and E.D.Os.
3. Reports of Committees of inquiry appointed by District Government.
4. Periodical and special reports relating to law and order such as fortnightly situation reports submitted by the Police.
5. Intelligence reports by the Special Branch of the Police.

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SCHEDULE-V
[See Rule 9(5)]

LIST OF CASES TO BE SUBMITTED TO THE ZILA NAZIM FOR INFORMATION.

(THE SINDH GOVERNMENT RULES OF BUSINESS, 1986)

28. **Consultation with Finance Department.**— (i) No Department shall, without prior concurrence of the Finance Department, issue any order, other than an order in pursuance of any general or special delegation made by the Finance Department, which directly or indirectly affects the finances of Province or which involves.

- (a) relinquishment, remission or assignment, or revenue, actual or potential or grant of guarantee against it, or grant of land or lease or license of numeral, forest or water-power rights.
- (b) expenditure for which no provision exists;
- (c) change in the number of grading of posts of terms and conditions of service of Government servants, or their statutory rights and privileges having financial implication;
- (d) levy of taxes, duties fees, or cesses;
- (e) floatation of loans;
- (f) re-appropriations within budget grants;
- (g) alternation in financial procedure or in the method of compilation of accounts or the budget estimates; and
- (h) interpretation of rules made by the Finance Department;

(ii) No amendment or interpretation of such rules of the Civil Services Rules, as have no financial implication shall be made by the Finance Department without prior concurrence of the Service and General Administration Department.

(iii) Except to the extent of the power delegated under Rules framed by the Finance Department, every order of a Department conveying sanction to the enforced in audit shall be communicated to the Audit authorities through the Finance Department.

**KAMRAN ASLAM KHAN
SECRETARY,
LOCAL GOVERNMENT DEPARTMENT**

