

GOVERNMENT OF KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS AND
RURAL DEVELOPMENT DEPARTMENT.

NOTIFICATION

Peshawar, dated the 2020.

No. _____.-The following draft rules, which Government of the Khyber Pakhtunkhwa, in exercise of the powers conferred by section 112 of the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013), read with Part-I of Seventh Schedule thereof, is pleased to make the Khyber Pakhtunkhwa Local Government Coordination Unit (Constitution, Functions and Processes) Rules, 2020, are hereby published for information of persons likely to be affected thereby, and notice is hereby given that the proposed rules together with any objection and suggestion with respect thereto, which may be received by Secretary to Government, Local Government, Elections and Rural Development Department, within a period of 15 days from the date of publication of this Notification, shall be taken into consideration after expiry of the said period.



**THE KHYBER PAKHTUNKHWA LOCAL GOVERNMENT COORDINATION
UNIT (CONSTITUTION, FUNCTIONS AND PROCESSES) RULES, 2020.**

CHAPTER-I
Preliminary

1. **Short title and commencement.**---(1) These rules may be called the Khyber Pakhtunkhwa Local Government Coordination Unit (Constitution, Functions and Processes) Rules, 2020.

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

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

- (a) "Act" means the Khyber Pakhtunkhwa Local Government Act, 2013 (Khyber Pakhtunkhwa Act No. XXVIII of 2013);
- (b) "Chairman" means the Chairman of the Unit;
- (c) "Committee" means a Committee, constituted under rule 5 of these rules;
- (d) "Coordinator" means an officer of the Government to be posted and work as the Coordinator of the Unit;

- (e) "information" means and includes text, message, data, voice, sound, database, video, signals, software, computer programs or codes;
- (f) "information system" means an electronic system for creating, generating, sending, receiving, storing, reproducing, displaying, recording or processing information;
- (g) "monitoring indicators" mean parameters on which information is collected by the Unit; and
- (h) "Unit" means the Khyber Pakhtunkhwa Local Government Coordination Unit, constituted under rule 3 of these rules for the purposes of section 10 of the Act.

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

CHAPTER-II Establishment of the Unit

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

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

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

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

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

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

(3) The secretary shall prepare agenda and working papers for the meetings of the Unit.

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

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

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

CHAPTER-III
**Functions and Processes
of the Unit**

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

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

8. Processes of the Unit.---(1) For effective and efficacious performance of its functions, the Unit shall-

- (a) engage with local governments in structurally organized activities for improving information collection methods, survey designs, data reporting and analysis with the assistance of the Department;
- (b) provide technical support to local governments for improving their response capacity;
- (c) mobilize requisite expertise for commissioning studies, surveys and research;
- (d) initiate special data collection campaigns with the assistance of the Department and line departments of Government to capture local governance statistics in the Province for feeding into policy and planning discussions and to provide inputs for course correction;
- (e) ensure timely programming and tracking of development investment in local governments through periodical reviews at district level;
- (f) process and transform data into actionable information; and
- (g) carryout impact evaluation of local government investment in development.

(2) The Unit shall prepare and implement a robust capacity building effort to create a critical mass of local government functionaries for assisting in national and provincial surveys.

9. Review process.---(1) The Unit shall build periodical reviews into its working calendar.

(2) Periodical reviews by the Unit shall follow the following cycle:

- (a) first quarter review in April shall focus on preparation of annual calendar of activities, casting of monitoring indicators and establishing the pace of implementation;
- (b) second quarter review in July shall focus on process related inputs including work plans, procurement matters and aligning efforts to management plan and coordination;

- (c) third quarter review in October shall consider data collection and reporting processes along with review of outputs in order to feed in any course correction measures; and
- (d) fourth quarter review shall be instituted in January or early February and shall largely focus on the results achieved, lessons from activities and special campaigns and consideration of the annual report.

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

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

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

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

Secretary to
Government of the Khyber Pakhtunkhwa
Local Government, Elections and
Rural Development Department.