

Chief Executive Secretariat
National Reconstruction Bureau

**THE SBNP TEHSIL* MUNICIPAL ADMINISTRATION
(MODEL) RULES OF BUSINESS, 2001**

December, 2001

***The word Tehsil may be read as Taluqa, where applicable**

THE SBNP TEHSIL* MUNICIPAL ADMINISTRATION (MODEL) RULES OF BUSINESS, 2001

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SBNP TEHSIL * MUNICIPAL ADMINISTRATION (MODEL) RULES OF BUSINESS, 2001

No. ____ In exercise of the powers conferred by Section 191 of the SBNP Local Government Ordinance, 2001, the Government of SBNP is pleased to make the following Rules:-

PART A – GENERAL

1. Title and Commencement.– (1) These rules may be called the “SBNP Tehsil Municipal Administration Rules of Business, 2001”.

(2) They shall come into force at once.

2. Definitions. – (1) In these rules, unless the context otherwise requires –

- (i) “business” means all work done by the Tehsil Municipal Administration in pursuance of the provisions of the SBNP Local Government Ordinance, 2001 and these Rules;
- (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 subjects covered by it or connected therewith;
- (iii) “committee” means a committee constituted under the SBNP Local Government Ordinance, 2001 and these Rules;
- (iv) “council” means the Tehsil Council of the Tehsil concerned;
- (v) “decentralise” or “decentralised” means conferment by the Government under the SBNP Local Government Ordinance, 2001, of its administrative and financial authority for the

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management of specified offices of the Provincial Government to the local governments;

- (vi) "Tehsil Municipal Administration" comprises the Tehsil Nazim, Tehsil Municipal Officer, Tehsil Officers, Chief Officers and other Officials of Local Council Service and Officials of the offices entrusted to the Tehsil Municipal Administration.
- (vii) "Tehsil Municipal Officer" means an officer appointed as such by the Provincial Government.
- (viii) "Tehsil offices" means offices mentioned in Schedule-I to these Rules;
- (ix) "Chief Officer" means the officer incharge of the establishments providing municipal services in a former municipal corporation, municipal committee or town committee area (under the repealed SBNP Local Government Ordinance, 1979).
- (x) "local government" means:-
 - (a) a District Government or a City District Government and Zila Council;
 - (b) a Tehsil (Taluqa) Municipal Administration and Tehsil (Taluqa) Council;
 - (c) a Town Municipal Administration and Town Council;
 - and
 - (d) a Union Administration and Union Council;
- (xi) "member" means a member of the Tehsil Council ;
- (xii) "Ordinance" means the SBNP Local Government Ordinance, 2001;

- (xiii) “public representative” means an elected person to any political office;
- (xiv) “Rules” mean SBNP Tehsil Municipal Administration Rules of Business, 2001;
- (xv) “schedule” means a schedule to these Rules.

(2) All words and expressions used in these Rules, but not defined, shall, unless the context otherwise requires, have the same meanings as in the SBNP Local Government Ordinance, 2001.

3. Business of Tehsil Municipal Administration.– (1) The business of the Tehsil Municipal Administration shall be disposed of by the offices of the Tehsil Municipal Administration.

(2) Unless varied and notified by the Provincial Government, the decentralised offices in a Tehsil shall continue performing their assigned functions and provide services to the people within their area of jurisdiction as they were doing on the commencement day of the Ordinance.

(3) The offices set up on or after the fourteenth day of August 2001 shall perform the functions and provide services as notified by the Provincial Government at the time of creation of such offices.

(4) During the transition period and till the reconstruction of the civil services, the officers and officials in the Tehsil Municipal Administration may use the new titles and continue to serve in their pay scales.

4. Heads of offices.– (1) The Tehsil Municipal Officer shall be coordinating and administrative officer in-charge of the Tehsil Municipal Administration.

(2) An office of the Tehsil Municipal Administration shall be headed by a Tehsil Officer.

(3) A Tehsil Officer shall be responsible for efficient administration and discipline and for the proper conduct of business assigned to his office and for the due execution of the sanctioned policy.

(4) In the absence of the Tehsil Municipal Officer for any reason, the Tehsil Nazim may assign the charge of the post of the Tehsil Municipal Officer to any competent officer of the Tehsil Municipal Administration:

Provided that the case for posting of a regular Tehsil Municipal Officer shall be initiated without any delay.

(5) In the absence of the Tehsil Officer or the Chief Officer, the Tehsil Nazim may, in consultant with the Tehsil Municipal Officer, assign the additional charge of the post of the Tehsil Officer or the Chief Officer to any other Tehsil Officer or the Chief Officer, as the case may be.

5. Distribution of work among officers in Tehsil Municipal Administration.— (1) The distribution of work among the Tehsil Officers shall be as under:-

- (i) Tehsil Officer (Municipal Regulations) shall be officer in-charge of the Municipal Regulations Office and shall be responsible for licensing, management of municipal lands, estates, properties, facilities and enterprises, enforcement of relevant municipal laws, rules, regulations and bye-laws; and any other function entrusted to his office by the Tehsil Nazim/Tehsil Municipal Officer.
- (ii) Tehsil Officer (Infrastructure and Services) shall be officer in-charge of the Infrastructure and Services Office and shall be responsible for water supply, sewerage, drainage, sanitation and solid waste management, roads entrusted to Tehsil Municipal Administration, and streets, street lighting, fire fighting, traffic engineering, park services and any other function entrusted to his office by the Tehsil Nazim/ Tehsil Municipal Officer.

- (iii) Tehsil Officer (Planning) shall be officer in-charge of the Planning Office and shall be responsible for spatial planning and land use control, building control, coordination of development plans and projects with Union Administration, Village and Neighbourhood Councils and other local governments and any other function entrusted to his office by the Tehsil Nazim/ Tehsil Municipal Officer.
- (iv) Tehsil Officer (Finance) shall be officer in-charge of the Finance Office and shall be responsible for budget, revenue, accounts and any other function entrusted to his office by the Tehsil Nazim/ Tehsil Municipal Officer.

(2) Business shall be allocated to various offices and branches as shown in Schedule-II

(3) The duty lists of all the officials in Tehsil Municipal Administration shall be prepared and compiled in the form of a booklet by Tehsil Municipal Officer for ready reference. A copy of the same shall be submitted to the Tehsil Nazim and other concerned officers.

(4) The duty lists shall be reviewed by the Tehsil Officer and the Chief Officer on yearly basis for identifying redundant jobs in the office concerned and issue revised lists if deemed necessary.

(5) The Tehsil Officer or the Chief Officer on the basis of the review carried out under sub-rule (4), may recommend reduction of posts or otherwise in the annual budget of his office.

(6) If in the opinion of the Tehsil Officer or the Chief Officer, new posts are required in an office under his jurisdiction, he shall submit a detailed justification for creation of such new posts along with the budget proposal.

6. Transaction of business.— (1) No important decision relating to administration of an office shall be taken except with the approval of the Tehsil Nazim.

(2) The Tehsil Municipal Officer shall keep the Tehsil Nazim informed of any important case disposed of by him.

(3) Decisions taken by the Tehsil Nazim shall not be varied, reversed or infringed without consulting him.

(4) Where the orders of the Tehsil Nazim appear to involve a departure from Rules, Regulations or Government policy, the Tehsil Municipal Officer shall resubmit the case to the Tehsil Nazim inviting his attention to the relevant Rules, Regulations or Government policy.

(5) Subject to sub rule (1), the Tehsil Officer or the Chief Officer shall be responsible for proper implementation of decisions concerning his office.

7. Functions and powers of the Tehsil Nazim.— (1) The Tehsil Nazim shall perform such functions and exercise such powers as have been assigned to him under the Ordinance and these Rules.

(2) The Tehsil Nazim shall ensure that the business of the Tehsil Municipal Administration is carried out in accordance with the provisions of the Ordinance and other laws for the time being in force.

(3) In the case of Provincial Government employees, the Tehsil Nazim shall in consultation with the Provincial Government initiate action in accordance with the provisions of the relevant Efficiency and Discipline Rules against those officers and employees who have been reported to be inefficient, undisciplined or corrupt by a Monitoring Committee.

8. Duties and Functions of the Naib Tehsil Nazim.— (1) The Naib Tehsil Nazim shall deputize for the Tehsil Nazim in his absence.

(2) In his capacity as convener of the Tehsil Council, he shall provide liaison between the council and the Tehsil Nazim.

(3) He shall supervise the working of the office of the Tehsil Council.

(4) He shall be responsible for the careful observance of Rules of Procedure and Conduct of Meetings in the council.

9. Duties and Functions of Tehsil Municipal Officer.— (1) The Tehsil Municipal Officer shall perform such duties and functions as have been assigned to him under the Ordinance and these Rules.

(2) In matters of policy and important decisions, the Tehsil Municipal Officer shall obtain approval of the Tehsil Nazim before communicating such matters and decisions to the Provincial Government.

(3) The Tehsil Municipal Officer may call for any case or information from any office of the Tehsil Municipal Administration.

(4) The Tehsil Municipal Officer shall be responsible for execution of sanctioned policy relating to the Tehsil Municipal Administration.

10. General Procedure for Disposal of Business.— (1) Instructions as to the manner of disposal of the business of the Tehsil Municipal Administration shall be issued by the Tehsil Municipal Officer with the approval of the Tehsil Nazim.

(2) If any doubt arises as to the office to which a case properly pertains, the matter shall be referred to the Tehsil Municipal Officer, who shall obtain the orders of Tehsil Nazim, if necessary, 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 take appropriate action if the situation so

demands and reduce it in writing and, as soon as may be, show it to the authority making the order for confirmation.

(4) If an 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 the next higher authority.

(5) If any doubt or dispute arises as to the interpretation of these rules, the case shall be referred to the Provincial Government whose decision shall be final.

11. Orders, Instruments, Agreements and Contracts.– (1) All executive actions of the Tehsil Municipal Administration shall be expressed to be taken in the name of the Tehsil Municipal Administration.

(2) Save in cases where an officer has been specifically empowered to sign an order or an instrument of Tehsil Municipal Administration, every order or instrument shall be signed by the Tehsil Municipal Officer or the Tehsil Officer or the Chief Officer and such signature shall be deemed to be proper authentication of such order or instrument.

(3) The Tehsil Municipal Officer shall sign the notifications on behalf of the Tehsil Municipal Administration for publication in the official Gazette.

PART B – OFFICE PROCEDURE

12. Consultation among Offices.– (1) When the subject of a case concerns more than one office –

(a) The Tehsil Officer concerned or the Chief Officer shall be responsible for consulting the other offices; and

- (b) No orders shall be issued nor shall the case be submitted to the Tehsil Nazim, until it has been considered by all the offices concerned:

Provided that in cases of urgency, and with the approval of the Tehsil Nazim, this requirement may be dispensed with, but the case shall, at the earliest opportunity, thereafter, be brought to the notice of the other office concerned in writing.

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

(3) In the event of difference of opinion amongst the offices, the Tehsil Officer or the Chief Officer primarily concerned shall refer the case to the Executive Committee constituted under Rule 15.

(4) A Tehsil Officer or a Chief Officer may ask to see a case of another office if it is required for the disposal of a case pending in his office.

(5) In case a Tehsil Officer or a Chief Officer has submitted a case directly to the Tehsil Nazim for any cogent reason, the Tehsil Nazim shall after recording his decision return the case through the Tehsil Municipal Officer. In case the Tehsil Municipal Officer considers that the proposal of the Tehsil Officer or the Chief Officer or the decision of the Tehsil Nazim is against the policy of the Provincial Government or is contrary to the laws or rules for the time being in force, he shall resubmit the case to the Tehsil Nazim proposing proper line of action and for reconsideration.

(6) The Tehsil Municipal Officer may ask to see a case of any office involving important policy question.

13. Reference to the Tehsil Nazim.— (1) No order regarding Tehsil Municipal Administration shall be issued without the approval of the Tehsil Nazim in—

- (a) cases involving important policy or departure from important policy;

Explanation : Departure from policy includes departure from a previous decision of the Tehsil Nazim; and

- (b) cases enumerated in Schedule III.

(2) The Tehsil Nazim may require any case to be submitted to him for information.

14. Legal Advice.— The Tehsil Municipal Officer shall consult the Tehsil Nazim regarding cases/matters requiring legal advice.

15. Executive Committee.— (1) The Tehsil Nazim shall constitute an “Executive Committee” with the Tehsil Municipal Officer as its Chairman and all Tehsil Officers and Chief Officers its members, to deal with all matters concerning two or more offices, all matters of administrative, financial or public policy, to facilitate coordination among the offices of the Tehsil Municipal Administration to provide avenue for the consideration of matters of common interest and to tender advice in any case that may be referred to the Tehsil Council or the Tehsil Nazim.

(2) A Tehsil Officer or a Chief Officer who wishes a particular matter to be discussed in the Executive Committee meeting, shall apprise the Tehsil Municipal Officer of his intention of doing so and forward ten copies of a brief note on the subject which would form the basis of discussion.

(3) The Tehsil Municipal Officer shall issue notice of the meeting together with the agenda, well in advance of the meeting provided that urgent items may be considered at short notice.

(4) Minutes of the meeting shall be recorded by an officer nominated by the Tehsil Municipal Officer who shall attend the meeting for the purpose and circulate such minutes after approval by the Tehsil Municipal Officer.

(5) In the event of a difference of opinion on any issue amongst the members of the Executive Committee, the case shall be submitted to the Tehsil Nazim through the Tehsil Municipal Officer.

16. Manner of submission of Cases. – (1) When a case is required to be submitted to the Tehsil Municipal Officer, it shall be the responsibility of the Tehsil Officer or the Chief Officer concerned to ensure that all relevant papers, references and extracts of the laws and rules are submitted along with the case for quick disposal.

(2) In his note, the Tehsil Officer or the Chief Officer concerned shall certify that all the relevant papers required for the disposal of the case have been submitted.

(3) All files and records shall be kept and maintained by the Tehsil Office or Chief Officer unit concerned in the prescribed manner.

(4) Any officer who notices that tempering of records has been made by his staff or colleague, he shall bring it to the notice of the Tehsil Municipal Officer for an appropriate action against the accused.

(5) No page of the file either of the note portion or of the correspondence portion shall be removed.

(6) All notes shall be temperately written and shall be free from personal remarks.

(7) Proper decorum shall be observed in commenting upon the notes recorded by the senior officers and where an error is to be pointed out and an opinion is to be criticized, it shall be done in a respectful language.

(8) If a note has been written in the note portion erroneously, it shall be crossed out and a new note shall be written.

17. Meetings.— (1) The Tehsil Officer and the Chief Officer shall endeavour to convene meetings of all the officers under his control once in a month to discuss -

- (i) important pending cases;
- (ii) specific problems calling for general expression of views or exchange of ideas; and
- (iii) questions of general interests concerning the Tehsil office or the Chief Officer unit, as the case may be.

(2) Brief minutes shall be recorded mentioning only the salient points considered and the decisions taken. Individual view-points shall not be recorded except on request.

18. Information to be supplied to a Monitoring Committee.— (1) The Chairman or a member of a Monitoring Committee shall not contact formally or informally any officer or official other than the Tehsil Officer or the Chief Officer for obtaining information required by the Committee regarding his office.

(2) The Chairman of the Committee shall ask for information in writing and the officer incharge shall supply the information as early as possible.

(3) Where the requisite information is of classified nature, the information shall be supplied after observing all the formalities as prescribed in the relevant rules and instructions.

19. Processing of fresh receipts.— (1) All fresh receipts/cases shall be processed promptly.

(2) No case shall be kept pending for more than three days by an officer. If processing of a case requires more time, the immediate superior shall be informed. A report of the pending cases in an office shall be prepared at the end of every month and submitted to the Tehsil Municipal Officer. Reasons for delay in the disposal of such cases shall be recorded.

20. Dealing with the Public Representatives and Visitors.– (1) All officers and officials working in the Tehsil Municipal Administration shall use polite and decent language while dealing with the public representatives and visitors in their offices.

(2) As far as possible entertainment of the public representatives and visitors during office hours shall be avoided.

(3) All offices of the Tehsil Municipal Administration shall have timings for public dealing. All concerned officers and officials shall remain available during the public dealing time for quick service.

(4) The Tehsil Officer and the Chief Officer shall be responsible to ensure that citizens do not face any inconvenience.

21. Approach to Public Representatives in service matters.– (1) No employee shall, directly or indirectly, approach any public representative or any other non-official person to intervene on his behalf in his service matters.

(2) No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on officers of Tehsil Municipal Administration in support of any claim arising in connection with his employment as such.

22. Service Record, Performance Evaluation Reports or Annual Confidential Reports.– (1) The General/Establishment Branch of the Tehsil Municipal Administration shall be responsible to maintain the service record,

performance evaluation reports or annual confidential reports of all direct employees of the Tehsil Municipal Administration (formerly servants of the local council); and, copies of performance evaluation reports and annual confidential reports of all other officers and officials (formerly of the Local Council Service and others) including those working in the Chief Officer units in line with the policy and instructions issued by the Government on the subject.

(2) The General/Establishment branch of a Chief Officer unit shall be responsible to maintain the service record of all direct employees (formerly servants or the local councils) working in a Chief Officer Unit.

23. Promotions.— (1) Cases for promotion of officers and officials of the Provincial Government shall be processed by the Provincial Government.

(2) Cases for promotion of the officers and officials of Local Council Service posted in any office of the Tehsil Municipal Administration shall be processed by the Local Council Board.

(3) Cases for promotion of officers and officials of the servants of Local Government shall be processed according to the rules applicable to such category of employees.

24. Bar against dealing with cases relating to officer's own promotion, transfer, pay or allowances or conduct.— No officer shall deal with a case relating to his own promotion, transfer, pay or allowances or with a case dealing with his own official conduct.

25. Administrative and Financial Powers.— No senior officer of the Tehsil Municipal Administration shall exercise the powers delegated to a junior officer. If a situation requires the exercise of such authority by a senior officer, he will record the reasons for exercising the authority and submit the case to the Tehsil Nazim for information.

26. Periodical report of activities of offices.– There shall be prepared, for information of the Tehsil Nazim, a quarterly report of the activities of each office by each Tehsil Officer or Chief Officer in the prescribed manner.

27. Submission of issues to the Zila Mushawarat Committee.– (1) The Tehsil Municipal Officer shall under the directions of the Tehsil Nazim be responsible to prepare the summary on each of the issues to be brought before the Zila Mushawrat Committee.

(2) The Tehsil Municipal Officer shall be responsible for follow up action on the decisions taken by the Zila Mushawarat Committee.

28. Action on the Reports of the Monitoring Committees.– (1) The reports of the Monitoring Committees regarding Tehsil Municipal Administration shall be examined by the Tehsil Municipal Officer and a summary shall be submitted to the Tehsil Nazim for suggesting a line of action against any inefficient, incompetent and corrupt officers or officials of the Tehsil Municipal Administration.

(2) The Tehsil Nazim shall inform the Council about the action taken by him on the report (s) of the Monitoring Committee.

29. Complaint Cell.– The Complaint Cell established under section 188 of the Ordinance shall function under the direct supervision of the Tehsil Nazim.

30. Internal Audit.– (1) The head of Internal Audit office shall report to the Tehsil Nazim.

(2) The functions of the Internal Audit office shall be as prescribed by the Provincial Government.

(3) The organizational set up of the Internal Audit office shall be as approved by the Provincial Government.

31. Inspections by the Provincial Local Government Commission.– (1)

The Tehsil Municipal Administration shall provide all the necessary support to the Inspection Teams deputed by the Provincial Local Government Commission while conducting annual and special inspections of the Tehsil Municipal Administration.

(2) The offices of the Tehsil Municipal Administration shall provide all the necessary assistance and relevant documents to the Commission promptly under intimation to the Tehsil Nazim.

32. Inspection by the Tehsil Municipal Officer.– (1) The Tehsil Municipal Officer shall inspect the working of offices in Tehsil Municipal Administration once every six months. He shall pay special attention to:

- (i) compliance with the Rules, standing instructions and orders and office directives;
- (ii) security arrangements;
- (iii) general office management; and
- (iv) proper use and care of property, equipment and stationery etc. under the control of an office.

(2) A copy of the inspection report shall be submitted to the Tehsil Nazim. The report shall also indicate steps taken or required to be taken for corrective measures.

(3) The Tehsil Officer or the Chief Officer shall take follow up actions required to be taken for corrective measures.

33. Action on the reference received from Zila Mohtasib.– (1) The

reference received from the office of the Zila Mohtasib shall be attended to promptly for compliance under intimation to the Tehsil Nazim.

(2) The references requiring action by the Tehsil Municipal Administration shall be implemented in letter and spirit.

34. Weeding of records.– (1) Records of the Tehsil Municipal Administration shall be scrutinized after every five years by the incharge of the office.

(2) The instructions of the Provincial Government for weeding out records and classification of files shall be applicable to the records of the Tehsil Municipal Administration. All decisions for retention or otherwise of record etc. shall be taken in the light of such instructions.

(3) The Tehsil Municipal Officer shall organize a central record room where record of permanent nature shall be retained and preserved for specified periods.

PART C – RELATIONS WITH THE COUNCIL

35. Compliance with Rules of Procedure and Standing Orders of the Council.– All offices of Tehsil Municipal Administration shall, in their relation with Tehsil Council, comply with the Rules of Procedure and standing orders of the Council.

PART D – MISCELLANEOUS PROVISIONS

36. Directions to the Union Nazim etc.– No officer of the Tehsil Municipal Administration shall issue a directive to a Union Nazim or a Chairman of the Village or Neighbourhood Council without the specific approval of the Tehsil Nazim.

37. Protection and communication of official information.– (1) No classified information acquired directly or indirectly from official documents or relating to official matters shall be communicated by the officer/official of the Tehsil Municipal Administration to the press, non-officials, or officials belonging to other Government offices, unless he has been specially empowered to do so. All other information shall be made available.

(2) Detailed instructions shall be issued by the Tehsil Municipal Officer for the treatment and custody of official documents, computer diskettes and information of a confidential character.

(3) Ordinarily all official news and information shall be conveyed to the press through the Tehsil Municipal Officer in the manner prescribed generally or specially in each case.

38. Channel of correspondence.— (1) Correspondence with the Provincial Government or the District Government or another Tehsil Municipal Administration/Town Municipal Administration shall be conducted by the Tehsil Municipal Officer and it shall ordinarily be addressed to the Secretary of the Department concerned of the Provincial Government or the District Coordination Officer of the district concerned, or the Tehsil Municipal Officer of the Tehsil concerned or the Town Municipal Officer of the Town concerned, as the case may be.

(2) Correspondence with the Union Administration of the same Tehsil shall be conducted directly by the offices in respect of the subjects allocated to them and it shall ordinarily be addressed to the Union Nazim concerned.

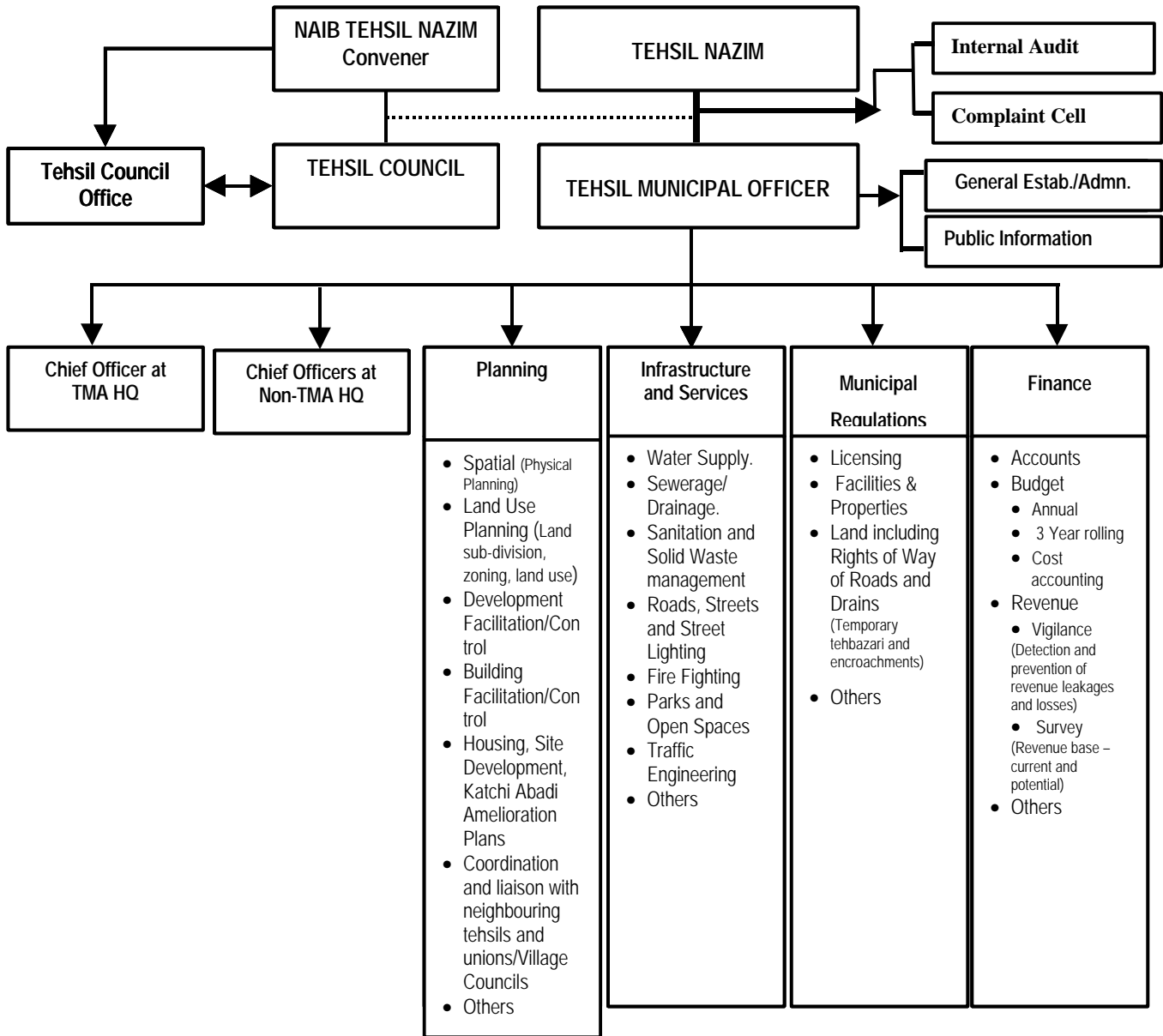
Schedule- I

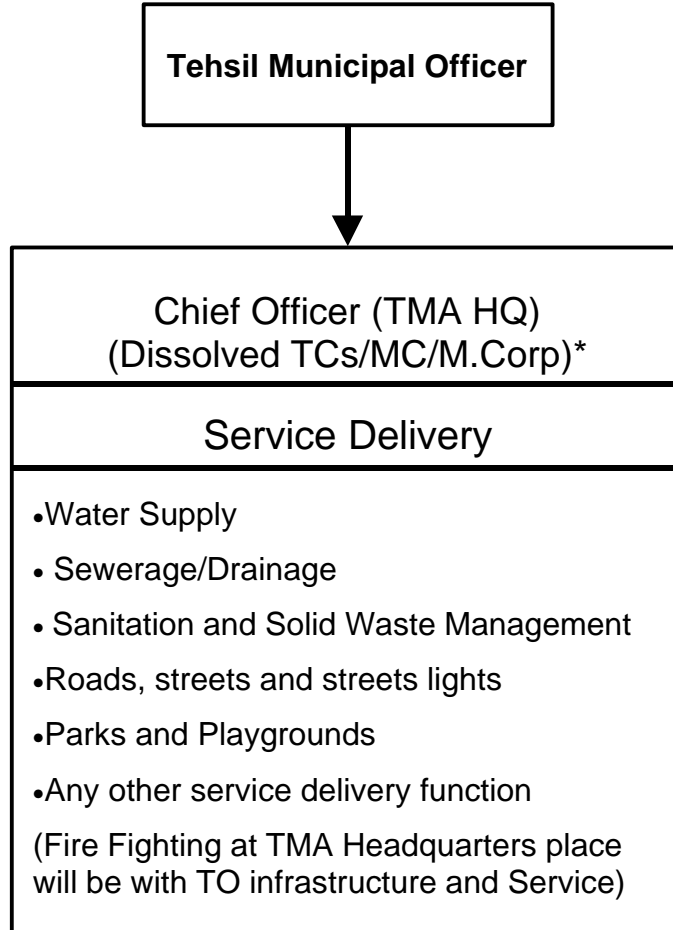
[See Rule 2(viii)]

S. No.	Office
1.	Chief Officer Unit
2.	Planning
3.	Infrastructure and Services
4.	Municipal Regulations
5.	Finance

Schedule-II
[See Rule 5(2)]

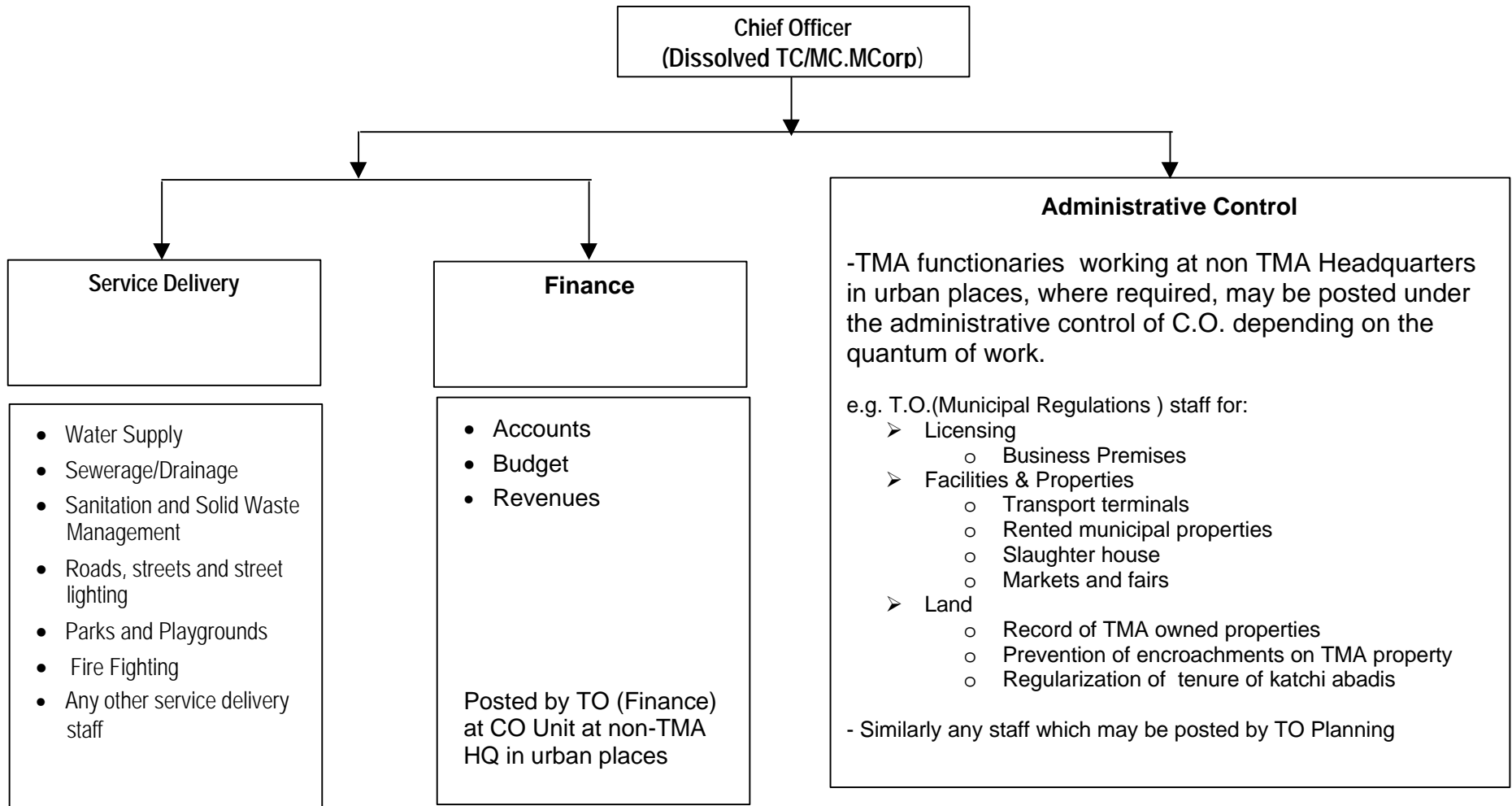
TEHSIL MUNICIPAL ADMINISTRATION ORGANIZATION



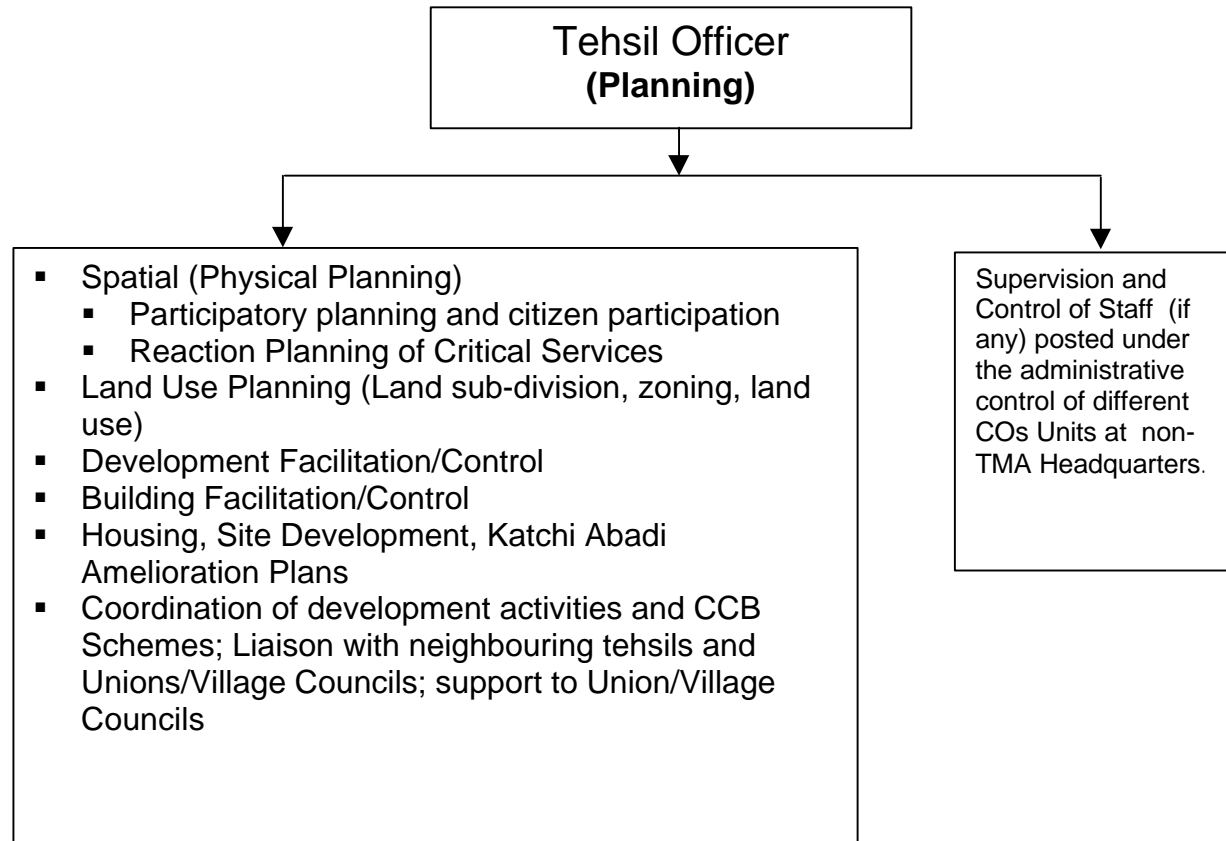
CO UNIT AT TMA HEADQUARTERS

*TC	:	Town Committee
MC	:	Municipal Committee
M.Corp	:	Municipal Corporation

CO UNIT AT NON TMA HEADQUARTERS IN URBAN PLACES



*TC : Town Committee
MC : Municipal Committee
M.Corp : Municipal Corporation

TEHSIL OFFICE PLANNING

TEHSIL OFFICE INFRASTRUCTURE & SERVICES

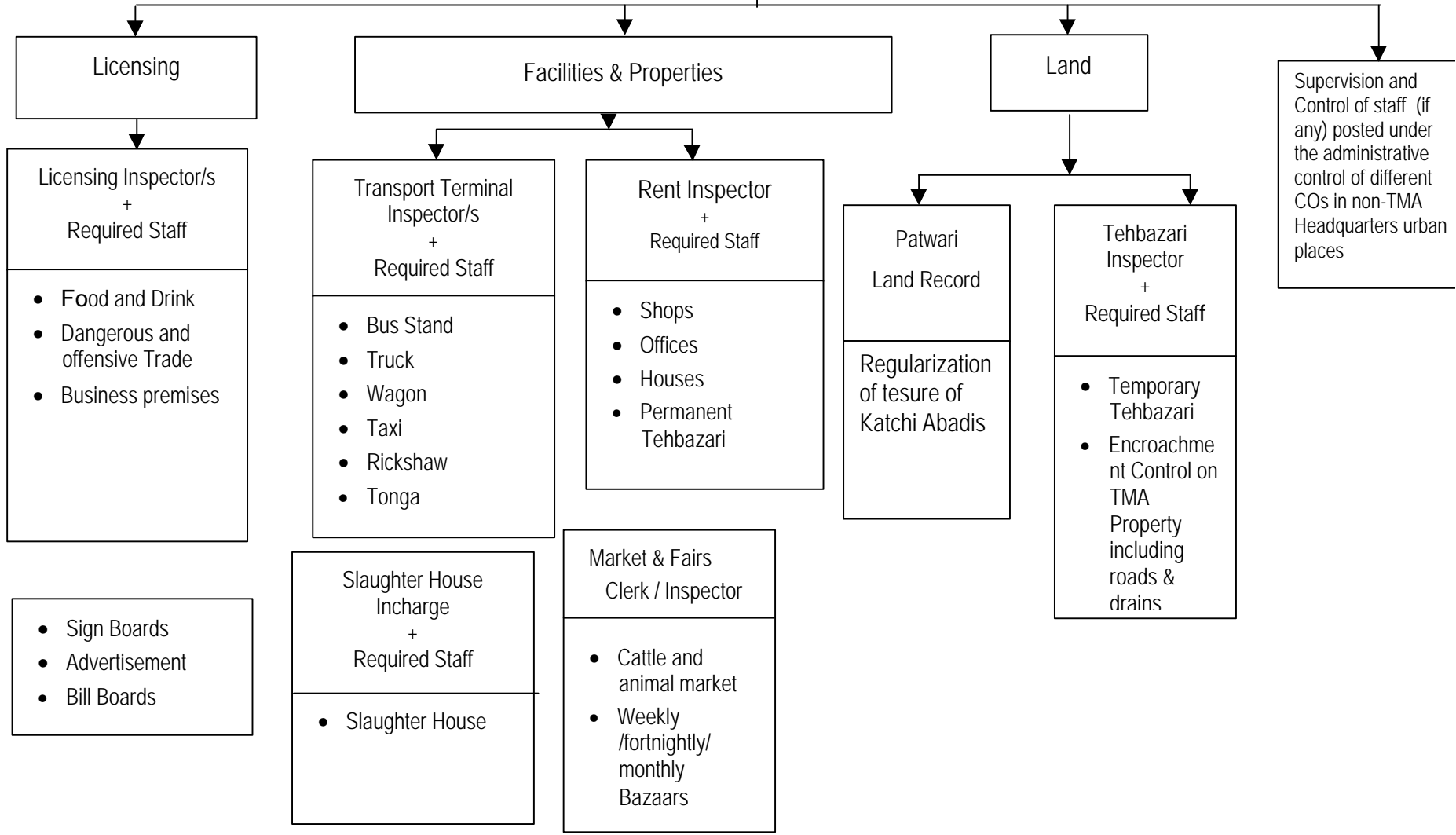
**Tehsil Officer
(Infrastructure and Services)**

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graph TD; A["Tehsil Officer  
(Infrastructure and Services)"] --> B["Water Supply  
Sewerage/Drainage  
Sanitation and Solid Waste Management  
Roads, Streets and Street Lighting  
Fire Fighting  
Parks and Open Spaces  
Traffic Engineering  
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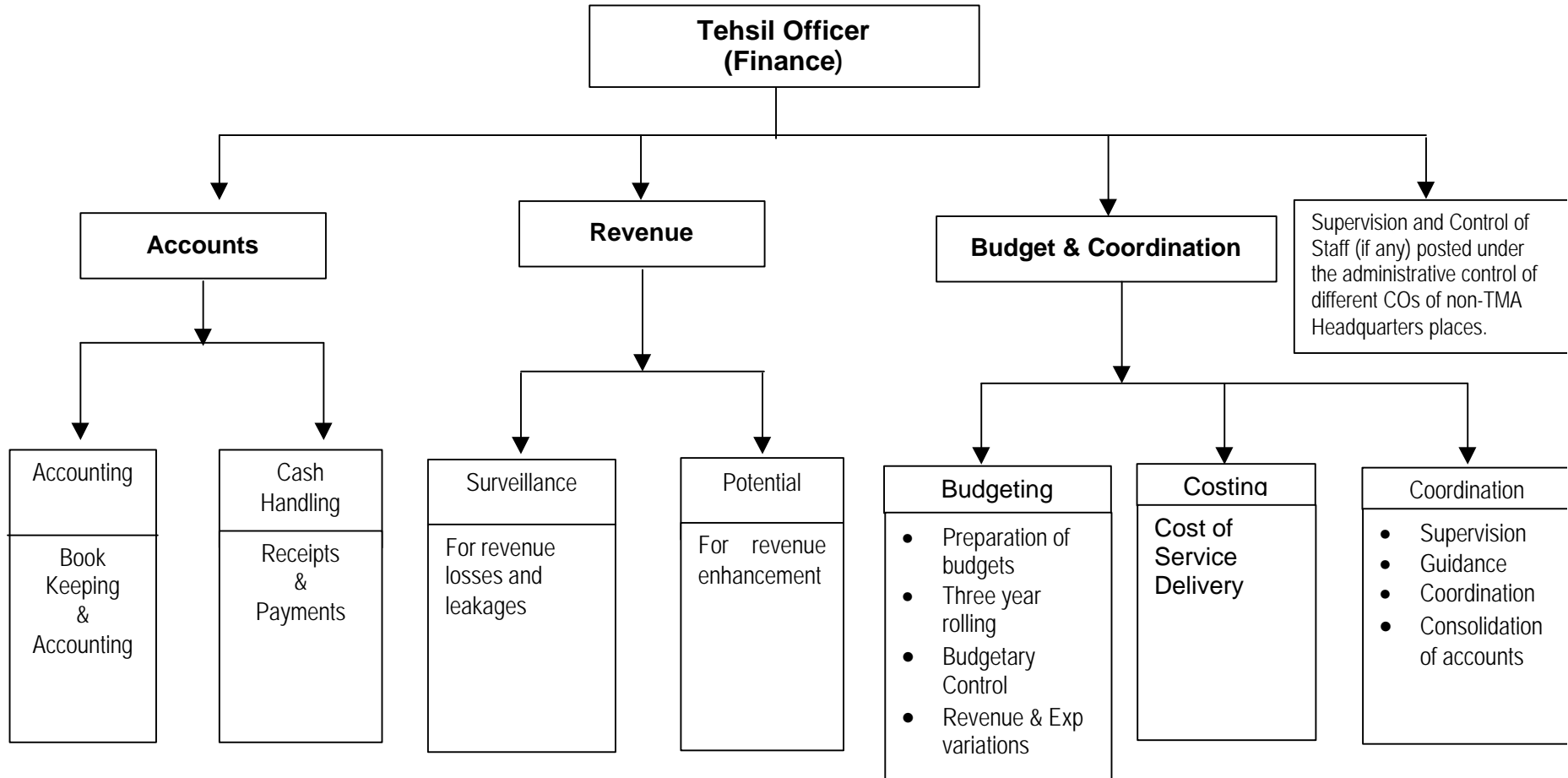
- Water Supply
- Sewerage/Drainage
- Sanitation and Solid Waste Management
- Roads, Streets and Street Lighting
- Fire Fighting
- Parks and Open Spaces
- Traffic Engineering
- Others

TEHSIL OFFICE MUNICIPAL REGULATIONS

**Tehsil Officer
(Municipal Regulations)**



TEHSIL OFFICE FINANCE



Schedule- III
[See Rule 13(1)(b)]

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

Sr. No	Cases
1	Annual Budget Statement.
2	Authentication of the Schedule of authorized expenditure.
3	Laying of Supplementary Statement of expenditure before the Tehsil Council.
4	Cases in which Provincial Government has issued directions and involves implementation of laws.
5	Proposals involving changes in the functions or powers of Tehsil Municipal Officer, Tehsil Officers and Chief Officers
6	All cases which are liable to involve the Tehsil Municipal Administration into controversy with Provincial Government or with District Government or with another Tehsil/Town Municipal Administration.
7	Recommendations for the grant of honours and awards.
8	Cases regarding premature transfers of Tehsil Municipal Officer, Tehsil Officers and Chief Officers.
9	In matters of policy and important decisions before communicating such matters and decisions to the Provincial Government.
10	Cases in which inspecting officers are to be designated to objectively examine the performance of a Union Administration in relation to service delivery.