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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF GILGIT-BALTISTAN

GILGIT-BALTISTAN SECRETARIAT

NOTIFICATIONS

Gilgit, the 29th July, 2016

S. R. O. 815 (I)/2016.—In exercise of the Powers conferred by Section 138 of the Gilgit-Baltistan Local Government Act, 2014, read with Section 109 thereof, the Government of Gilgit-Baltistan is pleased to make the following rules, namely:

THE GILGIT-BALTISTAN LOCAL GOVERNMENT COMMISSION (CONDUCT OF BUSINESS) RULES, 2016

1. **Short Title and Commencement.**—(1) These rules may be called the Gilgit-Baltistan Local Government Commission (Conduct of Business) Rules, 2016.

(2) These shall come into force at once.

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2. **Definition.**—In these rules, unless the context otherwise requires:

(a) "Act" means, the Gilgit-Baltistan Local Government Act, 2014 (Act No. -------- of Gilgit-Baltistan);

(b) "Chairman" means Chairman of the Commission;

(c) "Commission" means the Local Government Commission appointed under Section 109 of the Act;

(d) "Inspection" means physical verification of official documents and record held by Local Governments and includes project and schemes executed or under execution and statements recorded during inspection;

(e) "Member" means member of the Commission;

(f) "Report" means the report of the Commission in writing based on inspection or enquiry and includes findings, recommendations and suggestions of the commission;

(g) "Secretary" means the Secretary of the Commission; and

(h) "Secretariat" means secretariat of the Commission consisting of such staff as provided by Local Government Department.

(2) The words and phrases used but not defined in these rules shall have the same meaning as respectively assigned to them under the Act.

CHAPTER I

GENERAL

3. **Meeting.**—(1) After receiving the Order of appointment by Government, the Secretary shall, with the approval of the Chairman, summon the first meeting within thirty days of the receipt of the Order.

(2) The Commission shall meet every two months:

Provided that the Chairman may summon special meeting in case of urgency.

(3) The minutes of each meeting shall be confirmed in the subsequent meeting:

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Provided that the Chairman may order for confirmation of minutes by circulation.

(4) In the absence of Chairman, the meeting shall be presided over by any member chosen by consensus by the members present.

4. **Notice of the meeting.**—(1) Every member shall be given at least seven days' notice for a meeting disclosing date and place of the meeting:

Provided that in case of urgency, the meeting may be summoned on three days' notice.

(2) The notice of the meeting shall ordinarily be accompanied by the agenda of the meeting:

Provided that no agenda may be circulated for the first meeting of the Commission.

5. **Quorum.**—(1) The quorum of any meeting shall be four members.

(2) In case of lack of quorum, the meeting shall be adjourned till the completion of the quorum.

CHAPTER II

INSPECTION

6. **Annual Inspection.**—(1) The Commission shall issue schedule of annual inspection of all Local Governments in the first month of each financial year.

(2) Notice of the schedule shall be given to all Local Governments.

(3) Any Local Government may send suggestions for alteration in the schedule pertaining to it with justification based on the ground of weather, logistics or any other reason.

(4) The Commission shall consider the suggestion received under sub-rule (3) and issue final schedule before the start of the third month of the financial year.

(5) Upon receipt of the final schedule, each Local Government shall circulate the schedule to all the officers responsible for keeping the record.

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(6) Notice of the schedule shall also be displayed on conspicuous places for general public and any citizen of the area shall be entitled to approach the Commission with his views, complaints and suggestions, if any, during the inspection.

(7) The Commission shall submit the annual inspection report to the Government.

(8) The Government shall cause the report to be published within two months of the end of the financial year.

7. **Special Inspection.**— (1) The Commission may conduct special inspection of any Local Government either of its own motion or as directed by the Government.

(2) The concerned Local Government shall be informed regarding the reasons, date and time of special inspection.

(3) The Commission may co-opt any expert, relevant to the subject, for such inspection.

(4) The report of special inspection shall be submitted to the Government.

(5) Government may publish the report submitted under sub-rule (4).

8. **Action on Report.**—(1) Government shall cause the report to be sent to the concerned Local Government within two months of its receipt for carrying out the recommendations and suggestions of the Commission and the Local Government shall report compliance to the commission within the stipulated time fixed by the Government.

(2) If the concerned Local Government fails to carry out the recommendations and suggestions of the commission, the Government shall take appropriate action against the said Local Government.

CHAPTER III

ENQUIRY

9. **Enquiry by Commission.**—(1) Upon receipt of direction from the Government, the Commission shall prepare terms of reference for enquiry within fifteen days.

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(2) If the Commission decides to conduct the enquiry by itself, it shall send terms of reference to the concerned Local Government along with the schedule of the enquiry proceeding.

(3) The Commission may inspect record and conduct physical inspection of schemes and projects and record statements for the purpose.

(4) The commission shall also take into account the stance of the Local Government.

(5) The Commission may co-opt any expert, relevant to the subject, for the conduct of enquiry.

10. **Enquiry by Agency.**—(1) The Commission may conduct enquiry through an agency relevant to the subject of enquiry.

(2) The agency shall conduct the enquiry in the same manner as mentioned in rule 9.

11. **Violation.**—(1) The Commission, on its own motion or upon information provided by any citizen regarding violation of any law or rules by any Local Government in the performance of its functions, shall Order the Local Government to send a report within the time determined by the Commission, keeping in view of the nature of violation.

(2) The Commission may inspect record and record statements in connection with the violation.

(3) The Commission shall prepare report and send the same to the Government for appropriate action.

(4) In case of any misconduct, the report shall be forwarded to the Chief Election Commission through the Government.

(5) The Commission shall also prepare an Urdu version of the report.

CHAPTER IV

DISPUTE RESOLUTION

12. **Complaint.**—(1) Any Local Government may file a complaint with the Commission against any other Local Government or a Government Department.

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(2) Upon receipt of a complaint, the Commission shall send the same to the concerned Local Government or Department and direct it to submit a reply within the time determined by the Commission depending upon the nature of the complaint.

(3) The Commission shall frame issues in respect of the complaint in the light of stances taken by the parties.

(4) The Commission may obtain views of an expert, relevant to the dispute.

13. **Resolution.**—(1) The Commission shall make every effort to resolve the dispute amicably by consultation and mediation.

(2) If the Commission is unable to resolve the dispute, it will send its recommendation to the Government.

(3) The Government shall announce its decision by taking into consideration the respective stances of the parties and the recommendations of the Commission.

14. **Appeal/Review.**— (1) The aggrieved party shall have a right to appeal to the Government against any decision taken by the Commission.

(2) In case the decision is taken by the Government, the aggrieved party may file a review petition to the Government.

CHAPTER V

AUDIT

15. **Audit of Account.**—(1) The Commission shall cause to conduct audit of accounts of each Local Government annually through auditors approved for the purpose.

(2) The audit report shall be sent to the concerned Local Government and their replies be obtained within the time fixed by the Commission.

(3) The audit report along with the reply of the Local Government shall be sent to the Government for necessary action.

(4) The Commission may conduct special audit of any Local Government in the same manner.

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16. **Performance Audit.**—(1) The Commission shall determine performance indicators for each tier of Local Governments for conducting performance audit.

(2) These indicators shall be conveyed to the Standing Committee on Social Audit through Government for obtaining its input.

(3) Performance audit shall be conducted by taking into account the views of the standing committee.

(4) Upon finalization of these indicators, the Commission may obtain opinion of performance experts.

17. **Delegation of Powers.**—(1) The Commission may delegate its power under these rules to a third party.

(2) While delegating powers, the Commission shall frame specific issues upon which the opinion of the third party is required.

18. **Preparation of report.**—(1) The Commission shall prepare a report regarding the performance of each tier of Local Governments.

(2) The report prepared under sub-rule (1) shall be published and a copy be sent to each Local Government of each tier.

(3) The report shall be submitted to the Government separately for each tier of Local Governments.

CHAPTER VI

MISCELLANEOUS

19. **Consultative Meetings.**—(1) The Commission shall prepare a draft schedule for training of Legislators, Mayors and Chairmen on periodic basis for each financial year.

(2) The schedule shall be sent to all Local Governments and the Standing Committee on Developmental Planning for their input.

(3) The Commission shall finalize the schedule after considering the views of Local Governments and the Standing Committee and publish the same.

(4) The training shall include the subject of annual and five years plans, utilization of funds, needs assessment and monitoring of projects.

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S. R. O. 816 (I)/2016.—In exercise of the powers conferred by sub-section (6) of Section 126 of the Gilgit-Baltistan Local Government Act, 2014, read with Section 138 thereof, the Government of Gilgit-Baltistan is pleased to make the following rules, namely:—

THE GILGIT-BALTISTAN LOCAL COUNCIL BOARD (CONDUCT OF BUSINESS) RULES, 2016

1. **Short title and Commencement.**—(1) These rules may be called the Gilgit-Baltistan Local Council Board (Conduct of Business) Rules, 2016.

(2) These shall come into force at once.

2. **Definition.**—(1) In these rules, unless the context otherwise requires:

(a) "Act" means, the Gilgit-Baltistan Local Government Act, 2014 (Act No---------- of Gilgit-Baltistan).

(b) "Board" means Local Council Board constituted under Section 126 of the Act.

(c) "Chairman" means Chairman of the Board;

(d) "Government" means the Government of Gilgit-Baltistan;

(e) "Employee" means an employee serving with the affairs of a Local Council or declared as such by the Board for the purpose of these rules;

(f) "Member" means member of the Board;

(g) "Secretary" means the secretary of the Board;

CHAPTER I

GENERAL

3. **Meeting.**—(1) After receiving the order of constitution of the Board by Government, the secretary shall, with the approval of the Chairman, summon the first meeting as soon as possible but not later than thirty days.

(2) The Board shall have at least one meeting per month.

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(3) In the absence of the Chairman, the meeting shall be presided over by any member chosen by consensus by the members present and voting.

(4) The Board shall take decision by simple majority and the decision of the Board shall not be invalid due to the existence of a vacancy.

4. **Notice of the meeting.**—(1) Every member shall be given at least seven days' notice for a meeting disclosing date and place of the meeting;

Provided that in case of urgency, the meeting summoned on three days' notice.

(2) The notice of the meeting shall ordinarily be accompanied by the agenda of the meeting;

Provided that no agenda may be circulated for the first meeting of the Board.

(3) The minutes of every meeting shall be confirmed in the subsequent meeting before taking up the rest of the agenda.

5. **Quorum.**—(1) The quorum of any meeting shall be four members.

(2) In case of lack of quorum, the meeting shall be adjourned till the completion of the quorum.

CHAPTER II

SCHEDULE OF ESTABLISHMENT OF STAFF

6. **Preparation of draft.**—(1) The Board may invite suggestions from each Local Council regarding their requirement of staff;

(2) Each Local Council shall forward within thirty days their requirements with full justification in the light of present and anticipated workload.

(3) The Board shall examine suggestions of each Local Council in the light of justification given and prepare a draft schedule for all the Local Councils.

(4) Ordinarily, the same kind of staff shall be proposed for each tier of Local Council;

Provided that any deviation from this principal shall have to be supported with justification.

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(5) The Board may prepare such a draft without consulting the Local Councils for reasons to be recorded.

7. **Circulation of Draft.**—(1) The draft prepared under rule 6 shall be sent to each Local Council for their comments to be forwarded within stipulated time which time shall not be more than thirty days.

(2) Each Local Council shall formulate its comments and forward the same to the Board within the stipulated time;

Provided that if a Local Council failed to forward its comments to the Board within the stipulated time, it shall be presumed that the Local Council has no comments to offer.

(3) The Board may arrange Consultative meetings, seminars and conferences for each tier of Local Councils to elicit their opinion and finalize the comments - receiving process.

8. **Consultation with Experts.**—(1) The Board may consult any expert having relevant legal and financial experience to give final shape to the schedule.

(2) The Board may, with the approval of Government, pay reasonable honorarium to the expert for services rendered.

9. **Publication of final schedule.**—(1) The Board shall publish the schedule of Establishment of Staff allocating posts for each tier of Local Councils:

Provided that for any additional staff allocated to any Local Council, the Board shall record reasons.

(2) Each Local Council shall have staff in accordance with the schedule of Establishment of Staff published by the Board.

CHAPTER III

APPOINTMENT, PROMOTION AND TRANSFER RULES

10. **Appointment.**—(1) For making appointment in accordance with the schedule of establishment of staff, the Board shall form Selection Committees for various posts.

(2) For appointment against posts in grade 17 and above, the Selection Committee shall consist of the following:—

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(a) Chairman Member of the Board	*Chairman*
(b) One member of the Board nominated by the Chairman	*Member*
(c) An Additional Secretary or Deputy Secretary of the Local Government Department nominated by the Chairman with the approval of the Government	*Member*
(d) An officer of the Local Council Service nominated by the Chairman of the District concerned or Mayor/Chairman of the Metropolitan/Municipal Corporation concerned	*Member*

(3) For appointment against posts in grade 16 and below the selection committee shall consist of the following:—

(a) Member of the Board nominated by the Chairman.	*Chairman*
(b) A Deputy Secretary or a Section Officer of the Local Government Department nominated by the Chairman with the approval of the Government.	*Member*
(c) An officer of the local council service of grade 17 or above nominated by the Chairman.	*Member*
(d) An officer of the Local Council Service nominated by th Chairman of the District concerned or Mayor/Chairman of the Metropolitan/Municipal Corporation concerned.	*Member*

(4) A Selection Committee shall take decision by majority and the dissenting member shall have to record his views with reasons;

(5) Upon receiving recommendation of the selection committee the Board may approve the recommendation and make appointment accordingly:

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Provided that the Board may, for reason to be recorded, disapprove the recommendations and ask the selection committee to reconsider the same.

(6) On receipt of the reconsidered recommendations, the Board shall make appointments accordingly.

11. **Promotions.**—Promotions against various posts shall be made on the recommendations of Promotion Committees of the Board in the same manner as mentioned in the rule 10 above.

12. **Transfer.**—The Board shall devise a transfer policy against various posts on the basis of tenure from time to time.

CHAPTER IV

SERVICE RULES

13. **Standing Service Rules Committee.**—(1) To determine qualifications for various posts, scale or grades, method of recruitment and other terms and conditions of service, the Board shall, with the approval of the Government, form a Committee to be called standing Service Rule Committee consisting of the following;

(a)	A member of the Board	*Chairman*
(b)	A representative of the Finance Department not below the rank of Section Officer dealing with Service Regulations	*Member*
(c)	Arepresentative of Administration Department	*Member*
(d)	A representative of the Law Department	*Member*
(e)	Secretary Local Council Board Chairman	*Secretary*

(2) The Committee shall consider the proposal prepared by the Board and make recommendations to the Board on all the aspects of the proposal.

(3) The Board may approve the recommendation of the Committee and publish the same:

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Provided that the Board may send back the recommendations for reconsideration of the Committee on specific points.

(4) On receipt of the reconsidered recommendations, the Board shall finalize the rules and publish the same.

(5) Any amendment in these rules shall be processed in the same manner as given in these rules.

RULES

14. **Conduct Rules Committee.**—(1) The Board shall, with the approval of the Government, form a committee to be called Conduct Rules Committee consisting of the following:

(a) A member of the Board	*Chairman*
(b) A representative of the Law Department	*Member*
(c) A representative of the Local Government Department	*Member*
(d) A representative of the Administration Department	*Member*
(e) Any other Member co-opted for specific Purpose	*Member*
(f) Secretary Local Council Board	*Secretary*

(2) The Committee shall prepare draft rules on the following subjects:

a. Conduct rules;
b. Disciplinary rules including enquiry procedures.
c. Leave rules;
d. Medical Attendance rules;
e. Appeal rules;
f. Pension rules;
g. Any other subject ancillary to the above as directed by the Board;

(3) The draft rules shall be submitted to the Board.

(4) The Board may approve the rules so submitted or may send back the draft for re-consideration on specific points.

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(5) The committee shall, after such reconsideration, send the draft for approval of the Board.

(6) The committee shall take decision by simple majority with the Chairman having a casting vote in case of tie.

THE GILGIT-BALTISTAN DISTRICT COUNCIL (RULES OF BUSINESS), 2016

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S. R. O. 817 (I)/2016.—In pursuance of the provisions contained in sub-section (5) of Section 6, read with Section 138 of the Gilgit Baltistan Local Government Act, 2014; the Government of Gilgit Baltistan is pleased to make the following rules, namely; The Gilgit-Baltistan District Council (Conduct of Business) Rules, 2016.

PART "A"

GENERAL

1. **Short Title and Commencement.**—(1) These rules may be called the Gilgit-Baltistan District Council (Conduct of Business) Rules, 2016.

(2) These shall come into force at once.

2. **Definitions.**—In these rules, unless the subject or context otherwise requires:—

(1) "Act" means the Gilgit Baltistan Local Government Act, 2014 (Act No.____ of 2014);

(2) "Business" means the work done by the Council in pursuance of the provisions of the Act;

(3) "Bye- Laws" means the Bye- Laws notified by Council;

(4) "Case" means a particular matter under consideration, including previous and present papers necessary for its disposal;

(5) "Chairman" means the Chairman of the Council;

(6) "Chief Officer" means the Chief Officer of the Council;

(7) "Council" means the District Council of a District;

(8) "Deputy Commissioner" means Deputy Commissioner of the District;

(9) "Group of offices" means the group of offices allocated by the Council from time to time;

(10) "Vice Chairman" means the Vice Chairman of the Council.

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PART "B"

BUSINESS

3. **Allocation of Business.**— (1) The Council shall conduct Busines in respect of the Group of offices notified by the Government.

(2) The Business shall be distributed amongst the offices in th prescribed manner notified by the Government, under sub-rule (3) of rule 3.

(3) The Government may, where deemed fit, constitute new Distri Offices or operational components thereof or transfer any operational compone from one District Office to another.

(4) The business allocated may include functions relating to plannin development, budgeting, and maintenance of accounts, procurement of goo and services for the respective offices except matters excluded by a special general order by the Government.

4. **Organization of District Offices.**—(1) Each Group of offic shall consist of a Chief Officer and such other officials as the Government ma nominate.

(2) The Chief Officer shall, by means of a standing order, distribut the work among the offices, branches and sections of the District Office.

5. **General Procedure for Disposal of Business.**— (1) The Chie Officer shall circulate instructions for disposal of Business by the Council.

(2) If any doubt arises as to the Office to which a case pertains, the matter shall be referred to the Council who, with the approval of the Chairman, shall refer the case to the Government and the orders passed by the Government shall be final.

(3) All orders shall be made in writing.

(4) Where a verbal order is issued, the officer receiving the order shall reduce it in writing and, as soon as may be, get approval in writing of the authority making the order.

(5) 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 later shall refer the case to the next higher authority.

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6. **Orders, Agreements and Contracts.**—(1) The Council shall be competent to acquire, hold or transfer any property, movable and immovable, enter into contract and sue or be sued in its name, through Deputy Commissioner with the approval of the Chairman.

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

PART "C"

DEPARTMENTAL PROCEDURE

7. **Consultation among District Offices.**—(1) When a case concerns more than one office:

(a) The initiating office shall be responsible for consulting the other office through a reference encompassing all relevant facts and points necessitating consultation; and

(b) No orders shall be issued or case submitted to the Chairman or the Council until it has been considered by all the concerned Offices.

(2) In case of difference of opinion between the offices concerned, the Chief Officer primarily concerned with the case shall submit the case to the Chairman.

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

(4) Where consultation is not required, an office may, for the purpose of information, transmit copies of communication received by it to such other offices as may be considered to be concerned with it.

(5) A Chief Officer may requisition a case from any office if it is required for the disposal of a case in his office.

8. **Consultation with District Finance and Budget Office.**— (1) No office shall, without previous consultation with the Finance and Budget Office, authorize any order which involves:

(a) Relinquishment, remission or assignment of revenue relating to local funds, actual or potential or furnish a guarantee against it or grant of any kind of leases;

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(b) Expenditure for which no provision exists;

(c) Levy of taxes, duties, fee or cases listed in Part II of the Third Schedule of the Act;

(d) Re-appropriations within the 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) shall be processed unless a decision to that effect has been taken by the Council.

(3) Formal Orders in cases processed under sub-rule (2) shall be issued after scrutiny by the Finance and Budget Office.

PART "D"

STANDING COMMITTEES

9. **Election of Standing Committees.**— (1) The Council shall elect Standing Committees on Development Planning and Social Audit from amongst the members of the Council.

(2) The Committees shall consist of five members each with at least two members from the opposition.

(3) The Committees shall elect their own Chairmen and carry out its proceedings in accordance with the Act.

(4) No member of the Council shall be a member of both the Committees at one time.

(5) The Committees shall meet quarterly:

Provided that the Chairman of a Committee may summon a special meeting to consider any issue on urgent basis.

(6) The Chief Officer, or an officer nominated by him, shall act as Secretary to each Committee who shall be responsible to record minutes or carry out any directions of the Committee.

(7) The minutes or any direction, as the case may be, of the Committees shall be sent for the approval of the Chairman before these are issued.

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(8) The Chairman may send back the recommendation to the Committees for reconsideration on specific points.

(9) After such reconsideration, the recommendation of the Committee shall be approved by the Chairman.

10. **Removal of Member.**—(1) Any member, or Chairman, as the case may be, may be removed from the Committee by the Council on the unanimous recommendation of four members of the Committee on the ground of inability to perform or conduct pre-judicial to the smooth working of the Committee.

(2) Any vacancy shall be filled by the Council through election.

11. **Recommendation.**—(1) The Committee should formulate their recommendations unanimously on the relevant subject on annual basis to be placed before the Council.

(2) A copy of the recommendation shall also be sent to the Government through Local Government and Rural Development Department.

(3) Government may issue special direction to the Council in the light of the recommendations of the Committee.

(4) The Council shall carry out such directions.

PART "E"

MEETINGS

12. **Meetings of the Council.**—(1) The Chief Officer shall act as secretary to the Council.

(2) After election of the Chairman and Vice Chairman, the Secretary shall, with the approval of the Chairman, summon the first meeting of the Council within thirty days of the election of the Chairman and Vice Chairman.

(3) The Council shall meet at least once every month:

Provided that the Chairman may summon special meeting to consider specific agenda.

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(4) In the absence of Chairman, the meeting shall be presided over by Vice Chairman.

(5) The proceedings of any meeting shall not be invalid due to existence of any vacancy.

(6) The Chief Officer shall keep under review the business intended to be brought before the Council and shall, not later than three days before the commencement of session, forward to the Chairman a detailed list of such business.

(7) The Chief Officer shall prepare a provisional forecast of the official business to be brought before the Council and shall make appropriate proposal to the Chairman for the allotment of time for the transaction of such business.

(8) The minutes of each meeting shall be reviewed and confirmed in the subsequent meeting.

13. **Notice.**—(1) Every member shall be given at least seven days' notice regarding date and place of the meeting:

Provided that in case of urgency, the meeting may be summoned on three days' notice.

(2) The notice of the meeting shall ordinarily be accompanied by the agenda of the meeting:

Provided that no agenda may be circulated for the first meeting.

14. **Quorum of the Meetings.**— (1) The quorum for any meeting shall be not less than two third of the total membership of the Council.

(2) In case of lack of quorum, the meeting shall be adjourned till the completion of the quorum.

15. **Conduct of business in the District Council.**—The business of the council shall be conducted in accordance with the bye-laws notified for the purpose.

16. **Termination of the Session.**—The Chief Officer shall, at an appropriate time, obtain orders of the Chairman for termination of the session on conclusion of the Business.

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17. **General provisions regarding District Council Business.**—(1) The Chief Officer shall nominate a focal person for liaison and smooth conduct of Business in the Council and intimate his particulars to the Deputy Commissioner and the Chairman.

(2) The concerned Department shall take action on receipt of copies of the resolutions, motions, questions, call attention notices and other Business to be brought before the Council.

(3) In case a resolution, motion, question, call attention notice or any other communication has wrongly been addressed to an office, it shall transfer it to the concerned office under intimation to the Chairman and Deputy Commissioner.

(4) As soon as any communication is received from the Chairman or any other office regarding the Business of the Council, the person receiving the communication shall at once bring it to the notice of the focal person and the Chief Officer.

18. **Resolutions and Motions.**— (1) When an official resolution or motion is to be moved in the Council, the concerned mover of the resolution shall forward it together with a formal notice, duly signed by the Chief Officer to the Chairman.

(2) On receipt of a non-official resolution or motion from the member of the Council, the Chief Officer shall examine the communication and determine whether discussion on the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, he shall point it out, with reasons, in his comments and process it, with a brief, for consideration and use of the Chairman.

(3) On receipt of a resolution passed by the Council, the Chief Officer shall immediately take appropriate necessary action and shall, within fifteen days from the date of the receipt of the resolution, apprise the Chairman of the action taken on the resolution.

19. **Questions.**—(1) On receipt of each question starred, un-starred or short notice, the Chief Officer shall prepare an appropriate reply and, subject to approval of the Chairman, forward the required number of copies in accordance with the conduct of business in the Council.

(2) The Chief Officer shall also prepare a brief in respect of supplementary questions for the Chairman.

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20. **Call Attention Notices.**— On receipt of a call attention notice the Chief Officer shall prepare an appropriate reply and a brief for supplementary questions for the Chairman.

21. **General Discussion.**—Whenever a day is fixed for general discussion on any issue, the Chief Officer shall remain present in the official gallery during the discussion for taking notes and preparation of a brief for the Chairman.

22. **Budgets.**—(1) The Deputy Commissioner shall obtain approval of the Chairman for the date for presentation of the annual and supplementary budgets and communicate such orders to the Chief Officer for appropriate action in accordance with the Act.

(2) On receipt of a motion proposing a cut in the demand or supplementary demand for grant of funds, the Chief Officer shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the Chairman.

(3) The Deputy Commissioner shall release the approved budget or funds for district offices and other tiers of local governments within three working days as and when received from the Government.

23. **Undertakings and assurances.**—The Chief Officer shall be responsible for giving effect to any undertaking or assurance given by the Chairman.

PART "F"

MISCELLANEOUS PROVISIONS

24. **Protections and Communication of Official Information.**—(1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the Press, to non-officials, or officials belonging to other Government offices, unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by the Council 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 Deputy Commissioner Office and the manner in which this

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ay be done shall be prescribed generally or specially in each case by the said ffice.

25. **Channel of Correspondence.**—(1) Correspondence with the iovernment shall be conducted by the Chief Officer and it shall ordinarily be ddressed to the Deputy Director, Local Government and Rural Development)epartment.

(2) All correspondence with government of a foreign country or a Pakistan diplomatic mission abroad or a foreign mission in Pakistan or an international organization shall be conducted through the Government;

(3) All correspondence with the attached departments, regional offices and autonomous bodies shall be conducted directly by the Chief Officer and it shall ordinarily be addressed to the heads of the organizations concerned through the Director, Local Government and Rural Development Department.

(4) All correspondence with the Advocate General shall be conducted with the prior consent of the Law Department of the Government.

26. **Inspections by the Local Government Commission.**—(1) The Council shall extend all the necessary support to the Inspection Teams deputed by the Local Government Commission while conducting annual and special inspections of the Council.

(2) The offices of the Council shall provide all the necessary assistance and relevant documents to the Commission under intimation to the Chairman.

S. R. O. 818 (I)/2016.—In exercise of the powers conferred by sub section (5) of Section 6 of the Gilgit-Baltistan Local Government Act, 2014, the Government of Gilgit-Baltistan is pleased to make the following rules:—

PART A

GENERAL

1. **Short Title and Commencement.**—(1) These rules may be called the Gilgit-Baltistan Tehsil Council Rules of Business, 2016.

(2) They shall come into force at once.

2. **Definitions.**- In these rules, unless the subject or context otherwise requires:—

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(i) "**Act**" means the Gilgit-Baltistan Local Government Act, 2014;

(ii) "**By-laws**" mean the by-laws approved by Tehsil Council under sub-section (a) of section 76 of the Gilgit-Baltistan Local Government Act, 2014;

(iii) "**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;

(iv) "**Council**" means the Tehsil Council of the Tehsil concerned;

(v) "**District Council**" means the same meaning as is assigned to it in section 13 of the Gilgit-Baltistan Local Government Act, 2014;

(vi) "**Government**" means the Government of the Gilgit-Baltistan [LG and RD Department];

(vii) "**Local Fund**" means a fund established under Section 89 of the GilgitBaltistan Local Government Act, 2014;

(viii) "**Local Tax**" means a tax levied by Tehsil Council under section 103 of the Gilgit-Baltistan Local Government Act, 2014;

(ix) "**Business**" means all work done by the Tehsil Council in pursuance of the provisions of the Gilgit-Baltistan Local Government Act, 2014 and these rules;

(x) "**Local Government Commission**" means a Commission appointed by the Government under section 109 of the Gilgit-Baltistan Local Government Act, 2014;

(xi) "**Public representative**" means an elected person to a political office;

(xii) "**Tehsil Offices**" mean offices established by the Government in a prescribed manner;

(xiii) "**Tehsil Council**" shall have the same meaning as is assigned to it in section 12 of the Gilgit-Baltistan Local Government Act, 2014;

(xiv) "**Chairman/Vice-Chairman**" shall have the same meaning as is assigned to it in Section 12(3) of the Gilgit-Baltistan Local Government Act, 2014.

(2) Words and expressions used but not defined in these rules shall have the same meanings as are assigned to them under the Gilgit-Baltistan Local Government Act, 2014.

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3. **Meetings of the Council.**— (1)After the election of the Chairman and Vice Chairman of the Council, the Chairman shall, summon the first meeting of the Council within fifteen days of the election of the Chairman and Vice Chairman.

(2) The Council shall meet at least once every month; provided that the Chairman may summon special meeting to consider specific agenda.

(3) In the absence of Chairman, the meeting shall be presided over by Vice Chairman.

(4) The proceedings of any meeting shall not be invalid due to existence of any vacancy.

(5) The minutes of each meeting shall be reviewed and confirmed in the.....

4. **Notice of the Meeting to the Members of the Council.**— (1) Every member shall be given at least seven days' notice regarding date and place of the meeting:

Provided that in case of urgency, the meeting may be summoned on three days' notice.

(2) The notice of the meeting shall ordinarily be accompanied by the agenda of the meeting except the first meeting of the Council;

5. **Quorum of the Meetings.**— (1) The quorum of any meeting shall be not less than two third of the total membership of the Council;

(2) In case of lack of quorum, the meeting shall be adjourned till the completion of the quorum.

6. **Allocation of Business.**— (1) The Council shall consist of Tehsil Council Offices as well as sub-offices that are located within its jurisdiction. It shall include the offices and sub-offices of the municipal committees or as the case may be, town committees established under the Act.

(2) The business of the Council shall be distributed amongst offices as well as sub-offices located within its jurisdiction as enumerated in Section 74, 75 and 76 of the Act.

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7. **Functions and Powers of the Chairman.**— (1) The Chairman, shall be the executive head of Council and shall perform such functions and exercise such powers as have been assigned to him under Section 74 of the Act;

(2) No order shall be issued without the approval of the Chairman in cases enumerated in Schedule-I.

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

(4) Decisions taken by the Chairman shall not be varied, reversed or infringed without consulting him.

(5) The Chairman shall ensure that the business of the Council is carried out in accordance with the provisions of the Act and other laws for the time being in force.

(6) The Chairman shall be the approving authority for expenditure within prescribed sphere of responsibilities;

8. **Functions and Powers of Vice Chairman.**—(1) The Vice Chairman shall have the following functions and powers with regard to Council meetings;

(a) Preside over the Council meeting as and when convened in the absence of Chairman.

(b) The Vice Chairman shall:

(i) call the sitting to order;

(ii) preserve order and decorum;

(iii) have all powers necessary for the purpose of enforcing his decisions in the Council;

(iv) in case of disturbance or disorder in the galleries, have the power to cause them to be cleared;

(v) decide all points of order;

(vi) supervise the elections of the Standing and other Committe of the Council;

9. **General procedure for disposal of business.**— (1) Instructions as to manner of disposal of the business of the Council shall be issued with the approval of Chairman.

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(2) If any doubt arises as to the Council Office to which a case properly pertains, the Chairman, shall refer the case to the Government, and the orders passed by the Government shall be final.

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

(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 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 Government whose decision thereon shall be final.

(6) Failure to comply with sub-rules (3) and (4) shall constitute a ground for disciplinary proceedings.

(7) Subject to the provisions of the Act and the rules framed thereunder, every order, instrument, agreement or contract of the Tehsil Council shall be expressed to be made in the name of the Council and shall be executed by the Chairman or an officer duly authorized by him for this purpose.

PART B-OFFICE PROCEDURE

10. **Consultation among offices.**—(1) When the subject of a case concerns more than one office, no orders shall be issued nor shall the case be submitted to the Chairman, until it has been considered by all the offices concerned: Provided that in cases of urgency, and with the approval of the Chairman, this requirement may be dispensed with, but the case shall, at the earliest opportunity, thereafter be brought to the notice of the other offices concerned in writing.

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

11. **Reference to the Chairman.**— (1) No order regarding the Council shall be issued without the approval of the Chairman in cases involving important policy or departure from important policy or cases enumerated in Schedule-II:

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Explanation.—Departure from policy includes departure from a previous decision of the Chairman.

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

12. **Manner of submission of cases.**—(1) When a case is required to be submitted to the Chairman, it shall be the responsibility of the 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 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 Officer concerned in the prescribed manner.

(4) Any officer who notices that tampering of records has been made by his staff or colleague, he shall bring it to the notice of the Chairman 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.

13. **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 Chairman. Reasons for delay in the shall be disposal of such cases recorded.

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14. **Dealing with the public representatives and visitors.**— (1) All officers and officials working in the Council Office 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 Council shall have timings for public dealing. All concerned officers and officials shall remain available during the public dealing time for quick service.

(4) 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.

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

15. **Performance Evaluation, Postings and Transfers.**—The Authorities for postings and transfers of officers/officials in the Council shall be administered in accordance with the provision contained in clause (a) and (b) of sub-section (5) of section 126 of the Act.

16. **Inspections by the Local Government Commission.**—(1) The Council Office shall provide all necessary support to the Inspection Teams deputed by the Gilgit-Baltistan Local Government Commission while conducting annual and special inspections of the Council Office.

(2) The offices of the Council shall provide all necessary assistance and relevant documents to the Commission promptly under intimation to the Chairman.

17. **Keeping of records.**— (1) Records of the Council Office shall be kept in safe custody by the incharge of the office.

(2) The instructions of the Government for keeping records and classification of files shall be applicable to the records of the Council Office.

(3) The officer concerned shall organize a central record room where records shall be retained and preserved for periods to be specified by the Government.

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PART C- COUNCIL BUSINESS

18. **Conduct of Business in the Council.**—(1)The officers of the Council, in the conduct of Council business, shall comply with the rules governing the conduct of business.

(2) The officer concerned shall obtain orders of the Chairman, for termination of the session of the Council on conclusion of business.

(3) The concerned sub-office(s) of the Council shall take prompt action on receipt of copies of the resolutions, motions, questions, call attention notices and other business to be brought before the Council.

(4) In case a resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a sub-office of the Council, the latter shall promptly transfer it to the concerned sub-office under intimation to the Chairman.

(5) The concerned Officer shall be responsible for giving effect to undertaking or assurance given by the Chairman in the Council.

19. **Resolutions and Motions.**—(1) When an official resolution or motion is to be moved in the Council, the mover shall forward it together with a formal notice to the Chairman.

(2) On receipt of a resolution or motion the Chairman shall examine the communication and determine whether discussion on the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, he should point it out, with reasons, in its comments and process it.

(3) On receipt of a resolution passed by the Council, the concerned officer shall immediately take necessary action and shall, within one month from the date of the receipt of the resolution apprise the Chairman, of the action taken on

20. **Questions.**—(1) On receipt of each question (starred, un-starred or short notice), the concerned officer shall prepare an appropriate reply and, subject to approval of the Chairman, forward the required number of copies in accordance with the conduct of business in the Council.

(2) The officer concerned shall also prepare a brief for purposes of supplementary questions for use by the Chairman.

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21. **Call Attention Notices.**—On receipt of a Call Attention Notice the concerned officer shall prepare an appropriate reply and a brief for purposes of supplementary questions, for perusal of the Chairman.

22. **General Discussion.**—Whenever a day is fixed for general discussion on any issue, the concerned officer or representative of the sub-office shall remain present in the official gallery during the discussion for taking notes and preparation of a brief for perusal of the Chairman.

23. **Budgets.**—(1) The officer concerned shall obtain approval of the Chairman for the date for presentation of the annual and supplementary budgets and communicate such orders for appropriate action in accordance with the Act;

(2) On receipt of a motion proposing a cut in the demand or supplementary demand for grant of funds, the concerned officer shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the perusal of the Chairman;

(3) Budgets shall be processed in the manner prescribed in the Act.

PART D- MISCELLANEOUS PROVISIONS

24. **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 an employee of Tehsil Council to the press, to non-officials, or officials belonging to other Government offices, unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by the Chairman 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 Chairman in the manner prescribed generally or specially in each case.

(4) In case of any financial loss, duly verified by the Audit authorities, the concerned officer(s)/official(s) shall be held responsible and the Government shall pass an order to recover such amount. In case of failure to deposit the amount, the Government shall pass an order to recover such amount as arrears of land under Land Revenue Act, 967.

25. **Channel of correspondence.**—(1) Correspondence with the District Council or any other Tehsil Council in the district shall be conducted by

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the concerned officer with the approval of the Chairman and it shall be addressed to the Chairman of the concerned District Council or Tehsil Council;

(2) The correspondence by the Tehsil Council with the Government shall be routed through the Local Government Commission;

(3) Correspondence with the Union Council 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 Chairman Union Council;

(4) The Government shall issue policy instructions from time to time to ensure effective coordination between the Sub-Divisional Administration and Tehsil Council for better service delivery.

SCHEDULE I

[*See* Rule 8(2)]

List of cases to be submitted to the Chairman Tehsil Council for his approval before issuance of orders.

1. Annual Budget Statement.
2. Laying of Supplementary Statement of expenditure before the Tehsil Council.
3. Cases in which Provincial Government has issued directions.
4. Complaints to the Gilgit-Baltistan Local Government Commission about dispute between any department of the Government, District Council and Tehsil Council or between two Tehsil Councils.
5. All cases which are liable to involve Tehsil Councils into controversy with Provincial Government, District Councils or with another Tehsil Council.

SCHEDULE II

[*See* Rule 8 (3)]

List of cases to be submitted to the Chairman Tehsil Council for Information

1. All periodical reports and press notes of Tehsil Council.
2. Decisions or Guidance by Local Government Commission.

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3. Policy decisions, directives and orders of District Government, Provincial or Federal Government & laws, rules and regulations of the Provincial Government related to Tehsil Council.

THE GILGIT-BALTISTAN UNION COUNCIL (RULES OF BUSINESS), 2016

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S. R. O. 819 (I)/2016.—In exercise of the powers conferred under sub-section (5) of Section 6 of Gilgit-Baltistan Local Government Act, 2014, the Government of the Gilgit-Baltistan is pleased to make the following Rules—

PART A – GENERAL

1. **Short title and commencement.**—(1) These rules may be called the Gilgit-Baltistan Union Council (Rules of Business), 2016.

(2) They shall come into force at once.

2. **Definitions.**—(1) In these rules, unless the subject or context otherwise requires—

(i) **"Act"** means the Gilgit-Baltistan Local Government Act, 2014;

(ii) **"Business"** means all work done by the Union Council in pursuance of the provisions of the Gilgit-Baltistan Local Government Act, 2014 and these rules;

(iii) **"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;

(iv) **"Committee"** means a Standing Committee constituted under clause (c) of sub-section (1) of Section 73 of the Gilgit-Baltistan Local Government Act, 2014;

(v) **"Jirga Anjuman"** means a Jirga Anjuman constituted under clause (d) of sub-section (1) of Section 73 of the Gilgit-Baltistan Local Government Act, 2014;

(vi) **"Member"** means a member of the Union Council as enumerated in Section 11 (1) of Gilgit-Baltistan Local Government Act, 2014;

(vii) **"Council"** means the Union Council as enumerated in Section 11, 72, and 73 of Gilgit-Baltistan Local Government Act, 2014;

(viii) **"Public representative"** means an elected person of any political office;

(ix) **"Chairman"** mean Chairman of the Union Council as elected by the present and voting members of the Union Council as mentioned in sub-section (1) and (2) of Section 11 of

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Gilgit-Baltistan Local Government Act 2014, and perform such functions as enumerated in sub-section 2 of Section 72;

(x) **"Secretary"** mean Union Council Secretary appointed by the Government under sub-section (3) of Section 72 of the Gilgit-Baltistan Local Government Act, 2014; and

(2) Words and expressions used in these rules, but not defined, shall, unless the subject or context otherwise requires, have the same meanings as asst ned under the Act.

3. **Meetings of the Council.**—(1) The Secretary shall act as Secretary to the Council.

(2) After the election of the Chairman and Vice Chairman of the Council, the Secretary shall, with the approval of the Chairman, summon the first meeting of the Council within fifteen days of the election of the Chairman and Vice Chairman.

(3) The Council shall meet at least once every month; provided that the Chairman may summon special meeting to consider specific agenda.

(4) In the absence of Chairman, the meeting shall be presided over by Vice Chairman or in his absence any other member with the consent of the members present will preside over the meeting.

(5) The proceedings of any meeting shall not be invalid due to existence of any vacancy.

(6) The minutes of each meeting shall be reviewed and confirmed in the subsequent meeting.

(7) The Chairman shall convene weekly meetings of all the Secretaries of all the committees to discuss important pending cases and questions of general interests concerning the Council.

4. **Notice of the Meeting to the Members of the Council.**—(1) Every member shall be given at least seven days' notice regarding date and place of the meeting:

Provided that in case of urgency, the meeting may be summoned within three days' notice.

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(2) The notice of the meeting shall ordinarily be accompanied by the agenda of the meeting except the first meeting of the Council;

5. **Quorum of the Meetings.**— (1) The quorum of any meeting shall be not less than two third of the total membership of the Council;

(2) In case of lack of quorum, the meeting shall be adjourned till the completion of the quorum.

6. **Business of the Council.**—(1) The business of Council shall be conducted as enumerated in Section 72 and 73 of the Act.

(2) No important decision relating to the administration of the Council shall be taken without the approval of the Chairman. The Secretary concerned shall be responsible for implementation of decisions of the Chairman.

(3) The Chairman shall be responsible for efficient administration and discipline and for proper conduct of the business assigned to the Council and for the due execution of the sanctioned policy.

(4) The functions of the Council may be assigned to one or more Secretaries.

(5) The Secretary, under the supervision of the Chairman shall coordinate and facilitate in community development, functioning of the Standing Committee for Planning and Development of the Council and delivery of such municipal services as are provided by the Act;

(6) Decisions taken by the Chairman under the provisions of the Act and these Rules shall not be varied, reversed or infringed without consulting him.

(7) Where the orders of the Chairman appear to involve a departure from the provisions of the Act, rules, regulations or Government policy, the Secretary shall re-submit the case to the Chairman inviting his attention to the relevant laws, rules, regulations or Government policy. In case Chairman does not agree with the contention or legal opinion of the Secretary, the matter shall be referred to the Chairman Tehsil Council who shall communicate appropriate guidance or clarification in the light of Act and Rules or may refer to the government for appropriate order.

(8) For the purpose of consolidation of accounts and ensuring financial discipline in the Councils, the Assistant Director/Project Manager of the LG & RD Department shall act as Principal Accounts Officer for development dudget and activities for their respective districts under the overall policy guidelines of the Government.

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7. **Establishment of the Office of the Council.**— (1) Every Council shal have an office, at a convenient place and location, for performance of its functions and duties, conduct meetings and disposal of official business as required under the Act.

(2) In case of non-availability of government building, the concerned Assistant Director/Project Manager of the LG & RD Department or authorized officer shall arrange suitable rented building for performance of functions as

8. **Responsibilities and Functions of the Councils.**—(1) The Council is responsible and will function as per the provisions of Section 73 of the Act;

(2) Union Council shall be organized as shown in Schedule-I;

(3) The business of the Council shall be distributed as under:

(i) Planning Committees shall be responsible for all work relating to the Council meetings and the work of all committees and any other function entrusted to it by the Chairman;

(ii) Municipal Services Committee shall be responsible for Municipal Services provided by the Union Council and shall also be responsible for all other functions entrusted to it by the Chairman;

(iii) Community Development Committee shall be responsible for the Community Development works of the Union Council and shall also be responsible for all other functions entrusted to it by the Chairman.

9. **Responsibilities of the Chairman.**—(1) The Chairman shall be the executive head of the Council and shall perform such functions and exercise such powers as are assigned to him under sub section 2 of Section 72 of the Act.

(2) The Chairman shall ensure that the business of the council is carried out in accordance with the provisions of the Act and these Rules.

10. **Responsibilities of the Vice Chairman.**—(1) The Vice Chairman shall have the following functions and powers with regard to Council meetings;

(a) Preside over the Council meeting in the absence of Chairman.

(b) The Vice Chairman shall:

(i) call the sitting to order;

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(ii) preserve order and decorum;

(iii) have all powers necessary for the purpose of enforcing his decisions in the Council;

(iv) in case of disturbance or disorder in the galleries, have the power to cause them to be cleared;

(v) decide all points of order;

(vi) supervise the elections of the Standing and other Committees of the Council;

11. **Functions and Powers of Secretary.**—(1) The Secretary shall assist the Chairman in coordinating the activities of the Council for coherent planning and development of infrastructure and effective delivery of municipal services under sub-section 3 of Section 73 of the Act;

(2) ensure that the business of the Council is carried out in accordance with provisions of section 72 and 73 of the Act;

(3) ensure that the resources placed at the disposal of the Council are optimally utilized to improve governance;

(4) While submitting a case for the orders of the Chairman, it shall be duty of the Secretary to suggest a definite line of action.

12. **General procedure for disposal of business.**—All orders, shall be made in writing. Where a verbal order is made, the Secretary receiving the or shall take appropriate action if the situation so demands and reduce it into writing and as soon as may be, show it to the Chairman for confirmation.

13. **Orders, instruments, agreements and contracts.**—(1) All executive actions of the Council shall be expressed to be taken in the name of the Council.

(2) Every order or instrument shall be signed by the Chairman and such signature shall be deemed to be proper authentication of such order instrument.

14. **Processing of fresh receipts.**—All fresh receipts/cases shall be processed promptly and no case shall be kept pending for more than three days by a Secretary. If processing of a case requires more time, the Chairman shall be informed.

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PART - B OFFICE PROCEDURE

15. **Dealing with the public representatives and visitors.-** (1) All Union Secretaries and other ancillary staff working in the Union Council shall use polite and decent language while dealing with the public representatives and visitors to the Union Council.

(2) The Chairman shall be responsible to ensure that citizens do not face any inconvenience due to absence of staff of the Union Council.

(3) 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.

16. **Inspection by the Chairman.**—(1) The Chairman shall regularly inspect the working of offices in the Council. He shall pay special attention to:

(i) compliance with the rules;

(ii) security arrangements;

(iii) general office management; and

(iv) proper use and care of property, equipment and stationery, etc. under the control of the Union Council office.

(2) The Secretary shall take follow up actions required to be taken for corrective measures.

17. **Inspections by the Gilgit-Baltistan Local Government Commission.** (1) The Council shall provide all the necessary support to the Inspection Teams deputed by the Gilgit-Baltistan Local Government Commission while conducting annual and special inspections of the Council.

(2) The office of the Council shall provide all the necessary assistance and relevant documents to the Commission promptly under intimation to the respective Chairman.

18. **Protection and communication of official information subject to other laws.**—No classified information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Secretary or staff of the Council to the press or non-officials, unless specially empowered to do so.

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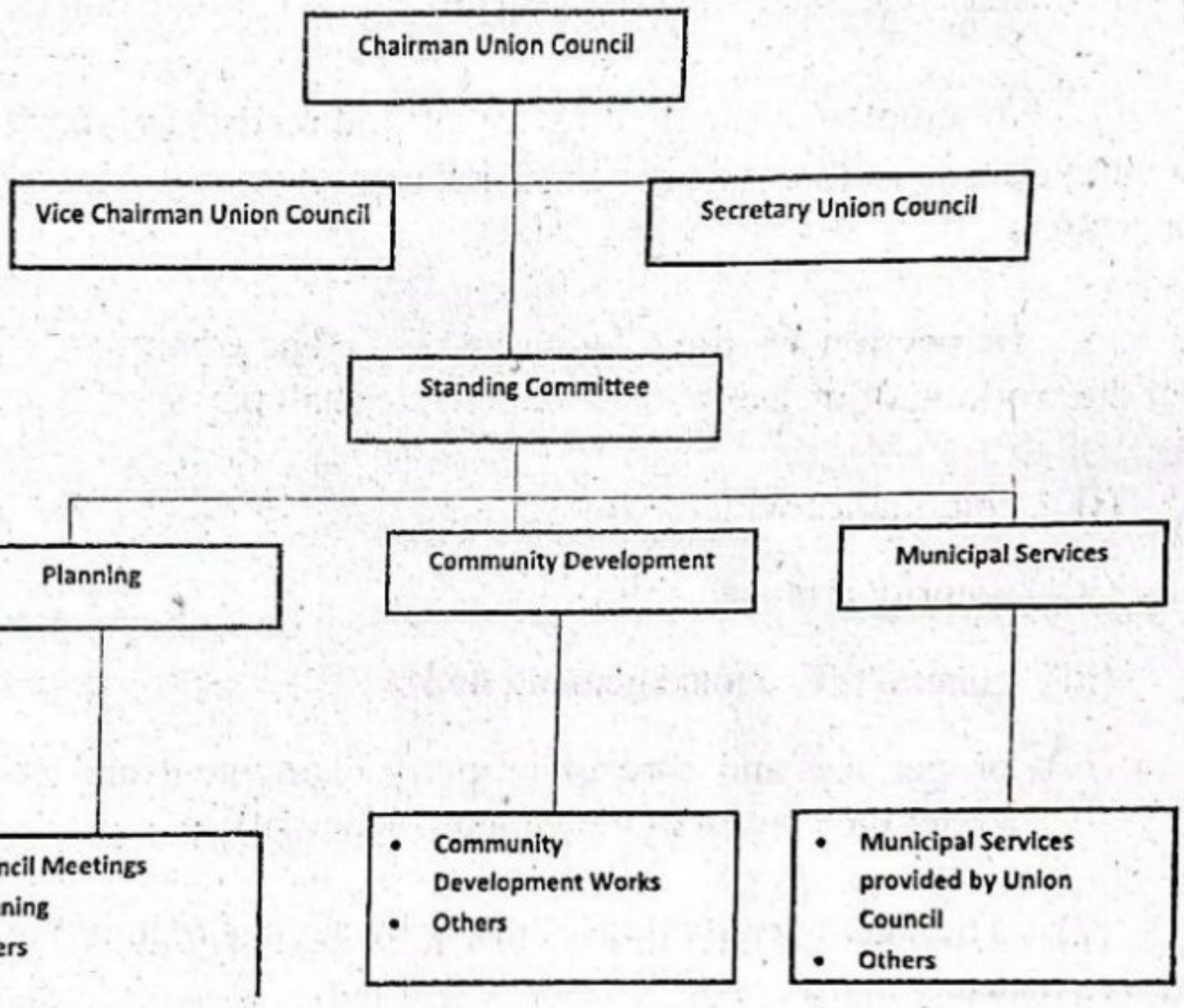
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19. **Channel of Correspondence.**—Correspondence with the Government, District and Tehsil Council shall be conducted by the Secretary with the approval of the Chairman.

SCHEDULE I
[RULE 7(2)]

ORGANIZATION OF UNION COUNCIL



ASIFULLAH KHAN,
Secretary.
LG and RD GB Secretariat.

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