



**GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT
DEPARTMENT**

Dated Lahore, the 10 October, 2017

NOTIFICATION

No.SOR(LG)38-17/2017. In exercise of the powers conferred under section 144 of the Punjab Local Government Act 2013 (XVIII of 2013) the Government of the Punjab proposes to make the Punjab Local Governments (Committees) Rules 2017 which are hereby published for information of the persons likely to be affected thereby and notice is hereby given that the said draft, together with any objections and suggestions with respect thereto, which may be received by the Secretary, LG&CD Department, **within seven days** of the publication of this notification in the official Gazette, shall be taken into consideration in his office.

CHAPTER-I PRELIMINARY

1. Short title, commencement and application.- (1) These rules may be called the Punjab Local Governments (Committees) Rules, 2017.

(2) They shall come into force at once.

(3) These rules shall apply to all local governments except District Education Authorities, District Health Authorities and Union Councils established under the Punjab Local Government Act, 2013.

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

(a) “**Act**” means the Punjab Local Government Act, 2013 (XVIII of 2013);

(b) “**Department**” means Local Government and Community Development Department, Government of the Punjab;

(c) “**Government**” means Government of the Punjab;

(d) “**House**” means an elected body of Metropolitan Corporation or a Municipal Corporation or a Municipal Committee or a District Council;

(e) “**local government**” means Metropolitan Corporation or a Municipal Corporation or a Municipal Committee or a District Council.

(2) Words and expressions used herein but not defined shall have the same meanings as are assigned to them in the Act.

3. Offices of a local government.- The offices of a local government shall be:

i. Planning;

ii. Finance;

iii. Municipal regulation,

iv. Municipal infrastructure offices; and

v. Any other office established by the local government with prior approval of the Government.

4. Appointment of Committees.- A local government may appoint the following committees:

a) Planning Committee;

b) Finance Committee;

c) Municipal Regulation Committee;

d) Municipal Infrastructure and Services Committee

e) Sports and Culture Committee; and

f) Any other Committee of local government appointed by the House or directed by the Government.

5. Composition of Committees.—(1) Each Committee appointed under rule 4 shall comprise not less than five members, including at least one woman member, nominated by the House of a local government.

(2) There shall be a Convener of each committee who shall be elected by the members from amongst themselves in the first meeting of the Committee: Provided that a member shall not be the Convener of more than one committee.

(3) No member shall be eligible to be nominated for more than one committee, unless all the members have been nominated for one or the other committee.

(4) The members including the Chairman of a committee shall hold office for a period of two years during the term of local governments under section 30 of the Act.

6. Conduct of Business.—(1) The business of a committee shall be conducted in the meetings of such committee.

(2) The meetings of a committee shall be presided over by its Chairman, and in his absence by the member chosen for the purpose by the members present.

(3) A committee may meet and adjourn as it thinks necessary.

(4) The quorum for a meeting of the committee shall be two third of its total number of members.

(5) The quorum shall be necessary throughout the meeting.

(6) The decisions shall be taken by a committee by majority of votes and expressed in the form of recommendations.

(7) In case of equality of votes, its Chairman shall have a casting vote.

(8) A Committee shall, after examining the matter referred to it or assigned by the House, shall submit its recommendations to the House for final decision.

(9) The recommendations of the Committee will not be binding upon the House but such recommendations shall not be rejected by the House without recording reasons for rejection.

(10) A Committee may co-opt an expert in the relevant field for consultation on specific issues:

Provided that such co-opted member shall not be entitled to vote.

(11) Concerned Municipal Officer shall be the Secretary of the Committee.

(12) Minutes of meetings of the Committee shall be recorded and maintained by the Secretary of the Committee.

7. Committees.—(1) In a District Council:

(a) the Planning Committee may:

- (i) consider proposals for spatial planning, master planning, zoning, land use planning including classification and reclassification of land, urban design, urban renewal ecological balances;
- (ii) devise measures to regulate and control erection and re-erection of buildings;
- (iii) suggest measures against dangerous buildings;
- (iv) examine and recommend proposals to develop and manage schemes including site development;

- (v) consider schemes of development in area of local government;
- (vi) examine needs of area and give recommendations to House after evaluation and prioritizing the schemes;
- (vii) examine the strategies programmes and services to address issues of local area; and
- (viii) deal with any other matter assigned by the House.

(b) the Finance Committee may:

- (i) assist the Chairman in formulating proposals for budget and financial management;
- (ii) examine and recommend the proposal for levy of any tax, fee, rate, rent, toll charge or surcharge specified in Third Schedule of the Act.
- (iii) recommend increase, reduce, suspend, abolish or exempt any tax;
- (iv) suggest measures to improve recovery of approved taxes, fees, rates, tolls, charges ; and
- (v) deal with any other matter assigned by the House.

(c) the Municipal Regulation Committee may:

- (i) oversee prevention and removal of encroachments;
- (ii) devise strategy to regulate and oversee dangerous and offensive articles and trades provided in Second Schedule of the Act and rules framed thereunder;
- (iii) oversee regulation of markets and services prepare proposals for organizing and regulating cultural & recreational events, fairs and shows;
- (iv) look after properties and assets of the local government;
- (v) devise mechanism to regulate and maintain parking places;
- (vi) oversee the implementation of Bye-laws notified by the local government;
- (vii) oversee the implementation of Advertisement Bye-laws relating to affixing of sign-boards and advertisements except where this function is being performed by the Parks and Horticulture Authority;
- (viii) devise mechanism to streamline the recovery of rent; and
- (ix) deal with any other matter assigned by the House.

(d) the Municipal Infrastructure and Services Committee may:

- (i) recommend provision, improvement and maintenance of public ways and streets, public open spaces, graveyards, public gardens, play grounds and farm to market roads;
- (ii) devise strategy to assist union councils in provision and maintenance of rural water supply schemes and public sources of drinking water, including wells, water pumps, tanks, ponds and other works for the supply of water;
- (iii) ensure safety measures on children's play areas and prevention of accidents and ensure implementation of bye-laws;

- (iv) oversee the construction of culverts, bridges and public buildings;
- (v) consider and recommend other development activities.; and
- (vi) deal with any other matter assigned by the House.

(e) the Sports and Culture Committee may:

- (i) make efforts for promotion of sports including sports for persons with disabilities;
- (ii) hold fairs and shows, promotion of public games and sports, celebration of national occasions; and
- (iii) undertake any other activity for promotion of sports and culture as may be assigned by the House or the Government.

(2) In a Metropolitan Corporation and a Municipal Corporation:

(a) The Planning Committee may:

- (i) consider proposals for Spatial planning, master planning, zoning, land use planning including classification and reclassification of land, urban design, urban renewal ecological balances;
- (ii) suggest measures to exercise control over land-use, land-subdivision, land development, site development scheme and zoning by public and private sectors for any purpose;
- (iii) devise measures to regulate and control erection and re-erection of buildings;
- (iv) adopt measures against dangerous buildings;
- (v) examine and recommend proposals to develop and manage schemes including site development;
- (vi) consider schemes of development in area of local government;
- (vii) examine needs of area and give recommendations to House after evaluation and prioritizing the schemes;
- (viii) examine the strategies programmes and services to address issues of local area; and
- (ix) deal with any other matter assigned by the House.

(b) the Finance Committee may:

- (i) assist the Mayor in formulating proposals for budget and financial management;
- (ii) examine and recommend the proposal for levy of taxes, fees, rates tools, charges etc.
- (iii) suggest measures to improve recovery of approved taxes, fees, rates, tolls, charges etc.
- (iv) deal with any other matter assigned by the House.

(c) the Municipal Regulation Committee may:

- (i) oversee prevention and removal of encroachments;
- (ii) devise strategy to regulate dangerous and offensive articles and trades provided in Second Schedule of the Act and rules framed thereunder;

- (iii) oversee regulation of markets and services and grant permission to issue licenses, permits, and impose penalties for violation thereof as and where applicable;
- (iv) look after properties and assets of the local government;
- (v) devise mechanism to regulation and maintain parking places;
- (vi) oversee the implementation of Advertisement Bye-laws relating to affixing of sign-boards and advertisements except where this function is being performed by the Parks and Horticulture Authority;
- (vii) devise mechanism to streamline the recovery of rent;
- (viii) deal with any other matter assigned by the House.

(d) the Municipal Infrastructure and Services Committee may:

- (i) suggest measures to provide manage, operate, maintain and improve the municipal infrastructure including water supply and control and development of water sources; sewage and sewage treatment and disposal; storm water drainage; establish landfill site and recycling plants; roads and streets; traffic planning, engineering and management including traffic signaling systems, signs on roads, street markings; street Lighting; graveyards; and public open spaces, public gardens, playgrounds and arboriculture other than maintained by Parks & Horticulture Authority;
- (ii) examine and recommend proposals to develop parking places, transport stations, stops, stands and terminals;
- (iii) suggest measures to improve sanitation and solid waste collection and sanitary disposal of solid, liquid, industrial and hospital wastes, treatment and disposal including landfill site and recycling plants;
- (iv) devise strategy for better management of passenger and transport freight and transit stations;
- (v) ensure measures to improve firefighting services;
- (vi) ensure safety measures on children's play areas and prevention of accidents and ensure implementation of bye-laws;
- (vii) suggest measures for management of graveyards; public open spaces, public gardens, play grounds and arboriculture other than provided and maintain by Parks and Horticulture Authority;
- (viii) deal with matters concerning management of slaughter houses and suggest measures to improve;
- (ix) make policy to preserve historical and cultural assets;
- (x) take measures to improve libraries and reading rooms;
- (xi) deal with any other matter assigned by the House.

(e) the Sports and Culture Committee may:

- (i) give proposals to develop and maintain museums, art galleries, libraries, community and cultural centers;
- (ii) devise mechanism to conserve historical and cultural assets;
- (iii) organize sports, cultural, recreational events, fairs and shows;

- (iv) promote physical culture and encourage public games and sports and organize rallies and tournaments; and
- (v) deal with any other matter assigned by the House.

(3) In the Municipal Committee:

(a) the Planning Committee may:

- (i) consider proposals for Spatial planning, master planning, zoning, land use planning including classification and reclassification of land, urban design, urban renewal ecological balances;
- (ii) suggest measures to exercise control over land-use, land-subdivision, land development, site development scheme and zoning by public and private sectors for any purpose;
- (iii) devise measures to regulate and control erection and re-erection of buildings;
- (iv) adopt measures against dangerous buildings;
- (v) examine and recommend proposals to develop and manage schemes including site development;
- (vi) consider schemes of development in area of local government;
- (vii) examine needs of area and give recommendations to House after evaluation and prioritizing the schemes;
- (viii) examine the strategies programmes and services to address issues of local area; and
- (ix) deal with any other matter assigned by the House or the Government.

(b) the Finance Committee may:

- (i) assist the Chairman in formulating proposals for budget and financial management;
- (ii) examine and recommend the proposal for levy of taxes, fees, rates tools, charges etc.
- (iii) suggest measures to improve recovery of approved taxes, fees, rates, tolls, charges etc.
- (iv) deal with any other matter assigned by the House.

(c) the Municipal Regulation Committee may:

- (a) oversee prevention and removal of encroachments;
- (b) devise strategy to regulate dangerous and offensive articles and trades provided in Second Schedule of the Act and rules framed thereunder;
- (c) oversee regulation of markets and services and grant permission to issue licenses, permits, and impose penalties for violation thereof as and where applicable;
- (d) oversee organizing and regulating cultural & recreational events, fairs and shows as per regulations framed under the Act;
- (e) look after properties and assets of the local government;
- (f) ensure regulating the keeping of animals and measures for eradication of stray dogs;

- (g) devise mechanism to regulation and maintain parking places;
- (h) oversee the implementation of Advertisement Bye-laws relating to affixing of sign-boards and advertisements except where this function is being performed by the Parks and Horticulture Authority;
- (i) ensure registration of births, deaths, marriages and divorces and pass on such information about births, deaths, marriages and divorces in its territorial jurisdiction to such persons and institutions as may be prescribed;
- (j) deal with any other matter assigned by the House.

(d) the Municipal Infrastructure and Services Committee may:

- (i) suggest measures to provide manage, operate, maintain and improve the municipal infrastructure including water supply and control and development of water sources; sewage and sewage treatment and disposal; storm water drainage; establish landfill site and recycling plants; roads and streets; traffic planning, engineering and management including traffic signaling systems, signs on roads, street markings; street Lighting; graveyards; and public open spaces, public gardens, playgrounds and arboriculture other than maintained by Parks & Horticulture Authority;
- (ii) examine and recommend proposals to develop parking places, transport stations, stops, stands and terminals;
- (iii) deal with any other matter assigned by the House;
- (iv) suggest measures to provide manage, operate, maintain and improve the municipal infrastructure including water supply and control and development of water sources; sewage and sewage treatment and disposal; storm water drainage; establish landfill site and recycling plants; roads and streets; traffic planning, engineering and management including traffic signaling systems, signs on roads, street markings; street Lighting; graveyards; and public open spaces, public gardens, playgrounds and arboriculture other than maintained by Parks & Horticulture Authority;
- (v) examine and recommend proposals to develop parking places, transport stations, stops, stands and terminals;
- (vi) suggest measures to improve sanitation and solid waste collection and sanitary disposal of solid, liquid, industrial and hospital wastes, treatment and disposal including landfill site and recycling plants;
- (vii) devise strategy for better management of passenger and transport freight and transit stations;
- (viii) take measures to improve firefighting services;
- (ix) ensure safety measures on children's play areas and prevention of accidents and ensure implementation of bye-laws;
- (x) suggest measures for management of graveyards; public open spaces, public gardens, play grounds and arboriculture other than provided and maintain by Parks and Horticulture Authority;

- (xi) deal with matters concerning management of slaughter houses and suggest measures to improve;
- (xii) make policy to preserve historical and cultural assets;
- (xiii) take measures to improve libraries and reading rooms;
- (xiv) deal with any other matter assigned by the House or the Government.

(e) the Sports and Culture Committee may:

- (i) organize sports, cultural, recreational events, fairs and shows;
- (ii) promote physical culture and encourage public games and sports and organize rallies and tournaments;
- (iii) devise mechanism to conserve historical and cultural assets; and
- (iv) undertake any other activity for promotion of sports and culture as may be assigned by the House.

(4) House of a Local Government shall determine the terms of reference of the Committee appointed by it.

8. Review of progress of the Committees.—The House of a Local Government shall review the progress of the Committees on quarterly basis.

9. Modification in the composition of a Committee.—The concerned local government may modify the composition of a committee constituted under rule 4 subject to recording the reasons in this regard.

10. Removal of difficulties.—In case any difficulty arises in giving effect to any provision of the rules, the Department may make all necessary arrangements and issue such instructions as may be deemed expedient in furtherance of the objectives of the Act.

**SECRETARY
GOVERNMENT OF THE PUNJAB
LG&CD DEPARTMENT**

No & Date Even:

A copy is forwarded for information and necessary action to the:

1. Secretary, Government of the Punjab, Law & Parliamentary Affairs Department.
2. Superintendent Government Printing Press, Punjab Lahore with the request to publish the same in the official Gazette (Extraordinary) issue and provide 5 copies to this Department for record.

**(Shabbir Ahmad Mughal)
Section Officer(Regulations)**