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No.RD/PIH/EDU/(_____) / 2016 On the basis of evidences/order issued by District officer Education Academic and Training Tando Allahyar produced by the applicant **Mr. Nazeer Ahmed father of Muhammad Yasir,** relating to correction in his name in the academic documents of his son. **The Director, Regional Directorate Inspection & Registration of Private Institutions Hyderabad Region, Hyderabad,** is pleased to accord his permission to make under noted correction.

The correct father's name of the student is **Nazeer Ahmed** (instead of **Muhammad Nazeer**).

No. RD/PIH/EDU/(_____) / 2016 On the basis of evidences produced by the applicant **Mr. Ali Akbar F/O Sajid Ali,** relating to correction in his name in the academic documents of his son. **The Director, Regional Directorate Inspection & Registration of Private Institutions Hyderabad Region, Hyderabad,** is pleased to accord his permission to make under noted correction.

The correct father's name of the student is **Ali Akbar** (instead of **Akbar Ali**). Sajid Ali is Ex-Student of Happy Children Primary School Hyderabad.

QADIR BUX RING
DIRECTOR
(I & R) PRIVATE INSTITUTIONS
HYDERABAD REGION HYDERABAD

LOCAL GOVERNMENT, RURAL DEVELOPMENT AND HOUSING TOWN PLANNING DEPARTMENT

Karachi dated the August,2016

NO.SOA(LG)/4(34)/2014: In exercise of the powers conferred by section-138 of the Sindh Local Government Act, 2013, read with section 83 thereof and entry 3 of Schedule VII thereto, the Government of Sindh are pleased to make the following Rules:

CHAPTER-1
PRELIMINARY

1. **Short title and commencement.-(**1)These rules may be called the Sindh Council (Conduct of Business) Rules, 2016.

   (2) The shall come into force at once

2. **Definnitions.-(1)**In these rules, unless the context otherwise requires;

   (a) "Act" means the Sindh Local Government Act, 2013;

   (b) "agenda" means the list of business to be disposed of at a meeting;

   (c) "business" means the business of a council under the aCt, rules of bye-laws;

(d) "committee" or "sub-committee" means respectively a committee or sub-committee of a council;

(e) "meeting" means a meeting of a council called under the Act to dispose of the business of the Council, and includes the day to day sittings of such council excepting any holiday, unless the council decides to sit on such holiday;

(f) "motion" means a proposal made by a member relating to any matter which may be brought for consideration of the council;

(g) "Presiding Officer" means mayor, Deputy Mayor, Chairman, Vice Chairman or a member presiding over a meeting under section 83(2);

(g) "section" means a section of the Act;

(h) "sitting" means the part of a meeting which is held on any one day for any period as is fixed by the Mayor or Chairman, as the case may be.

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

CHAPTER -II
MEETINGS, THEIR AGENDA, QUORUM AND TRANSACTION OF BUSINESS

3. Meetings:(1)There shall be -

(i) Ordinary meetings, which may be convened by the Mayor or Chairman, as the case may be at any time as he deems fit;

(ii) special meetings, which may be convened on the directions of Government or on receipt of a requisition in writing by at least one- third of the total number of members; and

(iii) emergent meetings for disposal of any urgent business.

(2) Any ordinary meeting shall be convened by the Mayor or Chairman, as the case may be, at any time as he deems fit;provided that there shall be at least one such meeting in every month.

(3) A special meeting shall be convened by the Chief Executive, Town Officer or Secretary, as the case may be, as soon as may be, after the direction of Government or, as the case may be, the requisition of the members and the date for such meeting shall be fixed in consultation with the Mayor of Chairman.

(4)An emergent meeting may be called by the Mayor or Chairman, as the case may be, of his own or on the direction of Government or requisition of the members as in the case of a special meeting.

(5)An emergent meeting shall have priority over a special meeting and a special meeting shall have priority over any ordinary meeting.

(6)All meetings shall ordinarily be held at the office of the Council; provided that if for any good or sufficient reason it is not possible to hold a meeting at the office of the council, such meeting may, with the prior approval of Government, be held at any other place approved by Government or as the case may be, authorized person.

4. **Notice for meetings.-**(1)A meeting shall be held at such place, date and time as may be fixed by the Mayor or Chairman, as the case may be.

(2) Seven clear days' notice shall be given for an ordinary meeting, two clear days notice for a special meeting and one day notice or as the case may be for an emergent meeting.

(3) The Chief Executive, Town Officer or Secretary as the case may be, shall cause the notice to be served on the members and a copy thereof to be pasted at the office of the council.

(4) The notice shall inter-alia specify the place, date and time of the meeting and be accompanied by the agenda, if any.

5. **Agenda.-**(1) The agenda for a meeting shall be prepared by the Chief Executive, Town Officer or Secretary with the approval of the Mayor or Chairman, as the case may be.

(2)The agenda for an ordinary meeting shall be prepared in the following order:

(a) confirmation of the minutes of the previous meeting, whether ordinary, special or emergent;

(b) all the elections to be held and appointments to be made by the council under the Act, rules or bye-laws;

(c) all matters deferred from previous meetings;

(d) consideration of the directions of Government;

(e) matters placed before the council by the Mayor or Chairman, as the case may be;

(f) reports of the committees and sub-committees;

(g) motions and questions of which notice have been given by the memebrs and admitted by the Mayor or Chairman, as the case may be, (list of questions admitted shall be appended to the agenda);

(h) details of documents to be laid on the table for the information of the members, such as -

(i) copies of Audit report, Inspecting Officer's report and answers;

(ii) Any information or material received from Government or other institutions;

(iii) any other matter which is useful to the council;

(3)The agenda for a special or emergent meeting shall be prepared in the following order; -

(a) consideration of the matters for which the meeting has been convened;

(b) questions asked by the memebrs and admitted by the Mayor or Chairman, as the case may be;

(c) any other business approved by the Mayor or Chairman, as the case may be;

(4)The questions, motions and resolutions notices whereof have been given and which are allowed, shall be included in the agenda for the particular day on which they are to be answered or, as the case may be, moved.

(5)Subject to the availability and the orders of the Mayor or Chairman, as the case may be, the memebrs shall be provided copies of document or information relating to the matters on the agenda.

6. **Adjournment or post pavement of meeting.-**(1)Save as otherwise provided in these rule no meeting shall, be adjourned until the agenda thereof is disposed of or a resolution of adjournment is passed or the Presiding Officer, for any reason to be recorded in writing, makes such order, provided that the Presiding Officer shall not of his own adjourn an emergent meeting.

(2)In the case of grave disorder at any sitting the Presiding Officer may adjourn the sitting for the next day.

(3)No meeting shall, except with the prior permission of Government or any person authorized by it in this behalf be postponed on more than two occasions in a month.

7. **Quorum.-**(1)The quorum for an ordinary and special meeting shall respectively be one third and one half of the total number of members consituting the Council, fraction being counted as one; provided that the quorum shall not be necessary for an emergent meeting.

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

(3)A meeting other than an emergent meeting shall be adjourned for want of a quorum but no meeting shall be adjourned unless thirty minutes have elapsed since the commencement of the meeting.

(4)No quorum shall be necessary at a meeting adjourned for want of quorum.

(5)Except as provided in sub rule (4) any business transacted in the the order in which it is entered on the agenda, and once an item is included therein it shall not be removed there from without the permission of the Presiding Officer;

8. **Order of Business.-**(1)The business at a meeting shall be taken up in the order in which it is entered on the agenda, and once an item is included therein it shall not be removed there from without the permission of the presiding Officer:

Provided that the Presiding Officer may, with the consent of the majority of the members present at the meeting, very such order.

(2)All business appointed for any day and not disposed of before the termination of the sitting shall be conducted on the next or subsequent days.

9. **Address by non-member.-**Any officer of Government or any other person may, by invitation or on the direction of Government, address a meeting of a Council.

10. **Presence and powers of the Chief Executive at meeting of the Council and Committees.** The Chief Executive, Town Officer or Secretary, as the case may be, shall have the same right of being present at a meeting of the Council or any committee or sub-committee tereof and of taking part in the discussions thereat as a member of the council or such committees, and may at any time make a statement or explanation of facts but he shall not vote upon any proposition at any such meeting.

11. **Decision by Vote.-**(1)When any matter is put to vote, the votes shall be counted by show of hands but no members shall be compelled to vote:

Provided that if at the time of declaration of the result of voting by show of hands a poll is demanded by the majority of the memebrs, the Presiding Officer shall take votes again and declare the result and record the same in the Minute Book with the names of the members voting for and against the proposition.

(2) Where, in the case of equality of votes, the presiding officer does not exercise the casting vote, the consideration of the proposition and shall be deemed to have been deferred to the subsequent meeting.

(3)A member voting against a proposition may request that his dissent may be recorded in the Minute Book.

12. **Minutes.-**(1)After the minutes have been drawn up under section 83(6), a copy thereof shall be sent to the memebrs within fifteen days of such meeting.

(2) A member who was present at a meeting may object to the confirmation of the minutes of that meeting by moving an amendment on the ground that any matter is not correctly recorded or expressed therein, and if the Presiding Officer of that meeting is satisfied that such corrections should be made, he shall make the corrections and finally authenticate the minutes.

(3) The minutes or any part thereof may be published in such manner as may be decided by the council.

(4) A separate page in the Minutes Book shall be provided for recording the attendance of the members at the meetings.

13. **Reconsideration of matter once disposed of.-**Unless Government otherwise directs or a requistion by not less than two thirds of the total number of members of the council is made, no matter finally disposed of by a council shall be reconsidered by it within three months of its disposal.

14. **Language.-**The proceedings of the meeting may be in Urdu, Sindhi or English.

15. **Leave of absence of members.-**Leave of absence in a calendar year may be granted to the members by the council for a period not exceeding forty-five days in case the member seeks to enjoy the leave within the country, and for a period not exceeding ninety days in case the member seeks to enjoy the leave outside the country; provided that in case of extension in leave the council may approve such extension.

Provided further that the period of leave of absence shall not ordinarily exceed180 days in the entire term of office of the council.

CHAPTER-III
QUESTIONS, MOTIONS AND RESOLUTIONS

16. **Questions.-**A question may be asked by a member from the Presiding Officer for the purpose of obtaining information on a matter of public concern within the cognizance of the council.

17. **Admissibility of questions.-**(1)The Presiding Officer may disallow the question which-

(a) is not self-contained and intelligible;
(b) relates to a matter which is subjudice;
(c) is frivolous, offensive, or injurious to the interest of the council;
(d) is outside the scope of the council;
(e) asks for expression of an opinion;
(f) contains arguments, inferences, ironical expressions or defamatory statements;
(g) requires information contained in the documents ordinarily accessible to the public;
(h) contains references to newspapers by name or asks whether statements in the Press or of private individuals or bodies arc accurate;
(i) asks for an expression of legal opinion or the solution of an abstract or hypothhetical proposition.

(j) refers to the character or conduct of any member or official of the council, except in his public or official capacity;
(k) is excessive in lenght;
(l) amounts in substance to suggestion for any particular action.

(2)The Presiding Officer may in his discretion amend the form of any question without changing the substance thereof.

(3)All questions and, where possible, the supplementary questions and gist of the replies shall be recorded in the minutes of the meeting.

18. **Notice of question.-**(1)A member desiring to ask a question in a meeting shall send it along with a notice to Chief Executive, Town Officer, or Secretary, as the case may be.

(2) A question shall, if admitted, be asked in the first meeting held after fourteen days of the receipt of notice under sub-rule (1) and shall be included in the agenda of the day fixed for answer thereof.

(3) The Mayor or Chairman, as the case may be, may notwithstanding the provisions of sub-rules (1) and (2) may admit any question for answer at any meeting and the question shall accordingly be answered.

(4) A member who desires an oral answer to his question may distinguish the question with an asterisk and such questions shall be arranged separately as starred questions and answers thereof shall be given on the day and time fixed for such answer; provided that lengthy answers to such questions may be placed on the table without being read.

(5) Unless otherwise directed by the Mayor or Chairman, as the case may be, not more than three starred questions by the same member may be included in the agenda for the same day.

(6) On the day and time fixed for a question, the Presiding Officer shall call out the name of the member, who has given notice of the question, and such member shall, if present, stand up and ask the question.

19. **Supplementary questions.-**(1)Any member may ask any supplementary questions in elucidation of the answer given to a starred question but the number of such questions asked by such member shall not exceed three.

(2) The Presiding officer may, on the principles stated in sub-rule (1) of rule 17 disallow any supplementary question.

20. **Motion and Resolution.-** (1)Any member, who desires to bring forward any business or to move a resolution at a meeting, shall along with the statement of such business or a copy of the resolution give a written notice thereof to the Chief Executive, Town Officer or Secretary, as the case may be, for at least ten days for bringing the same before an ordinary meeitng and two days before a special or emergent meeting; provided that the Mayor or Chairman, as the case may be, may allow a motion or resolution at a shorter notice or without notice.

(2) All notices or motions and resolutions shall be dated and numbered as they are received and included in the agenda, and motions and resolutions allowed by Mayor or Chairman, as the case may be, shall, after the dispatch of the agenda for a particular day, be circulated among the members as soon as possible.

(3)The Mayor or Chairman, as the case may be, may refuse to allow any motion or resolution to be moved if he considers that-

(a) it is not definite or is not clearly and precisely expressed;
(b) it contains agruments, inferences, ironical expressions, or defamatory statement;
(c) it refers to the conduct or character of a person except in his official or public capacity;
(d) it relates to a matter which is not primarily the concern of the council or it contravenes the provisions of sub section (10) of section 83;
(e) it is not otherwise suitable for discussion at a meeting.

(4) A member who wishes to move an amendment to a motion or resolution shall give at least one day's notice in writing; provided that the Mayor or Chairman, as the case may be, may allow such amendment to be moved at a shorter notice or without notice.

(5) An amendment must be relevant to the motion or resolution and may propose a variation thereof or any addition thereto or omission therefrom, but no amendment shall be a direct negation of the motion or resolution before the meeting, nor shall it be the same in substance as a motion on an amendment already negated at the same meeting.

(6) On the day and time fixed for a motion, resolution or amendment the Presiding Officer shall call out the name of the member seeking to move the said motion, resolution or amendment, and such a member shall, if present stand up and move the motion, resolution or amendment, and if the motion, resolution or amendment is not moved it shall be deemed to have been withdrawn.

(7)A motion, resolution or an amendment may not be moved in a form different from that in which it appears in the notice unless the Presiding Officer permits it to be moved in an altered form.

(8) At any time before the motion, resolution or amendment has been put to vote, it may be withdrawn by its mover with permission of the Presiding Officer and no discussion on withdrawn motion, resolution or amendment shall be held.

CHAPTER-IV
DEBATE

21. **Speeches.-**(1) Except as otherwise provided in these rules, a member may speak on any matter before the meeting or raise a point of order.

(2)A member who desires to speak shall rise from his sent and address the Presiding Officer.

(3)After the member who moves a motion has spoken, other members may speak on the motion, resolution or amendment in such order as the Presiding Officer may call upon them, if more than one member should rise at the same time, the member whose name is called by the Presiding Officer shall be entitled to speak and the other member shall resume his scat.

22. **Procedure of debate.-**(1)A member while speaking shall not-

(a) use the name of the Presiding Officer for the purpose of influencing the debate;
(b) make a personal charge as against a member,
(c) use his right for willfully obstructing the business of the meeting;
(d) make a speech in contravention of the provisions of sub section (10) of section 83.

(2)A member shall not read his speech but may refresh his memory by reference to notice.

(3)Quotations from documents or reference may be read out and their originals shall, if required by the Presiding Officer, be placed on the table.

(4)The Presiding Officer may direct the member speaking to discontinue his speech if such member, after being warned by him persists in irrelevance or in repetition of his own argument or the arguments used by other members.

(5)Except in the exercise of a right of reply or otherwise provided by these rules, no member shall speak more than once on any motion save with the permission of the Presiding Officer and for the purpose

(6)The Presiding Officer may, wherever he deems fit, address the meeting on matters relating to procedure before putting any motion or resolution to vote and whenever the Presiding Officer addresses or rises to address the meeting, any other member rising to address or addressing shall at once resume his seat and postpone his address.

(7)A member shall not cross between the Presiding Officer and the member speaking, read out from any book, newspaper or letter except in connection with the business of the debate and except with the permission of the Presiding Officer, interrupt any member while he is speaking.

(8)When for the purpose of explanation during discussion or for any other sufficient reason, any member has occasion to ask a question, from anthore member on any matter under consideration of the meeting, he shall ask question through the Presiding Officer;

23. **Point of Order.-** (1)Any member may, at any time raise a point of order calling in question only the property of the proceedings before the meeting for the decision of the Presiding Officer but in doing so he shall confine himself to stating the point.

(2)When the point of order has been raised, the member speaking shall resume his seat.

(3)No discussion on any point of order shall be allowed except with the consent of the Presiding Officer.

(4)The Presiding Officer shall decide all point of order and his decision shall be final.

(5)After a decision has been given under sub-rule (4), the member speaking before the point of order shall resume his speech.

24. Personal explanations.-Ahy member may, with the permission of the Presiding Officer, make a personal explanation although there may be no such question before the meeting.

Provided that such explanation, if permitted, shall be made at the earliest possible opportunity before the business for the day is entered upon, and shall be limited to the circumstances which are the subject of the explanation and no speech or debate thereon shall be allowed by the Presiding Officer.

25. **Time-limit on speeches.-**The Presiding Officer may at any time fix a limit for speeches, and no speech shall exceed the limit so fixed:

Provided that the mover of a motion, resolution or amendment when moving the same, may speak for such longer time as the Presiding Officer may permit.

26. **Closure.-**At any time after a motion or resolution has been moved the Presiding Officer may, of his own or on a motion of a member, put the motion or resolution to vote and the motion or resolution shall be decided accordingly without further amendment of debate"

27. **Preservation of order at the meeting.-**(1)The presiding Officer shall preserve order at the meeting and have all powers necessary for enforcing his decisions.

(2)The Presiding Officer may direct any member whose conduct, is, in his opinion, grossly disorderly to withdraw immediately and the member concerned shall do so forthwith and shall, unless, recalled by the Presiding Officer, absent himself during the remainder of the meeting.

(3) The Presiding Officer amy cause to be summarily removed any member, who disobeys an order to withdraw.

CHAPTER-V
COMMITTEES AND SUB-COMMITTEES

28. **Constitution of committees and sub-committees.-** (1)The number of committees and sub-committees under section 84 and members and co-opted memebrs thereof shall be determined by the council.

(2) There shall be a Chairman of each committee or sub-committee of committees and sub-committees under section 84 from amongst themselves in such manner as they deem fit:

Provided that a member shall not be the Chairman of more than one committees including sub-committees.

(3) The election of the members of the committees and sub-committees shall be by secret ballot and by proportional representation:

Explanation.- For the purpose the proportional representation the election of all the candidates for one committee or sub-committee shall be held at one and the same time, one member having only one vote to be cast in favor of only one candidate, and the requisite number of the candidates receiving higher votes in descending order shall stand elected to the committee or sub-committee, as the case may be, and if there is a tie between two or more candidates in the lowest place the result shall be pronounced by drawing lot.

(4)Unless all the members have been elected to one or the other committee or sub-committee, no member shall be entitled to be elected to more than one committee.

(5)Where a committee or sub-committee for coordination under these rules is constituted, such committee shall notwithstanding sub-rule (2), be headed by the Mayor or Chairman, as the case may be.

(6)The members including the Chariman of a committee or sub-committee shall hold office for a period of one year.

Provided that Government may on its own motion or on representation made in this behalf by the council extend the period not exceeding six months at a time.

29. **Resignation and filling of casual vacancies.-**(1)Any member of a committee or sub-committee may resign from such committee be tendering his resignation in writing to the Mayor or Chairman, as the case may be, and such resignation shall take effect from the date of its acceptance by the council.

(2)A vacancy occurring in any committee or sub-committee shall be filled up in the same manner as provided in rule 28.

30. **Functions of Committees and sub-committees.-**The functions of a committee or sub-committee shall be only to advise the council on all or any of the matters specified in the Schedule and assigned to such committee and any advice tendered or recommendation made or resolution passed by such committee shall be given due regard but shall not be binding on the council.

31. **Conduct of Business.-**(1)The business of a committee or sub-committee shall be conducted in the meetings of such committee or sub-committee.

(2) The meetings of the committees or sub-committees shall be presided over by its respective Chairman and in his absence by the member chosen for the purpose by the members present.

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

(4)The quorum for a meeting of a committee or sub-committee shall be two or one third of its total number of members whichever is-greater.

(5)The decisions shall be taken by the committee or sub-committee by majority of votes and in case of equality of votes, its Chairman shall have a casting vote.

32. **Resolution of committees and sub-committees.-**(1)Resolution passed by a committee or sub-committee shall be recorded in a Minute Book and signed by its Chairman, and a copy thereof shall be forwarded to the Mayor or Chairman, as the case may be, within three days of the passing of such resolutions.

(2) Such resolutions shall not be made public or disclosed to the Press without the prior approval of the Mayor, or Chairman, or the Council, as the case may be.

33. **Channel of correspondence.-**(1)All correspondence of the counicl with Government shall be conducted by the Chief Executive, Town Officer or Secretary, as the case may be-

(a) directly in the case of Corporations; and

(b) through-

(i) the Director, Local Government in the case of District Councils and Municipal Committees and Union Committees; and
(ii) the Assistant Director, Local Government in the case of Union Councils and Town Committees:

Provided that the Chairman may in any case of special importance address correspondence directly to Government through Secretary, Local Government Department and simultaneously endorsing a copy thereof to the Director or Assistant Director, as the case may be.

(2) The Director, Local Government or Assistant Director, Local Government shall have the powers to make such observations and recommendations in respect of the correspondence referred to in clause (b) of sub-rule (1) as he may consider necessary for the consideration of Government but he shal ot have authority to with hold any such correspondence.

(3) A member may in relation to any matter connected with the affairs of the council make any reference to Government through the Mayor or Chairman, as the case may be, and the Mayor or Chairman shall forward the same to Government in accordance with the provisions of sub-rule (1).

Provided that a reference containing a complaint against the Mayor or Chairman may be made directly to the Secretary, Local Govrnment Department.

34. **Authentication of orders of council.-**Every order of a council shall be signed be the Mayor or Chairman, as the case may be, or any, other Officer authorized by it in this behalf, and shall be sealed with the seal of the council, which shall be kept in the custody of the Chief Executive, Town Officer or Secretary, as the case may be.

CHAPTER - VI
DISTRIBUTION OF BUSINESS

35. **Organization of Councils into Department.-**(1)For the purpose of financial and executive administration the activities of a council shall be deemed to have been organized into the Departments existing therein and more particularly into the following Departments that is to say:-

(a) General Department;
(b) Finance Department;
(c) Taxation Department;
(d) Education Department;
(e) Social Welfare Department;
(f) Health & Sanitation Department;
(g) Medical Department;
(h) Animal Husbandry Department;
(i) Water Supply & Drainage Department;
(j) Engineering Department;
(k) Disaster Respond Department;

(2)In a council, having smaller Schedule of establishment, two or more departments may be merged into one department known by the combined name of the departments marged, and in a council having greater schedule of establishment any further department may be created with the approval of Government.

(3)Where a council does not have and it is not feasible to create any Departments, the Chief Executive shall be deemed to be the Head of the Department and the functions assigned to the Departments shall be performed by the office of the council.

36. **General Department.-**The General Department shall be responsible for-

(a) general administration;
(b) the administration of the Council Secretariat;
(c) the administration of the service conditions of the employees of the council;
(d) the coordination of the activites of various Departments of the council.

37. **Finance Department.-**(1) The Finance Department shall be responsible for-

(a) the financial administration of the Council;
(b) the administration of the local fund and any other fund created by or under the Act by or for the purposes of the council;
(c) the maintenance of accounts, financial reporting to Local Government, Finance Department and Provinical Local Government Commission on quarterly basis;
(d) the framing and enforcement of the budget; and
(e) the enforcement of the principles of sound finance in the administration of various Departments.

(2) No Department shall, without previous consultation with the Finance Department, issue an order or take any action which either immediately or by repercussion is likely to affect the finances of the council by involving increased expenditure on any account, or a relinquishment of the revenue.

38. **Taxation Department.-** The Taxation Department shall be responsible for the collection and administration of all taxes, lees, charges, receipts and other revenues of the council.

39. **Education Department.-**The Education Departmentshall be responsible for-

(a) the administration of educational institutions maintained by the council;
(b) the payment of grants or contributions to educational institutions;
(c) the award of scholarships;
(d) the enforcement of compulsory education; and
(e) the undertaking of other activities incidental or consequential to the promotion of education.

40. **Social Welfare Department.-**The Social Welfare Departmentshall be responsible for-

(a) the organization of social welfare work;
(b) the administration of welfare institutions maintained by the council;
(c) the administration of community projects;
(d) the co-ordination of the activities of welfare organization in the council;
(e) the disbursement of grants for social welfare purposes;
(f) publicity, dissemination of information and public relatons;
(g) libraries and other cultural institutions; and
(h) the organization of sports;

41. **Helth and Sanitation Department.-**The Health and Sanitation Department shall be responsible for-

(a) sanitation;

(b) the organization and administration of preventive measures for public health; and
(c) promotion of public health including health education

42. **Medical Department.-**The Medical Department shall be responsible for-

(a) the organization of medical relief;
(b) the administration of medical institutions maintained by the council.

43. **Animal Husbandry Department.-**The Animal Husbandry Department shall be responsible for-

(a) the administration of veterinary institutions maintained by the council;
(b) the prevention of cruelty to animals;
(c) the administration of cattle ponds maintained by the council;
(d) the administration of slaughter-houses maintained by the council; and
(e) the organization and administration of cattle fairs and shows.

44. **Water Supply and Drainage Department.-**The Water Supply and Drainage Department shall be responsible for-

(a) the organization of water supply;
(b) the administration of water works of the council;
(c) fire-fighting;
(d) street watering; and
(e) drainage and disposal of water.

45. **Engineering and Works Department.-**The Engineering and Works Department shall be responsible for-

(a) the maintenance of all roads and buildings of the council;
(b) the execution of all council works;
(c) gardens, parks and roadside trees.

46. **Disaster Respond Department.-**The Disaster respond Department shall be responsible for -

(a) coordination with the Federal and Provincial Disaster Management Authorities and other allied authorities or departments;
(b) planning to manage any disaster including natural calamity;
(c) arranging trainings for the staff engaged in the disaster respond activities;
(d) managing any disaster or calamity in order to prevent the loss of lives and properties and provide emergency relief;
(e) sharing information with the respective councils timely; and
(f) furnishingreports to Government regarding the management done.

47. **Branches specified by the Council.-**Every Department shall be organized into such branches as may be specified by the Council, from time to time.

48. **Head of a Department.-**A senior officer shall be the Head of a Department; provided that a Council may appoint the same Officer to be the Head of more than one Department.

49. **Designate of officials.-**A Council shall, from time to time, designnate the officials who shall be in charge of the various Branches.

50. **Controlling Officer.-** The Mayor or, as the case may be, the Chairman shall be Controlling Officer for all Departments and all Heads of Departments shall be responsible to him.

CHAPTER-VII
PASSING OF BUDGET

51. **Consideration by the Council.-**The Budget shall be presented to the Council on such date as may be fixed by the Mayor or, as the case may be, the Chairman; provided that such date shall not be later than the 15th day of June.

(2) The Budget shall be considered by the Council in three stages that is to say-

(i) presentation;
(ii) discussion; and
(iii) voting.

(3) The Mayor or, as the case may be, the Chairman shall fix the period of stages and the period so fixed shall be specified in the agenda for the budget meeting.

52. **Presentation of Budget.-**At the presentation stage, the Mayor or, as the case may be, the Chairman shall present the Budget and explain its salient features in his Budget speecs.

53. **Discussion on Budget.-**At the discussion stage, the discussion shall be restricted to the Budget and the Mayor or, as the case may be, the Chairman may further explain any feature of the Budget and may reply at the end of the discussion to any points raised during the discussion.

54. **Voting on Budget.** At thestage, there shall be no voting on the estimates of Revenue, and the estimates of expenditure shall be presented to the Council in the form of Demands and shall be taken up for consideration in the order provided in the Budget.

55. Each Demand for a Grant shall be embodied in the form of a separate motion to be moved by the Mayor or, as the case may be, the Chairman and shall specify that a sum not exceeding that specified therein

56. **Motion.-**Any member may move a motion -

(a) to omit or reduce any item, but not to increase leter the denomination of any grant; and
(b) for a token cut.

57. **Notice of Motion.-** Notice of motions under rule 56 shall be given to the Mayor or, as the case may be, the Chairman at least two clear days before the day on which such grant or item comes up for discussion.

58. **Token cut.** Where a motion relates to a token cut, the specific purpose for which the token cut is made shall be specified.

59. No motion to omit or reduce any item, or a motion for a token cut shall be moved in respect of any item of expenditure charged on the Local Fund.

60. Where a motion is intended to limit the debate to a subject matter relating to an item, a notice of as an amendment shall be given to that particular item and not to the total grant.

61. Motions shall be arranged in such order as the Mayor or, as the case may be, Chairman may direct; provided that where several motions are moved to the same figures, priority shall be given to the motion proposing the greatest reduction and the other motions shall be arranged in the descending order of the amounts of reduction proposed.

62. **Time Limit for Speech.**The Mayor or, as the case may be, the Chairman may fix time limit for speeches during the debate or motions to omit or reduce any demand for grants.

63. A Council may assent or refuse to assent to any demand, or it may assent to any demand subject to such reduction as may be specified.

64. Where a token cut is passed, such cut shall be taken at its face value, and the demand shall be reduced accordingly.

65. The Mayor or, as the case may be, the Chairman shall amend the Budget in accordance with the decision of the Council.

66. The Chief Executive shall forward copies of the final Budget to Government by a date not later than the 30th day of June, and while forwarding the Budget, he may make such observations thereon for the consideration of Government as he deems necessary.

BAQAULLAH UNNAROF SINDH
SECRETARY TO GOVERNMENT

SCHEDULE
(See rule 30)
FINANCE

(a) Scrutiny of Annual and Supplementary Reports;
(b) Financial aspect of all development plans and new works proposed to be undertaken by the council;
(c) Imposition, assessment, collection of taxes, rates and fees;
(d) Grants loans and accounts.
(e) Any other matter related to exchequer of the Council.

WORKS

(a) Municipal works and establishment connected therewith;
(b) Streets and street lighting;
(c) Town Planning;
(d) Building Control;
(e) Traffic Control;
(f) Water supply and drainage.

HEALTH

(a) Preventive medicine;
(b) Conservancy, slaughter houses, cow houses and stables;
(c) Control of epidemic diseases;
(d) Control of food supplies, markets and water suppplies;
(e) Disposal of sullage, rain water and control of flys, mosquitoes and other causes of diseases;
(f) Burial of the dead;
(g) Any Other matter related to preventive medicines and referred to by the council;
(h) Curative medicine;
(i) Maintenance of Hospitals, dispensaries, Health Centers;
(k) Any other matter related to preventive medicine or curative medicine and referred to by the Council.

SOCIAL, CULTURAL AND SPORTS AFFAIRS

(a) Establishment and maintenance of industrial homes;
(b) Celebration and holding of symposiums, cultural gatherings, Mushairas, debates, discussion on national days.
(c) Gardens, parks, zoo, stadiums, open air theatres and play grounds;
(d) Deaf and dumb schools, blind schools and such other institutions including orphanages;
(e) promotion of public participation in charitable and other activities essential for relief to poor and needy.

LAND CONTROL

(a) Lease and sale of council or municipal lands except KatchhiAbadis;
(b) Fixation of rates of lease money and cost of land;
(c) Removal of encroachments.

PROPERTY MANAGEMENT

(a) Council properties, shops, flats and buildings owned by the council;
(b) Fixation of rents, and all other matters relating to council properties.

WATER AND SEWERAGE COMMITTEE

All matters relating to schemes of water and sewerage and their operation, maintenance, improvement or management.

INFORMATION AND PUBLIC RELATIONS

All matter relating to print & electronic media including complaints and grievances agitated in the media.

EDUCATION

Schools, libraries, reading rooms and such other institutions referred to by the Council.

NAMING OF STREETS, INSTITUTIONS AND OTHER PLACES

All matters connected with tthe naming of streets, roads, institutions and other places.

FOOD AND AGRICULTURAL DEVELOPMENT

(a) All matters relating to animal husbandry, zooids, cruelty to animals and stray animals;
(b) Promotion of breeding of health cattle;
(c) Matters relating to rationing and supply and distribution of eatables;
(d) Price checking and control.

LEGAL AFFAIRS

All matters relating to legal affairs.

CO-ORDINATION AND SUPERVISION

(a) to coordinate the functioning of the various sub-committees formed by the Council;

(b) in case of any dispute arising between any of the established committees with regard to their respective powers and functions, to arbitrate and settle the same and the decision so reached by the committee shall be binding on the concerned committee

ESTBLISHMENT

All matters relating to staff and administration.

MISCELLANEIOUS

Any other matter or function consistent with the Act and rules and assigned to the Council.