

**PUNJAB LOCAL GOVERNMENT (CITIZEN COMMUNITY BOARDS)  
RULES, 2003**

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## TEXT

### PUNJAB LOCAL GOVERNMENT (CITIZEN COMMUNITY BOARDS) RULES, 2003 (No.SOV(LG)5-1/2003)

*Dated Lahore the 14<sup>th</sup> April, 2003*

#### PART - I PRELIMINARY

**1. Short title and commencement-** (1) These rules may be called the Punjab Local Government (Citizen Community Boards) Rules, 2003.

(2) They shall come into force at once.

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

(i) "CCB" means a Citizen Community Board as defined in the Ordinance;

(ii) "CCB official" means such official of the District Government, Tehsil Municipal Administration or Union Administration, as the case may be, to whom the project proposals are submitted by the CCBs;

**Explanation:-** CCB official means for the District Government the Executive District Officer (Community Development), for the Tehsil/ Town Municipal Administration the Tehsil/Town Officer (Planning) and for Union Administration Secretary Community Development;

(iii) "Charter" means the constitution of a CCB, to be subscribed and signed by the founder members, as herein provided and includes the purposes, aims, and the mode of functioning of a CCB;

(iv) "form" means a form prescribed under these rules;

(v) "founder member" constitutes the signatory to the Charter of a CCB which has been submitted for registration;

(vi) "Government" means the Government of the Punjab in Local Government and Rural Development Department;

(vii) "member of CCB" means a person whose name has been included in the Register of Members;

(viii) "Ordinance" means the Punjab Local Government Ordinance, 2001 (XIII of 2001);

(ix) "project proposal" means the proposal which is submitted by a CCB to the concerned CCB official for approval by the Council;

(x) "register of CCBs" means the register to be kept at the offices of, and maintained by, the Registration Authority wherein the names, addresses, and specified particulars of the registered CCBs and their executive members are recorded;

(xi) "register of members" means the register to be kept at the designated office of a CCB, wherein the names, addresses, and other specified information relating to all its members are recorded;

(xii) "Registration Authority" means the District Officer (Registration), working under Executive District Officer (Community Development) who is declared as such by a District Government;

(xiii) "responsible person" means-

(a) the Chairman of a CCB;

(b) the Secretary of a CCB; and

(c) any other member of a CCB who is, in writing, declared as such by any of the persons mentioned above; and

(xiv) "Schedule" means a schedule to these rules.

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

#### PART - II

#### REGISTRATION OF CITIZEN COMMUNITY BOARDS

**3. Application for availability of name for a CCB.-** (1) Persons desirous of being registered as a CCB under these rules shall make an application on a plain paper duly signed by at least two founder members along with photocopy of their National Identity Cards to the concerned Registration Authority requesting information as to whether the proposed name is available for registration.

(2) Each CCB registered under these rules shall include the name of the Union at the end, within whose territorial jurisdiction its office is situated. The name of a CCB shall be on the following format-

[Name] (CCB) [Name of the Union Council in which the office is to be registered].

(3) A CCB shall not be registered by a name identical to or so nearly resembling that of a registered CCB or other entity that it may deceive a man of ordinary prudence.

(4) A confirmation of availability of name by the Registration Authority shall be provided on CCB Form 1.

(5) If for any reason the Registration Authority does not respond within fifteen days of the receipt of application, approval to use the name proposed by such CCB shall be deemed to have been given.

(6) The name of the proposed CCB shall be reserved for a period of one month by the Registration Authority after which the CCB shall have to apply again for ensuring the availability of the name.

**4. Change of name of a registered CCB.-** (1) A registered CCB intending to change its name, shall follow the same procedure as that for a new CCB as provided in rule 3.

(2) Notwithstanding anything to the contrary in these rules, if the Registration Authority is of the opinion that the name of a registered CCB is deceptive, inappropriate or may exploit or offend religious susceptibilities of the people, the Registration Authority shall require such CCB to change its name.

**5. Application for registration as CCB.-** (1) A group of persons not less than twenty-five non-elected persons may, by subscribing to the Charter, register themselves with the Registration Authority as a CCB. (Attached as First Schedule).

(2) CCB shall be registered at the office stated in the Charter of the CCB; provided that such office shall be within the limits of the district.

(3) There shall be no limit on the number of CCBs, which may be registered in a local area.

(4) A request for registration as a CCB shall be accompanied by-

(i) an application on a plain paper duly signed by its Chairman and Secretary;

(ii) three copies of the Charter which shall be duly subscribed and witnessed;

(iii) a copy of the confirmation received from the Registration Authority that the proposed name for the CCB is available or evidence that a copy of the application was deposited at least fifteen days prior to the date of application for registration; and

(iv) a list of at least twenty-five founder members in the form hereto annexed as CCB Form 2.

(5) The Registration Authority on being satisfied, after such enquiry and after obtaining such further information, as it may consider necessary, shall issue a certificate of registration within fifteen days in the CCB Form 3.

(6) If the Registration Authority does not object to the registration as a CCB within thirty days of the date on which the application for registration is made, the registration shall be issued to the CCB.

(7) The registration shall be valid within the district under the jurisdiction of the Registration Authority and shall not require renewal.

(8) The Registration Authority by an order, for the reasons to be recorded in writing, may refuse registration if it is satisfied that the objectives, functions or activities proposed to be carried out are opposed to public policy or contrary to the law or the rules.

(9) Before making an order under sub-rule (8), the Registration Authority shall give a notice in writing within fifteen days to the Chairman or Secretary of the proposed CCB to show cause, on or before a date specified therein which shall not be less than fifteen days, as to why the application for registration should not be rejected.

(10) Any person aggrieved by an order of the Registration Authority under sub-rule (9), may appeal in writing to the concerned District Coordination Officer within thirty days of the date of such order. The District Coordination Officer, after providing an opportunity of being heard to the appelland, shall communicate his decision in writing to the CCB within thirty days.

(11) Any person after the rejection of the appeal by the District Coordination Officer or on not receiving a reply within thirty days from the District Coordination Officer as provided in sub-rule (10) may appeal to the concerned Zila Council within thirty days of the date of such rejection by the District Coordination Officer or within thirty days of the expiry of the fifteen days period. Such appeal shall be taken up by the Zila Council in the next meeting. The decision of the Zila Council shall be final.

**6. Documents to be filed with the Registration Authority.-** (1) Once in every year, on or before the 31st of August, each CCB shall file with the Registration Authority, the following documents:-

- (i) list of its members with National Identity Card numbers;
- (ii) particulars of its Chairman, members of the Executive Committee, and the Secretary;
- (iii) copies of the audited annual accounts of the previous year. Thesis shall be submitted by 31st December following the close of the financial year in June; and
- (iv) list of development projects undertaken.

(2) If, or when, deemed appropriate the Registration Authority may request for copies of such documents as it may require.

**7. Mode of submission of documents.-** (1) Every application, form or document submitted by a CCB shall, in addition to complying with any other requirement of the Ordinance or these rules, be-

- (i) signed and certified by a responsible person of the CCB;
- (ii) accompanied by documents referred to in the application;
- (iii) accompanied by one spare copy, duly signed, dated and verified; and
- (iv) accompanied by the original receipt of the treasury or bank or post office, as the case may be, as evidence of payment of the prescribed fee where applicable.

(2) Any application, document, statement, return, or report shall be delivered, either in person or through an agent, against receipt, to addressee or sent to such addressee by registered post.

(3) Any person may inspect the record of a CCB available with the Registration Authority or with any other office of the local government upon a written request indicating the reason for inspection.

**8. Changes in Charter.-** (1) A CCB desirous to make any change in their Charter may do so; provided that it has, by written notice, intimated the changes to the Registration Authority.

(2) Such change in the Charter shall become effective upon confirmation by the Registration Authority in writing.

(3) In case the Registration Authority does not confirm the change within thirty days of the date on which such intimation was received by the Registration Authority, such change shall be deemed effective to the extent that it does not contravene the provisions of the Ordinance or these rules.

**9. Payment of fee.-** (1) There shall be paid in respect of the matters mentioned in the Second Schedule, the fee therein specified.

- (2) The Provincial Government may, through a notification in the official Gazette, change the fee structure mentioned in the Second Schedule from time to time.

**PART - III**  
**DISSOLUTION OF CCB**

**10. Dissolution of the CCB.-** (1) A CCB may be dissolved or deregistered by the Registration Authority after approval of the Zila Council if –

- (i) in the opinion of the Registration Authority, based on the report of the inquiry official, the CCB is unable to carry out its functions in accordance with the Ordinance or these rules; or
- (ii) a CCB, by a resolution passed by not less than seventy-five percent of its members, resolves to be dissolved or deregistered.

(2) The CCB official, through the Zila Nazim, shall put up the case of dissolution to the Council.

(3) The Zila Council shall allow dissolution after examination of the- Charter and accounts including liabilities and other documents of the CCB.

(4) An application for dissolution submitted by a CCB to the Registration Authority under sub-rule (1) (ii) shall be deemed to have been accepted by the concerned Zila Council after a period of sixty days unless reasons for the delay are intimated to the CCB in writing by the Registration Authority.

(5) Upon dissolution the Registration Authority shall appoint an administrator to deal with the matters relating to the dissolution of a CCB. The assets of the CCB shall continue to be used for community welfare by the respective local government.

#### **PART - IV**

#### **DEVELOPMENT PROJECT PREPARATION, APPROVAL AND IMPLEMENTATION**

**11. Development project identification by CCBs.-** (1) The CCB project shall be identified within the policy guidelines and framework of the local government concerned to which the CCB project shall be submitted for funding.

(2) CCB funds are earmarked in the development budget at all levels of local governments and a CCB may submit project proposals to any level of local government.

(3) A CCB shall identify project proposals in accordance with the classification of projects issued by the local government concerned and submit to the concerned CCB official in accordance with the time frame provided in the Third Schedule or as notified by a local government.

(4) CCB projects shall be initiated at the grass root level in every local area, and the residents thereof shall primarily be involved in determining the development needs for such local area.

(5) Project concepts shall be discussed with the concerned sectoral office of the local government to which the project relates. The concerned CCB official shall arrange the meetings for the CCBs with the sectoral offices.

(6) A CCB shall identify projects subject to the following:-

- (i) classification of schemes issued by the concerned local government;
- (ii) needs of the community;
- (iii) capacity to implement the project;
- (iv) cost-benefit analysis;
- (v) duration of the project;
- (vi) financial implications;
- (vii) compatibility with availability of the resources; and
- (viii) sustainability.

**12. Preparation of project proposals by CCBs.-** (1) The concerned local government sectoral office to which the project relates shall prepare the cost estimates, determining the viability and other issues relating to the project.

(2) The CCB shall prepare project proposal in CCB Form-4 and submit to the concerned CCB official according to the time frame in the Third Schedule or as notified by the concerned local government each year.

(3) A CCB may, in addition to twenty percent share mentioned in rule 13(iii), make contribution towards the cost of a project "in kind". The "in kind" contribution shall be considered as additional contribution and included in the ranking and evaluation of the proposal.

(4) Where two or more local governments of the same level are involved in a project, the concurrence of the concerned Nazims shall be included in the proposal.

(5) A CCB shall only submit those projects to a local government, which relate to the functions of that local government as defined in the Ordinance.

**13. Processing of CCB project by local government.-** (1) The CCB official shall confirm the following before submitting the project proposal to the concerned Development and Planning Officer:-

- (i) the CCB concerned is duly registered under the Ordinance and these rules;
- (ii) the project proposal is in conformity with the classification issued by the local government concerned;
- (iii) CCB draft in the amount equal to the twenty percent share in a project is attached, which shall be returned to CCB after the decision of the council concerned. The draft shall be in the name of the CCB; and
- (iv) the project proposal submitted is in conformity with CCB Form-4.

**14. Ranking of CCB project proposals by Development and Planning Officer.-** (1) The concerned Development and Planning Officer shall draw up a first statement specifying the projects proposed by the CCB by classification including the total amount of a contribution for a particular classification of the project based on the policy frame work. For details see Schedule V.

(2) A second statement shall determine contribution amounts for a particular classification for the project as a ratio of the total contributions for all projects of CCBs for that year and the statement shall be used to determine amount of allocations for a classification of projects from the budgets reserved for the purpose. For details see Schedule.

(3) A third statement shall be drawn up which shall identify the number of projects included in a particular classification beginning with the projects containing the highest contribution by the CCB in a classification, until all the projects in this classification are selected or the funds allocated for that particular classification in the amount determined in sub rule (2) above are exhausted. For details see Schedule V.

(4) The "in kind" contribution shall be considered as additional contribution of the CCB while making the ranking in the third statement. The determination of the market value of the "in kind" contribution shall be made by the sectoral office of the local government concerned to which the project relates.

(5) The Development and Planning Officer shall submit the CCB Projects to the Finance and Budget Officer for inclusion in the Annual Development Programme.

**15. Approval of project proposals by the Council.-** (1) The concerned Council shall approve such CCB Project Proposals as it deems necessary.

(2) The projects approved by the Council shall be communicated to the CCBs concerned, through the concerned CCB official after approval of the budget.

**16. CCB bank accounts etc.-** (1) After approval of a project by the Council a CCB shall-

- (i) open an account for that project with a bank or post office within the limits of the local area in which the CCB has its office; and
- (ii) deposit its share of the cost of the project approved by the Council.

(2) A CCB shall open separate accounts for each project.

(3) The accounts, opened and maintained by a CCB, shall be operated jointly by the Chairman and Secretary of the CCB.

(4) A CCB shall not incur debt.

**17. Project implementation by CCB.-** (1) A CCB, upon receipt of approved project budget estimates, shall submit the following documents to the concerned CCB official dealing with CCBs:-

- (i) certificate of a bank or post office showing evidence of deposit of twenty percent share of the CCB;

- (ii) copy of duly executed agreement with the local government concerned as per CCB Form-5; and
- (iii) request for first installment as per CCB Form-6.
- (2) A CCB shall implement duly approved projects as specified in the project agreement by itself.
- (3) A CCB shall implement the project within the allocated funds and within the allowed time frame.
- (4) Upon submission of the documents to be filed under sub-rule (1) above the CCB official shall, in accordance with the disbursement schedule in the agreement referred to in sub-rule (1) (ii) above, transfer the first installment into the account specified by the CCB under sub-rule (1) (i) above.
- (5) Subsequent transfer of installments by the local government concerned shall be made in accordance with the schedule agreed to between the CCB and the local government concerned.
- (6) The release of subsequent instalment shall be subject to the approval of the concerned local government.
- (7) The installment shall be released to the CCB as per the agreed schedule within thirty days from the receipt of request made by the CCB.
- (8) In case of delay in the release of instalment within 30 days the CCB may approach the Council for release of the instalment, which shall take up the matter in its next meeting.
- (9) The release of instalments to CCBs shall have priority over other expenditures of the local government.
- (10) The respective accounts official shall not make any payment against the budget if-
  - (i) twenty-five percent of the development budget has not been reserved for CCBs; and
  - (ii) the unspent balance from the previous reserved CCB amount has not been added to the CCB allocation in the current year budget.
- (11) The respective accounts officer shall ensure that the reserved amount for CCB is safeguarded during the budget year and is spent solely for that purpose.

**18. Project monitoring and evaluation.-** (1) Projects of CCB shall be subject to monitoring and evaluation by the respective Monitoring Committee constituted under the Ordinance or by any other agency/official(s) notified by the local government concerned.

(2) The Monitoring Committee shall prepare a monitoring and evaluation report of the CCB Projects and shall submit the same to the Council and the Nazim concerned.

(3) The Monitoring Committee shall neither interfere in the day to day affairs of the CCB nor shall it stop the work of the CCB.

(4) The CCBs shall provide access, to all its record, to the Monitoring Committee or any other agency/official(s) notified by the local government concerned.

(5) Monitoring of CCBs by a local government shall be non-intrusive.

**19. Budget re-appropriation.-** (1) A CCB shall remain within the approved budget allocation.

(2) The re-appropriation up to a maximum of twenty percent of the approved budget in any head may be done by the CCB.

(3) For the re-appropriation beyond twenty percent in a head, prior approval of the CCB official shall be required.

(4) The request for re-appropriation shall be submitted on CCB Form 7.

**20. Excesses and surrenders in the budget-** (1) The authority to accept or reject any additional expenditure over and above the approved budget shall vest with the respective Council. The Council shall consider the recommendations of the concerned sectoral office of the local government in this respect and the availability of budgetary provisions.

(2) Excess requirements of funds shall be granted by the respective council with such conditions as it may deem fit.

(3) Surrenders shall be allowed upon the following conditions:-

- (i) the CCB shall have completed the project as per the approved budget proposal and the agreement with the local government concerned; and
  - (ii) the funds so surrendered by the CCB shall be deemed as the share or part of the share of such CCB for the purposes of future project proposals submitted by such CCB.
- (4) Request for excesses and surrenders shall be made in CCB Form-8.

**21. Audit and accounts.-** (1) The Secretary of the CCB under the general supervision and control of the Executive Committee shall maintain proper records of all transactions, assets and liabilities of the CCB.

(2) The CCB shall follow the procurement and executing procedure approved by its General Body. Such procedure shall be based on the principle of financial propriety and sound procurement practices.

(3) The respective local government may require the CCB to furnish such financial information, as it may deem necessary, or maintain accounts in the prescribed manner.

(4) The accounts of the CCB shall be audited as prescribed by the Auditor General of Pakistan, in case of project being carried out with the assistance of District Government, and by Local Fund Audit Department, in case of projects being carried out with the assistance of Tehsil Municipal Administration and Union Administration.

(5) The CCB shall provide access to all its record to the auditor.