

**Schedule II**  
**(See Rule 5)**  
**Distribution of Functions among offices of Municipal Committees**

Municipal Office	Allocated Business
Chief Officer	<ol style="list-style-type: none"> <li>1. Coordination and supervision of all municipal offices;</li> <li>2. Human Resource Management and general administration;</li> <li>3. Public relations;</li> <li>4. Legal affairs;</li> <li>5. Ensure implementation of environmental and social safeguards;</li> <li>6. Procurements;</li> <li>7. Contract management;</li> <li>8. Take action against violators of the Act, Rules or Byelaws;</li> <li>9. Organize sports including sports for persons with disability and celebration of national occasions;</li> <li>10. Assist the relevant authorities in provision of relief in the event of any fire, flood, hailstorm, earthquake, epidemic or other natural calamity with the support of Municipal Offices; and</li> <li>11. Any other function assigned by the Government.</li> </ol>
Planning	<ol style="list-style-type: none"> <li>1. Spatial planning including plan for land use and zoning;</li> <li>2. Exercise control over land-use, land-subdivision, land development, site development scheme and zoning by public and private sectors for any purpose;</li> <li>3. Regulate and control erection and re-erection of buildings;</li> <li>4. Adopt measures against dangerous buildings;</li> <li>5. GIS-based municipal service map;</li> <li>6. Develop and manage schemes including site development;</li> <li>7. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li> <li>8. Any other function assigned under Law, Rules and by the Government.</li> </ol>
Finance	<ol style="list-style-type: none"> <li>1. Prepare annual and revised budget;</li> <li>2. Management and control of Local Fund;</li> <li>3. Maintenance of Departmental Accounts;</li> <li>4. Propose taxes, fees, rates, tolls, charges etc.;</li> <li>5. Recovery of approved taxes, fees, rates, tolls, charges etc.;</li> <li>6. Reconcile monthly and annual accounts of receipts and expenditures;</li> <li>7. Display the reconciled accounts of receipts and expenditures at a conspicuous place for information of general public;</li> <li>8. Place the reconciled annual accounts of receipts and expenditures with audit and public comments before the House of the local government;</li> <li>9. Liaison with audit authorities and preparation of annotation of audit paras;</li> <li>10. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li> </ol>

<p><b>Municipal Regulation</b></p>	<p>11. Any other function assigned under Law, Rules and by the Government.</p> <p>1. Prevention and removal of encroachments;</p> <p>2. Regulate dangerous and offensive articles and trades provided in Second Schedule of the Act;</p> <p>3. Regulate markets and services and issue licenses, permits, grant permissions and impose penalties for violation thereof as and where applicable;</p> <p>4. Organize and regulate cultural &amp; recreational events, fairs &amp; shows;</p> <p>5. Manage properties and assets of the local government;</p> <p>6. Regulate keeping the animals and measures for eradication of stray dogs;</p> <p>7. Regulate and maintain parking places;</p> <p>8. Regulate affixing of sign-boards and advertisements except where this function is being performed by the Parks and Horticulture Authority;</p> <p>9. Arrange 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;</p> <p>10. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</p> <p>11: Any other function assigned under Law, Rules and by the Government.</p>
<p><b>Municipal Infrastructure</b></p>	<p>1. Provide manage, operate, maintain and improve the municipal infrastructure, including:—</p> <p>(i) water supply and control and development of water sources;</p> <p>(ii) sewage and sewage treatment and disposal;</p> <p>(iii) storm water drainage;</p> <p>(iv) establish landfill site and recycling plants;</p> <p>(v) roads and streets;</p> <p>(vi) traffic planning, engineering and management including traffic signaling systems, signs on roads, street markings;</p> <p>(vii) street lighting;</p> <p>(viii) graveyards; and</p> <p>(ix) public open spaces, public gardens, playgrounds and arboriculture other than provided and maintain by Horticulture Authority;</p> <p>2. Develop parking places, transport stations, stops, stands and terminals;</p> <p>3. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</p> <p>4. Any other function assigned under Law, Rules and by the Government.</p>
<p><b>Municipal Services</b></p>	<p>1. Sanitation and solid waste collection and sanitary disposal of solid, liquid, industrial and hospital wastes, treatment and disposal including landfill site and recycling plants;</p> <p>2. Management of passenger and transport freight and transit stations;</p> <p>3. Firefighting;</p> <p>4. Safety on children's play areas and prevention of accidents;</p> <p>5. Management of graveyards</p> <p>6. Management of public open spaces, public gardens, playgrounds and arboriculture;</p> <p>7. Management of slaughter houses;</p> <p>8. Conserve historical and cultural assets;</p>

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|  | <ol style="list-style-type: none"><li>9. Management of libraries and reading rooms;</li><li>10. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li><li>11. Any other function assigned under Law, Rules and by the Government.</li></ol> |
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Note: In case where there is no municipal services office, the functions of that office will be performed by the Municipal Infrastructure Office.