

**SCHEDULE II**

(See Rule 5)

**Distribution of Functions among offices of Metropolitan Corporation**

<b>Metropolitan Office</b>	<b>Allocated Business</b>
<b>Chief Officer</b>	<ol style="list-style-type: none"> <li>1. Coordination and supervision of all metropolitan offices;</li> <li>2. Human Resource Management and Administration;</li> <li>3. Internal Audit and Public Relations shall be directly subordinate of CO;</li> <li>4. Legal Affairs;</li> <li>5. Ensure implementation of environmental and social safeguards;</li> <li>6. Effect procurements;</li> <li>7. Take action against violators of the Act, Rules or Byelaws;</li> <li>8. 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 Metropolitan Offices;</li> <li>9. Any other function assigned under Law, Rules and by the Government.</li> </ol>
<b>Office of Metropolitan officer Planning</b>	<ol style="list-style-type: none"> <li>1. Planning of development schemes.</li> <li>2. Structural and Architectural Design</li> <li>3. Regulate and control erection and re-erection of buildings;</li> <li>4. Adopt measures against dangerous buildings;</li> <li>5. Prepare schemes for protection of environment;</li> <li>6. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li> <li>7. Any other function assigned under Law, Rules and by the Government.</li> </ol>
<b>Office of Metropolitan officer Finance</b>	<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. Reconcile monthly and annual accounts of receipts and expenditures;</li> <li>5. Display the reconciled accounts of receipts and expenditures at a conspicuous place for information of general public;</li> <li>6. Maintain interface with audit and preparation of annotation of audit paras;</li> <li>7. Place the reconciled annual accounts of receipts and expenditures with audit and public comments before the House;</li> </ol>

	<ol style="list-style-type: none"> <li>8. Propose taxes, fees, rates, tolls, charges etc.;</li> <li>9. Recovery of approved taxes, fees, rates, tolls, charges etc.;</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>
<p style="text-align: center;"><b>Office of Metropolitan officer Services &amp; Regulation</b></p>	<ol style="list-style-type: none"> <li>1. Prevention and removal of encroachments;</li> <li>2. Regulate dangerous and offensive articles and trades provided in First Schedule;</li> <li>3. Regulate markets and services and issue licenses, permits, grant permissions and impose penalties for violation thereof as and where applicable;</li> <li>4. Manage properties and assets of the Metropolitan Corporation;</li> <li>5. Regulate keeping the animals and measures for eradication of stray dogs</li> <li>6. Regulate and maintain parking places;</li> <li>7. Regulate affixing of sign-boards and advertisements;</li> <li>8. Enforce all municipal laws, rules and bye-laws relating to the allocated functions;</li> <li>9. Recovery of rent. Prosecute, sue and follow up criminal, civil and recovery proceedings against violators of municipal laws in the courts of courts of competent jurisdiction in ICT Islamabad;</li> <li>10. Sanitation and solid waste collection and sanitary disposal of solid, liquid, industrial and hospital wastes, treatment and disposal including landfill site and recycling plants;</li> <li>11. Disaster Management &amp; Firefighting, provision of relief in flood, hailstorm, earthquake, epidemic or other natural calamity;</li> <li>12. Management of Playgrounds, open spaces, graveyards and arboriculture;</li> <li>13. Organize sports, cultural &amp; recreational events, fairs&amp; shows and celebration of national occasions;</li> <li>14. Management of Slaughter houses;</li> <li>15. Conserve historical and cultural assets;</li> <li>16. Management of Libraries and Reading Rooms and Community and cultural centers;</li> <li>17. Measures for eradication of stray dogs;</li> <li>18. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li> <li>19. Health education and awareness campaigns</li> <li>20. Provision of primary health care facilities</li> </ol>

	<ol style="list-style-type: none"> <li>21. Implementation of health programs such as dengue, rollback malaria, TB control, hepatitis etc.</li> <li>22. Implementation of pure food law including staff vaccination of government and private food outlets</li> <li>23. Adulteration of any eatable, drinkable or consumable item sold or supplied to public.</li> <li>24. Treatment of minor ailments provided in dispensaries.</li> <li>25. Public health</li> <li>26. Fumigation</li> <li>27. Control of epidemic disease</li> <li>28. Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and</li> <li>29. Any other function assigned under Law, Rules and by the Government.</li> </ol>
<b>Office of Metropolitan Officer Engineering</b>	<ol style="list-style-type: none"> <li>1. Provide manage, operate, maintain and improve the municipal infrastructure including:— <ol style="list-style-type: none"> <li>a. Storm water drainage;</li> <li>b. Development of landfill site and recycling plants;</li> <li>c. Highways, roads and streets;</li> <li>d. Street Lighting</li> <li>e. Traffic signaling; and</li> <li>f. Graveyards</li> </ol> </li> <li>2. Management of material and water quality testing laboratory</li> <li>3. Take up all building works</li> <li>4. Management of machine pool</li> <li>5. Ensure quality control</li> <li>6. Develop parking places, transport stations, stops, stands and terminals;</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>
<b>Office of Metropolitan officer Environment</b>	<ol style="list-style-type: none"> <li>1. Protection, conservation and landscaping of capital territory as per Islamabad (Preservation of Landscape) Ordinance, 1966.</li> <li>2. Protection and conservation of forest, National park area, control of forest fires, afforestation of blank areas and development of the entire viewpoints and their maintenance.</li> <li>3. Development &amp; Maintenance of Parks.</li> <li>4. Public education, research, recreation and conservation of wildlife through captive breeding. Protection, preservation,</li> </ol>

	<p>conservation and management of wildlife as per wildlife act 1979.</p> <p>5. Any other function assigned under Law, Rules and by the Government.</p>
<p><b>Office of Metropolitan Officer Administration</b></p>	<ol style="list-style-type: none"> <li>1. Human resource management of the Metropolitan Corporation.</li> <li>2. Establishment related all matters of the Metropolitan Corporation including but not limited to recruitment, creation of posts, training of officer local and international, disciplinary proceedings, HR data keeping etc.</li> <li>3. Administration of the MCI, issuance General orders including holidays, cleanliness of offices, punctuality, arrangement of meetings etc</li> <li>4. Legal affairs.</li> <li>5. Labour relation and matters arising out of labour management.</li> <li>6. Security of the offices and properties.</li> <li>7. Allotment of offices and residences.</li> <li>8. Asset management and record keeping.</li> <li>9. Management of information System for MCI</li> <li>10. MCI School</li> <li>11. Coordination among various departments internal as well as external.</li> <li>12. Any other function assigned under Law, Rules and by the Government.</li> </ol>
<p><b>Office of Metropolitan Officer Water Management</b></p>	<ol style="list-style-type: none"> <li>1. Provide manage, operate, maintain and improve the municipal infrastructure including:— <ol style="list-style-type: none"> <li>a. Water supply management including control and development of water sources</li> <li>b. Sewage system development and maintenance, sewage treatment and disposal;</li> <li>c. Water filtrations plant</li> </ol> </li> <li>2. Management of material and water quality testing laboratory</li> </ol>

**SCHEDULE III**

(See Rule-10)

**List of cases to be submitted to the Mayor for his approval before issuance of orders**

1. Annual Budget Statement.
2. Laying of Supplementary Statement of expenditure before the Islamabad Metropolitan Corporation.
3. Cases in which Government has issued directions.
4. Complaints to the Local Government Commission about dispute between any departments of the Government, Metropolitan Corporation or between two Local Governments.
5. All cases which are liable to involve Metropolitan Corporation into controversy with Government.

**SCHEDULE IV**

(See Rule-36)

<b>Sr. No.</b>	<b>AUTHORITY MAKING THE ORDER UNDER APPEAL</b>	<b>APPELLATE AUTHORITY</b>
(1)	(2)	(3)
1.	Mayor Metropolitan Corporation	Secretary Interior, Government of Pakistan
2.	Chief Officer Metropolitan Corporation	Mayor Metropolitan Corporation
3.	Metropolitan Officer	Chief Officer Metropolitan Corporation
4.	Director	Chief Officer Metropolitan Corporation

**SCHEDULE - V**

[See Rule-36(4)]

**REGISTER OF APPEAL****Appellate Authority:-** \_\_\_\_\_

<b>Sr. No.</b>	<b>Date of filing the appeal</b>	<b>Name of the appellant(s)</b>	<b>Name of the respondent(s)</b>	<b>Date and name of the authority passing the order appealed against</b>	<b>The relief sought by the appellant</b>	<b>Interim order, if any, of the appellate authority with date</b>	<b>Date of decision of the appeal</b>	<b>Abstract of the decision</b>