



# HANDBOOK

for

## DISTRICT RETURNING OFFICERS

Local Government Elections - 2021  
Khyber Pakhtunkhwa

**ELECTION COMMISSION OF PAKISTAN**





## Foreword

---

Under Article 218 of Constitution of Islamic Republic of Pakistan, it is the duty of Election Commission of Pakistan to organize and conduct elections and to make such arrangements as are necessary to ensure that the election is conducted honestly, justly fairly and in accordance with law. In this regard, Election Commission of Pakistan is taking all necessary measures to conduct Local Government Elections successfully in Khyber Pakhtunkhwa Province.

The conduct of election takes place by mutual collaboration of various institutions, therefore ECP requires assistance of all executive authorities in the federation and in the provinces in for discharge of its functions.

High professional standards and commitments are required to hold free, fair and transparent elections. In this regard, the role of District Returning Officers (DROs) is of vital importance. Their neutrality and fairness are critical in ensuring that the ECP is able to play its Constitutional role and contribute towards strengthening democratic norms in the country. I strongly believe that quality elections are a pre-requisite the sustainable democracy.

I must underline the fact that elections are a complex enterprise, time bound in nature, massive in scale and multidimensional in impact. These conditions require that election officials, in whatever capacity they are contributing in the conduct of elections, must be trained and should have the necessary skills and expertise

I am glad to introduce the Handbook for District Returning Officers (DROs) in line with changing legal and procedural requirements for the conduct of quality elections. The Handbook covers all important tasks which an officer working in the capacity of a DRO must know.

I believe this Handbook will be useful for the DROs and will provide them a great deal of necessary information. I expect the officers to be responsive and open to learn election laws and better ways to conduct smooth elections. It is a national duty which requires that honesty should be at the core and all else should revolve around it! Let us put together all our energies and serve the country in the best possible manner.

(Sikandar Sultan Raja)  
Chief Election Commissioner of Pakistan

## Table of Contents

Sr. #	Title	Page #
<b>Part 1 : Introduction</b>		
1	Elections	7
2	Electoral Process	8
3	Election Overview	9
4	Composition of Local Governments	11
<b>Part 2: Roles &amp; Responsibilities</b>		
5	Roles & Responsibilities of Election Commission & Provincial Election Commissioners	16
6	Roles & Responsibilities of District Returning Officer	17
7	Roles & Responsibilities of Returning Officer	18
8	Roles & Responsibilities of Regional Election Commissioner & Assistant Returning Officer	20
9	Roles & Responsibilities of District Election Commissioner	20
10	Role & Responsibilities of Presiding Officer	21
11	Roles & Responsibilities of Assistant Presiding Officer	23
12	Roles & Responsibilities of Polling Officer	24
13	Roles & Responsibilities of Police/LEA	24
14	Roles & Responsibilities of Polling Agent	26
15	Roles & Responsibilities of Election Agent and Observers	27
16	General Professional Ethics for Polling Officials	29
17	Administrative control of the ECP over Election Officials	30
<b>Part 3: Domain of District Returning Officer</b>		
18	Work area of the District Returning Officer	34
19	DROs Communication and Coordination	35
20	Communication and Coordination with ECP/PEC	36
21	Communication and Coordination with REC/DEC	37
22	Communication and Coordination with Returning Officers	38
23	Preliminary Meeting with Returning Officers	39
24	Preliminary Meeting with District Administration & Law Enforcement Agencies	40
25	Communication and Coordination with District Administration & other Department	41
26	Communication and Coordination with Police/Law Enforcement Agencies	42
27	Communication with Political Parties and Contesting Candidate	43
28	Communication with Media and Election Observers	44
29	Supervision	46
30	Information Flow and Reporting Channel for DRO and ROs	47
31	Provision & Distribution of Election Material	48
32	Maintenance of Law & Order	49
33	Compliance with Laws & Rules	50
34	Timely Completion of Election Activities	51
35	Financial Management	54
<b>Part 4: Problem Solving</b>		
36	Complaint Handling Process	59
37	Complaints Received By Monitoring Teams	60
38	Oath of Office	61

# Introduction



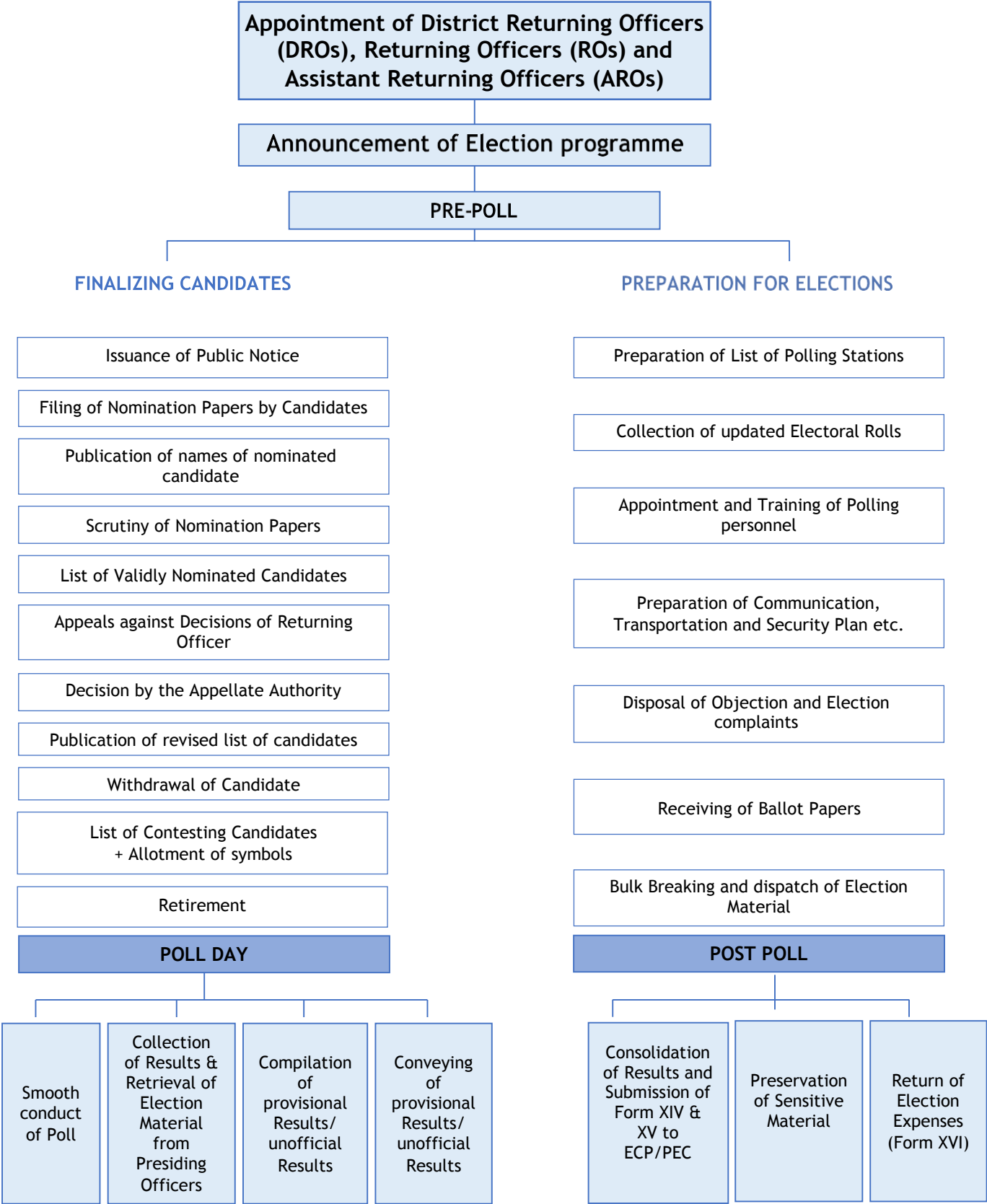
# Elections

***Free, Fair & Transparent elections are essential to democracy***

- There must be universal suffrage in each election Every eligible citizen has the right to vote and contest in the election
- There must be a level playing field for all candidates Every candidate must have a right to campaign in accordance with law
- All registered voters including women should be encouraged to cast their votes for the candidates of their choice
- There should be no factor influencing the voters' choice on poll day
- The election officials must work in non-partisan and professional manner during the election process



# Electoral Process





# Election Overview

1. All the polling stations shall be established as per list of polling stations approved by the District Returning Officers.
2. Each polling station will consist of 2-4 polling booths (depending on the number of voters assigned to each polling station).
3. There will be 1 Presiding Officer per polling station, 1 Assistant Presiding Officer (APO) and 1 Polling Officer at each polling booth.
4. The Presiding Officer will act as Magistrate of the First Class as authorized by the commission and will be responsible to maintain law and order at the polling station.
5. The Presiding Officer is required to give a signed copy of the statement of the count (Form XII) and the ballot paper account (Form XIII) to each of the candidates, their election agents or polling agents as may be present.
6. Translucent ballot boxes will be used for balloting.
7. Screened off Compartments will be used to ensure secrecy of the vote.
8. Computerized pictorial electoral rolls will be used in elections.
9. Counting of ballot papers will be conducted immediately after the poll at the polling station.
10. Only the original NIC will be the legal document to cast the vote.

# Article 220 of the Constitution of the Islamic Republic of Pakistan



---

**“It shall be the duty of all executive authorities in the federation and in the Provinces to assist the Commissioner and the Election Commission in the discharge of his or their function”**

---



---

Therefore, the RO (under Article 220 and Rule 5 of KPK Local Government (Conduct of Elections) Rules 2021 may ask **any relevant Government department** for assistance in the conduct of free, fair and impartial elections, subject to directions issued by the Election Commission from time to time.

---

# Composition of Local Governments

CHAPTER – VI  
TEHSIL COUNCIL

## Composition of Tehsil Council:

Section-24 of the Khyber Pakhtunkhwa Local Government Act, 2013

There shall be a tehsil council in each tehsil which shall consist of members as provided in Part-I of Eleventh Schedule to this Act.

## Composition of Village Council and Neighbourhood Council:

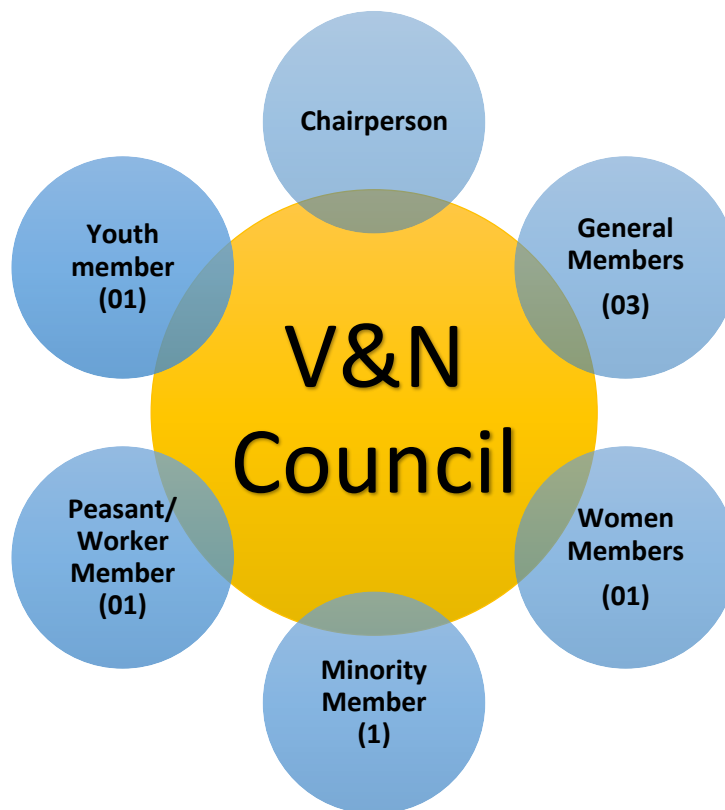
Section-27 of the Khyber Pakhtunkhwa Local Government Act, 2013

(1) Every village council and neighborhood council, shall comprise of members as provided in Part-II of Eleventh Schedule to this Act.

## Tehsil Council Composition



## Village Council and Neighbourhood Council Composition



# Eleventh Schedule

[See Section 24 & 27 of the Khyber Pakhtunkhwa Local Government Act, 2013]

## Composition of Local Councils

### PART-I

#### (Tehsil Council)

S#	Category	Mode of Election
1	All Chairmen of Village and Neighbourhood Councils in the Tehsil	Indirect
2	Reserved seats for <b>women, youth, peasants/workers and minorities.</b> <b>Note.</b> The total number of seats in women, youth peasant/worker and minorities categories will be such as Govt may determine	Indirectly elected from amongst the categories of women, youth, peasant/ worker and minorities councilors of the Village and Neighbourhood Councils in the Tehsil/ City Local Government who have obtained highest number of votes in percentage of their respective category of reserved seats.  Provided that where a member is elected unopposed in a village council or a Neighbourhood council, he shall be deemed as a highest vote taker in their respective village councils or Neighbourhood council.

### PART-II

#### (Village and Neighbourhood Council)

S#	Category	Mode of Election
1	Three General Members	Directly elected from free list of candidates in non-party-based elections held on the basis of adult franchise and joint electorate.
2	One Woman Member	
3	One Youth Member	
4	One Peasant or Worker Member	
5	One minority Member in councils where minorities are registered as voters	

# Role and Responsibilities



# 1. Election Commission of Pakistan (ECP)

1. Appointment of DROs, ROs, and AROs.
2. Announcement of election programme (Assigning dates & times to various stages of election)
3. Approval for making changes in the list of Presiding Officers, APOs and POs as well as in the list of polling stations.
4. Appointment of Appellate Tribunal, Notification of returned candidates.
5. Delegating Magisterial Powers to DROs, ROs and Presiding Officers.
6. Disposal of pre-poll, poll day and post-election complaints.
7. Allocation of funds to the PECs for onward allocation to DROs and ROs for conduct of elections.



# 2. Provincial Election Commissioner (PEC)

1. Liaison with the ECP, RECs, DEC, DROs, ROs and other relevant officers
2. Coordination for communication of decisions by Appellate Tribunals on appeals against rejection/acceptance of Nomination Papers to Returning Officer concerned.
3. Transmission of lists of contesting candidates to ECP received from RO through DRO.
4. Supply of election material and ballot papers to RO through DROs.
5. Supply of list of polling stations (received from RO) to the Printing Corporation of Pakistan Press, for printing and publication in the official gazette.
6. Provide funds (if necessary) to DROs/ROs for conduct of elections.
7. Disposal of pre-poll, poll day and post-election complaints.





### 3. District Returning Officer (DRO)

1. Liaison between Returning Officers (ROs), DEC/REC and the Provincial Election Commissioner (PEC)
2. Approval and notification of the list of polling stations at least 15 days before the polling day
3. Approval of the list of polling staff
4. Declaration of Polling stations as highly sensitive, in consultation with head of District Police
5. Distribution of funds (allocated by ECP) among ROs at prescribed rates
6. Rendering of accounts relating to allocated funds
7. Submission of all required information/data relating to all stages of election to the PEC with a copy to REC/DEC
8. Coordinating and supervising electoral activities in the district and ensuring that all activities are done according to the timeline set by the ECP
9. Arranging prompt dispatch of lists of contesting candidates to PEC in soft and hard copy for printing of ballot papers
10. Ensuring that sufficient quantity of all required election material is made available to ROs in time
11. Ensuring on communication of provisional election results from ROs to the Election Commission
12. Coordination in respect of disposal of complaints
13. Ensuring that proper security, Transportation and Communication plan etc. is in place for safe transportation of election material and staff to the polling station and communication of result to the ECP
14. Confirmation of proper arrangements for the poll day before the poll
15. Confirmation of start of poll on Election Day
16. Supply copies of all information/ data/ reports at the end of all stages to the PEC/ECP
17. Ensuring prompt dispatch of Form-XX, and Form-XXI to the ECP by the ROs
18. Ensuring dispatch of authenticated copy of Form-XXI relating to the result of Village & Neighbourhood councils to the RO appointed for reserved seats of Tehsil/City Council for determination of results of reserved seats of Tehsil/City Council



19. Ensuring implementation of the Code of Conduct in the area of his jurisdiction.
20. Facilitating election Observers appointed by the Election Commission.
21. Issuing accreditation cards to observers and media

#### 4. Returning Officer (RO)



1. Issuing public notice for election.
2. Receiving nomination papers from candidates within the specified time frame.
3. Scrutinizing candidates' nomination papers in accordance with the provisions of law.
4. Coordination and supervision of electoral activities in his jurisdiction.
5. Arranging prompt dispatch of lists of contesting candidates to PEC in soft copy and hard copy for printing of ballot papers. submit a copy to REC/DEC.
6. Appointing impartial polling staff at the polling stations. Submission of the list of polling staff (Presiding Officers, Assistant Presiding Officers and Polling Officers) appointed for the conduct of election to the DRO (at least 15 days before the poll day) for approval.
7. Selecting suitable public buildings for polling stations and submitting draft list of polling stations to DRO for approval. (as per timeline prescribed by ECP)
8. Bulk breaking and supplying election material on time for use at polling stations.
9. Issuing accreditation cards.
10. Preparing Communication, transportation and Security plan (in coordination with DPO) for safe transportation of election material, staff to the polling station and communication of result to the ECP.
11. Ensuring that sufficient quantity of all required election material is available.
12. Providing proper training to the polling staff.
13. Ensuring the implementation of the code of conduct issued by the ECP.
14. Confirmation regarding setting of stage for the conduct of elections i.e completion of all administrative arrangements for the conduct of poll on the appointed date.

15. Confirmation of start of poll on Election Day.
16. Collecting Form-XVII & Form-XVIII from Presiding Officer.
17. Consolidating results (Form-XX & Form-XXI) furnished by the Presiding Officer.
18. Communicating provisional results to the ECP/DEC or as directed by the Election Commission.
19. Ensuring prompt dispatch of Form-XX and Form-XXI of Khyber Pakhtunkhwa Local Government conduct of Elections Rules 2021 to the ECP.
20. Disposal of complaints and exercise of magisterial powers, where ever required. Disposal of complaints received by him and compiling a complete record of complaints with action taken. The RO should keep proper record of the complaint received along with action taken.
21. Provision of copies of all information/ data/ reports/ comments at the end of all stages to the PEC/ECP.
22. Ensuring that all activities being done according to the timelines set by the ECP.
23. Close coordination with Provincial Election Commissioner (PEC) and the REC/DEC.
24. Preservation of election material in treasury/strong room maintained by ECP.

## 5. Regional Election Commissioner (REC)

1. Liaison among key stakeholders in the Election process, in particular, DEC, DRO, RO and PEC.
2. Supervising supply of election material to DROs and ROs.
3. Direct supervision of all DEC's under his jurisdiction. Any other duty assigned by the ECP.



## 6. Assistant Returning Officer (ARO)

Assisting the RO in his functions under the law and performing specific duties as assigned by respective RO.

The ARO shall NOT:

1. Receive and/or scrutinize nomination papers.
2. Consolidate results.
3. Assume any of the functions of the RO on his own accord without prior permission from the Election Commission.



## 7. District Election Commissioner (DEC)

1. Conveying directives/instructions from ECP/PEC to RO.
2. Providing electoral rolls to ROs.
3. Issuing of extracts of the electoral rolls to contesting candidates (if required).
4. Liaison with relevant authorities i.e PEC, REC, DEC, DRO, RO, District Administration etc.
5. Identifying possible polling sites and providing draft lists to ROs.
6. Supplying the lists of contesting candidates to PECs as received from RO.
7. Providing technical assistance to DRO/RO whenever needed.



## 8. Presiding Officer (PrO)



1. Attending training arranged by the ECP / RO.
2. Liaison with the Returning Officer, Assistant Presiding Officers and Polling Officers.
3. Receiving election material from Returning Officer and reporting missing items immediately, if any.
4. Ensuring that Computerized Pictorial Electoral Roll (with photograph of voters) provided by the Returning Officer is used at the polling station.
5. Visiting the polling station prior to poll day, to ensure proper arrangements for polling and security of the election material.
6. Arranging separate entry and exit routes for male and female voters at combined polling station.
7. Ensuring the attendance of the polling staff at polling station two hours before the start of the poll.
8. Checking the authority letter/accreditation card of polling agents, election agent and observers (including media).
9. Ensuring start and close of the poll according to time specified by ECP.
10. Noting the number of the Official Code Mark while handing it over to respective Assistant Presiding Officer so that the APO can be correctly identified and accounted for in case of any mistake or omission.
11. Maintaining law and order at polling station.
12. Ensuring that only voters registered on the Electoral Roll, are permitted to vote.
13. Sealing the ballot boxes with the plastic seals and ensuring that unique codes of the seals have been noted by polling agents.
14. Ensuring placement of Screened off Compartments at appropriate place so that secrecy of each voter is ensured.
15. Ensuring that observers, polling agents, election agents and candidates conduct themselves as per the Code of Conduct, issued by the Election Commission.
16. Take a full review of all security arrangements at polling station and only allow authorized persons i.e candidates, polling agents, election agent or persons having Accreditation Card from the Election Commission, the DRO or RO to enter the polling station other than voters.

17. Allowing companion to assist person with disabilities to help him in casting his/her vote.
18. Opening of ballot boxes in front of Election Agent/Polling Agents present at the polling station and conducting the counting of vote correctly.
19. Filling up all required forms and packets during the poll for efficient time management.
20. In case of combined polling station counting male and female voters, who have exercised their right of vote, from the Electoral Rolls used at the polling station and entering their numbers in appropriate columns in Form- XVII.
21. After completion of the vote count, filling up Result of the Count (Form- XVII) and Ballot Paper Account (Form-XVIII) and affixing their copies outside the polling station at a prominent place.
22. Handing over the Result of the Count (Form-XVII), Ballot Papers Account (Form-XVIII) and election material (used/unused) to Returning Officer as per instructions.
23. Handing over record of summary trial (if any) to RO, made while exercising the powers of a Magistrate 1st Class.
24. Contacting the Returning Officer in case of emergency.
25. Ensuring that the honorarium is paid to the polling staff, the signatures on Acquittance Roll have been obtained and the same is handed over to the Returning Officer.
26. Ensuring the implementation of the Code of Conduct issued by the Election Commission at the polling station.
27. A Presiding Officer shall conduct the poll in accordance with the provisions of Khyber Pakhtunkhwa Local Government Act, 2013 and Khyber Pakhtunkhwa local Government conduct of Elections Rules 2021. He shall also be responsible for maintaining order at the polling station and shall report to the Returning Officer any act or incident which in his opinion, may have affected the fairness of the poll.

In case the Presiding Officer is convinced during or at any stage of the polling process that the women are being prevented from exercising their right of vote under some specific arrangement or deal, he/ she will send a special report about this to the Returning Officer and the Election Commission immediately.

## 9. Assistant Presiding Officer (APrO)

Assistant Presiding Officer is designated for each polling booth for issuance of ballot papers to voters. The responsibilities of the Assistant Presiding Officer are as follows:



1. Reaching at the polling station at least two hours prior to the start of the poll.
2. Filling relevant information correctly into counterfoil of the ballot papers and ensuring secrecy of voting process.
3. Obtaining the thumb impression of the voter on the space provided on the counterfoil:  
**left thumb impression for male and right thumb impression for female.**
4. Affixing official code mark and signature on front side of the counterfoil and carefully separating the ballot paper away from its counterfoil.
5. Affixing official code mark stamp along with signature at the back of ballot papers.
6. Inking the marking aid stamp and handing over to the voter with guidance on how to mark the ballot paper.
7. Instructing the voter on how to fold the ballot paper and hand over marking aid stamp.
8. Guiding the voter towards the screened off compartment and ensuring that the voter has inserted the marked ballot paper in the ballot box.
9. Retrieving the marking aid stamp from the voter.
10. Assisting the Presiding Officer in performance of his/ her duties.
11. Performing any other function assigned to him/ her by the Presiding Officer.
12. Acting as Presiding Officer, in the absence of Presiding Officer, as per instructions of the Returning Officer.
13. After the close of the poll, assisting the Presiding Officer in vote counting and handing over election material to the RO office.

## 10. Polling Officer (PO)

1. Checking the original National Identity Card (NIC) of voter and comparing the photograph and details with those provided in the Electoral Rolls.
2. Calling out loudly the name and serial number of the voter concerned.
3. Examining the cuticle of the right thumb of each voter to check any traces of indelible ink to ascertain whether the voter has already polled his/ her vote.
4. Applying indelible ink to the cuticle of the right thumb of each voter and waiting for a few seconds for the ink to dry up. (If the voter doesn't have right thumb then mark the index finger with indelible ink).
5. Affixing the left thumb impression of the male voter and right thumb impression of the female voter in the column next to the voters' photograph in the Electoral Rolls.
6. Strike off the name of voter from the electoral rolls with a straight line before guiding them towards the APO.
7. Assisting the Assistant Presiding Officer in performance of his/ her duties.
8. Performing any other function assigned to him/ her by the Presiding Officer or Assistant Presiding Officer.



## 11. Police/Law Enforcement Agencies

1. Ensuring safe transportation of election material and polling staff to the polling station.
2. Maintaining law and order outside the polling station at all times.
3. Ensuring that the voters are properly queued.
5. Removing any sign, notice or flag of any contesting candidates, designed to influence voters within 100 meters of the polling station as per the instructions of the Presiding Officer.
6. Disallowing any campaign camps of the contesting candidate in the radius of 200 meters of the polling station and ensuring that no attempts are being made to persuade voters to cast his/her vote in favor of any candidate





within the specified area.

7. Providing assistance on the instructions of the Presiding Officer in case of emergency inside the polling station.
8. Not to enter into the polling station or polling booth without permission of the Presiding Officer.
9. Removing any person violating election laws from the polling station and taking proper action as per the instructions of the Presiding Officer.
10. Ensuring safety of election material before, during and after the poll.
11. Ensuring safe transportation of election material from Polling Station to the Returning Officer.
12. Compliance with orders issued by the Presiding Officer.

### General Authority of the Police Officer

According to the Code of Criminal Procedure 1898, on the orders of PrO a police officer can arrest a person without a warrant who interferes with polling process or cause any disruption in the smooth polling process.



During the electoral process the police shall be responsible for taking action:

1. If a person is found guilty of impersonating another voter, he/she can be arrested on the orders of the Presiding Officer.
2. If a person who has been removed from the polling station on the orders of the Presiding Officer and attempts to re-enter the polling station without the permission of the Presiding Officer.
3. If a person tries to remove any notice or banner of the Election Commission.
4. If a person tries to use any such instrument or apparatus which creates noise or disturbance at the polling station, the police officer can confiscate the instrument/ apparatus. In order to keep the situation in control the police officer must take necessary and appropriate action which includes use of force.
5. Ensuring that a voter does not bring a mobile phone or any device that can be used to take pictures, in the polling station.

## 12. Polling Agent

The contesting candidate or his election agent may, before the commencement of the poll, appoint under intimation to the Presiding Officer, polling agents for each polling station, provided that the number of polling agents shall not exceed the number of polling booths. (Rule 30(1) of the Khyber Pakhtunkhwa Local Government Conduct of Elections Rules 2021)



1. Presenting his/ her National Identity Card and the authority letter from the candidate to the Presiding Officer.
2. Ensuring that all ballot boxes are empty before the start of the poll and noting down the code numbers of plastic seal after the boxes have been sealed.
3. Listening to the name and serial number of every voter when it is called out by Polling Officer from the Electoral Roll and striking it off from his/ her Electoral Roll.
4. Challenging any voter who has come as an impersonator or someone who is not eligible to cast vote.
5. Observing the counting process.
6. Observing packing process and signing all relevant packets as and when asked by the Presiding Officer.
7. Collecting a copy of the Result of the Count (Form-XVII) and Ballot Paper Account (Form-XVIII) from the Presiding Officer.
8. Signing Result of the Count (Form-XVII) and Ballot Paper Account (Form-XVIII)
9. Informing the Presiding Officer about any misconduct or irregularities observed during the polling/or counting process.

### **The Polling Agent must not:**

- Directly question, or otherwise speak to, any voters while inside the polling station or interfere with the polling process.
- Seize any materials, including ballot papers, Electoral Rolls or any other election material.
- Argue with polling staff or create such issues that are deemed as interference with the polling process.

## 13. Election Agent

A candidate shall appoint a person to be his election agent. (Rule 29 of the Khyber Pakhtunkhwa Local Government Conduct of Elections Rules 2021)



1. Election agent nominated by the candidate is authorized to access all the polling stations of the relevant constituency.
2. A notice in writing mentioning particulars of election agent along with his copy of NIC will be sent to the RO by the contesting candidate for issuance of authority letter by the RO
3. Authority letter issued by Returning Officer must be available with the election agent throughout the electoral process.
4. Election Agent must adhere to the principle of non-interference.
5. Election agent is authorized to observe the polling process.
6. He can obtain a copy of the Result of the Count (Form-XVII) and Ballot Paper Account (Form-XVIII).
7. Election agent neither can give a direction to the Presiding Officer nor he/she can interfere or facilitate him in any polling process.
8. Election agent cannot speak to any voter within the polling station as it may cause hindrance or interruption in the polling process.
9. Election agent cannot capture and cause damage to any election materials. Both these offences are punishable.

**Election Agent, Polling Agent, Candidate, Observer and voters are not allowed to take any security guard/person, Weapon, Cell Phone, Camera or any electronic device inside the polling station.**

## 14. Observers

1. Observing all stages of the polling process, except stamping of a ballot paper by a voter.
2. Observer is not allowed to speak to any polling staff which may hinder their work.
3. Observing the counting of vote and if he/ she intends, sign the Result of the Count (Form-XVII) and Ballot Paper Account (Form-XVIII).



### The observer must:

- Display his/her accreditation card at all times.
- Show neutrality at all stages.
- Obey any order passed by the Presiding Officer or the Assistant Presiding Officer.
- Take into consideration the social, religious norms and values.
- Carefully study Code of Conduct issued by ECP and adhere to it at all times.

### The observer must not:

- Take control of the ballot papers and Electoral Rolls or any election material.
- Interfere with or influence the polling process.
- Intimidate the Presiding Officer or any polling staff, or give any guidance/ instructions to them.
- Shall not speak with the voter at the polling station.

ACCREDITATION CARD FOR  
ELECTION OBSERVER



ACCREDITATION CARD FOR  
MEDIA



# General Professional Ethics for Election Officials

*It is obligatory for ROs and AROs to ensure that all their actions are according to the following standards*



Integrity

- The integrity of the election process is compromised if an official accepts any enticements offered by anyone wishing to influence and bias the election results. Such incentives must be guarded against
- All laws must be followed in their true spirit. Showing of any leniency immediately introduces bias into the election process.



Neutrality

- Political opinions must not be allowed to influence the sphere of electoral duties, even subtle expression of political opinion compromises neutrality. Such expressions, during the election process, must be avoided
- To achieve true neutrality, it must be ensured that all political parties and candidates are treated equally and the voters have full freedom to express their choice in accordance with law
- Disclose conflict of interest to superiors



Transparency

- To ensure transparency, all interested voters should have the opportunity to file an objection against the nomination of a candidate
- The list of nominated, validly nominated and contesting candidates must be clearly displayed so as to allow viewing of the list by concerned individuals
- Polling agents, election agents, candidates, media and observers must be allowed to observe the proceedings of the election



Fairness

- For a fair and just election process, voters, polling agents, candidates and observers must be treated with equality, regardless of their gender, ethnic origin, religion or political affiliation

# Administrative control of the ECP over Election Officials

**55. Disciplinary proceedings.**—(1) An election official appointed or deputed to perform duties in connection with an election shall be deemed to be under the control, superintendence and discipline of the Commission for the period commencing on and from the date of appointment or deputation till publication of the name of the returned candidate in the official Gazette.

(2) Notwithstanding anything to the contrary contained in any other law, the Commission may initiate and finalize disciplinary action and impose any penalty against any election official for any act of misconduct provided in the Efficiency and Discipline Rules as applicable to such election official or under any provision of misconduct under this Act, and for this purpose, the Commission shall be deemed to be the Competent Authority under the said Efficiency and Discipline Rules or this Act.

(3) The Commission may, at any time, for reasons to be recorded in writing, suspend or withdraw any election official, a public servant or any other person in the service of Pakistan who—

(a) obstructs, or prevents, or attempts to obstruct or prevent, the conduct of a fair and impartial poll; or

(b) interferes or attempts to interfere with a voter when he casts his vote; or

(c) influences or attempts to influence in any manner the polling staff or a voter; or

(d) does any other act calculated to influence the result of the election; or

(e) disobeys any order, or avoids to carry out any instruction issued by the Commission or any officer authorized to issue any order or instruction or violates any provision of this Act.

(4) The Commission may appoint an officer to act as an Enquiry Officer or Authorized Officer to initiate and finalize proceedings under the Efficiency and Discipline Rules applicable to the election official concerned against whom action has been taken by the Commission under sub-section (3) or other provision of this Act or by the Returning Officer under sub-section (6) of section 54.

(5) The Enquiry Officer or Authorized Officer shall complete enquiry proceedings under the Efficiency and Discipline Rules as applicable to the election official concerned or under this Act within thirty days of the reference to him and shall submit the enquiry report to the Commission within seven days of the completion of the enquiry.

(6) The Commission may impose any penalty provided in the Efficiency and Discipline Rules as applicable to the election official concerned or any penalty provided under this Act.

(7) An election official aggrieved by a final order passed by the Commission may, within thirty days of receipt of the final order, file an appeal in the relevant Service Tribunal or other judicial forum.

Where the Commission suspends or withdraws any election official, it may appoint any other election official to perform the duty of the election official suspended or withdrawn.



# Domain of District Returning Officer





# Work Areas of the District Returning Officer

Rule 10(2) of the Khyber Pakhtunkhwa Local Government Conduct of Elections Rules 2021:

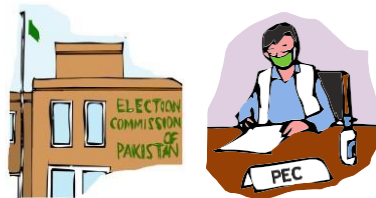
“Subject to the superintendence, direction and control of the Commission, the District Returning Officer shall coordinate and supervise all work in the district or a specified area in connection with the election and shall also perform such other duties and functions as may be entrusted to him by the Commission or the Commissioner”

## Critical Responsibilities of the District Returning Officer



# DRO's Communication and Coordination

Election Commission of Pakistan/  
Provincial Election Commission



Returning Officer



Regional Election Commissioner/  
District Election Commissioner



Political Parties and  
Contesting Candidates



District Administration and  
Law Enforcement Agencies

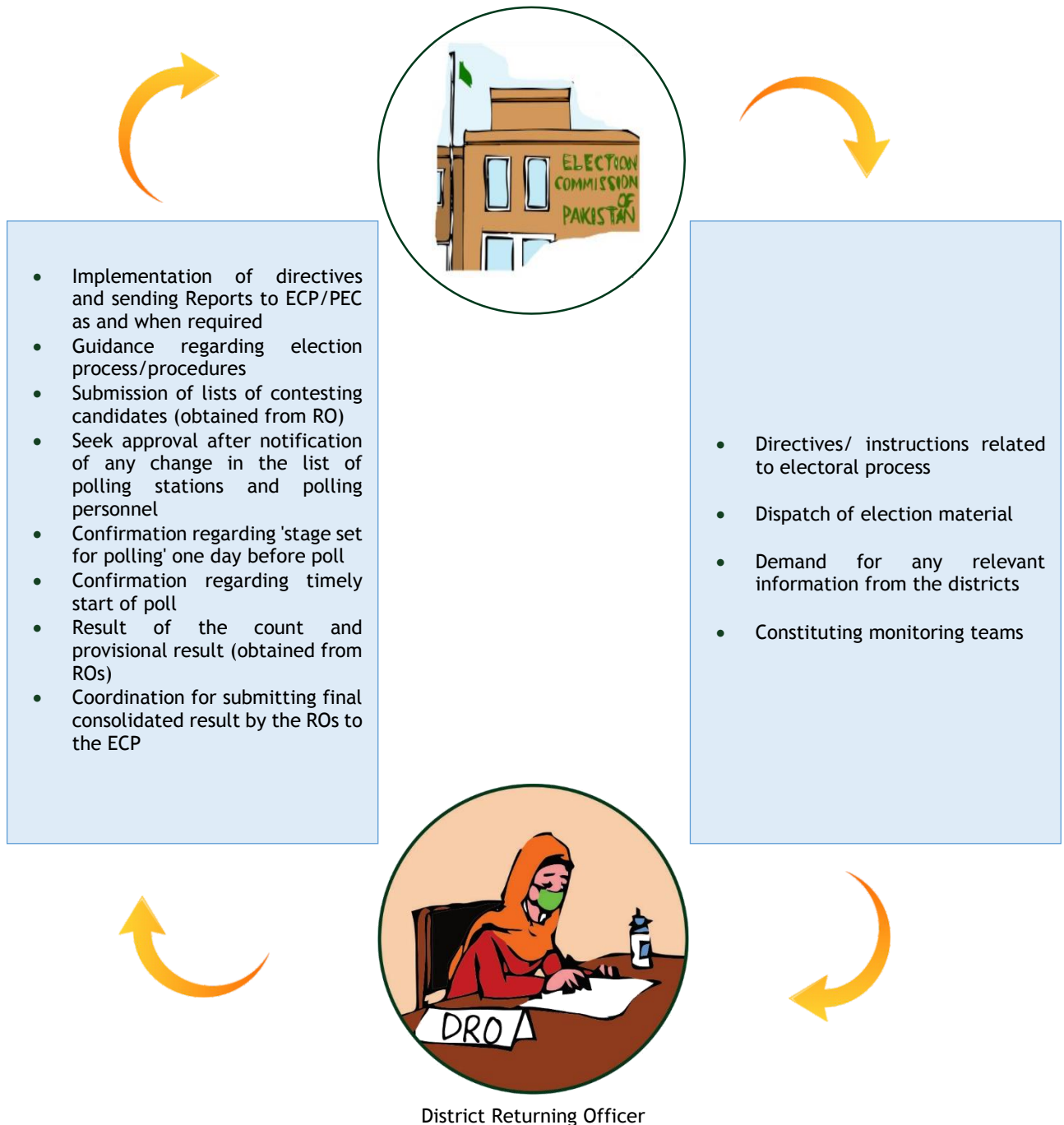


Monitoring Teams, Media  
and Election Observers



# A. Communication/Coordination with ECP/PEC

Election Commission of Pakistan/  
Provincial Election Commission



## B. Communication/Coordination with Regional Election Commissioner / District Election Commissioner (REC/DEC)

District Returning Officer



- Asks for information from the DRO vis-a-vis election proceedings as directed by ECP/PEC
- Provides technical assistance as and when required

- Maintains close liaison with the REC and DEC as local representatives of ECP
- Contacts in case of shortage of election material
- Seeks technical assistance as and when required



Regional Election Commissioner / District Election Commissioner (REC/DEC)

## C. Communication and Coordination with Returning Officers

In order to ensure smooth conduct of elections, DRO should hold a preliminary meeting with all ROs as soon as the election program is announced and discuss with them the election time line, role and responsibilities of ROs and how to do work in an effective manner by setting targets, identifying the risks and challenges, chalking out complaints resolution mechanism; and evolving their mitigation strategies.

District Returning Officer



- Provides information vis-a-vis election as and when requested
- Seeks guidance/clarification about election processes and procedures
- Obtains approval of polling Stations and polling staff
- Receives election material and informs in case of shortage
- Informs in case of all emergencies and problems
- Apprises in case of complaints and grievances

- Conveys directives/instructions issued by ECP/PEC vis-a-vis the electoral process
- Issues specific instructions if asked to do so by ECP/PEC
- Provides election material and resolves shortages if any
- Obtains list of contesting candidates and other election data
- Receives and resolves complaints and grievances
- Provides guidance/clarifications as and when required
- Ensuring that ROs are available and in position to start work
- Ensuring that all ROs have:
  - Made necessary arrangements to ensure that after bulk breaking, sensitive and non-sensitive material has been filled in polling bags
  - Made proper arrangements for dispatch of staff and material under security cover and vehicles are available as planned.
  - Transportation and Security plan is in place for safe transportation of polling material and staff
  - Confirmed proper arrangements for polling day before the poll
  - Confirmed the start of poll on Election Day from the Presiding Officers



Returning Officer

## D. Preliminary Meeting with Returning Officers

In order to ensure smooth proceedings of the elections, DRO should hold a preliminary meeting with all ROs as soon as the election schedule is announced!

DRO should ensure that the following agenda points are discussed in detail in the meeting:

1	Roles & Responsibilities	Roles & Responsibilities of key players in the elections (ECP/PEC, REC/DEC, DRO, RO, ARO, polling staff, district administration, line departments, police/law enforcement agencies, observers, media, political parties, candidates etc.) should be discussed in detail.
2	Election timeline	The timeline decided for election activities should be shared. It should be highlighted that all activities are accomplished as per timeline set by ECP or given in the law
3	Returning Officers Mandate	The ROs should be clear about their mandate regarding the electoral process. The DRO should make sure that all ROs are on board and committed to the activities ahead. ROs should also have the necessary manuals/law books required.
4	Challenges/Issues	A good idea would be to brainstorm possible problems/issues that could occur. This would allow ROs to share their concerns regarding the electoral process. An effort should be made to highlight all possible problems.
5	Mitigation/Resolution Strategies	Along with identification of each problem, a mitigating strategy should be devised and agreed upon. This way the DROs and ROs can collectively strategize courses of action to follow in case of emergencies.
6	Code of Conduct	Ensuring strict compliance of code of conduct. All the stakeholder should observe their respective part of code of conduct.

## E. Preliminary Meeting with District Administration and Law Enforcement Agencies

In order to ensure smooth conduct of the elections, DRO should hold a preliminary meeting with district administration and law enforcement agencies as soon as possible after his appointment.

DRO should ensure that the following agenda points are discussed in detail in the meeting:

<b>1</b>	<b>Election Timeline</b>	The timeline decided for election activities should be shared. It should be highlighted that all activities will be accomplished as per timeline set by ECP or given in the law
<b>2</b>	<b>Logistic Support</b>	Provision of transport to the DRO and ROs: <ol style="list-style-type: none"> <li>1. Provision of transport for transportation of polling staff to and from the polling station</li> <li>2. Provision of human resource to the DRO and RO for smooth conduct of election</li> </ol>
<b>3</b>	<b>Law and Order</b>	To ensure peaceful environment during election campaign and on poll day
<b>4</b>	<b>Implementation of Code of Conduct</b>	To ensure strict implementation of the code of conduct issued by ECP so that a level playing field is provided to all contestants
<b>5</b>	<b>Monitoring of Election Campaign</b>	To discuss the matter regarding monitoring of election campaign through monitoring teams
<b>6</b>	<b>Polling Personnel</b>	Provision of list of staff from all the departments to be appointed as Presiding Officers, APOs and Polling Officers and ensuring their attendance



## F. Communication and Coordination with District Administration and other Departments

District Returning Officer



- Provide assistance and manpower at various stages of the election process
- Provide government vehicles for use of DROs/ROs during the election
- Provide lists of Government officials for appointing them as polling staff
- Provide list of Government building for setting up of polling stations
- Provide telephone facilities to DROs and ROs

- Seeks assistance and manpower at various stages of the election process
- Asks for Government vehicles from their department for use of DROs/ROs during the election
- Ensuring that district administration complies with all directives issued by the ECP and implementation of code of conduct by the stakeholders



District Administration and other Departments



## G. Communication and Coordination with Police/Law Enforcement Agencies

District Returning Officer



- Give input while developing security plan for the election
- Share security plan and receive feedback
- Provide security for safe transportation and dispatch to and from the polling station of election materials and polling staff
- Provide immediate assistance in case of emergencies

- Holding a preliminary meeting with district administration and law enforcement agencies as soon as possible after his appointment.
- Ensuring that the election programme, required logistical support, implementation of code of conduct and maintenance of law and order are discussed in detail.
- Seeks assistance and manpower during the election process for maintenance of law and order
- Ensure that secure and safe transportation of polling staff and election material to and from the polling station is provided by Law Enforcement Agencies
- Ensure that immediate assistance in case of emergencies is provided by the concerned departments/agencies
- Review the contingency plan for maintaining law and order during the pre-poll, poll day and post-poll period



Police/Law Enforcement Agencies

## H. Communication and Coordination with Political Parties and Contesting Candidates

District Returning Officer



- Submit grievances for resolution
- Seeking copies of information/ copies of documents as are admissible under the rules

- Apprise political parties and candidates of Code of Conduct with special emphasis on Do's and Don'ts
- Resolve complaints of candidates, political parties and public, if any



Political Parties and Contesting Candidates



# I. Communication and Coordination with Media and Election Observers

District Returning Officer



- Apply for Accreditation Card
- Report grievances (if any) for resolution
- Note: Accreditation cards for international observers are issued by ECP while PECs, DROs and ROs are delegated the authority to issue the accreditation card for domestic/local observers.

- Issues accreditation cards to domestic observers and media
- DRO / RO should ensure that the applicant has provided requisite documents such as:
  - Written application on letter head of organization along with details in respect of name, contact number and address of the observer.
  - Letter from media house in case the applicant is from print or electronic media
  - Two recent colored photographs and a photocopy of valid NIC
- No person shall be allowed to observe the Process of conduct of election, if he:
  - is not accredited as an observer by the Commission or its authorized officer;
  - is affiliated with any political party;
  - fails to provide his full particulars and documents, including photographs;
  - has been involved in activities prejudicial to the peace and tranquility of the people of a constituency;
  - fails to provide an authorization from the organization of which he is a member.
- DRO / RO shall maintain complete record of;
  - All accreditation cards issued and applications received by him on the prescribed format
  - After the conduct of election, the whole record regarding issuance of accreditation cards by the DROs/ROs shall be handed over to the DEC concerned.



Returning Officer

# Accreditation Card for Election Observers/Media

Accreditation Card for Election Observers

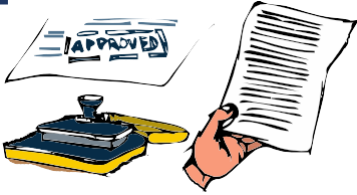






Accreditation Card for Media



Detail of all cards issued must be recorded by the DRO in a register. The second photograph of each individual to whom card is issued should be pasted in the register along with other details.

# Supervision

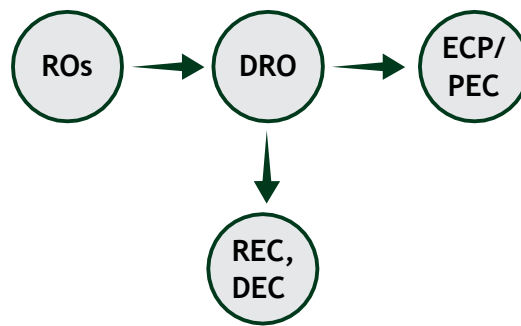
During the election period the DRO is mandated to supervise the following:

<p>1</p>  <p>Implementation of ECP/PEC directives/instructions</p>	<p>2</p>  <p>Provision of logistics and facilities</p>	<p>3</p>  <p>Provision, distribution and retrieval of election material</p>
<p>4</p>  <p>Maintenance of law &amp; order</p>	<p>5</p>  <p>Ensuring that election laws and rules are followed by all concerned</p>	<p>6</p>  <p>Timely completion of all election related activities</p>
<p>7</p>  <p>Supervision of implementation of Code of Conduct</p>		

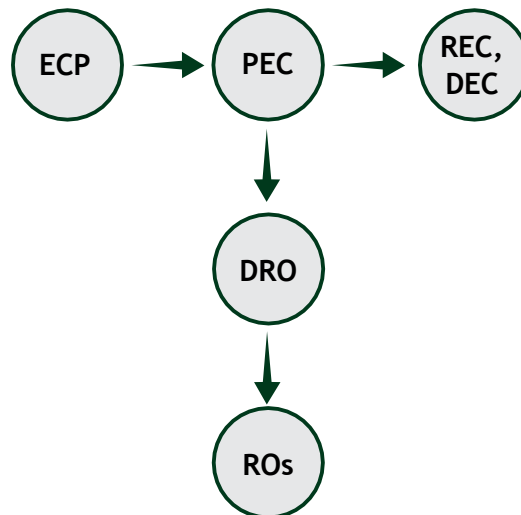
# Information Flow and Reporting Channel for DRO and ROs

The conduct of elections is an extremely sensitive and time bound task involving number of electoral activities and stakeholders. In order to maintain an effective coordination for smooth execution of the activities, there should be a clear information flow and reporting channel for all the stakeholders including ECP, PEC, REC, DEC, DRO and RO. In this regard, the following information flow and reporting channel has been designed for DROs and ROs to coordinate all the activities.

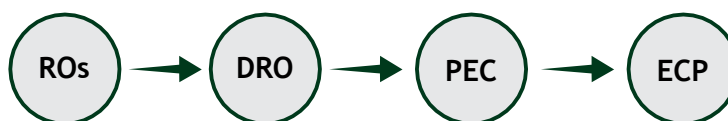
## Flow of Information / Data









## Flow of Directions / Instructions



## Reporting Channel


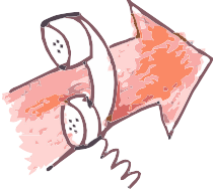




# Provision and Distribution of Election Material




	Activity	Action
1	 <p>Election material is sent to the DRO by the PEC according to the requirements of the district.</p>	The DRO must coordinate with the REC and DEC in order to make sure that there are no unnecessary delays.
2	 <p>The boxes of ballot papers received by the DRO will be labeled with number and name of Tehsil/ Village/ Neighbourhood council. The ballot papers will be collected as per ECP directive.</p>	The DRO should coordinate with ROs and ensure proper receiving and delivery of ballot papers to the ROs
3	 <p>The material delivered should be checked by the DRO to ensure that no Tehsil/ Village/ Neighbourhood council has been left out and nothing is missing or short.</p>	In case of missing material for any Tehsil/ Village/ Neighbourhood council, the DRO must inform the PEC/REC/DEC so that shortage is made good
4	 <p>Election material should then be transferred to the ROs in the fastest and most convenient manner available.</p>	The means whereby election material is to be sent to each RO should be pre-determined by the DRO and communicated to concerned ROs.
5	 <p>The DRO should keep in touch with the RO and supervise the process of bulk breaking and dispatch of election materials.</p>	The RO will contact the DRO in case of shortage of material. In such a case the DRO must immediately contact the PEC and arrange for material to be sent to the RO on an urgent basis.
6	 <p>The DRO should make proper security arrangements for receiving of Ballot Papers from Printing Press and its safe delivery to the ROs concerned.</p>	The DRO will coordinate with PEC, Law enforcement agencies and ROs for receiving of ballot papers



# Maintenance of Law and Order






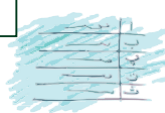






	Activity	Action
<p>1</p> 	<p>Ensuring that at the time of bulk-breaking and distribution of election material, adequate security is available. Furthermore extra security measures should also be taken for disturbance prone areas.</p>	<p>Possible areas where disturbance may arise should be identified in advance and extra security measures must be planned and implemented in such areas.</p>
<p>2</p> 	<p>In case of emergencies, DRO must be in direct contact with the District Administration and the law enforcement agencies and also inform them about any untoward situation immediately for taking corrective measures.</p>	<p>The DRO must ensure that he has set clear channels of communication with relevant persons of both district administration and the law enforcement agencies who may be contacted in case of emergencies.</p>
<p>3</p> 	<p>On poll day the DRO should visit a number of polling stations in order to ensure that all proceedings are taking place smoothly and no problems have occurred.</p>	<p>It is a good idea to plan surprise visits of polling stations randomly in different Tehsil/ Village/ Neighbourhood council.</p>
<p>4</p> 	<p>The DRO should also ensure that CCTV Cameras have been installed at highly sensitive polling stations declared by him under section 59 (12) of the Election Act, 2017</p>	<p>DRO will coordinate with District Administration for installation of surveillance cameras</p>

# Compliance with Laws & Rules

	Activity	Action
1	 <p>The DRO should ensure that the ROs have copies of books/manuals containing all laws and instructions pertaining to the elections</p>	<p>These books may be obtained from ECP/PEC. The DRO may also request the DEC to provide copies of all relevant books/ manuals to the ROs.</p>
2	 <p>The DRO should also ensure that the Code of Conduct for Political Parties and Contesting Candidates has been explained to candidates. The DRO will also ensure that copies of the said Code have been handed over to the contesting candidates by the ROs</p>	<p>It is also the responsibility of DRO to ensure that the code of conduct is being followed by the contesting candidates.</p>
3	 <p>During the election, the DRO must ensure that all laws and procedures are being strictly followed. He should also ensure that the code of conduct is being followed by contesting candidates, political parties, media, polling personnel, security personnel and observers.</p>	<p>It is important that the DRO is well acquainted with relevant election laws, procedures and Code of Conduct.</p>

# Timely Completion of Election Activities

The DRO should ensure that each of the following activities is completed within the time frame specified by ECP

<input type="checkbox"/>  Issuance of Public Notice _____ Deadline:	<input type="checkbox"/>  Filing of Nomination Papers by Candidates _____ Deadline:	<input type="checkbox"/>  Collection of Electoral Roll _____ Deadline:	<input type="checkbox"/>  Scrutiny of Nomination Papers _____ Deadline:	<input type="checkbox"/>  Allotment of Symbols to Contesting Candidates _____ Deadline:
<input type="checkbox"/>  Completion of the List of Contesting Candidates _____ Deadline:	<input type="checkbox"/>  Preparation of list of Polling Station _____ Deadline:	<input type="checkbox"/>  Appointment of Polling staff and their training _____ Deadline:	<input type="checkbox"/>  Dispatch of polling staff and material _____ Deadline:	<input type="checkbox"/>  Poll Day Activities and Counting of Votes; Communication of results by ROs _____ Deadline:
<input type="checkbox"/>  Consolidation of Results _____ Deadline:		<input type="checkbox"/>  Return of Election Expenses _____ Deadline:		

# THE KHYBER PAKHTUNKHWA LOCAL COUNCILS (CONDUCT OF ELECTIONS) RULES, 2021

## Rule-11

11. **Appointment of Presiding Officers and Polling Officers.**—(1) A Returning Officer shall, appoint for each polling station a Presiding Officer and such number of Assistant Presiding Officers and Polling Officers from amongst the officers of any Government or corporations, autonomous or semi-autonomous bodies controlled by the Governments to assist the Presiding Officer as the Returning Officer may consider necessary.

(2) The Returning Officer shall not appoint a person as Presiding Officer, Assistant Presiding Officer or Polling Officer who is or has, at any time, been in the employment of a candidate.

(3) The Returning Officer shall, at least fifteen days before the polling day, submit to the District Returning Officer for approval a list of such Presiding Officers, Assistant Presiding Officers and Polling Officers including reserved staff on Form-I and no change in the list shall be made thereafter save in exceptional circumstances, for reasons to be recorded, and with the approval of the District Returning Officer.

(4) After approval of the District Returning Officer under sub-rule (3), the Returning Officer shall issue appointment orders of the Presiding Officers, Assistant Presiding Officers and Polling Officers in respect of each polling station on Form-II.

(5) In case of non-availability of any member of polling staff, the Returning Officer shall appoint a substitute from amongst the reserved staff as approved by the District Returning Officer.

(6) A Presiding Officer shall conduct the poll in accordance with the provisions of the Act and these rules and shall be responsible for maintaining order at the polling station and shall report to the Returning Officer any fact or incident which may affect the conduct or fairness of the poll.

(7) During the course of the poll, the Presiding Officer may entrust any of his functions to an Assistant Presiding Officer and the Assistant Presiding Officer shall perform the functions so entrusted to him.

(8) The Returning Officer shall authorize one of the Assistant Presiding Officers to act in place of the Presiding Officer if the Presiding Officer is, at anytime during the poll, by reason of illness or other cause, not present at the polling station, or is unable to perform his functions.

(9) The Returning Officer may, at any time during the poll, for reasons to be recorded, suspend any Presiding Officer, Assistant Presiding Officer or Polling Officer, and make such alternate arrangements as he may consider necessary for the performance of the functions of the officer so suspended, whose matter shall be referred to the Commission for initiation of disciplinary proceedings.

## Rule-13

**13. Polling stations.**-(1) The Returning Officer shall, before such time as the Commission may fix, prepare on Form-III and submit to the District Returning Officer, a list of proposed polling stations for the purpose of election of local government.









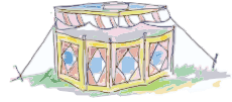
(2) The District Returning Officer may make alterations in the list of polling stations submitted under sub-rule (1) and shall, at least fifteen days before the polling day, notify the final list of polling stations:

Provided that no change shall be made in the list of polling station, notified under sub-rule (2), except with prior approval of the Commission.

(3) The Returning Officer shall establish a polling station according to the final list notified under sub-rule (2).

# Financial Management

The DRO will receive allocation of funds in the following head of accounts from PEC for further disbursement

	Head	Purpose	Responsibility for disbursement
1	 Election Allowance	For polling staff	RO
2	 Diet Charges	For polling staff	RO
3	 Payment to Naib Quasid	For duty at polling stations with Presiding Officer	RO
4	 POL Charges	For use at the office of DRO/RO	DRO/RO
5	 Postage Stamps	For correspondence	DRO/RO
6	 Transportation of Election Material	From DRO → RO → polling station	DRO or RO
7	 Office Stationery	For use at the office of DRO/RO	DRO/RO
8	 Other Contingent Expenditure	For use at the office of DRO/RO	DRO/RO
9	 Improvisation of Polling Stations (on need basis)	For use in case of non-availability of furniture/building	RO

# Do's and Don'ts of Financial Management



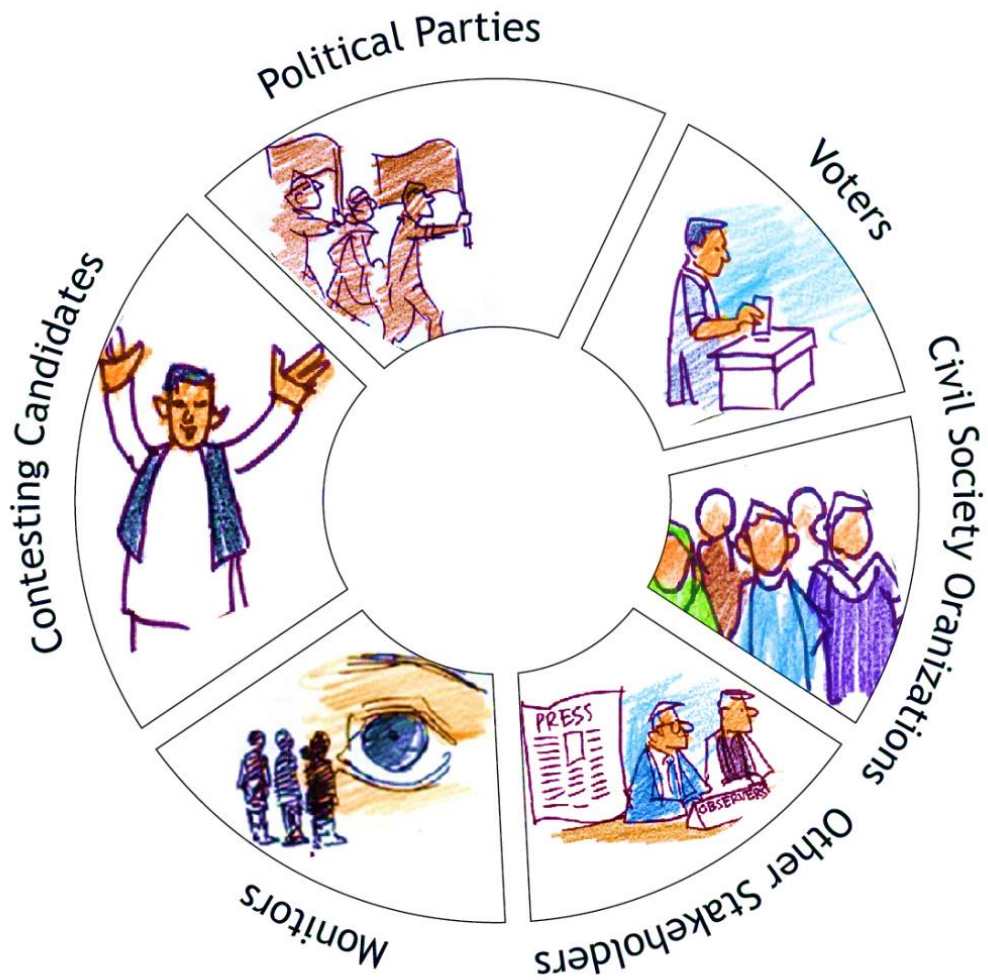
Dos	Don'ts
<ul style="list-style-type: none"> <li>• Make sure you keep all receipts and memos for audit purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not spend any government money without obtaining a proper receipt.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that you spend only as much as is needed. Spend the budget after fulfillment of codal formalities</li> </ul>	<ul style="list-style-type: none"> <li>• Do not overspend beyond the allocated amount under any head of account. This will lead to auditing problems later.</li> </ul>
<ul style="list-style-type: none"> <li>• Make sure you refund all surplus funds to PEC/ECP.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not re-appropriate any election funds without express approval from the Election Commission.</li> </ul>
<ul style="list-style-type: none"> <li>• If you are elevated/transferred from one district to another, make sure to handover financial records to your successor. A copy of the same should be sent to the PEC.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not make any financial commitments with any agency/individual on behalf of the ECP without express permission from ECP/PEC.</li> </ul>

# Problem Solving




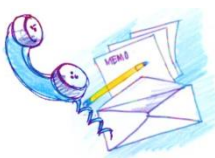




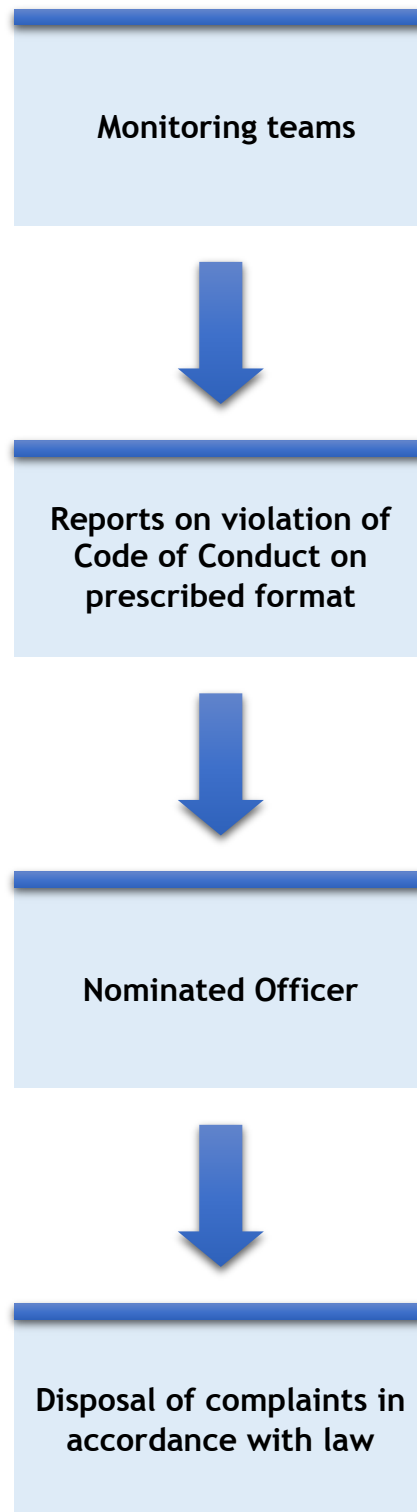
# Problem Solving



# Complaint Handling Process

	Stage	Action To Take
1	 <p>Receiving complaints</p>	<p>DRO will take steps as per law, rules and standing instructions of the ECP to resolve the complaint</p>
2	 <p>Inquiring complaints</p>	
3	 <p>Resolving complaints</p>	
4	 <p>Following-Up complaints</p>	

## Complaints Received By Monitoring Teams



## Oath of Office:

[Rule-78 of the of the Khyber Pukhtunkhwa (conduct of elections) rules, 2020]

78. Oath of office.---(1) Subject to the provisions of the Act and the directions, as may be given by the Commission, the District Returning Officer shall notify a schedule for administration of oath in Schedule II to the Mayor or Chairman and members of the village council and neighbourhood council and make arrangements in this regard.

(2) List of Mayor or Chairman and members of the village council and neighbourhood council taking the oath shall be forwarded to the District Election Commissioner concerned and all the forms of the oath of office shall be kept in record of the respective council.

The DRO shall prepare the list of the members who have taken oath as per following format;

### Local Government Khyber Pukhtunkhwa

#### List of the Members who have taken oath

No. and name of Local Council \_\_\_\_\_

District \_\_\_\_\_ Tehsil \_\_\_\_\_

date on which oath was taken \_\_\_\_\_

Sr No	Name of the returned Candidate	Father/Husband Name	Category of seat

Name, Designation and Signature of  
the Officer administering the oath

**SCHEDULE II**  
**[see rule 77(1)]**

**PART-A**  
**OATH OF OFFICE**

**CHAIRMAN, TEHSIL LOCAL GOVERNMENT/MAYOR, CITY LOCAL GOVERNMENT**

I \_\_\_\_\_ elected as Chairman of Tehsil Local Government/Mayor, City Local Government (\_\_\_\_\_) hereby solemnly (in case of Muslims) swear, or (in case of Non-Muslims) affirm;

That I shall bear true faith and allegiance to Pakistan and shall strengthen its ideology, integrity, solidarity and prosperity through good governance, effective delivery of services, participatory and transparent decision making in my Tehsil or City Council. That I shall discharge my duties and functions under the Khyber Pakhtunkhwa Local Government Act, 2013, and the rules, bye-laws and regulations made there under honestly, efficaciously and efficiently to the best of my ability.

That I shall act in accordance with law and rules, and that as Head of the Tehsil Local Government/City Local Government I shall ensure that the business of the local government and the Council within the scope of my responsibility is carried out lawfully, diligently and in consonance with the policy goals of the government of Khyber Pakhtunkhwa and the development plan approved by the Tehsil/City Council.

That I shall observe faithfully the federal and provincial laws and obey all lawful directions given to me by the government.

That I shall not allow my personal interest to influence my official conduct and or my official decisions.

That I shall promote fiscal discipline and, to the best of my ability, prevent misuse, misappropriation and pilferage of public money.

That I shall protect the interest of people of my local government and avail every opportunity to advance their collective welfare and well-being.

That in all circumstances I shall do right to all people according to law, without fear or favor, ill will, or discrimination.

SIGNATURE OF THE  
OFFICER ADMINISTERING THE OATH

SIGNATURE OF DECLARANT

**PART-B**

**OATHS OF OFFICE**

**CHAIRMAN VILLAGE/ NEIGHBOURHOOD COUNCIL**

I \_\_\_\_\_ elected as Chairman of Village/ Neighbourhood Council (\_\_\_\_\_)Village/ Neighbourhood hereby solemnly (in case of Muslims) swear, or (in case of Non-Muslims) affirm;

that I shall bear true faith and allegiance to Pakistan and shall strengthen its ideology, integrity, solidarity and prosperity through good governance, effective delivery of services, participatory and transparent decision making in my Village/ Neighbourhood.

That I as Chairman Village Council or Neighbourhood Council and whenever act as member of Tehsil council shall discharge my duties and functions under the Khyber Pakhtunkhwa Local Government Act, 2013, and the rules, bye-laws and regulations made there under honestly, efficaciously and efficiently to the best of my ability.

That I shall act in accordance with law and rules, and that as Head of the Local Government for the Village/Neighborhood I shall ensure that the business of the local government and the Council within the scope of my responsibility is carried out lawfully, diligently and in consonance with the policy goals of the government of Khyber Pakhtunkhwa and the development plan approved by the Village/ Neighbourhood Council.

That I shall observe faithfully the federal and provincial laws and obey all lawful directions given to me by the government.

That I shall not allow my personal interest to influence my official conduct and or my official decisions.

That I shall promote fiscal discipline and, to the best of my ability, prevent misuse, misappropriation and pilferage of public money.

That I shall protect the interest of people of my local government and avail every opportunity to advance their collective welfare and well being.

That in all circumstances I shall do right to all people according to law, without fear or favor, ill will, or discrimination.

SIGNATURE OF THE  
OFFICER ADMINISTERING THE OATH

SIGNATURE OF DECLARANT



**PART-C**

**OATH OF OFFICE**

**MEMBERS OF COUNCILS**

I \_\_\_\_\_ elected as member of .....Council .....do hereby solemnly (in case of Muslim) swear, or (in case of Non-Muslims) affirm:

That I shall bear true faith and allegiance to Pakistan and shall strengthen its ideology, integrity, solidarity, prosperity through discharge of my duties and perform functions in accordance with the Khyber Pakhtunkhwa Local Government Act, 2013, and the rules, bye-laws and regulations made there under honestly, efficaciously and efficiently to the best of my ability.

That I shall always work in the interest of the people.

That I shall promote fiscal discipline and to the best of my ability prevent misuse, misappropriation and pilferage of public money.

That in all circumstances I shall do right to all people according to law, without fear or favor, ill-will, or discrimination.

SIGNATURE OF THE  
OFFICER ADMINISTERING THE OATH

SIGNATURE OF DECLARANT

SECRETARY TO GOVERNMENT OF KHYBER PAKHTUNKHWA  
LOCAL GOVERNMENT, ELECTIONS AND RURAL  
DEVELOPMENT DEPARTMENT





# الیکشن کمیشن آف پاکستان

Election House, Constitution Avenue, G-5/2, Islamabad, Pakistan  
Ph: +92 (51) 920 6939, +92 (51) 920 1057 Fax: +92 (51) 920 5402, +92 (51) 920 5300  
Website: [www.ecp.gov.pk](http://www.ecp.gov.pk)