



No. AO/RTI/4-2/2014_____

Dated Peshawar, the 1st December, 2014

OFFICE ORDER

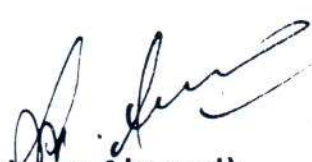
In exercise of the powers conferred by Section 24(2) of the Khyber Pakhtunkhwa Right to Information Act, 2013(Act No.XXVII of 2013) read with Section 26(1) thereof, the Khyber Pakhtunkhwa Right to Information Commission is pleased to order the distribution of official work of the Right to Information Commission, amongst the Officers of the Right to Information Commission, as per schedule annexed thereto.

Sahibzada Muhammad Khalid,
Chief Information Commissioner.

Endst:No. RTIC/Admn/_____ Dated Peshawar, the 1st December, 2014.

Copy forwarded to:-

1. The Coordinator, PCNA, Peshawar,
2. The Administration Officer, Budget and Accounts Officer, Communication Officer, Assistant Registrar, I.T. Officer of RTIC.
3. Private Secretary to Chief Information Commissioner.
4. Private Secretaries to the Information Commissioner.


(Mushtaq Ahmad)
Secretary, RTIC.

Chief Information Commissioner

- (1) Chief Executive of the Right to Information Commission

Commissioner-I

- (1) Incharge of Legal wing and to supervise all the activities assigned to Assistant Registrar.
- (2) Tendering of advice in all legal matters to the Right to Information Commission.
- (3) Any other work to be assigned by the Chief Information Commissioner or the Commission.

Commissioner-II

- (1) Incharge of the Communication and I.T. Wings and to supervise all activities assigned to Communication and I.T. Officers.
- (2) Any other work to be assigned by the Chief Information Commissioner or the Commission.

Secretary

- (1) Incharge of Administration of the Right to Information Commission.
- (2) To Supervise the work of Administrative Officer and Finance Officer of Right to Information Commission.
- (3) Any other work to be assigned by the Chief Information Commissioner or the Commission.

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Administrative Officer.

- (1) Internal administration of RTI, Commission.
- (2) Maintenance of Service Books and Personal files of the employees.
- (3) All matters related to Services of the employees.
- (4) Supervision of Diary and Despatch section.
- (5) Supervision and counter signing of log Books.
- (6) Preparation of Salary bills and submission to Finance Officer.
- (7) Maintenance of record of all the items Purchased for R.T.I.C.
- (8) Correspondence with other Organizations/Departments with regard to the matters assigned to him.
- (9) Maintenance of cash book for imprest Money/Permanent Advance.
- (10) Preparation of claims of recoupment of imprest money and submission to Finance Officer after obtaining approval of the Competent Authority.
- (11) Any other work to be assigned by the Secretary or any of the Commissioner or Chief Commissioner.

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Finance Officer

- (1) Preparation of Budget for submission to the Finance Department Government Of Khyber Pakhtunkhwa.
- (2) Proposal for item wise distribution of allocated funds.
- (3) Maintenance of expenditure register.
- (4) Maintenance of Cash Book for Payments authorised by RTI, Commission.
- (5) Re-conciliation of cash transactions with the Bank.
- (6) Re-Conciliation of statements of expenditure with Admn, where necessary.
- (7) Proposal for revised estimates.
- (8) Presentation of documents to Audit team.
- (9) Scrutiny and pre-audit of all claims related to RTI, Commission and their submission to Competent Authority for approval.
- (10) Maintenance of record/files and correspondence with other Organisations and Government Departments for the financial matters related to RTI, Commission.
- (11) Issuance of Salary cheques and monthly Pay Rolls to the employees.
- (12) Maintenance of record of any deduction from salary.
- (13) Maintenance of separate account for withholding Taxes and their deposit in Government Treasury.
- (14) In light of section 25 (2) (h) of the Right to Information Commission Act, 2013, preparation of Annual Financial report and audited accounts for submission to the Provincial Assembly and Finance Department.
- (15) Any other work to be assigned by the Secretary or any of the Commissioner or Chief Commissioner.

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Assistant Registrar

- (1). Receiving of complaints, manually/electronically and taking action under Right to Information Act, 2013.
- (2). Tendering of advice to any Public Body or citizen of Pakistan with reference to any provision of the Right to Information Act, 2013.
- (3). Taking action in light of Section 25(2)(a)(b)(c)(d) and (f) and 25(3)(c) of the Right to Information Act, 2013.
- (4). Correspondence with complainants and Public Bodies with regard to disposal of a complaint.
- (5). Any other work to be assigned by the Commissioner Incharge of Legal wing, or the Chief Information Commissioner.

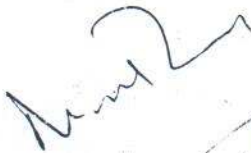
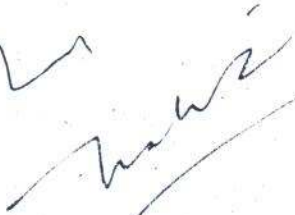
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Communication Officer

- (1) Keeping liaison with media with regard to awareness in general public and Public Bodies under Right to Information Act, 2013.
- (2) Taking action in light of Section 25(2)(e) and Section 25(3)(a)(b)(d) and (e) of the Right to Information Act, 2013.
- (3) Preparation of annual report of the Right to Information Commission in light of Section 25(2)(g).
- (4) News letters, and Magazines etc. as decided by the Commission.
- (5) Correspondence with other organizations/departments, with regard to the matters assigned to him.
- (6) Preparation of Commissions strategies and annual communication work plan in light of the Right to Information Act, and under guidance of the Commission.
- (7) Arrangements of Press briefings, Press Conferences and media coverage of all events of Right to Information Commission.
- (8) Keeping relevant record.
- (9) Coordination with other stake holders.
- (10) Preparation of reports, briefs and monitoring of progress in the Communication realm.
- (11) Any other work to be assigned by the Commissioner Incharge or the Chief Information Commissioner.

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Information Technology Officer

- (1) Keeping Liaison with officers designated by the Public Bodies as PIOs.
- (2) Updation of reports about requests received by PIOs and complaints received in Right to Information Commission.
- (3) Maintenance and updation of lists and other particulars of PIOs.
- (4) Facilitate the other officers/officials of the Right to Information Commission about I.T related matters.
- (5) Correspondence with other organizations/departments with regard to the matters assigned to him.
- (6) Maintenance of Right to Information Commission Website.
- (7) Uploading of activities of the Commission on Website.
- (8) Supervision and Maintenance of L.A.N.
- (9) Preparation of Presentation
- (10) Inform the Commission about new Information Technology developments.
- (11) Any other work to be assigned by the Commissioner Incharge or the Chief Information Commissioner.

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