



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION
Near Abdara BRT Station, behind Jabir, Flats,
Arbab Colony, University Road, Peshawar.
www.kpti.gov.pk

AO/RTI/4-1/2021

Dated: November, 17th 2021.

NOTIFICATION.

In pursuance of the decisions taken in the meetings of KP Information Commission dated 7.10.2021 and 5.11.2021, the following procedure for disposal of complaints by the legal section and Divil: Offices is hereby notified:

- New complaints with allied matters pertaining to public bodies of District Charsadda, Khyber and Mohmand are assigned to the newly established Divil. Office Peshawar. Complaints pertaining to public bodies of Districts Peshawar and Nowshera will continue to be dealt with by legal section of the commission. All the under process complaints will continue to be dealt with by the legal section. Asstt:Registrar of Divil: Office Peshawar will keep himself abreast of disposal of under process complaints in the legal section. The existing staff of legal section will extend support to Divil.offices for disposal of the matters so assigned till the recruitment of its own staff.
- New complaints with allied matters of Hazara, Malakand, Kohat and Bannu divisions received in the respective Divil.offices will be processed as per laid down procedure in the Secretariat Manual. The concerned AR will forward scanned copies of the complaints with annexures and note sheet to legal section. The legal section after taking a printout will prepare proper file and submit it to competent authority for obtaining orders thereon. The legal section will scanned the order sheet and return it to concerned Divil. Office for issuance of order/letter to concerned public body.
- New complaints of Hazara, Malakand, Kohat and Bannu Divisions received in Commission's office will be processed by the Legal Section as usual. After obtaining orders of the competent authority will send scanned copies of complaints and note sheet to concerned Divil: Office for issuance of orders to concerned quarter.
- Reminders will be issued by the concerned AR of Divil.Office at appropriate intervals to ensure compliance of RTI Laws.
- Copies of each letter exchanged with public bodies by AR of respective Divil:office will invariably be endorsed to AR Commission Office and vice versa.
- Record in soft and hard form of each complaint will be maintained both by Divil. Offices and legal section of the Commission Office in such a way that the same could be tracked easily in later stages.
- Summon hearing will be held either electronically through vedio conferencing for which facilities are being provided by the partners or in

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the respective Divil.offices for which schedule will be issued by the legal section in consultation of Divil.offices concerned.

- In case of vedio conferencing, decisions will be reported by the respective AR for further processing as per above procedure.
- The AR of the Commission will act as coordinator for Divil.offices and will give his input where required. In case of absence of the AR(s) in any of the Divil.offices, the AR Commission will continue to process the cases/complaint as per existing arrangements as prescribed in the Rules of Procedure.
- IT section of the commission will facilitate the Legal Section of the Commission and Divil: Offices by providing electronic means i.e. internet, email whaatApp, vedio conferencing etc; and develop programming for maintenance of record in soft in the system.
- The AR of Commission Office will update division wise status of Complaints on daily basis and submit consolidated reports to Chief Information Commissioner and Commissioner II on attached format on each Monday regularly.

2. All concerned are informed to conduct the business in accordance with the above procedure accordingly.

Chief Commissioner
KP INFORMATION COMMISSION

Endst:No.&Date Even.

Copy forwarded for information and necy: action to the:-

1. PS to the Chief Commissioner, KPIC.
2. PA to Commissioner II.
3. Assistant Registrar, KP Information Commission.
4. Assistant Registrar, DMO Offices, Abbottabad, Swat, Peshawar, Bannu and Kohat.
5. I.T.Officer KP Information Commission.
6. PA to Secretary Information Commission
7. File Concern.


Administrative Officer
KP INFORMATION COMMISSION