

**GOVERNMENT OF KHYBER PAKHTUNKHWA
RIGHT TO INFORMATION COMMISSION**

IMMEDIATE

CIRCULAR

Subject: **Conduct of Official Business in RTI Commission.**

It has been observed with great concern that official work has not been conducted with care and complaints are being reported to high ups. An instance has been observed during the current visit of Chief Commissioner to Hazara Division that the letter of his visit to District Haripur has been received one day prior to the scheduled program resultantly the program was not conducted properly in an effective manner by the District Administration. It is mismanagement on the part of concerned section as well as of Administration section of the commission. The competent Authority has taken a very serious notice of it and ordered to investigate the matter for proper enquiry.

2. All staff and Admn.section staff in particular is hereby directed to perform their official work with great care promptly and efficiently. Delay if any will be treated as mis conduct on their part and will liable to disciplinary proceeding.
3. Administrative Officer may personally supervise the work of its branch and take all measures for disposal of official communications through Fax, E.Mail, TCS,UMS and other electronic means well in time. In case of any mis communication the same may be reported to the undersigned in future.
4. Staff of all wings are directed to deal with important matter with great care and coordinate with Admn.wing timely. In case they feel any inconvenience, the same may be reported to the undersigned for timely resolution.
5. The above instructions are issued with the approval of competent authority and may be followed in letter and spirit please.


SECRETARY
RTI COMMISSION

All Staff of Information Commission
For necessary action.

CC:
PS to Chief Commissioner }
PA to Commissioner I } For Information.
PA to Commissioner II }



Tel: (+92) 91-92112044
Fax: (+92) 91-9211163

GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION
7th Floor, Tasneem Plaza (Near benevolent Fund
Building) 6th Saddar Road, Peshawar.
www.kprti.gov.pk

SO 7

CIRCULAR

AO/KPIC/4-1/2020/2160-64
Dated: March 18, 2020

In pursuance of the instructions issued by the Govt. of Khyber Pakhtunkhwa Relief Rehabilitation and Settlement Department vide notification. SO (Admin) RR&SD/2-49/2020, dated March 16, 2020, regarding preventive and precautionary measures to control spread of Corona Virus the Competent authority has been pleased to direct all the staff members to ensure attending telephone calls and provide proper guidance to the information seekers. It is further to direct that all the official/non official visitors may be advised to discuss the matters of public importance telephonically and avoid personal visits to the Commission if not extremely essential for next fifteen days.

The above said directions shall be followed in letter and spirit so as to avoid the spread of Corona Virus and in the best public interest.

--SD/--
(CHIEF COMMISSIONER)
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. All the Officers/Officials on duty
4. File Concern.


(SECRETARY)
KP INFORMATION COMMISSION

AO/KPIC/4-1/2020/2165-6^c
Dated: March 18, 2020

CIRCULAR

In pursuance of the instructions issued by the Govt. of Khyber Pakhtunkhwa Relief Rehabilitation and Settlement Department vide notification. SO (Admin) RR&SD/2-49/2020, dated March 16, 2020, regarding preventive and precautionary measures to control spread of Corona Virus, the competent authority has been pleased to direct Mr. Hamed Ullah Shah to perform duty on reception/front desk to facilitate & guide the visitors as per following function:-

The Functions of the front desk/receptionist;

1. To facilitate the visitors regarding their queries.
2. Report the visitors to avoid personal visits for the next fifteen days and to discuss the matters of public importance on phone call.
3. If visitor's personal visit is extremely essential then ensure proper precautionary measures taken at the reception desk.
4. In first instance their queries may be communicated by the front desk to the officer concerned and visitors may be asked to wait in the waiting area.
5. If the meeting of the visitor is extremely important with an officer then he may asked to wear proper mask, hand wash and use of sanitizer.
6. The visitors shall be guided to avoid hand shake and hug in light of the directives of Health Department.

The above instructions shall be followed in litter and spirit.

--SD/--
(CHIEF COMMISSIONER)
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. To the above named official
4. File Concern.


(SECRETARY)
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

17

AO/KPIC/4-1/2020/3895-9
Dated August 12, 2020

CIRCULAR

The Competent Authority has noticed with great concern that some of the staff members do not observe official timing and arrived late to their offices.

In view of the above, all the staff members are hereby directed to ensure punctuality and observance of official timing already circulated. Continuously late arrival shall be brought into the notice of the Competent Authority for taking necessary proceeding.


SECRETARY
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. All staff members of KPIC
4. File concern


SECRETARY
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

18

AO/KPIC/4-1/2020/1899-378
Dated: August 12, 2020

CIRCULAR:

The Competent Authority has been pleased to constitute a shortlisting committee consisting of the following officers for scrutinizing / shortlisting from amongst the applicants applied for the post of Naib Qasid (BPS – 03):-

1. Secretary
2. Administrative Officer
3. Budget & Accounts Officer

**CHIEF COMMISSIONER
KP INFORMATION COMMISSION**

Endorsement No. And Date: As Above

Copy for information to:-

1. PS to the Chief Information Commissioner, KPIC.
2. PA to the Information Commissioner – II, KPIC.
3. The Administrative Officer of KPIC.
4. The Budget & Accounts Officer of KPIC.
5. File concern.


**SECRETARY
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

19

AO/KPIC/4-1/2020/3904-08
Dated August 12, 2020

CIRCULAR

The Competent Authority has been pleased to constitute a Selection Committee consisting of the following for Selection of Naib Qasid (BS-03) against the vacant posts in the KP Information Commission.

- | | |
|--------------------------------|-----------------|
| 1. Secretary, KPIC | Convener/Member |
| 2. Administrative Officer | Member |
| 3. Budget and Accounts Officer | Member |

The Committee shall interview the shortlisted/eligible candidates and present their recommendations to the Competent Authority for approval.

**CHIEF COMMISSIONER
KP INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. The Administrative Officer, KPIC
4. Budget and Accounts Officer, KPIC
5. File concern


SECRETARY
KP INFORMATION COMMISSION



Tel: (0924) 71-7212044
Fax: (+92) 91-9211163

**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

7th Floor, Tasneem Plaza (Near benevolent Fund
Building) 6th Saddar Road, Peshawar.
www.kprti.gov.pk

6

AO/KPIC/4-1/2020/2841-45
Dated: July 1, 2020

CIRCULAR

In pursuance of the instructions issued by the Govt. of Khyber Pakhtunkhwa Administration Department vide circular, SO(Admin) E&AD/Corona-Virus/2020, dated June 10, 2020, the following duty rota will be observed till further orders.

Duty Rota for the Staff of the Information Commission						
Sr#	Section	Officials on Duty	Week-I&III of each Month	Week-II&IV of each Month	Remarks	
1	Administration Section	Mr. Ibrar	Do			
2		Mr. Jazib Tanveer				
3		Mr. Waseem Sajjad		DO		
4		Mr. M. Nadeem				
5		Mr. Kamil Khan			Will off on Wednesday and Friday of each week	
6		Mr. Asad Khan			Will off on Wednesday and Friday of each week	
7		Mr. Wali Khan			Will off on Friday and Monday of each week	
8		Mr. Shah Khalid	DO		The one if on leave in case of emergency will inform the other colleague to attend the office on his/her behalf. Note: The PS and Naib Qasid attached with the CIC will ensure their presence on the days CIC is attending his office.	
9		Mr. M. Rizwan				DO
10		Mr. Kashif Ullah				
11		Mr. Munawar Shah	DO			
12		Mr. Inayat Ali Shha				
13		Mr. Baseer Ahmad		DO		
14		Mr. Hafiz Muhammad				
15	IT and Communication Sections	Mr. Hamed Ullah Shah	DO			
16		Miss. Tayyaba Jamil		DO		
Sr#	Days	Detail of Staff on duty at Legal Section				
1	Monday	Mr. Majid Khan	Mr. Amjid Khan	Mr. Niqab		
2	Tuesday	Mr. Majid Khan	Mr. Jehanzeb	Mr. Niqab		
3	Wednesday	Mr. M. Atif	Mr. Jehanzeb	Mr. Niqab	Mr. Majid Khan	
4	Thursday	Mr. M. Atif	Mr. Amjid Khan	Mr. Jehanzeb		
5	Friday	Mr. M. Atif	Mr. Amjid Khan			

Note: The above officials may not consider the leave as matter of right and shall be available on-call if deemed necessary.

SECRETARY
(SECRETARY)
Information Commission, KPK

KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.



21

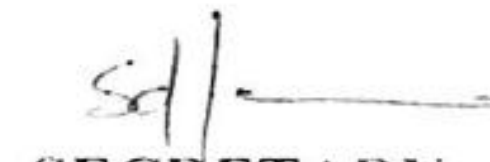
AO/KPIC/4-1/2020/
Dated September 22, 2020

4808-14

CIRCULAR

The independent facilitation center functioning in the Information Commission is hereby discontinued with immediate effect due to its limited activities/justification.

Miss Tayyaba Jamil, Office Assistant working in the said center will in addition to her existing job will provide support to legal wing in filing Complaints/Applications by the Citizens/Complainants and will work under the supervision of Commissioner-II for job so assigned to her.



SECRETARY
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. Assistant Registrar, KPIC
5. IT Officer, KPIC
6. File concern


ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION

To Be substituted for the circular letter bearing same No. & date.

22



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

AO/KPIC/4-1/2020/4808-14
Dated September 22, 2020

CIRCULAR

The independent facilitation center in the Information Commission is continue to function .The Officials working in the facilitation center will in addition to their existing jobs provide support to the legal wing in filing Complaints/Applications by the Citizens/Complainants and the said center will work independently under the direct supervision of Commissioner-II.

sd/-
**SECRETARY
KP INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. Assistant Registrar, KPIC
5. IT Officer, KPIC
6. File concern

[Signature]
**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**



AO/KPIC/4-1/2020/
Dated October 21, 2020

815-11

CIRCULAR

The Competent Authority been pleased to constitute a Committee comprising of the following;


- | | |
|---------------------------|----------|
| 1. Commissioner-II | Chairman |
| 2. Assistant Registrar | Member |
| 3. IT Officer | Member |
| 4. Administrative Officer | Member |

The Committee will develop a mechanism/report on the basis of assessment of citizens regarding disposal of their complaints/applications by the Commission. The report shall be submitted to the Standing Committee No.15 of the Provincial Assembly on Information and PRs Department.

**CHIEF COMMISSIONER
KP INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. The above named Officers
4. File concerned.


21/10/20
**SECRETARY
KP INFORMATION COMMISSION**