

**SECOND COORDINATION MEETING WITH STAFF OF INFORMATION COMMISSION HELD UNDER THE CHAIRPERSONSHIP OF K.P. CHIEFINFORMATION COMMISSIONER HELD ON 15<sup>TH</sup> AUGUST 2022**

Second coordination meeting of staff of KP Information Commission was held under the chairpersonship of Chief Information Commissioner on 15<sup>th</sup> August 2022 in her office on 15<sup>th</sup> August 2022. The following participated:-

- ✓ Administrative Officer,
2. Communication Officer,
3. Assistant Registrar,
4. I. T Officer,
5. Budget Account Officer,
6. PSO to Chief Commissioner
7. PS to Chief Commissioner
8. Facilitation Assistant

**LACK OF COORDINATION AMONG STAFF**

The chair expressed her concern over non cooperation and non coordination among the staff and advised the staff to create a good atmosphere in the office for smooth functioning of day to day official business and work like a team.

**NOTING/DRAFTING SYSTEM.:**

The chair noticed poor noting and drafting and expressed her desire that a training program needs to be organized in order to improve it as per laid down office procedure like other departments of KP. Administrative officer of the Commission was assigned the task to arrange the said programme in coordination with PARD.

**Messages:**

Messages need to be updated on the Social Media site.

**1. Office Accommodation:**

As per 1<sup>st</sup> coordination meeting, different places were suggested and decided a suitable office accommodation in Hayatabad. (AO)

**2. Updation of Website:**

Website was discussed and made suggestion that website need to be updated and as per section 5 and 6 of the KPRTI ACT. (CO and IT)



**COORDINATION MEETING WITH STAFF OF INFORMATION COMMISSION**  
**HELD UNDER THE CHAIRPERSONSHIP OF K.P. CHIEF INFORMATION**  
**COMMISSIONER HELD ON 27<sup>th</sup> JULY 2022**

A coordination meeting with the staff of KP Information Commission was held under the chairmanship of Chief Information Commissioner in her office on 27<sup>th</sup> July 2022 at 1100 hours

The following attended :-

1. Administrative Officer,
2. Communication Officer,
3. Assistant Registrar,
4. I. T Officer,
5. Budget Account Officer,
6. PSO to Chief Commissioner
7. PS to Chief Commissioner
8. Facilitation Assistant.

The Chair focused on the following points during the course of meeting :-

- 1) Expressed her concern over lack of coordination among the staff as a result of which official work is delayed and in the same way institution would earn a bad name. Should perform like a team and practice of non cooperation with one another be discontinued.
- 2) Aim and objective of the staff should be to strengthen the Commission.
- 3) Staff should be courteous with the complainant either on their calls or on personal visit to office and ultimately the staff should try to redress their grievances within the time frame.
- 4) Maintain Discipline in the office.
- 5) Improvement of Physical environment regarding cleaning system which was found to be unsatisfactory.
- 6) Wi-Fi device needs to be upgraded.
- 7) Load shedding schedule be obtained from PESCO so that timely arrangement for UPS/Generator is made ready.
- 8) Filling in vacancies of Commissioners in the Commission.
- 9) Annual report is to be prepared as soon as possible.
- 10) Office Accommodation problem needs to be sorted out.
- 11) Follow up of Service Rules/Amendment in the RTI Act cases with the concerned quarters.
- 12) Monitoring Divisional offices of A.R Swat, Abbottabad, Kohat and Bannu in order to ascertain their performance and output.
- 13) All concerned with their jobs as discussed in the above points were directed to go ahead accordingly.

The meeting ended with a vote of thanks from and to Chair.



3. LOGO:

The LOGO was discussed and suggested that it needs improvement or to be changed. It was decided to arrange a new or improved LOGO for KPIC. It was decided to arrange competition for designing Logo in coordination with University of Peshawar. (C.O)

Salary Slip:

The chair stated that there were complaints for non issuance of Salary Slips to the employees of the Commission, this matter need to be resolved at earliest, and new mechanism needs to be sorted out like Accountant General's office.

(B&AO and Admn Officer)

4. Additional Funds:

The chair inquired about the Additional funds and directed the concerned to update her in this regard. (AO and B&A)

It was decided to take up the matter regarding purchase of Laptops to KPIC Officials and PIOs and Cellular Phones with relevant partners..

5. INSTALLATION OF FAX MACHINE

The chair inquired about the FAX machine and directed the Admn Wing to repair the old one and install it to facilitate the complainants as soon as possible

6. UPDATION OF PIO's LIST:

Communication Officer stated that the list of PIOs had already been furnished to Admin Section for further action. Admin Officer informed that the list was not complete. The Chair directed all concerned that afresh list may be maintained and uploaded on the website. (CO, IT, AR and AO)

**11. Trainings:**

Communication Officer briefed the chair about the upcoming six Districts training programme to be arrange in collaboration with CGPA.

The meeting ended with votes of Thanks.