



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

(41)

AO/KPIC/4-1/2021/1658-62
Dated: February 11, 2021

OFFICE ORDER

The Competent Authority has decided to convene the meeting of the Information Commission on **12-02-2021 at 11:00 hrs.** in the office of Chief Commissioner.

Working paper will be placed on table.

Copy to:-

1. PS to Chief Commissioner.
2. PA to Commissioner-II.
3. Administrative Officer for n/arrangements.
4. File concerned


Secretary
KP INFORMATION COMMISSION


Secretary
o/c KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021
Dated: February 26, 2021

2393-9

OFFICE ORDER

The Competent Authority has been pleased to grant casual leave in favour of Mr. Noor Said, Administrative Officer, KPIC w.e.f 22/02/2021 to 26/02/2021.

Consequent upon the above, Mr. Manzoor Ahmad, working as PSO to CIC has been authorized to look after the charge of Admin Officer during the leave applied for.

(By Order of Chief Commissioner)
KP INFORMATION COMMISSION

Endorsement No. And Date: As Above

Copy for information to:-

1. Mr. Noor Said, Administrative Officer, KPIC.
2. Mr. Manzoor Ahmad, PSO to CIC, KPIC.
3. PA to Commissioner – II, KPIC.
4. Budget & Accounts officer, KPIC.
5. Office Order file.


SECRETARY
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/ 2444-48
Dated: March 1, 2021

OFFICE ORDER

The Competent Authority has been pleased to convene the meeting of the Information Commission on 02-03-2021 at 12:00 hrs. in the office of Chief Information Commissioner.

The agenda "Establishment of Appellate Court-cum-Divisional Offices" will be discussed.

**BY ORDER OF
CHIEF INFORMATION COMMISSIONER**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. Secretary, KPIC
4. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



AO/KPIC/2-3(A)/2021/3062.
Dated March 10, 2021

OFFICE ORDER

In exercise of the powers conferred by Section 24(2) read with Section 27(1) of the Khyber Pakhtunkhwa Right to Information Act, 2013, the KP Information Commission has been pleased to approve the establishment of three (3) Divisional Office-cum-Appellate Courts for merged areas at Peshawar, Kohat and Bannu Divisions of the Information Commission and creation of following posts as indicated below with immediate effect.

- | | |
|---------------------------|--|
| 1. Junior Clerk BS-11 | (on each for Bannu and Kohat) |
| 2. Naib Qasid BS-03 | (one each for Bannu and Kohat) |
| 3. Dispatch Rider BS-03 | (one each for Bannu and Kohat) |
| 4. Chowkidar BS-03 | (one each for Bannu and Kohat) |
| 5. Office Assistant BS-16 | (one for Peshawar at Commissions headquarters) |

By the order of
KP INFORMATION COMMISSION

Copy forwarded for information to:-

1. Coordinator Governance and Policy Project (GPP) P&D Department.
2. PS to Chief Commissioner, KPIC
3. PA to Commissioner-II, KPIC
4. Secretary, KPIC
5. Budget and Accounts Officer, KPIC
6. File concern

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/3829-33
Dated March 19, 2021

OFFICE ORDER

In wake of 3rd wave of Covid-19, and upon directions of the Competent Authority the following arrangements have been agreed for the staff of the Information Commission with immediate effect:

1. Employees having +ve Covid Test shall observe 14 days self-isolation and after said period they will undergo test again and if test remain +ve they will not be allowed to office till their recovery after having -ve result.
2. Employees remain associated with +ve result employee(s) shall also observe 10 days self-isolation.
3. Supporting staff shall be allowed for duty on rotation basis 50% for the 1st and 2nd week and 50% for 3rd and 4th week. However, staff having duty off shall remain at their residence to work from home.
4. Employees having single seating and all Officers (If not affected by Covid) shall perform duties as usual.
5. The supporting staff attached with an Officer in the same room shall be on rotation as per para-3 with other supporting staff. The officer shall continue his duties.
6. If an officer got affected by Covid or having such symptoms and if allowed by the Competent Authority to take rest the official attached to him in his office shall perform duty in his absence.
7. The staff of Facilitation Center (Miss. Tayyaba Jamil) shall continue to perform duty being single seat arrangement. However, if any symptoms of Covid-19 observed shall be allowed rest.
8. All employees shall ensure using mask whenever they entered the office/room. An employee will check temperature daily at entry point. Other SOPs shall be followed in litter and spirit accordingly.

By order of the
CHIEF INFORMATION COMMISSIONER

Copy forwarded for information to;

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

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



AO/KPIC/4-1/2021/14/21-26
Dated: April 05, 2021

OFFICE ORDER

The Competent Authority has been pleased to direct Mr. Hamza Himayat DMO (Intern) appointed by GPP-MAs for Divisional Office Peshawar at Commission headquarters to perform his duties as per his terms and conditions contained in the offer of appointment.

**BY ORDER OF
INFORMATION COMMISSIONER-II**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. Secretary, KPIC
4. Mr. Hamza Himayat DMO (Intern), Divisional Office Peshawar
5. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

42
66

AO/KPIC/4-1/2021/4136-42
Dated: April 06, 2021

OFFICE ORDER

The following positing/transfer of the officials is made with immediate effect;

<u>Name</u>	<u>From</u>	<u>To</u>
1. Mr. Baseer Ahmad Qureshi (N/Q)	Secretary, Office	IT& Communication Section
2. Mr. Kashif Ullah (N/Q)	IT& Communication Section	Secretary, Office

Secretary
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. Secretary, KPIC
4. Mr. Baseer Ahmad Qureshi, Naib Qasid
5. Mr. Kashif Ullah, Naib Qasid
6. File concern

Administrative Officer
KP INFORMATION COMMISSION



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

AO/KPIC/4-1/2021/ 5867-7
Dated: May 24, 2021

OFFICE ORDER

In pursuance of the decision taken in the meeting of KP Information Commission held on 26-04-2021 the following guidelines are hereby notified for processing of bills in the Commissions office;

- i. No bills will be received without covering memo of the vendor.
- ii. All the bills will be received in receipt section for proper diary No.
- iii. The Diary Clerk will deliver the bills to the concerned section with proper acknowledgment.
- iv. Concerned section will process the same and ensure the issuance of cheques to the vendor within one week of its receipt in the section.

**BY ORDER OF
KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. B&A Officer, KPIC
5. All Staff of KPIC
6. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/
Dated: May 26, 2021

OFFICE ORDER

The Commission in its meeting held on 26-04-2021, has directed that all the staff members to ensure timely disposal of the official business with specific reference to the resolution of complaints of citizens so as to curb non-compliance and delay in the processing.

**BY ORDER OF
KP INFORMATION COMMISSIONER**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. All Staff of KPIC
5. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



File 1/2
31/6/2021
Jc/oa

GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION
Near Abdara BRT Station, Behind Jabbar Flates
Arbab Road, Peshawar

No. AO/RTI/4-1/2020/ 5951-54

Dated 27th May 2021

OFFICE ORDER

The Competent Authority has directed to issue following instructions to the staff of the Information Commission for its smooth functioning:-

1. The practice of placing corrected drafts in the files may be stopped forthwith. Fair drafts duly signed may be placed in files only.
 2. Files having pages more than 200 may be closed and start new volume.
 3. Page marking, reference marking of the files may be ensured by dealing Office Assistant and clerks.
 4. Insertion of addl. Note sheet pages may be ensured as a regular practice.
 5. Noting at the end of note sheet may be avoided instead next page/sheet be used.
 6. Note writing may be started with "Red Entry" showing No. & date and address of the department sending the letters.
 7. Draft for approval of competent authority may be placed below the note sheet instead in files.
 8. Flags such as "**PUC**" "**DFA**" "**A, B C** and **Annexures** must be ensured accordingly.
2. In case dealing hand feels any difficulty in implementation of above instructions should seek guidance from the undersigned.
3. The above instructions may be complied with by all dealing staff in letter and spirit.


o/c (SECRETARY)
Information Commission

Copy forwarded for information and Necessary action to:-

1. PS to Chief Information Commissioner
2. PA to Commissioner II
3. All dealing staff of Information Commission


o/c (SECRETARY)
Information Commission



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

AO/KPIC/4-1/2021/622
Dated: June 2, 2021

OFFICE ORDER

In supersession of office order no. AO/RTI/4-1/2015/3115, Dated 02-04-2015, it has been decided that the Admin Wing will be responsible for all kind of stores supply and their maintenance including electronic equipments. Maintenance of stock register will be prime responsibility of the Admin wing. The following procedure should be adopted for purchase, issuance of items from stores and repair of electronic equipments;

PURCHASE OF ITEMS

- i. Demand should be submitted to the Admin Officer.
- ii. The Admin Officer will process it and send to the I.T Section for technical report.
- iii. The Admin Officer will arrange the purchase in light of rules.
- iv. The ITO will also represent in the procurement committee for purchase of IT equipment.

ISSUANCE OF ITEMS

- i. A written request / demand for issuance of the item(s) will be made to the Admin Officer.
- ii. The Admin Officer will obtain the permission from the competent authority, as the case may be and will issue the item(s) from the store. Requirements of IT equipment will be assessed by IT officer.

REPAIR OF ITEMS

- (v) A request will be made to the Admin Officer.
- (vi) The Admin Officer may forward the request to the I.T Officer for his technical opinion for repair of electronic equipments.
- (vii) The Admin Officer, after approval from the competent authority, will make the arrangements for its repair.
- (viii) The quotation if involved will be got approved from the competent authority to accord sanction for expenditure for the proposed amount.


(SECRETARY)

KP INFORMATION COMMISSION

Copy forwarded for information to:-

1. The Administrative Officer, KPIC.
2. The I.T Officer, KPIC.
3. PS to Chief Information Commissioner, KPIC.
4. PA to Secretary, KPIC.
5. All Officer / Section Incharge of KPIC.
6. Office Order File


(ADMINISTRATIVE OFFICER)
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

72

AO/KPIC/4-1/2021/
Dated: June 16, 2021

6738-42

OFFICE ORDER

The Competent Authority has been pleased to convene the meeting of the Information Commission on 17-06-2021 at 12:00 hrs. in the office of Chief Commissioner.

The attached agenda "working paper" will be discussed.

**BY ORDER OF
CHIEF INFORMATION COMMISSIONER**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



AO/KPIC/4-1/2021/
Dated: June 17, 2021

7257-93

OFFICE ORDER

In pursuance of the Govt. of Khyber Pakhtunkhwa Home and Tribal Affairs Department notification no. SAW/HD/COVID-19/2020/35, dated June 14, 2021, the Competent authority has been pleased to withdraw its earlier issued vide office order of even no. dated 19-03-2021, and direct all the staff of the Commission to ensure 100% attendance with immediate effect. The other SOPs of Covid-19 will continue to be followed.

**BY ORDER OF
CHIEF INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. B&A Officer, KPIC
5. All Staff of KPIC
6. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**



701
GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021
Dated: June 23, 2021

OFFICE ORDER

Mr. Ishtiaq-ur-Rehman Budget & Accounts Officer of the Information Commission is hereby appointed as an inquiry Officer to conduct fact finding inquiry relating to the theft of Official Motor Cycle i.e. AA-8155.

**BY ORDER OF
CHIEF INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. Mr. Ishtiaq-ur-Rehman, B&A Officer, KPIC
5. File concerned

Administrative Officer
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2020
Dated: July 5, 2021

OFFICE ORDER:

The competent authority has observed that officers / officials of the Commission parked their unofficial private vehicle in the parking area in a way where parking of official / designated vehicles become difficult for them.

All the staff having their private vehicles are hereby directed to park their vehicles leaving parking space for official/ designated vehicles of the Commission.

COMMISSIONER – II
KP INFORMATION COMMISSION

Endorsement No. And Date: As Above

Copy for information to:-

1. All the Staff members.
2. PS to the Chief Information Commissioner, KPIC.
3. PA to the Commissioner – II, KPIC.
4. File concern.

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/
Dated: June 17, 2021

7294-730

OFFICE ORDER

The Competent authority has been pleased to direct all the staff of the Commission to get themselves vaccinated along with their family members of Covid-19 and submit a certificate to the Commission before 30th June, 2021, failing which their salaries will not be paid on 1st July.

**BY ORDER OF
CHIEF INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Commissioner, KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. B&A Officer, KPIC
5. All Staff of KPIC
6. File concerned

**Administrative Officer
KP INFORMATION COMMISSION**

91.



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

No. AO/KPIC/4-1/2021
Dated: October 6, 2021

1/566
70

OFFICE ORDER

The Competent Authority has been pleased to convene the meeting of the Information Commission on 7th October 2021 at 11³⁸ hours in the office of the Chief Information Commissioner.

The agenda / working paper is enclosed.

**(BY ORDER OF)
CHIEF INFORMATION COMMISSIONER**

Copy forwarded for information to:-

1. PS to the Chief Information Commissioner of the KPIC.
2. PA to the Commissioner – II of the KPIC
3. PA to the Secretary, KPIC.
4. Office Order File.

**(ADMINISTRATIVE OFFICER)
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/12388-9
Dated: October 22, 2021

OFFICE ORDER

The Competent authority has been pleased to direct all staff of the Information Commission to submit their Covid-19 vaccination certificate with the Administration Section of the Commission till 30th October, 2021.

By order of
Secretary, KPIC

Copy to:-

1. PS to Chief Commissioner. KPIC.
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. All Staff of KPIC
5. File concerned

Administrative Officer
KP INFORMATION COMMISSION

4-1
22/10
5/6



101. 227
2
GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION
Near Abdara BRT Station, Behind Jabbar Flates
Arbab Road, Peshawar

No.AO/KPIC/35-1/2020
Dated December, 6th 2021

Office Order

The Competent Authority is pleased to constitute the Selection Committee to select journalists from Khyber Pakhtunkhwa for training on Economic Reporting of Khyber Pakhtunkhwa under "The Governance and Policy Project (GPP)". The composition of the committee is as follows:

I.	Chief Information Commissioner	Chairman
II.	Commissioner-II KPIC	Member
III.	Representative of Director General of KP Information and PR Department	Member ✓
IV.	President Sarhad Chamber of Commerce and Industries or his nominee	Member
V.	Communication Specialist GPP	Member
VI.	Governance Specialist GPP	Member
VII.	Chairman Peshawar Press Club or his nominee	Member
VIII.	Representative of training Institute	Member

2.

Terms of Reference of the Committee are as under:

1. Solicit/Receive applications from the intended participants.
2. Evaluate the applications of the intended participants as per criteria
3. Submission of final list of participants to training institute and GPP
4. Approval of the Training Modules submitted by the training institute
5. Monitoring of the program
6. Review and approve the Articles/Reports published by the participants and recommend for the advanced level of training.

CHIEF INFORMATION COMMISSIONER

Copy forwarded for information & necessary action to the:-

1. Secretary Information & Public Relation Department
2. Director General Information & PR KP
3. President Sarhad Chamber of Commerce and Industries
4. Coordinator GPP P&D Department
5. Members concerned
6. PS to Chief Commissioner KPIC
7. PA to Commissioner-II KPIC
8. Office Order File



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

No. AO/KPIC/4-1/2021
Dated: December 13, 2021

77
114434
39

OFFICE ORDER

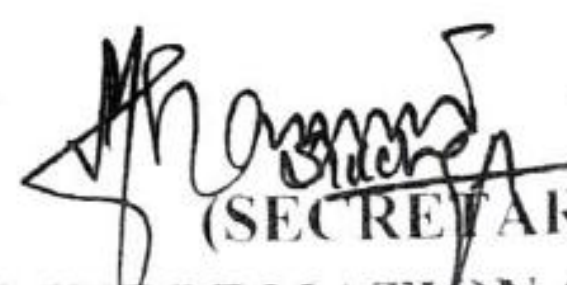
The Competent Authority has been pleased to approve the following instructions to be followed by all the staff of the Information Commission including Divisional Offices established at divisional headquarters in letter and spirit:-

- i. All members of staff shall observe office hours prescribed by the Government from time to time. Naib Qasid will, however, attend office at least 15 minutes before time to put things in order.
- ii. An attendance register shall be maintained for the office. It shall include the name of all members of the staff.
- iii. The register shall be checked by the Secretary KPIC daily.
- iv. The register shall be submitted to the Secretary at 9:30AM daily.
- v. Officials who come late shall immediately on arrival, report to the Secretary KPIC who shall ascertain the reasons for late arrivals and take appropriate action in each case.
- vi. Case of habitual late comers shall be brought to the notice of the Secretary for disciplinary action.
- vii. Occasional late attendance may be condoned after obtaining an oral explanation of the official concerned but one day's casual leave shall be debited to the casual leave account of the official for every three late arrivals in a month. He may also be issued a written warning.
- viii. Late arrival without any genuine reason be treated as misconduct under the KP E&D Rules 2011.
- ix. Absence on short leave for one to three hours shall be treated half day's casual leave and debited to the casual leave account. Absence on leave for more than three hours on a day shall be taken as absence for the day.
- x. Application for short leave for one hour or more sent from home should be treated as half day's casual and debited to the casual leave account.
- xi. Absence for more than two days on ground of sickness must be supported by a medical certificate.
- xii. Government servants are not entitled to casual leave as of right. Casual leave is granted by way of grace to enable government servants to attend to their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to sanction or refuse leave.
- xiii. Casual leave may be granted in conjunction with Fridays or public holidays but not with any other kind of leave or joining time. When it is combined with holidays the total period shall not exceed 15 days at a time.
- xiv. All casual leave accounts shall be maintained in the Admin Section of the Commission.
- xv. Casual leave may not ordinarily exceed ten days at a time. The sanctioning authority may, however, grant leave up to 15 days at a time under special circumstance.
- xvi. Casual leave may be sanctioned by the officers authorized by the competent authority.
- xvii. No member of the staff should leave his headquarters during casual leave or holidays without the permission of the leave sanctioning authority.

**CHIEF INFORMATION COMMISSIONER
KP INFORMATION COMMISSION**

Copy forwarded for information & necessary action to:-

1. Assistant Registrar, Divisional Offices, Peshawar, Abbottabad, Swat, Kohat & Bannu.
2. PS to the Chief Information Commissioner of the KPIC.
3. PA to the Commissioner - II of the KPIC
4. PA to the Secretary, KPIC.
5. Office Order File.


(SECRETARY)
KP INFORMATION COMMISSION



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

No. AO/KPIC/4-1/2021
Dated: December 14, 2021

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44

OFFICE ORDER

In continuation of this office order of Even No. dated 10-12-2021, a meeting of the Legal Section IT Section of the Information Commission will be held on **16th December 2021 at 1100 hours**, in the office of the Commissioner – II to discuss the issue of **“Allotment of Complaint Numbers”** to the complaints received in the divisional offices.

**COMMISSIONER – II
KP INFORMATION COMMISSION**

Copy forwarded for information to:-

1. PS to the Chief Commissioner KPIC.
2. PA to the Commissioner – II KPIC
3. PA to the Secretary, KPIC.
4. Mr. Muhammad Tahir, IT Officer, Mr. Nazim Shahab Qamar, Assistant Registrar, KPIC and Mr. Hussain Salahuddin, Assistant Registrar DMO Peshawar to attend the meeting as per aforementioned venue, time and date.
5. Office Order File.

**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2021/15633-39
Dated: December 28, 2021

OFFICE ORDER

The Competent Authority has been pleased to arrange one day training on Complaint Management System (CMS) to the Assistant Registrars and DMO's of Divisional Offices-cum-appellate Courts of the KP Information Commission in the Office of Commissioner-II on **December 31st, 2021 at 11.00 Hours.**

Sd/-
INFORMATION COMMISSIONER-II

Copy to:-

1. PS to Chief Commissioner, KPIC
2. PA to Commissioner-II, KPIC
3. PA to Secretary, KPIC
4. All Assistant Registrars and DMO's (Intern) of the Divisional Offices-cum-appellate Courts of the KP Information Commission to attend the training on aforementioned date, time and venue.
5. IT Assistant to provide training on the LED of Commissioner-II.
6. Office order file

**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**