

AO/KPIC/4-1/2020/3775-79 Dated August 6, 2020

OFFICE ORDER

In pursuance of Govt. of Khyber Pakhtunkhwa Administration Department Notification no. E&A(AD)/04(01)/2020, dated 3/8/2020, the following office timing are notified for observance by all the staff of RTIC with immediate effect:-

•	Monday-Thursda	9:00 am to 05:00 pm	
	(i	Prayer break 01:00 PM to 01:30 PM)	
•	Friday	09: 00 am to 05:00 pm	
	(Prayer break 12:30 PM to 01:30 PM)		
	Congoguent	above other anders/sinoulars issued of even number date	

Consequent upon above, other orders/circulars issued of even number dated 18.3.2020, 19.3.2020, 11.6.2020 and 1.7.2020, are hereby withdrawn to that extent.

(CHIEF COMMISSIONER) 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.



AO/KPIC/4-1/2020/.54.3.5-.39 Dated October 9, 2020

OFFICE ORDER

In continuation of this Office Order of even number dated August 06, 2020 and Circular of even number dated August 12, 2020, the following office timing are hereby notified once again for observance by all the staff of the Commission with immediate effect:-

•	Monday-T	hursday 09:00	am to	05:00 pm
		(Prayer break 01:00 PM to 01:3	0 PM)	
•	Friday	09: 0	0 am to	05:00 pm
		(Prayer break 12:30 PM to 01:3	0 PM)	

Furthermore, all the staff members are directed once again to ensure punctuality and observance of official timing noted above. Late arrival and early departure shall be treated non punctual which tantamount proceeding under the rules.

(CHIEF COMMISSIONER)
KP INFORMATION COMMISSION

Ends no and date: AS ABOVE

Copy to:-

1. PS to Chief Commissioner, KPIC.

PA to Commissioner-II, KPIC

3. All staff members of KPIC

4. File Concern.



N COMMISSION

AO/KPIC/4-1/2020/-5766 Dated October 21, 2020

OFFICE ORDER

The Competent Authority has been pleased to order that all the parked vehicles in the Commission office shall be under the control of Secretary to the Commission in order to ensure their safe custody and Security.

Furthermore, no such vehicle shall be moved out of office premises without consent of Secretary to the Commission.

CHIEF COMMISSIONER 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



Near Abdara BRT Station, behind Jabir, Flats, Arbab Colony, University Road, Peshawar. www.kprti.gov.pk

AO/RTI/4-1/2020/6/1/8-29

Dated: November,2nd 2020

Office Order:

The Competent authority has been pleased to order that all wings of Information Commission should perform the jobs description strictly, provided in the Schedule of the rule 3(2) of the Khyber Pakhtunkhwa Information Commission Conduct of Business, Procedure and Disposal of Complaint Rules 2019 in letter and spirit. The amendment (if any) in the said rules will be carried out as and when required.

The Facilitation Center already working under the supervision of Commissioner II will perform functions as assigned by Chief Commissioner or Commissioner II from time to time.

Chief Commissioner (KP INFORMATION COMMISSION)

Copy forwarded for information and n/a to the:-

- 1. Admin Officer.
- 2. Assistant Registrar,.
- 3. Communication Officer.
- 4. Budget & Accounts Officer.
- 5. IT Officer.
- 6. PS to the Chief Commissioner, KPIC.
- 7. PA to Commissioner I.
- &. Pa to Commissioner II.
- 9. PA to Secretary.
- 10. File Concern.
- 11. Tayyaba Jamil Office Assistant Facilitation Center.

Secretary (KP INFORMATION COMMISSION)



AO/KPIC/4-1/2020/ 6-2,50-54 Dated November 4, 2020

OFFICE ORDER

The Competent Authority has been pleased to adjust Mr. Kamil Khan, Sweeper (BS-03) against the vacant post of Naib Qasid (BS-03) with immediate effect.

CHIEF COMMISSIONER KPINFORMATION COMMISSION

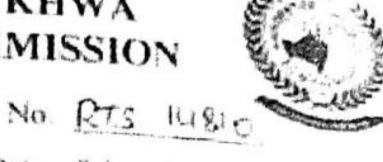
Copy to:-

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

ADMINISTRATIVE OFFICER KP INFORMATION COMMISSION



GOVERNMENT OF KHYBER PAKHTUNKHWA RIGHT TO PUBLIC SERVICES (RTS) COMMISSION



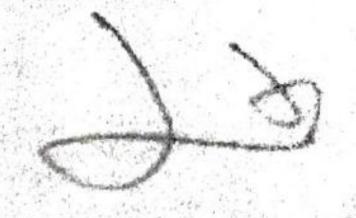
Date 94-11-200

OFFICE ORDER

To ensure the implementation of SOPs for COVID-19 as issued by the Government Notification No. SO(Admn)E&AD/Corona.Virus/2020, and the Staff duty is assigned as below:

1st & 3rd week of the Month

3.	va Sinje i de la	a full more recipients		
Ì	Mr. Faheem Wazir, Commissioner-1	I" and 3" week of the month		
Mr. Wasil Nawaz Khattak, Secretary		Monday Tuesday Wednesday	Thursday Friday	
1	Mr. Shahab Hussain. Data Analyst	Monday Tuesday Wednesday	Thursday Friday	
4	Syed Abdul Basit Shah,	Monday Tuesday Wednesday	Thurwise	
\$	Hafiz ismat All. B& AO	Monday Tuesday Wednesday	Thursday Enday	
6	Mr. Imran Khan,	Thurnday Friday	Menshy income	
7	Muhammad Ashfaq, Austr to Commissioner - L	With Commissions -		
terital) travinant. B	Aluhammad Asim. Assu to Scoretary	Membery Lucation Wednesday	Thursday Friday	
9	Mr. Shah Nawaz Khan. Izlephone Operator	Thursday Friday	Mentalay Turnalay Westmenday	
10	Mr. Akhtar Hussum Oriver	Wish Commission - I		
1	Mr. Rashid Khan.		TEST	
2	Mr. Kamal Ld Din Neib Quad	Monday Lucades Wednesday	Therriday Friday	
	Mr. Ahmad Shah, Naib Qaad	i nizroday Fraday	Monday Lucatay Worknesday	





Near Abdara BRT Station, behind Jabar Flats, Arbab Colony, University Road Peshawar www.kprti.gov.pk

AO/KPIC/4-1/2020/ Dated: December 23, 2020

OFFICE ORDER:

It has been observed by the Competent Authority that officers / officials of the Commission avail leave without prior approval of competent forum by sending verbal messages from their residence which is irregular and can be treated as misconduct on the part of concerned officer / official.

It has now been decided that all officers / officials will obtain prior approval of the competent forum for availing leave in case of urgent work and should avoid sending messages from their residence. In case of emergency, the concerned officer / official will inform Secretary of the Commission accordingly.

All officials/ officers are directed to comply with these instructions in letter and spirit.

> **CHIEF COMMISSIONER** KP INFORMATION COMMISSION

Endorsement No. And Date: As Above

Copy for information to:-

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



AO/KPIC/4-1/2020/10/-07 Dated December 31, 2020

OFFICE ORDER

The Competent authority has been pleased to approve the following Job Descriptions for the Facilitation Center functioning under the supervision of Commissioner-II in the Information Commission;

1. Facilitating General Public:

To assist, facilitate and guide general public in all matters relating filing of complaints and complaints status, etc. To coordinate with legal section and citizen's visiting the offices of the Commission.

2. Prime Minister Delivery Unit (PMDU) Portal:

To check the PMDU portal daily and forward the complaints and queries received on the portal to the relevant Departments and Sections of the Commission for further action at their end as per laid down procedure.

3. Commission E-mail:

To check the Commission's official email on daily basis and forward the same to the relevant sections of the Commission for further necessary action.

To keep the Commissioner concerned informed on these emails.

4. Feedback:

To get/note the feedback from the complainants/citizens regarding the record/information received from the public bodies or any other matter as directed by the Commission or Commissioner concerned.

BY ORDER OF THE INFORMATION COMMISSION

Copy forwarded for information:-

- 1. PS to Chief Commissioner, KPIC.
- 2. PA to Commissioner II, KPIC
- 3. ITO for uploading on official web portal.
- Facilitation Center.
- 5. PA to Commissioner-I
- 6. File Concerned.