



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-Thursday _____ 09:00 am to 05:00 pm
(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)

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above, other orders/circulars issued of even number dated 18.3.2020, 19.3.2020, 11.6.2020 and 1.7.2020, are hereby withdrawn to that extent.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


(SECRETARY) 6/8
KP INFORMATION COMMISSION



AO/KPIC/4-1/2020/5435-39
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-Thursday _____ 09:00 am to 05:00 pm
(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)

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.
2. PA to Commissioner-II, KPIC
3. All staff members of KPIC
4. File Concern.


(SECRETARY)
KP INFORMATION COMMISSION



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

5766-
70

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


SECRETARY
KP INFORMATION COMMISSION



Tel : (+92) 91-9216565
Fax : (+92) 91-9216561

**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

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

AO/RTI/4-1/2020/6118-29

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.
8. Pa to Commissioner II.
9. PA to Secretary.
10. File Concern.
11. Tayyaba Jamil Office Assistant Facilitation Center.


Secretary
(KP INFORMATION COMMISSION) 2/11



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

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AO/KPIC/4-1/2020/ 6250-54
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
KP INFORMATION 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**



No. RTS 14810

Date 24-11-2020

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

S No	Name	Duty
1	Mr. Faheem Wazir, Commissioner - I	1 st and 3 rd week of the month
2	Mr. Wasil Nawaz Khattak, Secretary	Monday Tuesday Wednesday
3	Mr. Shahab Hussain, Data Analyst	Monday Tuesday Wednesday
4	Syed Abdul Basit Shah, E&AO	Monday Tuesday Wednesday
5	Hafiz Ismat Ali, B&AO	Monday Tuesday Wednesday
6	Mr. Imran Khan, IT Assistant	Thursday Friday
7	Muhammad Ashfaq, Asst to Commissioner - I	With Commissioner - I
8	Muhammad Asim, Asst to Secretary	Monday Tuesday Wednesday
9	Mr. Shah Nawaz Khan, Telephone Operator	Thursday Friday
10	Mr. Akhtar Hussain Driver	With Commissioner - I
11	Mr. Rashid Khan, Dispatch Rider	Monday Tuesday Wednesday
12	Mr. Kamal U'd Din Naib Qasid	Monday Tuesday Wednesday
13	Mr. Ahmad Shah, Naib Qasid	Thursday Friday

[Signature]



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**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

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.


23/12
SECRETARY
KP INFORMATION COMMISSION



AO/KPIC/4-1/2020/110
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.
4. Facilitation Center.
5. PA to Commissioner-I
6. File Concerned.


SECRETARY
INFORMATION COMMISSION