



AO/KPIC/4-1/2020/12360
Dated December 13, 2022 65

OFFICE ORDER

In partial modification of this office order of even number, dated 20-09-2020 and 31-12-2020, The Competent authority has been pleased to order the functioning of Facilitation Center (FC) under the direct supervision of Assistant Registrar, KPIC and approve the following Job Description for FC;

1. Facilitating General Public:

To assist, facilitate and guide general public telephonically, through email or citizen's visiting the Information Commission, in all matters relating to filing of request with public bodies, lodging of Complaints and their Complaints status etc.

2. Prime Minister Delivery Unit (PMDU) Portal:

To check the PMDU portal daily and forward the complaints and queries received on the portal to Diary Dispatch Section for onwards transmission to Section concerned of the Information 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 Diary Dispatch Section for onwards transmission to Section concerned of the Information Commission for further necessary action or reply via email if necessary in consultation with the Assistant Registrar.

4. PIOs List Updation

To maintain the list of Public Information Officer (PIOs) in upto date manner and remain in close liaison with Communication and IT Sections in the subject matter (PIOs List) under the supervision of Assistant Registrar.

5. Feedback:

To get/note the feedback from the complainants/citizens regarding their record/information received from the public bodies or any other task assigned by the Chief Information Commissioner, Commissioner through Assistant Registrar or directions issues by the Assistant Registrar from time to time.

**BY ORDER OF
CHIEF INFORMATION COMMISSIONER**

Copy forwarded for information:-

1. PS to Chief Information Commissioner, KPIC.
2. Assistant Registrar, KPIC.
3. Officials working in Facilitation center.
4. Assistant Director (IT) for uploading on official website.
5. File Concerned.

**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**



Dated: December 13, 2022

OFFICE ORDER

No. AO/KPIC/4-1/2022/ 12366-7! In continuation of this office order of even number, dated 23-12-2020 and 27-12-2021, the Chief Information Commissioner has been pleased to extend the contract period of Mr. Manzoor Ahamd, against the vacant post of Senior Scale Stenographer (BPS-16) for three (3) months i.e. from 23-12-2022 to 22-3-2023 on existing terms and conditions.

Sd/-

CHIEF INFORMATION COMMISSIONER

Copy forwarded for information:-

1. PS to Chief Information Commissioner, KPIC.
2. Mr. Manzoor Ahmad, PS to Chief Information Commissioner, KPIC
3. Budget and Accounts Officer, KPIC
4. AD (IT) for uploading on official website.
5. File concerned.


ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

Dated: December 12, 2022

OFFICE ORDER

No. AO/KPIC/4-1/2022/12350-54. The Chief Information Commissioner has been pleased to sanction 34 days maternal leave w.e.f 22-11-2022 to 25-12-2022 in respect of Miss. Sania Sardar, Assistant Registrar, Divisional Monitoring Office Swat.

It is further ordered that Mr. Hussain Salah-Uddin, Assistant Registrar, Divisional Monitoring Office Peshawar shall look after the Duties of Assistant Registrar, Swat in addition to his own duties during her leave period and till further orders.

SD/-

**CHIEF INFORMATION COMMISSIONER
KP INFORMATION COMMISSION**

Copy to:-

1. PS to Chief Information Commissioner, KPIC.
2. Mr. Hussain Salah-uddin, Assistant Registrar, with directions to attend Divisional Office Swat on Wednesday and Thursday of each week.
3. ✓ AD (IT) for uploading on official website.
4. File concerned.

**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**



GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

AO/KPIC/4-1/2022/12355-59
Dated: December 13, 2022

OFFICE ORDER

The Competent Authority has been pleased to order the posting/transfer of the following officials with immediate effect and till further orders;

<u>Sr.</u>	<u>Name</u>	<u>Designation</u>	<u>From</u>	<u>To</u>
1.	Mr. Amjid Abdullah	Computer Operator	Legal Section	Divisional Office Peshawar
2.	Mr. Muhammad Nadeem	Junior Clerk	Administration Section	Facilitation Center

SD/--

**CHIEF INFORMATION COMMISSIONER
KP INFORMATION COMMISSION**

Copy for information to:-

1. PS to Chief Information Commissioner, KPIC.
2. AD (IT) for uploading on official website.
3. The above named officials for necessary compliance.
4. File concerned

**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

Dated: December 12, 2022

OFFICE ORDER

No. AO/KPIC/4-1/2022/ 12345-49. The Chief Information Commissioner has been pleased to order that **Mr. Nazir-ur-Rehman, Assistant Registrar**, Divisional Monitoring Office Bannu shall look after the Duties of Assistant Registrar, Divisional Office Kohat in addition to his own duties forthwith and till further orders.

SD/-
CHIEF INFORMATION COMMISSIONER
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Information Commissioner, KPIC.
2. Mr. Nazir-ur-Rehman, Assistant Registrar, Bannu to takeover charge of Divisional Office Kohat and ensure attending office from Tuesday to Thursday of each week.
3. ✓ AD (IT) for uploading on official website.
4. File concerned.

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



Dated: December 12, 2022

NOTIFICATION

No. AO/KPIC/4-1/2022/12340-44. In continuation of coordination meeting held on 23-11-2022, in the Office of Chief Information Commissioner, a meeting consisting the following is scheduled to be held on Wednesday, December 14, 2022 at 11: 30 am in the Court Room.

- | | |
|---------------------------|------------------------------------|
| 1. Noor Said | Administrative Officer |
| 2. Mr. Ishtiaq-Ur-Rehman | Budget and Accounts Officer |
| 3. Mr. Nazim Shahab Qamar | Assistant Registrar |
| 4. Mr. Muhammad Tahir | Assistant Director (IT) |
| 5. Mr. Saadat Jehan | Assistant Director (Communication) |

All Officers are hereby requested to kindly attend as per time, date and venue aforementioned. Working paper is annexed.

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION

Copy to:-

1. PS to Chief Information Commissioner, KPIC.
2. Assistant Director (IT) for uploading on official website.
3. The above named officers of KPIC
4. File concerned.

ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION



**GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION**

Dated: December 21, 2022

OFFICE ORDER

No. AO/KPIC/14-19/2022/ 12537-42. Upon Selection of **Mr. Majid Khan S/O Yar Madeen** (Office Assistant, BPS-16) as Planning Officer (BPS-17) in Directorate of Labour, Khyber Pakhtunkhwa, and upon his request, the Competent Authority has been pleased to relieve him w.e.f. December 21, 2022 (AN) to join his new assignment.

Sd/-

CHIEF INFORMATION COMMISSIONER

Copy forwarded for information:-

1. PS to Chief Information Commissioner, KPIC.
2. Mr. Majid Khan, Office Assistant (BPS-16), KPIC
3. Budget and Accounts Officer, KPIC
4. AD (IT) for uploading on official website.
5. File concerned.


**ADMINISTRATIVE OFFICER
KP INFORMATION COMMISSION**