



Tel : (+92) 91-9216565

GOVERNMENT OF KHYBER PAKHTUNKHWA  
INFORMATION COMMISSION

AO/KPIC/4-1/2023/17517

Dated: May 29, 2023

21

**Circular:**

Office decorum and discipline is the foremost important factor in the smooth & efficient operation of the official business of a Govt. Office. The Competent Authority has taken serious notice of the following violations of office timing, regularity and punctuality.

- i. Staff of this office are not following/ observing the official timing of 9:00 am to 5:00 pm. It is directed that the maximum reporting time is 9:30 AM. However, it has been noticed that the staff are arriving office after the allowed time and leaving office before the 5:00 PM. It also comes to the noticed that staff leaving office during working hours without prior permission/ intimation. It is warned that this behavior will be considered as misconduct and the concerned person will be charged for violation of discipline.
- ii. It is strictly directed that no one is allowed to avail leave without prior approval of the Competent Authority.
- iii. It is further observed that no prior permission is obtained in case, the staff proceeds on outstation leave.

The official conduct, policy and guidelines are designed with a goal to make the work environment and office culture open and safe for all employees at all levels. Therefore, the Competent Authority expects every employee to respect and follow these guidelines in order to encourage a collaborative and performance-oriented work culture. However, willful violation of discipline on the part of any officer/ official will be considered as misconduct and therefore, the concerned person will be charged accordingly.

SECRETARY  
(KP INFORMATION COMMISSION)

*Copy forwarded to:-*

1. PS to Chief Information Commissioner, KPIC.
2. All staff of KPIC.
3. AD (IT) for uploading on official website.
4. The Office Order File.