



GOVERNMENT OF KHYBER PAKHTUNKHWA
KP INFORMATION COMMISSION,
Near Abdara BRT Station, behind Jabar Flats,
Arbab Colony, University Road, Peshawar.

MINUTES OF THE COMMISSION MEETING

A meeting of the KP Information Commission was held on February 12, 2025 in the office of Chief Information Commissioner under her Chairpersonship. The following attended:-

- | | |
|-----------------------|--|
| 1. Farah Hamid Khan , | Chairperson/Chief Information Commissioner |
| 2. Arshad Ahmad | Commissioner-I (Judicial) |
| 3. Muhammad Irshad | Commissioner-II (Social) |
| 4. Anees Ur Rehman | Secretary, KPIC |
| 5. Noor Said | Admin Officer |

The meeting started with recitation of verses from holy Quran.

The Chairperson welcomed the participants and invited the Secretary to present the agenda items one by one. The Secretary presented the agenda items and the decision taken on each agenda items as under:-

AGENDA NO.01: IMPLEMENTATION STATUS OF THE DECISION TAKEN IN THE COMMISSION MEETING HELD ON 31-12-2024

Agenda Item No. 01	Enhancement of Information Commission allowance from 20% to 40% of running basic pay.	Implemented (F/A)
Agenda Item No. 02	Terms & Conditions of Secretary, KPIC on Deputation.	Awaited
Agenda Item No. 03	Adoption/Framing of CP fund and gratuity rules/regulation for employees of the KP Information Commission.	Implemented (F/B)
Agenda Item No. 04	Approval of expenditure/Annual Audit 2022-23 & 2023-24(FY)	NFA
Agenda Item No. 05	Approval of Budget Estimates/expenditures or 2023-24 & 2024-25(FY)	NFA
Misc. Agenda Item	Amendments in the Khyber Pakhtunkhwa Information Commission (Terms & Condition of service) rules,2020	Implemented (F/C)
Misc. Agenda Item	Revision of photocopy charges for pages exceeding 20 No.	Implemented (F/D)
Misc. Agenda Item	Revision of Management Position Scales (MP-I, MP-II, MP-III).	Implemented (F/E)

Decision:-

The Commission showed satisfaction over the implementation status of decisions taken in the previous meeting. The Commission also decided to not send the terms & conditions of deputation of Secretary, KPIC to parent department as maximum period of deputation has expired.



✓
AGENDA NO.02: ADDITIONAL CHARGE FOR THE POST OF ASSISTANT REGISTRAR

Mr. Noor Said, Admin Officer was assigned the responsibility of Assistant Registrar, Divisional Office, Peshawar on additional charge basis vide order No. AO/KPIC/4-1/2024/27458-63 dated: June 27, 2024 as internal stop gap arrangement for smooth functioning of the Information Commission and to look after the work of Divisional Office, Peshawar for timely disposal of the cases in the larger public interest. The officer performed his additional duties in a satisfactory manner.

As per additional charge policy, an officer can hold the additional charge of a post for a maximum of 06 months which has already expired on December 26, 2024.

The Commission still faces shortage of staff and further hiring will take time, it is therefore proposed that Mr. Noor Said, Admin Officer should continue the present arrangement and perform additional charge duties till appointment of regular Assistant Registrar.

In order to facilitate the Officer for additional work, the Commission is requested to grant one month honorarium.

The matter regarding one month honorarium to Mr. Noor Said is placed before the Commission for appropriate decision please.

Decision:-

After discussion, the Commission decided to give look after charge of Assistant Registrar to Mr. Noor Said, Admin Officer for further period of three months without any additional remuneration. The Commission also approved grant of half basic pay as honoraria in respect of Mr. Noor Said, Admin Officer in recognition of his services as Assistant Registrar as it involved additional load of work besides his own duty.

AGENDA NO.03: LOAN POLICY

✓ The KP Information Commission in its meeting held on 26-04-2021 approved loan policy for the employees of the KP Information Commission and the same was notified vide No. AO/KPIC/29-1(I)/2017-18/9738-42 dated: 07-09-2022 on the following terms & Conditions:-

- i. Loan/Advance will be admissible only to those, who have at least two year service in KPIC.
- ii. The Amount of advance /loan will be up to four months of Basic Pay.
- iii. It will be recovered @10% of the loan amount. i.e. in 10 monthly installments.



GOVERNMENT OF KHYBER PAKHTUNKHWA
KP INFORMATION COMMISSION,
Near Abdara BRT Station, behind Jabar Flats,
Arbab Colony, University Road, Peshawar.

- iv. The employee will submit undertaking for recovery of the amount from him/her as "recovery of Government dues" in case of leaving service before recovery of loan.
- v. The recovery will be started from the salary due, immediately after the withdrawal of loan/advances.
- vi. No second advance will be allowed, unless the first is fully recovered.
- vii. The amount of loan will be subject to availability of funds in the budget under the relevant head of account.

Since the Competent Authority has desired to review the Loan Policy, therefore, the matter is placed below for appropriate decision of the Information Commission.

Decision:-

After discussion, the Commission amended para iii & vi of loan policy and added another para viii, details are given below:-

- iii. It will be recovered within twelve equal installments.
- vi. Second advance will be allowed after 06 months gap between recovery of first advance and application of second advance.

The following new para is added:-

viii. The following committee members will scrutinize and recommend loan for the officers/officials.

1. Commissioner-I (Judicial)
2. Budget & Accounts Officer.
3. Administrative Officer.

AGENDA NO.04: IMPLEMENTATION OF SECTION 5 OF THE KP RTI ACT, 2013/DEFICIENCY IN DG IPR OFFICIAL WEBSITE.

It is submitted that the official website of various Departments have not been updated as per section 05 of the KP RTI Act, 2013 and there are various deficiencies in official websites.

The matter is placed before the Commission for further necessary direction please.

Decision:-

After Discussion, the Commission decided to select and inspect the official website of ten (10) public bodies at Secretariat level under section 05 of the KP RTI Act, 2013 at first instance, the same exercise will be expanded to other department later on.



AGENDA NO. 05: REQUEST FOR 20% AUDIT & ACCOUNT ALLOWANCE

Mr. Hazrat Umer, Account Assistant, submitted an application on 20-05-2024 for grant of 20% Audit & Account Allowance to the Budget & Account section as admissible to Controller General of Accounts and Auditor General of Pakistan. Furthermore the Finance Department also notified the same allowance to the employees of Directorate of Local Fund Audit.

The matter is placed before the Commission for appropriate decision please.

Decision:-

After discussion, the Commission deferred the agenda item due to paucity of resources.

AGENDA NO. 06: REVISED BUDGET PROPOSAL FOR 06 MONTHS.

The Government of Khyber Pakhtunkhwa Finance Department, released an amount of Rs. 42.00 million for 03rd & 04th quarter (i.e. 06 months). Due to increase in pay & allowances of MP Scale and implementation of CP fund scheme for the employees of the Commission, the available funds will not be sufficient for operational expenditure up to 30th June, 2025. The revised budget estimates proposal for six months is placed at annexure-A. It can be seen from the annexure that there will be a shortage of Rs. 1.5 million at the end of the current financial Year.

The Commission would have to take certain austerity measure to contract the expenditure within the allocated Budget 2024-25

The matter is placed before the Commission for appropriate decision/direction please.

Decision:-

The Secretary informed the Commission that there is a shortfall of Rs. 1.5 million between the allocated funds and revised Budget Estimates due to increase in MP Scale and adoption of CP fund scheme. After discussion, the Commission approved revised budget estimates for last 06 months and decided to make efforts to reduce expenditure especially in repair & maintenance of vehicles and electricity charges. It was further decided that use of all electric heaters and DC inverter shall be stopped forthwith. It was also directed that the financial implication of CP fund arrears should be calculated from 2022 and also financial implication of increase in pay of MP Scale and Government Scale and matter should be taken up for additional grant with Finance Department to cover excess expenditure. The Commission also discussed the provision of POL in accordance with equivalence of MP Scales. The Commission after discussion also directed the Secretary to obtain equivalence status from Finance Department and place before the Commission for further decision.



GOVERNMENT OF KHYBER PAKHTUNKHWA
KP INFORMATION COMMISSION,
Near Abdara BRT Station, behind Jabar Flats,
Arbab Colony, University Road, Peshawar.

AGENDA NO. 07: PURCHASE OF 03 NO. OF AIR CONDITIONER (INVERTER).

Currently there are 02 no. of Split Air Conditioners installed in the Office of Commissioner-I (Judicial) & Commissioner-II (Social), which consume high voltage of electricity in the summer and frequent breakdown occurs which creates inconvenience. It is therefore proposed that 03 No. of Air Conditioner may be purchased 02 No. for Commissioners and 01 no. for Court room.

The matter is placed before the Commission for appropriate decision/direction please.

Decision:-

After Discussion, keeping in view the shortage of fund the Commission decided to defer the proposal till April, 2025.

✓ **MISC AGENDA:- MARKING OF ATTENDANCE IN ATTENDANCE REGISTER**

It is observed that some officers are not marking their attendance in attendance register which is against the office decorum.

The matter is placed before the Commission for appropriate decision/direction please.

Decision:-

After Discussion, the Commission directed that all officers/officials from BPS-03 to BPS-18 shall mark their attendance in attendance register and not marking of attendance shall be considered as absence from duty and leave without pay.

✓ **MISC AGENDA:- LETTER OF GRATITUDE AND APPRECIATION**

A letter of appreciation received from a citizen Mr. Saqib Javed in complaint No. 11462 appreciating the work of the Information Commission, Divisional Office, Abbottabad especially Mr. Jahanzaib, J/C of Divisional Office, Abbottabad in retrieving information from the public body. It is proposed on file that a letter of appreciation may be issued to Mr. Jahanzaib, J/C of Divisional Office, Abbottabad. However, the worthy Chief Information Commissioner directed to present the case in the Commission meeting.

Therefore, the matter is placed before the Commission for appropriate decision/direction please.

Decision:-

After Discussion, the Commission decided to approve Rs. 10,000/- in favor of Mr. Jahanzaib, J/C as a token of appreciation along with issuance of appreciation certificate.


Commissioner-I (Judicial)



Chief Information Commissioner


Commissioner-II (Social)