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

MINUTES OF THE 03rd COMMISSION MEETING

A meeting of the KP Information Commission was held on March 18, 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 item as under:-

AGENDA NO.01:

DECISION REGARDING ADOPTION/FRAMING OF CP FUND AND GRATUITY SCHEME FOR EMPLOYEES OF KP INFORMATION COMMISSION

Since the inception of the KP Information Commission, the employees of the Information Commission have no retirement benefits i.e. CP Fund, Gratuity or pension etc. In other sister organizations like KP Right to Public Service Commission the CP Fund and Gratuity Regulations have already been framed and notified. The matter of making CP Fund rules is in pipeline since 2020, however, neither rules have been framed till date nor power of framing regulations have been granted to the Information Commission. This extra ordinary delay (10 years) in the framing of CP Fund rules/regulations has created unrest and huge financial loss amongst KPIC employees.

Keeping in view the above facts, the Commission in its meeting held on December 31, 2025 adopted CP Fund Rules of the Provincial Government for its employees w.e.f. July, 2022, till framing of its own regulations.

In this connection proposals obtained from 03 Assets Management Companies i.e. NAFA, Meezan Bank and MCB are placed below.

The matter is placed before the Commission for appropriate decision.

Decision:-

The Admin Officer presented comparative statement showing the advantage and disadvantage of each bank. The Commission after discussion of each and every point decided to select MCB bank for investment of CP fund amount of the employees due to the following reasons:-



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1. Availability of VPS both Conventional and Islamic.
2. The MCB has its own insurance company whereas the other two bank have no such facility at their own level.
3. The MCB has the facility of paperless profiling, dashboard etc. It offers employees dashboard where employees can check their investment status without visiting banks and main dashboard for the Organization which reflect overall statistics.
4. The MCB has 244+ branches working as AMC whereas the other banks offer services in AMC branches only mostly located in Peshawar.
5. The MCB Bank has the largest number of employees of various departments having their investment/CP fund scheme.
6. Only one drawback of the MCB Bank is the insurance coverage amount which is Rs. 05 Million against the offered rate of NAFA which is 07 Million.

The Commission further directed the Admin Officer to Prepare proper TORs for the scheme and progress be presented in next meeting.

AGENDA NO.02:
PROCESS FOR TERMINATION THE SERVICES OF MISS. TAYYABA
JAMIL, OFFICE ASSISTANT, KPIC/ ABSENCE FROM DUTY.

Miss. Tayyaba Jamil, Office Assistant, KPIC, Peshawar initially submitted an application on 03-01-2023 wherein it has been stated that she had intended to acquire higher studies (PHD) from Silesian University, Poland and requested for 120 days earned leave on full pay w.e.f January 19, 2023 to May 18, 2023 and 240 days earned leave on half pay w.e.f May 19, 2023 to January 13, 2024. Consequently, the Commission approved 120 days earned leave w.e.f. 19-01-2023 to 18-05-2023 on full pay vide order No. AO/KPIC/14-19/2022/12811-6 dated: 09-01-2023.

After expiry of the said leave, she submitted another application vide email dated: 03-05-2023 requesting for extension in the leave period from May 19, 2023 to August 18, 2023 (120 days) followed by another application dated: 18-07-2023 for one year leave without pay. The Commission approved her request for extension of leave and granted 120 days earned on half pay vide No. AO/KPIC/14-22/2018/17159-63 dated: 18-05-2023 and one year leave without pay from 19-08-2023 to 18-08-2024 vide order No. AO/KPIC/14-19/2022/18809-15 dated: 27-07-2023.

Now, an email dated: 07-02-2025 has been received from Miss. Tayyaba Jamil stating that she was pregnant last year in Poland and the pregnancy was quite complex involving Uterine Fibroids, thyroid issues, gestational diabetes and breast lesion. On September 10, 2024



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gave birth to a child but the issues did not stop and got an appointment with Shaukat Khanum Hospital, Peshawar here in Pakistan. Furthermore, she requested for extension of her leave period upto September, 2026.

As per rules-12 of the revised leave rules, 1981 "leave without pay can be granted for a period of two year subject to limit of 05 year service, however the same is the discretion of the Competent Authority."

It can be seen from the aforementioned rule that she can avail leave without pay upto August, 2025 and she is not entitled for further leave after August, 2025

The above situation is placed before the Commission for its decision/direction in the matter.

Decision:-

The Secretary explained the leave rules position in light of KP revised rules, 1981 and informed the Commission that she can be granted leave without pay for a period of two year which will be completed in August, 2025; however it shall be subject to approval of the competent authority.

The Commission discussed the matter in detail and it was observed that due to her long leave, the office work was badly affected as the Commission is facing acute shortage of staff and the new appointment will take time. In order to cope with the situation the Chief Information Commissioner proposed that with the approval of the Commission an appointment against her post may be made for a period of six month or till appointment of regular staff whichever is earlier (not extendable) with fixed pay of Rs. 40,000/- per month for which proper procedure has already been completed.

The Commission approved the proposal of the temporary appointment and also granted leave without pay for a period of one year form August 19, 2024 till August 18, 2025, with the direction that if she failed to join the Commission after expiry of leave period, her services will be treated as terminated.

AGENDA NO.03:
DEPOSIT OF PROFIT EARNED ON BANK ACCOUNT TO GOVERNMENT OF
KHYBER PAKHTUKHWA.

As per the instructions of Finance Department Govt. of Khyber-Pakhtunkhwa Interest earned on PLS account of the Commission has to be deposited in Govt. Treasury. A sum of Rs. 1,213,500/- earned during the Financial Year 2023-24 and Rs. 251,376/- earned during the Financial Year 2024-25 are still pending to be deposited in Govt. Treasury. The main reason for not depositing the interest earned on Grant in Aid during 2023-24 was less provision of funds by the Finance Department against budget estimates/actual demand of the



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Commission. Against the actual expenditure of Rs 56.387 million, the Finance Department provided Rs.54.168 million, therefore due to less provision of fund by Finance Department, the Commission had no choice but to utilize the interest earned on Grant in Aid Rs.1,213,500/- for smooth operation of the affairs of the Commission. This amount was also claimed from Finance Department through additional grant but the same was not provided, hence could not be deposited.

Similarly an amount of Rs. 251,376/- was earned on Govt. funds during current Financial year 2024-25 uptill now. As the Commission received funds according to the revised budget estimates, therefore, the same was required to be deposited in Govt. Treasury.

The issue of deposit of profit earned during 2023-24 and 2024-25 Rs. 1,231,500/- and Rs. 251,376/- respectively is placed before the Commission for decision and further directions. (Copy of the Govt. instructions in this regards is placed at F/A)

Decision:-

The matter has been discussed and the Commission decided to keep the payment of repayment of profit earned on Bank Deposit till June, 2025 in view of the financial constraints of the Commission.

AGENDA NO.04:
CREATION OF POST OF ASSISTANT REGISTRARS FOR SETTLED AND MERGED
DISTRICTS

It is submitted that The Khyber Pakhtunkhwa Information Commission was established back in 2013 and started the disposal of complaints. Initially the staff of Legal Section was hired to cater the complaints of the Settled Districts including the Peshawar Division. However; with the passage of time the work increased many folds. Now, the Assistant Registrar at Headquarter office is the only officer to look after the complaints of the whole province.

Suffice to add that initially there were 17 Districts and after the 25th Amendment in the Constitution and the merger of FATA & PATA 17 more Districts has been added to the previous count of 17 raising it to total of 34 Districts and their Public Bodies. Moreover; only in the provincial capital there are a total 36 Departments; 57 Directorates and more than 21 Autonomous Bodies.

It is also pertinent to mention here that the Commission has already established Divisional Offices and hired 04 Assistant Registrars (**Annex – A**) along with their requisite staff through GPP / World Bank funded project to facilitate the citizens as well as the Public bodies in the implementation of the KP RTI Act, 2013.



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To cater the work load of all the Divisions of the province and achieve the desired result at least one post of Assistant Registrar each for Merged District and Settled District may be created by the Commission.

The matter is placed before the Commission for appropriate decision.

Decision:-

During the discussion, the Commission observed that the power of creation of post is lying with Government as per KPIC rules, however the Commission has taken up the matter of power of creation of posts to be given to the Commission in shape of proposed amendments in rules, hence the proposal is deferred.

AGENDA NO.05:

DISPOSAL OF THE RECORD AS PER MANUAL OF SECRETARIAT INSTRUCTION.

It is submitted that since the inception of the KP Information Commission back in 2013, there are no as such rules were being prepared / adopted for proper disposal of the record of the Commission specifically files of the complaints disposed of since then and the Record Room is filled with old files and it is very difficult to search for the record.

13/11/19
The matter was discussed with the Commissioner – I and it was proposed that proper disposal of the complaint files from the year 2013 till 2019 may be initiated as per Khyber Pakhtunkhwa Manual of Secretariat Instructions (Annex – B).

The matter is placed before the Commission for further directions.

Decision:-

After detail discussion, the Commission adopted the weeding policy of Government of Khyber Pakhtunkhwa with the following directions:-

1. Detail procedure for weeding of old record.
2. Criteria, time period etc for selection of files to be destroyed.
3. Weeding Committee, to be notified.
4. List of files /record to be disposed of (this exercise will be carried out by Legal Section.)



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AGENDA NO.06:

Misc Agenda

Decision:-

The Commission directed that the Budget estimates for 2025-26 should be obtained from each section, through B&A Section and proposed Budget Estimates for 2025-26 shall be put up on 15-04-2025 before the Commission for approval.

Commissioner-I (Judicial)

Chief Information Commissioner

Commissioner-II (Social)