

MINUTES OF THE MEETING OF THE INFORMATION COMMISSION HELD ON JUNE 12, 2025 AT 11: 30 AM.

A meeting of the Information Commission was held on June 12, 2025, in the office of Chief Information Commissioner under her chairpersonship at 11.30 AM. The following attended:

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| 1. Mrs. Farah Hamid Khan, | In Chair |
| Chief Information Commissioner | |
| 2. Mr. Arshad Ahmad | Member |
| Commissioner-I (Judicial) | |
| 3. Mr. Muhammad Irshad | Member |
| Commissioner-II (Social) | |
| 4. Mr. Anees ur Rehman | Member |
| Secretary, KPIC | |
| 5. Noor Said | Member-cum-Secretary |
| Administrative Officer | |

Noor Said, Administrative Officer recited few verses from the Holy Quran. The Chairman welcomed the participants and invited the Secretary, KPIC to brief the Commission about the agenda already circulated amongst all concerned. The following items were discussed and decisions taken on each as indicated below;

1. AGENDA ITEM NO. I- IMPLEMENTATION STATUS/PROGRESS ON THE DECISIONS TAKEN IN PREVIOUS MEETINGS OF THE INFORMATION COMMISSION

The Information Commission took various decisions in its meetings held on 12.02.2025, 18.03.2025 and 07.05.2025. For Implementation and compliance, orders of almost all decisions were issued and circulated amongst all concerned. In the previous meetings the implementation status of the decisions were not discussed. Hence, it was deemed appropriate to brief the Commission on the implementation of each decision taken in the aforementioned meetings.

DECISION:

The decisions of each meeting of the Commission were discussed one by one. After detail deliberation, the Commission showed satisfaction over the implementation of the decisions taken in previous meetings. However, with respect to few decisions, the following were decided;

1. The implementation of Agenda item No. 4 of the Commission meeting held on 12.02.2025 regarding implementation of Section-5, the Commissioner-II (Social) was advised to direct the IT Section to chalk out strategy for implementation of the decision of the Commission and progress be shared in the next meeting of the Commission.
2. The implementation of Agenda item No. 5, of the Commission meeting held on 18.03.2025, regarding disposal of the old record/complaints, the Commissioner-I (Judicial) was advised to direct the legal section to identify and place the record to be destroyed before Commission in its next meeting.
3. It was further decided that the Admin Section will issue internal office memo to all concerned to share progress on the decisions taken before next meeting of the Commission.

2.

AGENDA ITEM NO. II- CASUAL ATTITUDE OF EMPLOYEES TOWARDS OFFICIAL DECORUM/DISCIPLINE.

During the last two months, the Competent Authority has seriously observed certain disciplinary issues with respect to but not limited to the following;

1. Marking of attendance in the attendance register in the actual time of arrival and departure.
2. Late arrival and early departure by the officers/officials.
3. Availing frequent casual leave without proper justification/prior approval.
4. Obtaining leave without following due channel/hierarchy.
5. Not mentioning availed leave record in the application form while submitting leave application.
6. Leaving office during office hours without informing the Section Head.

DECISION:

The Commission after detailed discussion decided the following.

1. Irregularities pertaining to Sr. No. 1, 2 & 6 were viewed seriously by the Commission and decided to install Biometric machine in order to observe/monitor and ensure proper office timing.
2. As regards deficiencies in obtaining casual leave, it was decided to revise the casual leave application performa containing the following information before signature of the applicant/recommending/sanctioning authority;
 - a) Date of last casual leave.
 - b) Account/detail of availed casual leave and remaining balance of leave.
 - c) Prior approval of casual leave in case of urgent work. In case, no prior approval is obtained, justification shall be provided to the leave sanctioning authority.
 - d) Leave shall be recommended by the Section In charge to the leave sanctioning authority as tabulated below;

S. No	Officers/Officials	Recommending Authority	Sanctioning Authority
1.	Officers in BPS-17 & Above	Section Head i.e. Commissioner-I, Commissioner-II or Secretary, KPIC as the case may be.	Chief Information Commissioner
2.	Officials in BPS-11 to 16	In charge of the Section concerned	Section Head i.e. Commissioner-I, Commissioner-II or Secretary, KPIC as the case may be.
3.	Officials in BPS 03 to 10	As above	Administrative Officer

3. It was further decided that all cases of earned leave shall be decided by the Chief Information Commissioner upon recommendations of Section Head concerned through Administration Section.

3. AGENDA ITEM NO. III- LOOK AFTER CHARGE OF THE POST OF ASSISTANT REGISTRAR.

Noor Said, Administrative Officer was assigned the additional responsibility of Assistant Registrar, to look after the work of Divisional Offices, vide Order No. AO/KPIC/4-1/2024/27458-63 dated; June 27, 2024 which expired on December 26, 2024. The Commission in its meetings held on 12-02-2025 decided to give look after charge of the same Post to Administrative Officer for a period of 03 months i.e. with effect from 01.01.2025 to 31-03-2025, which has already expired.

DECISION:

The Commission was informed that the NOC for appointment against the vacant positions is still lying with Finance Department, Khyber Pakhtunkhwa. In the absence of the same, the recruitment process is stuck up, resulting in a heavy workload on legal section. The requirement of Assistant Registrar still exists. The Commission after discussion, decided to extend the additional charge for a further period of 03 months w.e.f. from 01.04.2025 to 30.06.2025 without any remuneration. However, to recognize the good work of Administrative Officer as Assistant Registrar, the Commission approved half-basic pay as honorarium.

4. MISC. AGENDA ITEM: SEGREGATION OF DUTIES OF LEGAL SECTION AND DIVISIONAL OFFICE

With regards to complaints the work load of District Khyber, Mohmand and Charsadda along with sub-division Hassan Khel was assigned to the Divisional Office Peshawar. However, after discontinuation of work at Divisional level, the Divisional office Peshawar was entrusted with additional work load of Hazara, Malakand, Kohat and Bannu Divisions. With passage of time, it was observed that due to overlapping administrative structure of the District Khyber, Mohmand and Charsadda with Peshawar Division (being looked after by legal section under the supervision of Deputy Registrar) creates anomaly in disposal of official business. Hence, it was deemed appropriate to place the matter before the Commission for appropriate decision.

DECISION:

Along with distribution of work amongst the Legal Section and Divisional Office, the segregation of duties amongst the available staff was also discussed as other agenda item. The Commission after detailed deliberation decided the following;

- a) The work of Peshawar Division (including merged districts of Khyber, Mohmand and sub-division Hassan Khel) including Charsadda shall be looked after by the Legal Section under the supervision of Deputy Registrar, whereas, the Hazara, Malakand, Kohat, Bannu and DI Khan Divisions (including respective Merged Areas attached with the divisions) shall be looked after by Divisional Office under the supervision of Assistant Registrar.

- b) The Commission further delegated the powers to Commissioner-I (Judicial) to distribute the workload of Divisions amongst the staff of Legal Section and Divisional Office in appropriate manner for smooth operations.



Arshad Ahmad
Commissioner-I (Judicial)



Muhammad Irshad
Commissioner-II (Social)



Farah Hamid Khan
Chief Information Commissioner