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CHIEF INFORMATION COMMISSIONER

GOVERNMENT OF KHYBER PAKHTUNKHWA
INFORMATION COMMISSION

Near Abdara BRT Station, behind Jabar Plaza, Arbab Colony,
University Road Peshawar

VC OFFICE

DIARY NO. 9677



KPIC/14-6/2024/24402
Dated: 19-02-2024

To

1. All Administrative Secretaries to Government of Khyber Pakhtunkhwa
2. All Heads of Attached Departments in Khyber Pakhtunkhwa
3. All District & Session Judges in Khyber Pakhtunkhwa
4. All Heads of Autonomous & Semi-Autonomous Bodies of Khyber Pakhtunkhwa
5. All Vice Chancellors of Public Sector Universities of Khyber Pakhtunkhwa

Subject: - PROACTIVE DISCLOSURE OF INFORMATION UNDER KP RTI ACT 2013

As part of good governance legislative framework, the incumbent government enacted the KP Right to Information Act in 2013. The act while ensuring the grant of a constitutional right to the citizens, simultaneously aims at promoting transparency and accountability in public bodies.

2. To make access to information easier for citizens, the RTI Act provides for proactive disclosure of information by all public bodies through all available means including over the internet i.e. Website. In order to improve the proactive disclosure of information the KP Information Commission has been impressing upon the public bodies to fulfil their legal obligations as required under section 5 of the KP RTI Act 2013 relating to proactive disclosure of Information.

3. In order to facilitate public bodies for improvement of proactive disclosure, the KPIC has developed a standard format as per Section 5 of the KP RTI Act 2013 (Annexed).

4. It is requested to update your department/public body website according to Section 5 of the KP RTI Act, 2013 and share the same on below address along with proforma attached please.

Deputy Director (IT)
KP Information Commission
Email: deputydirector-it@kprti.gov.pk

compliance please
26-2-24

M. Khan

Farah Hamid Khan
Chief Information Commissioner
KP Information Commission

Endo: No. & Date even

Copy of the above is forwarded for information to the:-

1. PS to Chief Minister Government of Khyber Pakhtunkhwa
2. PS to Chief Secretary Government of Khyber Pakhtunkhwa

Dir. Train.
Dr. Human.

Registrar / Tr. / Webmaster

PTO Please facilitate the web master to upload the required data.

for uploading of data/documents as required.
20/2/24

Farah Hamid Khan
Chief Information Commissioner
KP Information Commission

Proactive Disclosure
Section 5 of the KP RTI Act, 2013

Department: _____
 Sub/Attached Department: _____
 Website Link: _____
 Website Update Date: _____

Needs to be Updated on Department Official Website		Check List
1	Acts, Rules, Regulations, Notifications, Office Orders & bye-laws	
2	Organogram of the Public Body	
3	Directory of the Official of the Public Body	
4	PIO details of the public body (As per Section 6 of the KP RTI Act, 2013)	
5	Seniority List of the officials of the Public Body	
6	Budget Details of the Public Body including Proposed and actual expenditures	
7	Organization Functions, Duties and Powers	
8	Services provided by the Public Body to General Public; if any	
9	Policies/SOPs/Manuals for the discharge of the function of Public Body	
10	Public input/suggestion for the improvement of Public body functions	
11	Permits/License issued by the Public Body if any	
12	Any Others	

Dear Webmaster:
 kindly upload :

- 1) Statutes of AUST
- 3) Contact us Tab (with ^{official} numbers of the Deptt/section head)
- 4) Add a Tab "PIO": Upload details of Dr. Azam ^{Hayat}
- 6) Take a copy of budget from Dir. Finance & upload.
- 9) Add a Tab "Semester Rules" & upload (Registrar ofc)
- 10) Add a Tab "Feedback" for suggestions

Web Master

Moreover, organogram was provided to you which was previously uploaded on website, but it is not visible now. kindly re-upload it! (as requested in point No.2)


 Dr. Hassam
 Dir. Training