

## Directory of Members, Officers, and Employees of Pakistan Information Commission

Sr. No	Name	Designation	BPS	Salary, Benefits, Perks, and Privileges	Duties
01	Shoaib Ahmad Siddique	Chief Information Commissioner	Management Pay Scale - 1	As per MP-1	<ul style="list-style-type: none"> <li>• Presiding meetings of the Commission.</li> <li>• Ensuring that delegated powers of the commission to the staff are being exercised under relevant rules and regulations to perform functions of the commission.</li> <li>• To present Commission at public forums.</li> <li>• Ensuring marking of appeals on a rota basis to the members of the commission.</li> <li>• Deciding on the appeals filed by citizens under the Right to Information Act 2017.</li> <li>• Ensuring that a user-friendly handbook in Urdu and English to facilitate citizens in the exercise of the right to information held by public bodies under the Right of Access to Information Act 2017 is compiled and disseminated.</li> <li>• Ensuring that a comprehensive bi-annual report both describing activities of the commission, including an overview of the audited accounts, and providing an overview of the activities undertaken by all public bodies to implement this Act is compiled. Taking all measures to ensure that federal public bodies make public all the information under section 5 of the Act. Ensuring that federal public bodies implement the Right of Access to Information Act 2017 and make the record public to citizens as required under the Act.</li> <li>• Ensuring that training is imparted to Public Information Officers on their roles and responsibilities under the Act.</li> </ul>

					<ul style="list-style-type: none"> <li>• Ensuring that requirements under the Right to Information Act 2017 and the rights of citizens under this Act are publicized</li> <li>• Ensuring the monitoring of public bodies about the performance of their obligations under the Right to Information Act 2017 and that monitoring reports are properly compiled for the reports to the parliament.</li> <li>• Issuing Orders to public bodies to disclose information to appellants and take such other reasonable measures may deem necessary to remedy any failure to implement the provisions of this act</li> </ul>
<b>02</b>	Ijaz Hassan Awan	Information Commissioner	Management Pay Scale – 1	As per MP - 1	<ul style="list-style-type: none"> <li>• Deciding on the appeals filed by citizens under the Right to Information Act 2017. • To present Commission at public forums.</li> <li>• Ensuring that a user-friendly handbook in Urdu and English to facilitate citizens in the exercise of the right to information held by public bodies under the Right of Access to Information Act 2017 is compiled and disseminated.</li> <li>• Ensuring that a comprehensive bi- annual report both describing activities of the commission, including an overview of the audited accounts, and providing an overview of the activities undertaken by all public bodies to implement this Act is compiled. Taking all measures to ensure that federal public bodies make public all the information under section 5 of the Act. Ensuring that federal public bodies implement the Right of Access to Information Act 2017 and make the record public to citizens as required under the Act.</li> <li>• Ensuring that training is imparted to Public Information Officers on their</li> </ul>

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<b>03</b>	Vacant	Information Commissioner		<ul style="list-style-type: none"> <li>• Deciding on the appeals filed by citizens under the Right to Information Act 2017. • To present Commission at public forums.</li> <li>• Ensuring that a user-friendly handbook in Urdu and English to facilitate citizens in the exercise of the right to information held by public bodies under the Right of Access to Information Act 2017 is compiled and disseminated.</li> <li>• Ensuring that a comprehensive bi- annual report both describing activities of the commission, including an overview of the audited accounts, and providing an overview of the activities undertaken by all public bodies to implement this Act is compiled. Taking all measures to ensure that federal public bodies make public all the information under section 5 of the Act. Ensuring that federal public bodies implement the Right of Access to Information Act</li> </ul>

					2017 and make the record public to citizens as required under the Act.
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					<ul style="list-style-type: none"> <li>• Ensuring that training is imparted to Public Information Officers on their roles and responsibilities under the Act.</li> <li>• Ensuring that requirements under the Right to Information Act 2017 and the rights of citizens under this Act are publicized.</li> <li>• Ensuring the monitoring of public bodies about the performance of their obligations under the Right to Information Act 2017 and that monitoring reports are properly compiled for the reports to the parliament.</li> <li>• Issuing Orders to public bodies to disclose information to appellants and take such other reasonable measures may deem necessary to remedy any failure to implement the provisions of this act.</li> </ul>
<b>04</b>	Vacant	Registrar	BPS 20	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Ensuring that notices on appeals are issued on time under the directions of the members of the commission.</li> <li>• Ensuring all files of appeals are properly indexed and computerized.</li> <li>• Ensuring that progress on each appeal is maintained in a manner that information is retrieved promptly.</li> <li>• Maintaining a Cause list on the website.</li> <li>• Ensuring implementation of Sections 4 and 5 of the Right of Access to Information Act 2017.</li> <li>• Ensuring updating of the appeal management tracking system.</li> <li>• Ensuring issuing and receipt of correspondence of the commission.</li> </ul>
<b>05</b>	Vacant	Deputy Director Appeals	BPS -18	As per the pay scale of the Federal Government	<p>Ensuring that notices on appeals are issued on time under the directions of the Registrar.</p> <ul style="list-style-type: none"> <li>• Ensuring all files of appeals are properly indexed and computerized by closely working with Deputy Director</li> </ul>

					(Network and Web Portal) under the directions of the Registrar
					<ul style="list-style-type: none"><li>• Ensuring that progress on each appeal is maintained in a manner that information is retrieved promptly.</li><li>• Maintaining Cause list on the website</li></ul>

06		Deputy Director/ (Network and Web Portal) BPS -18	BPS -18	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Fully support, configure, maintain and upgrade networks and in-house servers</li> <li>• Install and integrate new server hardware and applications. (If needed)</li> <li>• Keep an eye out for needed updates</li> <li>• Support and administer third-party applications</li> <li>• Ensure network security and connectivity</li> <li>• Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses</li> <li>• Set up user accounts, permissions, and passwords</li> <li>• Resolve problems reported by end users</li> <li>• Define network policies and procedures</li> <li>• Specify system requirements and design solutions</li> <li>• Research and make recommendations on server system administration</li> <li>• Design and Development of the Website(s)</li> <li>• Integrate data from various back-end services and databases</li> <li>• Gather and refine specifications and requirements based on technical needs</li> <li>• Create and maintain software documentation</li> <li>• Be responsible for maintaining, expanding, and scaling website (s)</li> <li>• Stay plugged into emerging technologies/industry trends and apply them to operations and activities</li> <li>• Maintaining social media accounts</li> <li>• Ensuring updating of the appeal management tracking system by</li> </ul>
					closely working with the Deputy Director (Appeals).

<b>07</b>	Vacant	Accounts Officer	BPS -18	As per the pay scale of the Federal Government	<ul style="list-style-type: none"> <li>• Process accounts payable and receivable, depending on role</li> <li>• Utilize database software to organize financial account information</li> <li>• Handle account inquiries from internal and external sources</li> <li>• Make regular contact with the AGPR</li> <li>• Ensure utility bills are paid on time</li> <li>• Perform internal audits on financial activities as necessary</li> <li>• Review both incoming and outgoing invoices</li> <li>• Generate financial reports for review by regulatory authorities.</li> </ul>
<b>08</b>	IRFAN BASHIR	Assistant Director (Admn.)	BPS -17	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Assist in developing and implementing plans and goals for the commission</li> <li>• Work with the Registrar to coordinate and supervise daily operations</li> <li>• Ensure compliance with regulations and internal policies</li> <li>• Monitor attainment of objectives</li> <li>• Undertake staffing responsibilities (hiring, training, evaluating, etc.)</li> <li>• Assist in budgeting and monitoring expenses</li> <li>• Maintain scheduling of events and represent the company when needed</li> <li>• Create reports and submit them to the Registrar or other executives</li> <li>• Fulfill duties as assigned by the Registrar</li> </ul>
<b>09</b>	Vacant	Private Secretary - I	BPS -17	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Answer phone calls and redirect them when necessary</li> <li>• Manage the daily/weekly/monthly agenda and arrange new meetings and appointments</li> <li>• Prepare and disseminate correspondence, memos, and forms</li> </ul>

					<ul style="list-style-type: none"> <li>• File and update contact information of employees, public bodies, public information officers, and appellants.</li> <li>• Support and facilitate the completion of regular reports</li> <li>• Develop and maintain a filing system</li> <li>• Check frequently the levels of office supplies and place appropriate orders</li> <li>• Make travel arrangements</li> <li>• Document expenses and hand in reports</li> <li>• Undertake occasional receptionist duties</li> </ul>
<b>10</b>	Shahzad Khan	Assistant (I)	BPS 15	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• To Assist the concern officer(s) in processing of appeals and other official matters.</li> </ul>
<b>11</b>	Urva Hanif	Assistant (II)	BPS 15	As per the pay scale of the Federal Government	<ul style="list-style-type: none"> <li>• To Assist the concern officer(s) in processing of appeals and other official matters.</li> </ul>
<b>12</b>	Shehrish Hussain	Steno Typist	BPS 14	As per the pay scale of the Federal Government	<ul style="list-style-type: none"> <li>• To assist the concerned officer in the issuance of Notices, Orders, and letters.</li> <li>• Take dictation and type orders, notices, letters, etc.</li> </ul>
<b>14</b>	Danish	Steno Typist	BPS 14	As per the pay scale of the Federal Government	<ul style="list-style-type: none"> <li>• To assist the concerned officer in the issuance of Notices, Orders, and letters.</li> <li>• Take dictation and type orders, notices, letters, etc</li> </ul>

15	Vacant	LDC	BS -09	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Maintain files and records so they remain updated and easily accessible</li> <li>• Sort and distribute incoming mail and prepare outgoing mail (envelopes, Packages, etc.)</li> <li>• Answer the phone to take messages or redirect calls to appropriate colleagues</li> <li>• Undertake basic bookkeeping tasks and issue invoices, checks, etc.</li> <li>• Assist in office management and organization procedures</li> <li>• Monitor stocks of office supplies (paper clips, stationery, etc.) and report when there are shortages</li> <li>• Perform other office duties as assigned</li> </ul>
16	Naeem Shahzad	Driver	BS -04	As per pay scale of Federal Government	<ul style="list-style-type: none"> <li>• Carrying out vehicle maintenance checks.</li> <li>• Picking up office purchases or other administrative needs.</li> <li>• Utilizing navigation apps to find the most optimal route.</li> <li>• Maintaining an organized travel schedule.</li> </ul>
					<ul style="list-style-type: none"> <li>• Ensuring that vehicles are always ready for use.</li> <li>• Arranging for vehicle repairs when necessary.</li> <li>• Updating monthly mileage records (Logbook).</li> <li>• Driving a variety of vehicles, including motorbikes, cars, and others (When needed).</li> </ul>