



GOVERNMENT OF KHYBER PAKHTUNKHWA  
 RIGHT TO INFORMATION COMMISSION  
 7<sup>th</sup> Floor, Tasneem Plaza, Near Benevolent Fund  
 Building, 6th Saddar Road, Peshawar  
 Email: [info@kprti.gov.pk](mailto:info@kprti.gov.pk)  
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No: AO/RTIC/MISC/2015/ 902-  
 Dated: 12<sup>th</sup> February., 2015

To

1. All Administrative Secretaries.
2. All Heads of Attached Departments.
3. Chairman, Public Services Commission, Khyber Pakhtunkhwa, Peshawar.
4. Chairman, Services Tribunal, Khyber Pakhtunkhwa Peshawar.
5. The Secretary Provincial Assembly Khyber Pakhtunkhwa Peshawar.
6. The Registrar, Peshawar High Court, Peshawar.
7. All District and Sessions Judges Khyber Pakhtunkhwa Peshawar.
8. The Secretary to the Governor Khyber Pakhtunkhwa.
9. The Special Secretary to the Chief Minister, Khyber Pakhtunkhwa.

Subject: - **PROVISION OF INFORMATION UNDER RIGHT TO INFORMATION ACT, 2013.**

Dear Sir,

I am directed to refer to the subject noted above and to state that many references are being received from the Public Bodies inquiring as to whether copies of note sheet or some other specific documents such as minutes of meetings are provided to the requesters or not.

The matter has been examined in detail and the Right to Information Commission has decided that since these documents are part of record, therefore the Public Bodies are bound to provide access to a requester to the said record. However, if a Public Body feels that supply of a copy of the note sheet or any document through which deliberative process of a policy decision has been undertaken within the department the supply whereof may be harmful or create embarrassment, it should refer the matter to the Right to Information Commission immediately and the Right to Information Commission, by exercising its powers conferred under Sub-Section (1) of Section 26 and clause (a) of sub-Section (3) of Section 26 of the Khyber Pakhtunkhwa Right to Information Act, 2013, will decide on merit and on case to case basis regarding the supply of a copy of note sheet or the other document to a requester or otherwise.



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So far as provision of copies of the minutes of meetings are concerned, since in the meetings usually the decisions are taken in the capacity of public body and in the interest of public service, therefore the minutes cannot be termed as exempted document unless otherwise provided in the RTI Act, 2013.

It is therefore requested to kindly inform all the Public bodies and PIOs, working under your kind control to follow the above decision.

**(Mushtaq Ahmad).**  
Secretary RTIC.

Endst No.AO/RTIC/MISC/2015/\_\_\_\_\_ Dated the 12<sup>th</sup> February, 2015

Copy forwarded to:-

1. Commissioner-I and Commissioner-II of the Right to Information Commission.
2. I.T Officer Budget & Accounts Officer, Communication Officer, Assistant Registrar RTIC.
3. PS to the Chief Secretary Khyber Pakhtunkhwa,  
PS to the Chief Information Commissioner RTIC.

**(Abdul Ghani Mughal)**  
Administrative Officer.