



GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (POWER DIVISION)
NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY
NEECA BUILDING, G-5/2, ISLAMABAD, PAKISTAN
www.neeca.gov.pk

NEECA

F No. 1/NEECA/2021/PHC

Islamabad the 08th December 2023

OFFICE ORDER

SUBJECT: PROCEDURES FOR THE PROVISION OF THE INFORMATION AS PRESCRIBED IN "RIGHT OF ACCESS TO INFORMATION ACT, 2017"

National Energy Efficiency and Conservation Authority (NEECA) believes in transparency and the right to have access to information to ensure that the general public have the access to records held by authority/department and promote the purposes of making the Government more accountable to its people, of improving participation by the people in public affairs, of reducing corruption and inefficiency in Government, of promoting sound economic growth, or promoting good governance and respect for human rights.

2. Managing Director has designated following officers as focal person of their organization/department. For the addressal of complaints received in reference to "Right to Access to information Act , 2017" :

Sr. No	Name of the Officer / Designation	Department / Organization
1	Mr. Sabieh Haider , Director SMO Ms. Sahar Tauqir , AD (HR & Ops)	National Energy Efficiency & Conservation Authority (NEECA)
2	Mr. Rehan Adeel , Company Secretary	Energy Conservation Fund (ECF)
3	Mr. Naeem Ullah Khan , Senior Private Secretary (BS-19)	ENERCON

3. Furthermore, a fee amounting to **PKR 57/- (Fifty-Seven Rupees) per page** should also be charged from the applicant for provision of the requisite information after approval of the Managing Director NEECA. The amount of the fee should be received in form of Pay order in favor of the designated agency/department before provision of the requisite information.

4. This issues with the approval of the Managing Director, NEECA


08/23

Assistant Director (Admin) NEECA

Distribution

1. Mr. Sabieh Haider , Director SMO , NEECA
2. Ms. Sahar Tauqir , AD (HR & Ops) , NEECA
3. Mr. Rehan Adeel , Company Secretary , ECF
4. Mr. Naeem Ullah Khan , Senior Private Secretary , ENERCON

Copy to:

5. SPS to MD NEECA
6. Office File