DEPUTY COMMISSIONER
LAKKI MARWAT (KHYBER PAKHTUNKHWA)
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No. 1016 Dated: 27 / 10 /2026

MINUTES OF PERFORMANCE REVIEW MEETING

Dated: 26th October 2026

A performance review meeting of all line departments was held under the chairmanship of the Deputy Commissioner, Lakki Marwat, on 19 October 2026. The meeting started with the recitation of a few verses of the Holy Quran. The list of participants is attached. The following points were discussed, and directions were issued for compliance.

S.No	Agenda Point	Discussion/Direction Issued	ResponsibilityAssigned
1.	District Food Controller (DFC)	It was directed by the chair to share daily updates in the designated WhatsApp App group and/or with district administration officers. Updates must cover flour distribution, dealer availability, flour quality, and penalties imposed for substandard flour.	District Food Controller
2.	PMRU- Youth Initiatives	In the scalable initiatives portion of DSD, the initiatives pertaining to Youth skills development programs, two initiatives are at 25%. It was directed that pending youth initiatives under the PMRU scalable initiatives section must be completed within two days.	Concerned District Administration
3.	Vacant doctor posts and health Facility cleanliness	Doctors' availability is negatively affecting the health indicators in DSD. If the report on vacant doctor posts has not been submitted, send it to higher authorities with a copy to the Deputy Commissioner to enable advance reporting for DSD reviews. Improve and maintain cleanliness in all hospitals and health facilities, which was below standard during the previous DSD.	District Health Officer Medical Superintendent/ Heads of Health Facilities
4.	Agriculture machinary	In the Agriculture part of DSD, it was discussed that machinery functionality is showing slow progress. Thus, the District Director Agriculture was instructed to make all agriculture machinery functional through coordination with farmers and use of funds available with the department.	District Director Agriculture
5.	Female counters at SDC's	In the DSD SDCs part, it was observed that female counters were shown RED. Thus, ADC (G) was tasked to establish dedicated female counters at both Service Delivery Centres: Lakki Marwat and Serai Naurang.	Additional Deputy Commissioner Gen
6.	Waste Collection points and dumping sites	It was discussed that waste collection points' performance was low during the previous visits of the DSD by the Education Monitoring Authority. The Assistant Director Local Government, with district administration, shall meet the Education Monitoring Authority and rectify identified issues. Review far-flung dumping/collection points and include only suitable urban locations that can be managed by TMAs and local government sanitation staff.	AD LG&RDD, ADC (R), Education Monitoring Authority and Concerned TMA's

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S. No.	Agenda Point	Discussion / Directions Issued	Responsibility Assigned
7	Cleanliness programme	Implement weekly and monthly cleanliness schedules and ensure cleanliness is maintained at all times. Also, the efforts to be enhanced regarding the special cleanliness drive by the Janitors staff of the local government.	Assistant Commissioner Revenue, TMAs, AD Local government.
8	Pakistan Citizen Portal complaints	PCP complaints resolution mechanism was discussed and it was observed the few departments were unaware about the status of PCP Complaints at their dashboards. Resolve pending complaints on priority, particularly escalated complaints concerning District Education (Male and Female) and the Public Health Department.	All concerned line departments, especially District Education (Male and Female) and Public Health Department
9	Agricultural income tax	It was observed that Revenue staff was not collecting agricultural income tax as per the target set by the higher authorities. Thus, the revenue officials were instructed to expedite collection of agricultural income tax and ensure timely progress.	Revenue Officers and concerned Revenue Staff
10	27 October Black Day	Observe 27 October as Black Day in a dignified manner and in the national spirit. Coordinate and supervise the activities.	All concerned line departments; supervision by Additional Deputy Commissioner (General)
11	Electricity theft and encroachments	Officers of District administration along with PESCO authorities were directed to continue routine action against electricity theft and encroachments in coordination with the TMA.	District Administration Officers and TMA, XEN Wapda
12	Encroachments on waterways	SDO Irrigation was instructed to share reports of any encroachments on waterways and identify cases requiring action, within 2 days so that action can be initiated on priority basis.	Irrigation Department
13	Khuli Kachheris	It was observed that Khuli kachehri's are not being held for a considerable period of time. Chair while emphasizing the importance of public interaction, directed officers of district administration to hold regular Khuli Kachheris, and ensure timely action for the resolution of the public grievances.	ADC G/ACs/AACs
14	Dashboard updates	It was directed by the Chair that anti encroachment activities are carried out but not uploaded on the IPMS dashboards thereby leading to zero performance. Thus it was directed that all encroachments removed must be reflected on the relevant dashboards.	ACs/AACs
15	Illegal cigarettes	Continue regular confiscation of illegal cigarettes during inspections and enforcement activities.	ACs/AACs
16	Inspections and DSD performance	Increase inspections of educational institutions, health facilities and other service-delivery areas. Focus on measurable improvements before subsequent DSD reviews.	Concerned District Administration Officers and heads of relevant line departments

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17	Office Timings	It was directed by the Chiar that all the offices shall ensure that office timings are observed and staff is available for public service delivery.	All HODs

The concerned officers shall ensure timely compliance with the above directions. Progress shall be reviewed in subsequent performance review / DSD meetings.

Meeting ended with a vote of thanks to and from the Chair.

Deputy Commissioner
Lakki Marwat

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