

**CIRCULAR
TOP PRIORITY**



**GOVERNMENT OF THE PUNJAB
PUNJAB INFORMATION COMMISSION**

Dated Lahore the 19th January 2015

1. The Additional Chief Secretary, Punjab, Lahore.
2. The Registrar, Lahore High Court, Lahore.
3. All Administrative Secretaries in the Punjab, Lahore. (12)
4. The Provincial Police Officer, Punjab, Lahore.
5. The Chairman, Planning & Development Board, Lahore.
6. The Senior Member, Board of Revenue, Lahore.
7. All Heads of Attached Departments in the Punjab (6).
8. All Heads of Autonomous Bodies in the Punjab.
9. The Secretary, Provincial Assembly, Punjab, Lahore.
10. The Secretary, Punjab Public Service Commission, Lahore.
11. The Registrar, Punjab Service Tribunal, Lahore.
12. The Secretary, Chief Minister's Inspection Team, Lahore.
13. All Commissioners in the Punjab. (8)
14. All Regional Police Officers (RPOs) in the Punjab.
15. All District Coordination Officers (DCOs), in the Punjab (37)
16. All District Police Officers (DPOs) in the Punjab (39)
17. DG Anti Corruption Cell

N. Hassan
22-1-15

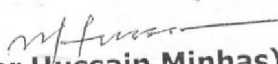
**Subject:- SCHEDULE OF COSTS NOTIFIED UNDER THE PUNJAB
TRANSPARENCY AND RIGHT TO INFORMATION ACT, 2013**

Advocate General Punjab

In exercise of the powers conferred by section 10(6) of the Punjab Transparency and Right to Information Act 2013, the Punjab Information Commission has notified the attached Schedule of Costs. It may be circulated among all the public bodies, administrative units and offices, especially among all the designated public information officers (PIOs), for strict implementation in respect of charging costs of providing information and copies of public record under the above-referred Act.

2. The public bodies and the public information officers (PIOs) are also directed to disseminate this Schedule of Costs by prominently displaying it on notice boards in their respective offices and by posting it on their websites for public awareness.

3. The Commission may be intimated about the steps taken in the light of this circular.


(Mazhar Hussain Minhas)
Chief Information Commissioner

PC:

1. ✓ PS to Secretary to Governor, Punjab
2. ✓ PS to Secretary to Chief Minister, Punjab
3. PS to the Chief Secretary, Punjab



GOVERNMENT OF PUNJAB
PUNJAN INFORMATION COMMISSION
LAHORE

Schedule of Costs

Lahore, the 13th January, 2015

NOTIFICATION

PIC/N-1/2015.- In exercise of the powers conferred by section 10(6) of the Transparency and Right to Information Act, 2013 (Act XXV of 2013), the Punjab Information Commission is pleased to notify this schedule of costs.

1. **Short title, application and commencement.-** (1) This may be called the Schedule of Costs under the Punjab Transparency and Right to Information Act, 2013.

(2) This Schedule of Costs shall apply to all public bodies.

(3) This Schedule of Costs shall come into force at once.

2. **Schedule of Costs.-** (1) A Public Information Officer shall charge the cost for providing information to an applicant as per the following schedule -

#	Description	Cost
1	Fee required along-with the application or at the time of submitting application	Nil
2	Cost of correspondence with the applicant, third party, other public bodies or any other concerned officer	Nil

3	Cost of computer printed papers or photocopy charges for information involving up to 20 pages	Nil
4	Cost of computer printed or photocopy charges for information involving pages in excess of 20 pages	Rs. 2 per page
4	Cost of CD, diskette, floppy, cassette, video or any other electronic device containing information	Actual cost of such a device, as determined on the basis of official procurement record. However, no cost is to be charged if the applicant provides his or her own device and requires only an electronic copy of the information.
5	Inspection of any work	Nil
6	Inspection of record/ document and/or for taking notes or extracts	RS 10 for the first hour; and RS 5 for each extra 15 minutes.
7	Sample of the material	Actual cost of the sample, as determined on the basis of the official procurement record.
8	Cost of a published report, document, book or any other official record that is available in a published form	Actual price as determined by the public body or the relevant publisher
9	Materials published by a public body for free of cost dissemination	Nil

(2) This Schedule of Costs shall be prominently displayed on the notice boards of public bodies and in the offices of public information officers.

(3) Each public body shall publish this Schedule of Costs on its website along with other information as required under section 4 of the Punjab Transparency and Right to Information Act 2013.

(4) Each public body shall ensure that this Schedule of Costs is strictly implemented in its letter and spirit, and that no costs other than the ones as prescribed by the Commission shall be charged.

3. **Mode of Payment.-** (1) Upon the acceptance of application for access to information, the public information officer shall determine the costs, if applicable, on the basis of above section 3 of this notification and shall urgently communicate the same to the applicant.

(2) The applicant shall pay, against a proper receipt, the cost of access to information by way of cash or demand draft/ pay order or by bankers cheque to the public information officer, who shall deposit the same forthwith in the relevant receipt head, which is **C03885-Fee** payable for obtaining information and copies of public record. The applicant may also directly deposit the cost in the treasury, and furnish a copy of receipt to the concerned public information officer.

M. Hussain
(Mazhar Hussain Minhas)

Chief Information Commissioner

Lahore

o/c