No. 2-01/2022
GOVERNMENT OF THE PUNJAB
PUNJAB INFORMATION COMMISSION
64-Nursery Lane, Lawrence Road, Lahore
Tel: 042-99205794
Lahore, the 01st March 2024

NOTIFICATION

PIC02-01/2022- In exercise of the powers conferred by Section-10 (6) of the Punjab Transparency & Right to Information Act, 2013 (Act XXV of 2013), the Punjab Information Commission in supersession of earlier Notifications No. PIC/N-1/2015 dated 13th Jan, 2015 and No. 2-01/2022 01st March 2022 is pleased to notify Revised Schedule of Costs, as follows;

1. **Short Title, application and commencement**
   a) This may be called revised Schedule of Costs under the Punjab Transparency & Right to Information Act, 2013.
   b) This Schedule of Costs shall apply to all Public Bodies
   c) This Schedule of Costs shall come into force at once.
2. **Schedule of Costs;**
   a) A public Information Officer shall charge the costs for providing information to an applicant as per the following schedule:-
   b) This revised Schedule of Costs shall be prominently displayed on the notice board of Public Bodies and in the offices of Public Information Officers.

Sr.#	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 papers or photocopy charges for information involving pages in excess of 20 pages	Rs. 7 per page
5	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.

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6	Inspection of any work	Nil
7	Inspection of record/ documents and or for taking notes or extracts.	Rs. 25 for the first hour, and Rs. 10 for each 15 minutes onwards.
8	Sample of the material	Actual cost of the sample, as determined on the basis of the official procurement record.
9	Cost of a published report, documents, 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.
10	Materials published by a public body for the free of cost dissemination	Nil

3. Each public body shall proactively disclose this revised Schedule of Costs on its official website along-with the head of account i.e. **CO-3885 FEE** as mandatory requirement under Section-4 of the Punjab Transparency & Right to Information Act, 2013.
4. Upon the acceptance of application for access to information, the Public Information Officer shall forthwith forward certified copies upto 20 pages at the given address of complainant free of cost.
5. In case of information in excess of 20 pages, PIO shall determine the cost of information in excess of 20 pages, on the basis of this notification and shall urgently communicate the worked-out amount of fee along-with head of account to the application with a request to deposit as soon as possible.
6. An applicant may directly deposit the cost in the treasury in above-mentioned head of account and furnish copy of receipt to PIO concerned, or may pay the cost, against proper receipt, by way of cash or demand draft/pay order or by bankers' cheque to PIO.
7. Public Information Officer shall forthwith forward certified copies of remaining information to the applicant on deposit/payment of fee of pages in excess of 20 pages determined by him/her.

(Mahboob Qadir Shah)
Chief Information Commissioner

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