



GOVERNMENT OF PUNJAB  
PUNJAN INFORMATION COMMISSION  
LAHORE

**Schedule of Costs**

Lahore, the 13<sup>th</sup> 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