Functions & Duties of Punjab Information Commission

❖ **Functions while disposing of RTI Complaints**

- To conduct an inquiry on its own accord or on a complaint.
- To direct a public body to disclose information in a pro-active manner.
- To determine the public interest in terms of Section 13.
- To resolve any inconsistency in the application of Act, Rules or Regulations.
- To decide RTI Complaint within 30 days after receipt or for good reasons within 60 days.
- To exercise the powers of civil court.
- To summon & enforce attendance of a person to compel to give oral or written evidence on oath & to produce any document or information.
- To examine & inspect information.
- To receive evidence on affidavits.
- To requisition information from any office.
- To issue summons for witnesses or documents.

The Commission may exercise the powers of a Civil Court.

❖ **Other Functions**

- To issue directives to public bodies for preservation, management, publication, publicity and access to information.
- To prescribe the procedure for accessing information from a public body.
- To advise and provide support to the Government to make necessary laws & procedures for implementation of Right to Information.
- To provide technical and other support to the public bodies for effective enforcement of Right to Information.
- To conduct trainings of PIOs.
- To undertake mass awareness campaign to create awareness about the Act, Rules & Regulations.
- To establish an information web-portal.
- To compile a user handbook in Urdu and English.
- To compile guidelines for use by the PIOs