

**CIRCULAR**  
**IMPORTANT/ TOP PRIORITY**



**No. PIC/Cir-7/2015**  
**PUNJAB INFORMATION COMMISSION**  
**GOVERNMENT OF THE PUNJAB**

Lahore, July 23, 2015

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

**Subject:- PUBLICIZE CONTACT DETAILS OF PUBLIC INFORMATION OFFICERS (PIOs) DESIGNATED U/S 7 OF THE PUNJAB TRANSPARENCY AND RIGHT TO INFORMATION ACT, 2013.**

It has been brought to the notice of the Punjab Information Commission that most of the public bodies have so far not taken adequate steps to publicize contact details of public information officers (PIOs) designated under section 7 of the Punjab Transparency and Right to Information Act 2013. As a result, people in general don't know who is the designated PIO, which makes it difficult for them to file information requests to the proper forum and get information in an efficient manner. In view of this, most information requests are being submitted to heads of the public bodies, which makes the process lengthy and inefficient, and renders the respective heads of public bodies liable for being deemed PIOs. The Commission has highlighted this

concern through earlier circulars as well but to no avail. It is again emphasized that, under section 4 of the Act, it is a mandatory legal requirement of each public body to proactively disclose information about, among others, contact details of designated PIOs.

2. In view of the above and in exercise of its powers conferred by section 6(1)(a) and section 6(5)(a) [read with section 2(d) and section 4] of the Act, the Commission directs all heads of the public bodies to immediately take the following steps::

- a) Information about contact details of designated PIOs should be immediately posted on the relevant websites, preferably in both the Urdu and English languages. It should be posted in a manner that it is conspicuous and easily accessible to website visitors. The public bodies, which still don't have a website, are further directed to immediately develop their websites to ensure compliance with section 4 and section 8 of the Act, as well as with Rule 4 of the Punjab Transparency and Right to Information Rules 2014.
- b) In addition to the websites, public bodies must setup notice boards in each of their offices to display information about designated PIOs and to meet requirements of section 4 of the Act. It may also be ensured that the designation of "Public Information Officer" is conspicuously displayed outside of their offices as well as on the stationary being used by them.
- c) The public bodies must also consider developing and printing leaflets to disseminate contact details of respective PIOs as well as the procedure of filing an application for access to information, request for internal review to head of the public body or complaint to the Commission.
- d) The public bodies, which have still not designated PIOs, must immediately designate one or more officers for each of their respective administrative units. PIOs should be of grade 16 or above and they should be designated by post, not by name. For further information, please refer to our earlier circular about

Guidelines Regarding Designation of PIOs. It is available at our website:  
<http://rti.punjab.gov.pk/Circulars>

3. The heads of public bodies must submit compliance reports to the Commission latest by August 15, 2015.

  
Chief Information Commissioner