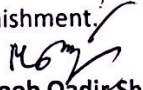




No. AD (A&C) PIC 201/2020
PUNJAB INFORMATION COMMISSION
GOVERNMENT OF THE PUNJAB
Office Order Dated 25.08.2020

In order to improve the working of CMC Wing, following orders are made to be enforced with immediate effect:-

- (i) Mr. Qadeer Ahmad shall henceforth act as In-charge CMC to receive RTI Appeals for registration, entrust the cases on ratable basis to keep the equilibrium and to report the cases of public interest.
- (ii) Mr. Qadeer Ahmad is further assigned the duty to assist AD Awareness & Training, to guide DEO to prepare data of pending and disposed of RTI Appeals and to assist CIC in all areas of promotion of RTI laws. He shall consequently sit in the rooms of CMC, AD Awareness & Training, or CIC office as the case need be.
- (iii) ; All Assistants are reiterated to ensure the registration of each case and issuance of directive or summons as the case may-be, maximum within 3 days, keeping in view the facts that Commission is bound to dispose of cases within 30 days.
- (iv) Assistants should not pass any direction to PIO/HOD to share information without first registration of case and issuance of direction.
- (v) Assistants can contact the office of respondent public body before registration or issuance of directive only to get particulars of PIO and HOD and to verify the receipt of RTI Request.
- (vi) Assistants are directed to check the existence of official web-site of respondent public body along-with particulars/notification of Chief PIO and PIO at very outset and if not available then to get the directives issued to HODs as PIOs.
- (vii) Any case of public importance or which can be of public interest must be identified at very outset and be immediately reported to In-charge CMC and CIC.
- (viii) Each order or summon issued in any case must enclose a copy of "**Universal Directions**" prepared by CIC.
- (ix) Henceforth In-charge CMC is responsible to daily upload cause list though IT Wing
- (x) Each Assistant shall be bound to get any order of disposal of RTI Appeal passed in case dealt by him/her uploaded on website preferably the same day.
- (xi) A pending case found in custody of Assistant without any date fixed therein is a "derailed case" and the Assistant concerned is liable for punishment.


(Mahboob Qadir Shah)
Chief Information Commissioner