

**THE PUNJAB TRANSPARENCY AND RIGHT TO
INFORMATION ACT 2013
(XXV OF 2013)**

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- (viii) violation of any other provision of the Act by a public body;
- (e) “Government” means Government of the Punjab;
- (f) “information” means any information held by a public body and includes any memo, book, design, map, contract, representation, pamphlet, brochure, order, notification, document, plans, letter, report, accounts statement, project proposal, photograph, audio, video, drawing, film, any instrument prepared through electronic process, machine-readable documents and any other documentary material regardless of its physical form or characteristics;
- (g) “prescribed” means prescribed by the rules or regulations made under the Act;
- (h) “public body” means—
- (i) a department, attached department, autonomous or semiautonomous body of the Government, a company of the Government or a special institution;
- (ii) a local government constituted under the Punjab Local Government Act 2013 (XVIII of 2013) or any other law for the time being in force;
- (iii) Secretariat of Governor of the Punjab;
- (iv) any court, tribunal, office, Board, Commission, Council, or other body substantially financed by the Government;
- (v) Provincial Assembly of the Punjab;
- (vi) statutory body established under a provincial law; and
- (vii) a non-government organization substantially financed by the Government or a local government;
- (i) “public information officer” means a public information officer designated under section 7 of the Act; and
- (j) “right to information” means the right to obtain information accessible under the Act and includes the right to—
 - (i) inspect any work or document;
 - (ii) take notes, extracts or certified copy of a document;
 - (iii) take certified sample of any material; and
 - (iv) obtain copy of information in electronic form.

3. Access to information.— Subject to the provisions of this Act, an applicant may, in the prescribed manner, exercise the right to information.

4. Proactive disclosure.— Subject to the provisions of this Act, a public body shall proactively disclose—

- (a) particulars of the public body, its functions and duties;
- (b) powers and functions of its officers and employees;
- (c) norms and criteria set by the public body for the discharge of its functions;

- (d) Acts, Ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;
- (e) a statement of categories of information being held by the public body;
- (f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;
- (g) a directory of its officers and employees with their respective remuneration, perks and privileges;
- (h) budget of the public body including details of all proposed and actual expenditures;
- (i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;
- (j) particulars of the recipients of concessions, permits or authorizations granted by the public body;
- (k) facilities available with the public body for obtaining information held by it;
- (l) name, designation and other particulars of the public information officer of the public body; and
- (m) any other information that the Government may notify in the official Gazette.

5. Punjab Information Commission.– (1) The Government shall establish a Commission, to be called ‘Punjab Information Commission’.

(2) The Commission shall consist of not more than three Information Commissioners to be appointed from amongst the following:-

- (a) a person who has been or is qualified to be a Judge of the High Court;
- (b) a person who is or has been in the service of Pakistan in basic scale 21 or equivalent; and
- (c) a person from civil society having a degree based on sixteen years of education from a recognized institution and experience of not less than fifteen years in the field of mass communication, academic or right to information.

(3) The Government shall, on such terms and conditions as may be prescribed and until so prescribed as are determined by the Government, appoint the Commissioners.

(4) The Government shall nominate one of the Commissioners as Chief Information Commissioner who shall be the chief executive of the Commission.

(5) No person shall be appointed as Commissioner if he is more than sixty-five years of age on the date of appointment.

(6) A Commissioner shall hold office for a non-renewable term of three years.