

**GOVERNMENT OF PAKISTAN**

**PAKISTAN INFORMATION COMMISSION**

**Schedule of Costs**

Islamabad, Dec. 28, 2019

**Notification**

**PIC/N-24/08/2019**

In exercise of the powers conferred by Section 27 (b) of the Right of Access to Information Act 2017 (**XXXIV of 2017**), the Pakistan 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 (Amended December 24, 2021) under the Right of Access to Information Act 2017  
(2) This Schedule of Costs shall apply to all federal 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 the information to an applicant as per the following schedule-

<b>Description</b>	<b>Cost</b>
1. Fee required along with 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 office	Nil
3. Cost of computer printed papers or photocopy charges for information involving up to 50 pages	Nil
4. Cost of computer printed or photocopy charges for information involving pages in excess of 50 pages	Rupees 2 per page
5. Cost of photocopy charges of answer sheet of any examination	Rs 1000/- per answer sheet of each subject.
6. Cost of photocopy charges of information/record pertaining to any Commission/Court/Tribunal.	As per Schedule of Cost of the Institution
7. Cost of Photocopy charges pertaining to manuscripts, maps, drawings and other documents of historic values	As per Schedule of Cost of the Institution
8. 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.
9. Cost of a published report, document, book or any other official record that is available in a published form	Actual price determined by the public body of the relevant publisher

10. Materials published by public body for free of cost dissemination	Nil
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(2) The 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 web site along with other information as required under Section 5 of the Right of Access to Information Act 2017.

(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 the application for access to information, the Public Information Officer shall determine the cost, if applicable, on the 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 the way of cash or demand draft/pay order or by banker's cheque to the Public Information Officer, who shall deposit the same forthwith in the relevant receipt head, which is C-03885. The applicant may also directly deposit the cost in the treasury and furnish the copy of the receipt to the concerned Public Information Officer.

**Mohammad Azam**  
Chief Information Commissioner