



**CGPA**

CENTRE FOR GOVERNANCE  
AND PUBLIC ACCOUNTABILITY

# **Users' Guidelines for Filing Information Requests under Right to Information Laws in Pakistan**

**November 2019**

# **Users' Guidelines**

for

## **Filing Information Requests under Right to Information Laws in Pakistan**

Centre for Governance and Public Accountability (CGPA)  
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# **1. FEDERAL RIGHT OF ACCESS TO INFORMATION ACT 2017**

## **1.1 Guidelines for Information Requesters**

### **Who is eligible to make a request for information under the Federal Right of Access to Information Act, 2017?**

Under the Federal Right of Access to Information Act, 2017, a citizen of Pakistan can make a request for information to any of the above mentioned public bodies for all information, held by above-mentioned public bodies, other than the information explicitly exempted from disclosure under the Act.

### **Where and How to make an information request?**

An applicant can make an application for information in writing to the designated official of the public body.

### **Designated Official**

Under the law, each public body has the obligation to designate and notify an officer or any appropriate number of the officers to act and serve as a designated officer(s) not below the grade of BPS-19 or equivalent. The designated official is responsible to receive and process information requests submitted by the citizens.

In case of absence of the designated official, the principal officer of the public body shall be the Designated Official.

### **Duty of Designated Official to Assist the Requester**

The designated official is under obligation to assist applicants who are having problems due to any disability in describing the information sought in sufficient detail to enable the public body to locate that information.

### **How to make an application for information?**

The application can be made on a plain paper by describing the requested information and providing her/his contact details.

The information request must identify the information or record sought in sufficient detail to enable the public body to locate it.

The request must also contain complete address and contact details of the applicant for delivery of the information or record.

The public body / designated official shall not ask the applicant to provide reasons for his requesting the information.

The information request can be:

- Submitted to the designated official by hand
- Sent to the designated official by mail / postal service
- Sent to the designated official by fax
- Sent to the designated official through email

- Submitted online, if there is any online information request facility available with any public body

### **Duties of the Designated Official**

Once the application is submitted, the designated official shall provide a receipt acknowledging the request, including the date and name of the official responsible for processing it. The applicant is required to provide adequate description of the information and the details necessary to provide the requisite information in the application.

### **Procedure for acceptance and refusal of requests**

Upon receipt of the application / request, the designated official shall provide a written acknowledgement in response to a request.

After receipt of the request and its due acknowledgement, the designated official shall process the request and shall inform the requester / applicant by notice in writing that whether the request is accepted or rejected.

### **Acceptance of the Request**

If the designated official accepts the request, s/he shall inform the requester that s/he is entitled to receive the information or record.

The requester shall be entitled to receive the information upon payment of the prescribed fee, if any.

Where the requester is entitled to the requested information or a record, s/he shall received the information / record accompanied by a certificate which may be affixed to the information or record at the foot thereof to the effect that the information is correct or the copy is a true copy of the original record and such certificate shall be dated and signed by the designated official.

### **Rejection of the Request**

The designated official can reject the request:

- (i) on the basis that it does not comply with the provisions of this Act and the rules made thereunder. In this case, the designated official must provide required assistance to the requester in filing the request.
- (ii) on the basis that the information is already available in a generally accessible form in which case the notice shall indicate to the applicant the place from where the information may be found;
- (iii) on the basis that it is incorrect, because it relates to information which is substantially the same information that has already been provided to the same applicant during last six months; or
- (iv) in whole or in part, on the basis that the information is exempt. In this case, the designated official shall given notice to the requester specifying the exact exception relied upon and specifying details regarding the right of the applicant to appeal against this decision.

Where the designated official refuses a request, s/he shall, before informing the applicant of such refusal, obtain written approval of the principal officer of the public body.

#### **Where the information is not held by the public body addressed in the request?**

Where a public body, which receives the information request, does not hold information or record, the public body receiving the application, shall inform the applicant in this regard within ten working days of the receipt of the request.

#### **Timeline for the Disposal of Applications**

Upon receipt of the request, the designated official shall respond to the application within ten (10) working days. In case, the required information is not readily available, the Designated Official shall intimate the Applicant and take another ten (10) working days for responding to the application.

The designated official is under obligation to provide access to information, which is needed to protect the life and liberty of any individual, within three working days.

#### **Fees for information request**

According to the law, there is no fee for lodging / submitting information request. However, fee can be charged for the actual costs of reproducing information and sending it to the requester, in accordance with any schedule of fees, which may be adopted by the Information Commission.

#### **Complaints to the Pakistan Information Commission**

An applicant who is not satisfied by decision of the designated official or where no decision has been communicated to him within the time fixed for such decision, s/he may, within a period not exceeding thirty days after either receiving a decision or after the time-limit for such a decision has passed, prefer an appeal to the information Commission.

An appeal under sub-section (1) shall be free of charge on following address:

**Pakistan Information Commission**  
**Information Services Academy, Zaro Point G-7/1**  
**Islamabad.**

(this is temporary address and the information commission has not yet given its permanent office)

The information Commission shall decide an appeal within a period of sixty days.

In case of complaint to the Commission by the applicant, the public body shall bear the burden of proof of showing that it acted in accordance with the provisions of this of this Act.

## 1.2 Guidelines for Heads of Federal Public Bodies and PIOs

These guidelines will help Officers designated by each Federal public body under The Right of Access to Information Act 2017 and heads of public bodies in the following:

- Responding to Information Requests; and
- Facilitating a public body in compliance with provisions of The Right of Access to Information Act 2017 .

Guidelines for Head of a Public Body for Compliance with the Provisions of the Act:

1. Ensure that records are properly maintained in line with rules and standards of this Act.
2. Ensure that record management practices are brought in line with the secretariat instruction, 2004.
3. Ensure that records mentioned in Section 5 of this Act, subject to availability of resources, are duly published in an up-to-date and easily accessible manner, including on the web site.
4. Ensure to prepare annual report listing number of information received by the public body and information as to how these information requests were processed.
5. Designate and notify Public Information Officer, (PIO) by post and not by name for purposes of this Act.
6. Act as a Public Information Officer if officer has not been designated or in case of his absence or unavailability of the designated officer.
7. Do not initiate the process of imposing legal, administrative or appointment related sanctions if a public official releases information in good faith in accordance with provisions of Section 23 of this Act.
8. Carry out instructions of Pakistan Information Commission for implementation of rules, regulations and provisions of this Act.

Guidelines for Public Information Officers for Compliance with the Provisions of the Act

1. Provisions of this Act take precedents over other laws related to information disclosure e.g. Official Secret Act.
2. The applicant will not have to provide reasons for requesting the information.
3. The applicant can file information request in person, by mail, fax or E-mail.
4. If an applicant is unable to describe sufficient details of information, help him locate the information.
5. Write information request on behalf of illiterate person, sign and stamp it, put date on it and provide copy of the application to the illiterate person.
6. Provide assistance to persons with disabilities in filing information requests.

7. In case the requested information is not available with the public body, forward the request for information to the relevant public body and also inform the applicant.
8. Return the information request to the applicant in case you do not know the relevant public body that holds the information.
9. If the requested information is available with public body, notify the applicant that request for information has been accepted and inform the applicant to deposit the fee to get the requested information.
10. When providing the requested information, also provide a certificate testifying that the information being provided is true. Sign this certificate and put date on it.
11. Provide reasons in writing for rejecting the request for information.
12. Seek written approval of the head of the public body before conveying to the applicant that access to the requested information is being denied.
13. Inform the applicant where the requested information could be found if request for information is rejected on the ground that information is already available in published form.
14. In case request for information is rejected on the ground that requested information belongs to categories of exempted information, inform the applicant about the exact exception and also that the applicant has the right of appeal against this decision.
15. Provide the requested information as soon as possible but within 10 working days.
16. Take maximum of 10 extra working days if the requested information has to be searched from large number of records, belongs to third party or the requested information is available with different offices of the public body.
17. Provide the requested information within 2 working days if it pertains to life or liberty of an individual.
18. Do not charge an applicant for filing the information request.
19. Only charge the actual fee for producing and sending the requested information according to the cost set by Federal Information Commission.
20. If a person files an appeal against your decision, prove before Pakistan Information Commission that you acted in accordance with the provisions of this Act.
21. Implement the decision of Pakistan Information Commission if your decision is turned down, or, if you may think it appropriate, file appeal against this decision within 30 days.

**Guidelines for Dealing with Information Requests Pertaining to Exempted Information:**

1. Do not apply secrecy provision of other laws.
2. If part of requested information belongs to the exempted information, and it can be separated without damaging the record, keep that part and provide the rest of the information to the applicant.



3. Provide even the exempted information if 20 years have passed since its initiation.
4. Forward the requested information to the Minister-in-Charge of the Federal Government to record reasons as to why the harm from disclosure of information outweighs public interest
5. Provide the requested information pertaining to allegation of corruption and violation of human rights.
6. Do not apply The privacy clause in the following cases:
  - More than 20 years of the death of an individual;
  - The individual has consented the disclosure of information;
  - The applicant is guardian of the individual, next of kin, or the executor of the will of a deceased individual; or
  - The individual is or has been a public official and the information pertains to functions performed as public official.
7. Provide the requested information if the individual has waived his right of protecting legally privileged information.
8. Seek opinion of the third party about the information provided in confidence but decide on objective consideration whether the information belongs to the categories of exempted information or not.

### 1.3 Guidelines for Submitting Information Request under the Right of Access to Information Act 2017

You can submit information request by filling in the below form or by providing this information on a plain paper.

<b>RTI Request Form under Right of Access to Information Act 2017</b>	
Name of Applicant	
Phone Number and Address	
Name of Public Body from Which Information is to be obtained	
Subject matter of the information requested	
Information Request (specific questions)	
Date	
Signature	

- Send your application to designated Public Information Officer of the federal public body. If the federal public body has not designated Public Information Officer, send your information request to the head of the public body.
- Send your information request through registered post.

- Keep copy of your request for information and the receipt of the registered post for your record and future reference.
- Requested information should be provided to you within 10 working days.
- If the federal public body finds it difficult to collect the information, it may take extra 10 working days.
- If the requested information pertains to protecting life and liberty of an individual, it should be provided within three working days.

**You can lodge appeal with the Pakistan Information Commission on a plain paper if requested information is delayed or denied, or you are not satisfied with the response of the Public Information Officer or if you think false information has been furnished**

- (Attach copy of your application, copy of the letter from Public Information Officer, (if any), and the receipt of the registered post with your complaint)
- The Pakistan Information Commission will decide on your complaint within 60 days.

## **2. SINDH TRANSPARENCY AND RIGHT TO INFORMATION ACT 2016**

### **Who is eligible to make a request for information under the Sindh Transparency and Right to Information Act, 2016?**

Under the Sindh Transparency and Right to Information Act, 2016, every citizen of Pakistan or a legal person – a company registered with the Security and Exchange of Pakistan (SECP), an association of persons registered under any law such as labour / workers union, a registered political party, a registered firm, or a registered NGO – can apply for information other than the information explicitly exempted under the Act from disclosure, held by above-mentioned public bodies.

### **Where and How to make an information request?**

A citizen/ applicant can make an application for information in writing to the designated official of the public body.

### **Designated Official**

Under the law, every public body has the obligation to designate and notify an officer or any appropriate number of the officers to act and serve as a designated officer(s) not below the grade of BPS-16 with whom the request for information under the Act may be lodged.

In case no such officer is appointed, the person in-charge of the public body shall be deemed as a Designated Official.

### **How to make an application for information?**

The application can be made on a plain paper by describing the requested information and providing her/his contact details.

The information request can be:

- Sent to the designated official by postal service
- Sent to the designated official through email

### **Duties of the Designated Official**

Once the application is submitted, the designated official shall provide a receipt acknowledging the request, including the date and name of the official responsible for processing it. The applicant is required to provide adequate description of the information and the details necessary to provide the requisite information in the application.

### **Process and timeline for the Disposal of Applications**

Upon receipt of the request, the designated official shall respond to the application within fifteen (15) working days. In case, the required information is not readily available, the Designated Official shall intimate the Applicant and take another ten (10) working days for responding to the application.

The designated official is under obligation to provide access to information, which is needed to protect the life and liberty of any individual, within two working days.

### **Fees for information request**

According to the law, there is no fee for lodging / submitting information request. However, fee can be charged for the actual costs of reproducing information and sending it to the requester, in accordance with any schedule of fees, which may be adopted by the Information Commission.

### **Rejection of Application and Internal Review**

Where the Designated Official decides not to provide the information, he shall intimate to the Applicant the reasons for such decision along with a statement that the applicant may file an internal review.

In this case of rejection of application by the designated official, the applicant has a right to apply to the head of the public body to review the decision of the designated official.

The applicant is required to file the review petition within sixty days from the date of communication of the decision of the Designated Official or his failure to provide information within the stipulated time.

In the review petition, the applicant must specify remedy which s/he seeks against the decision of the public information officer.

The review petition can be made on following grounds:

- The designated official has failed to comply with the provision of the Act
- The designated official has failed to communicate the decision within the specific time
- The behavior of designated official was unreasonable in the exercise of any discretion under the Act
- The designated official provided incomplete, misleading or false information

The reviewing authority is duty bound to dispose of the review petition within 30 day of its receipt either:

- Confirming the decision of the designated official;
- Modifying the decision of the designated official;
- Reversing the decision of the designated official;
- Order departmental action against the Designated Official if found negligent in performance of duties under this Act; and
- Notify the decision of internal review to the Applicant including reasons for the decision.

### **Complaints to Sindh Transparency and Right to Information Commission**

An applicant of information, who believes that his request has not been dealt in accordance with the provisions of the law, has the right to lodge a complaint with the Information Commission to this effect.

Though the members of the Commission were notified in 2018, the Commission has yet to established its office. Similarly there is no official website of the Sindh Information Commission.

### **How to make a complaint**

An aggrieved person / requester can make a complaint to the Commission free of any charges.

The complaint can be made on a plain paper annexing copy of the original request and decision of the designated official.

The Commission shall decide the appeal within the period of forty five (45) days of its receipt.

### **3. The PUNJAB TRANSPARNACY AND RIGHT TO INFORMATION ACT 2013**

#### **Who is eligible to make a request for information under the Punjab Transparency and Right to Information Act, 2013?**

Under the Punjab Transparency and Right to Information Act, 2013, every citizen of Pakistan or a legal person – a company registered with the Security and Exchange of Pakistan (SECP), an association of persons registered under any law such as labour / workers union, a registered political party, a registered firm, or a registered NGO – can apply for information other than the information explicitly exempted under the Act from disclosure, held by above-mentioned public bodies.

#### **Where and How to make an information request?**

A citizen of Pakistan can make an application to Public Information Officer (PIO) on an information request form, if a public body prescribes such form.

On submission of the application, the PIO shall acknowledge receipt of the application.

However, use of this application form is optional. The request can be made on a plain paper by describing the requested information and providing her / his contact details.

The information request can be:

- sent to the designated official by postal service;
- transmitted to the designated official via fax; or

An applicant shall not be required to provide reasons for request for information. However, s/he shall be required to provide an adequate description of the information and the details necessary to provide the requisite information.

#### **Assistance by the Designated Official to the Requester**

Under the law, all public bodies, as defined in the Act, are under duty to notify as many officers as PIOs in all administrative units or offices under it, as may be necessary.

A public information officer has be obligation to provide access to requested information by an applicant. The PIOs have the authority to seek necessary assistance of any other officer of the public body.

In case, an applicant is having difficulty in making a request, including because s/he cannot describe the information in sufficient detail or because he is disabled or illiterate, the concerned public information officer shall provide reasonable assistance to the applicant.

#### **Fees for information request**

According to the law, there is no fee for lodging / submitting information request. However, fee can be charged for the actual costs of reproducing information and

sending it to the requester, in accordance with any schedule of fees, which may be adopted by the Information Commission.

#### **Acknowledgement of the receipt of the Application**

Once the application is submitted in any of the above-mentioned manners, the designated official shall provide a receipt acknowledging the request, including the date and name of the official responsible for processing it.

#### **Acceptance or Rejection of the Application**

Upon receipt of the application, the PIO shall either provide access to information to the applicant or reject the application.

If the application is accepted, the PIO shall provide the information / record to the applicant in the form indicated in the application. This may include:

- a physical copy (attested)
- an electronic copy
- an opportunity to inspect certain records

However, this facility shall be available only if providing the information in requested manner would not unreasonably interfere with its operations or harm the document.

The information or a record provided shall accompany a certificate, affixed to the information or record at the foot thereof to the effect that the information is correct or the copy is a true copy of such public record, and such certificate shall be dated and signed by the designated officer.

#### **When information is held by another public body?**

Where an officer of a public body other than the concerned public information officer receives an application for access to information, such officer shall immediately transfer the application to the concerned public information officer under intimation to the applicant. The concerned public information officer shall process the application as if he had received it under the law.

If the public information officer does not know the public body or the office where the requested information or part of the information may be available, s/he shall **inform the applicant that the requested information or part of the information is not available with the public body.**

(4) If an application is transferred to another public information officer under subsection (2), the **other public information officer shall process the application as if the other public information officer received the application under the Act.**

#### **Timeline for disposal of information request**

The public information officer shall respond to an application within fourteen working days. However, this period can be extended by a maximum of a further fourteen working days where the requested requires a search through a large number of records or consultation with a third party or any other public body.

Besides, the information relating to life or liberty of a person shall be provided within two working days of the receipt of the application.

If the information or part of the information requested in an application is not available with the public body or the office of the public body, the public information officer shall, within seven days and under intimation to the applicant, transfer the application to the public information officer to whom the application should have been made for provision of the information or part of the information.

### **Internal Review and Appeal to the Information Commission**

the applicant can file a petition to the **head of the public body for internal review**, if there is:

- failure by the public information officer to comply with any provision of this Punjab Transparency and Right to Information Act, 2013; or
- failure to communicate decision within the specified time; or
- unreasonable behaviour by the public information officer in the exercise of any discretion under the Act; or
- provision of incomplete, misleading or false information under the Act

### **Timeline for the review**

An applicant can file a review petition to the head of public body **within sixty days from the date of communication of the decision of the public information officer or failure of the public information officer** to provide information within the stipulated time

The head of public body shall, **within fourteen days of the receipt of the application**:

- confirm, modify or reverse the decision of the public information officer;
- notify the decision of internal review to the applicant including reasons for the decision; and
- order departmental action against the public information officer if found negligent in performance of duties under this Act.

### **Form for providing information.**

Where an applicant has indicated in the request a preferred means for accessing information, such as a physical copy (attested), an electronic copy or an opportunity to inspect certain records, the public body shall provide access in that form. However, this facility shall be available only if providing the information in requested manner would not unreasonably interfere with its operations or harm the document.

The information or a record provided shall accompany a certificate, affixed to the information or record at the foot thereof to the effect that the information is correct or the copy is a true copy of such public record, and such certificate shall be dated and signed by the designated officer.

### **Complaints to the Punjab Transparency and Right to Information Commission**

If an applicant of the information is aggrieved by any decision of the PIO or the head of the public body, s/he can file an appeal to the Punjab Information Commission. Here is the address of the Punjab Information Commission:

64 - Nursery Lane, Lawrence Road, Near China Chowk, Lahore



## **Contact Numbers,**

**PS to Chief Information Commissioner:** (042) 99205774

**Complaint Management Cell:** (042) 99205794

**Email:** [info.rti@punjab.gov.pk](mailto:info.rti@punjab.gov.pk)

The official website of the Punjab Transparency and Right to Information Commission also provide window to file online complaints / appeal as well. (<https://rti.punjab.gov.pk/onlinecomplaint>)

## **How to make a complaint?**

If an applicant intends to file an appeal to the Punjab Information Commission, s/he can write your application on a plain paper by including the following information:

- Description of nature of grievance in sufficient detail;
- Supporting documents such as a copy of original application;
- Evidence of submission of application (e.g. copy of the postal receipt); and
- Copies of correspondence with the PIO or another officer, etc.
- Contact details including postal address, cell phone number and, if available, email address.

## 4. KHYBER PAKHTUNKWHA RIGHT TO INFORMATION ACT 2013

### Who is eligible to make a request for information under the Khyber Pakhtunkhwa Right to Information Act, 2013?

Under the Khyber Pakhtunkhwa Right to Information Act, 2013, every citizen of Pakistan can apply for information, other than the information explicitly exempted under the Act from disclosure, held by above-mentioned public bodies.

### Where and How to make an information request?

A citizen / requester can make a request for information in writing to the **designated official** of the public body using application form available – in English and Urdu – on the official website of the Khyber Pakhtunkhwa Right to Information Commission (<http://www.kprti.gov.pk/levels.php?level=30>).

However, use of this application form is optional. The request can be made on a plain paper by describing the requested information and providing her / his contact details.

The information request can be:

- handed over to the designated official in person;
- sent to the designated official by postal service;
- transmitted to the designated official via fax; or
- sent to the designated official through email.

The official website of the Khyber Pakhtunkhwa Right to Information Commission also provide window to file request through Electronic Right to Information (ERTI) facility for selected districts (<http://www.kprti.gov.pk/levels.php?level=30>).

### Assistance by the Designated Official to the Requester

In case, the requester is having problems describing the information sought in sufficient detail to enable the public body to locate that information, or who needs held due to disability, designated official is duty bound to the requester in making / writing the request.

The requester is not required to provide reason for her / his request for information.

In case where the request is made to a public body, which does not hold the requested information but knows about the relevant public body for that requested information, the recipient body shall forward the request to the concerned / relevant public body, and inform the requester in this regard.

If the public body, which receives the request at first stance, is unaware about the concerned public body, it shall return the request to the requester, informing him in this regard.

Once the application is submitted in any of the above-mentioned manners, the designated official shall provide a receipt acknowledging the request, including the date and name of the official responsible for processing it.

### **Process for Disposal of the Request**

Upon receipt of the request, the designated official, shall inform the requesters through written notice that the request is either accepted for further process or rejected for any of the following grounds:

1. that the request does not comply with the rules relating to such requests the requester is entitled to receive the information or record, subject to the payment of any applicable fee; or
2. that the requested information is already available in published form. In this case, the notice shall direct the requester to the place where the information may be found; or
3. that the request is vexatious, including because it relates to information which is substantially the same as information that has already been provided to the same requester; or
4. that the requested information is wholly or partially exempted from disclosure under the law.

In last case of the rejection, the official shall specify the exact exception relied upon and include details regarding the right of the requester to appeal against this decision.

### **Fees for information request**

According to the law, there is no fee for lodging / submitting information request. However, fee can be charged for the actual costs of reproducing information and sending it to the requester, in accordance with any schedule of fees, which may be adopted by the Information Commission. Furthermore, there shall be no fee:

- for the first twenty pages of information provided; or
- where the requester is below the poverty line.

### **Timeline for disposal of information request:**

In any of the above four instances, the designate official of the public body shall respond to a request for information as soon as possible and in any case within ten working days of the receipt of request.

However, this period can be extended by a maximum of a further ten working days where this is necessary because the request requires a search through a large number of records or records located in different offices, or consultation with third parties or other public bodies.

Besides, information needed to protect the life or liberty of any individual will be provided within two working days.

### **Form for providing information.**

Where an applicant has indicated in the request a preferred means for accessing information, such as a physical copy (attested), an electronic copy or an opportunity to inspect certain records, the public body shall provide access in that form. However, this facility shall be available only if providing the information in requested manner would not unreasonably interfere with its operations or harm the document.

The information or a record provided shall accompany a certificate, affixed to the

information or record at the foot thereof to the effect that the information is correct or the copy is a true copy of such public record, and such certificate shall be dated and signed by the designated officer.

### **Complaints to the Khyber Pakhtunkhwa Information Commission**

A requester of information, who believes that his request has not been dealt in accordance with the provisions of the law, has the right to lodge a complaint with the Information Commission to this effect.

The headquarter of the Commission is situated at:

7th Floor, Tasneem Plaza, 6- Saddar Road, Peshawar Cantt, Khyber Pakhtunkhwa, Pakistan.

### **How to make a complaint?**

An aggrieved person / requester can make a complaint to the Commission free of any charges.

The complaint can be made on a plain paper annexing copy of the original request and decision of the designated official.

The Commission is under duty to decide the complaint within a period of sixty (60) days of its receipt. In case of complaint by a requester to the Commission, it is obligation of the public body to prove that its decision – of rejecting the request – is in accordance with the provisions of the Act.

## 5. List of Public Bodies.

The list is not exhaustive and there might be many public bodies not mentioned in the list.

### 5.1 Federal Public Bodies

Name of Organization	Postal Address	Contact Information
Cabinet Secretariat	Red Zone, Islamabad,	9213562
<a href="#">Ministry of Climate Change</a>	G-5/2 G-5, Islamabad,	051-9245710
<a href="#">Ministry of Commerce and Textile</a>	Red Zone, Islamabad,	9201252, 9220190
<a href="#">Ministry of Communications</a>	Red Zone, Islamabad,	9204918, 9204917
<a href="#">Ministry of Defence</a>	House no 477 main double road, police foundation, E11-3.	2375058 secretary@modp.gov.pk
<a href="#">Ministry of Energy</a>	2nd Floor, Block-A, Pak Secretariat, Islamabad	9209624,
<a href="#">Ministry of Defence Production</a>	Nouman Khan Adamjee Rd, Saddar, Rawalpindi,	9270930,
<a href="#">Ministry of Federal Education and Professional Training</a>		051-9213933
<a href="#">Ministry of Finance, Revenue and Economic Affairs</a>	Red Zone, Islamabad,	9202373 9203424
<a href="#">Ministry of Foreign Affairs</a>	Foreign Office Building, Constitution Avenue, G-5, Islamabad	051-9210335
<a href="#">Ministry of Housing and Works</a>	Floor, 8th & 9th, Shaheed e Milat Secretariat, Blue Area Islamabad	+92 51 9217422 <a href="mailto:info@estate-office.gov.pk">info@estate-office.gov.pk</a>
<a href="#">Ministry of Human Rights</a>	9th floor, new pak secretariat (kohsar block).sector f-5 islamabad	9216620 secretary@mohr.gov.pk
<a href="#">Ministry of Industries and Production</a>	Room No. 102, 1st Floor, A Block Pak Secretariat, Islamabad, Pakistan	(92-51) 9211709, + (92-51) 9210192 secretary@moip.gov.pk
<a href="#">Ministry of Information, Broadcasting, National History and Literary Heritage</a>	4th Floor, Cabinet Block, Pak. Secretariat, Islamabad, Pakistan.	9212009 9204368 <a href="mailto:info@moib.gov.pk">info@moib.gov.pk</a>

<a href="#">Ministry of Information Technology and Telecommunication</a>	7th Floor, Kohsar Block, Pak Secretariat, Islamabad	-9219930 <a href="mailto:info@moitt.gov.pk">info@moitt.gov.pk</a>
<a href="#">Ministry of Interior</a>	Room # 409 4th Floor R-Block Pak Secretariat, Constitution Ave, Red Zone, Islamabad,	051-9205639 DS.Admn.Moi@gmail.com
<a href="#">Ministry of Inter Provincial Coordination</a>	Jinnah Ave, F 6/1 Blue Area, Islamabad,	9103503
<a href="#">Ministry of Kashmir Affairs and Gilgit-Baltistan</a>	Red Zone, Islamabad	9205414
<a href="#">Ministry of Law and Justice</a>	blocks s&r pakistan secretariat	9202712
<a href="#">Ministry of Narcotics Control</a> <a href="#">Ministry of National Food Security and Research</a>	Ministry of Narcotics Control, 6th Floor, Kohsar Block, Pak Secretariat, Islamabad Red Zone, Islamabad,	<a href="mailto:info@narcon.gov.pk">info@narcon.gov.pk</a> 9210351 <a href="mailto:web.nfsr@yahoo.com">web.nfsr@yahoo.com</a>
<a href="#">Ministry of National Health Services, Regulations and Coordination</a>	3rd Floor Kohsar Block, Islamabad	-9245940 <a href="mailto:contact@nhsrsrc.gov.pk">contact@nhsrsrc.gov.pk</a>
<a href="#">Ministry of Overseas Pakistanis and Human Resource Development</a>	Red Zone, Islamabad	<a href="mailto:secretary@ophrd.gov.pk">secretary@ophrd.gov.pk</a> 9103984
<a href="#">Ministry of Parliamentary Affairs</a>	Pakistan Secretariat, Red Zone, Islamabad,	9103861 contact@mopa.gov.pk
<a href="#">Ministry of Planning, Development and Reform</a>	"P" block Pakistan Secretariat, Islamabad.	051-9209442 webmanager@pc.gov.pk
<a href="#">Ministry of Maritime Affairs</a>	Block D, Pakistan Secretariat, F-5, Islamabad.	9215336
<a href="#">Ministry of Postal Services</a>	Director General Pakistan Post Office, G-8/4 Islamabad.	111-111-117 customercare@pakpost.gov.pk
<a href="#">Ministry of Privatization</a>		
<a href="#">Ministry of Railways</a>	4th floor,Block D, Pak Secretariat, Islamabad	(92-51) 9218515 <a href="mailto:secretary@railways.gov.pk">secretary@railways.gov.pk</a>

<a href="#">Ministry of Religious Affairs and Inter-faith Harmony</a>	Civic Centre, 20 Shaheed-e-Millat Rd, G-6 Markaz G 6 Markaz G-6, Islamabad,	9201909 pak.hajj@gmail.com
<a href="#">Ministry of Science and Technology</a>	1-Constitution Avenue, G-5/2 Islamabad.	92-51-9202790, <a href="mailto:secretary@most.gov.pk">secretary@most.gov.pk</a>
<a href="#">Ministry of States and Frontier Regions</a>	Red Zone, Islamabad, Islamabad Capital	9211405
<a href="#">Ministry of Statistics</a>	Plot # 21, Mauve Area, G-9/1, Islamabad, Pakistan	
<a href="#">Ministry of Water Resources</a>	6 Ataturk Avenue, G-5/1, Islamabad.	<a href="tel:+92519244572">+92-51-9244572</a> Info@mowr.gov.pk, complain@mowr.gov.pk
Ministry of Textile	F-5/1 F-5, Islamabad,	9203346 & 49
<a href="#">Cabinet Division</a>	<a href="#">Cabinet Division, Cabinet Block-Secretariat, Islamabad</a>	9213562
<a href="#">Capital Administration &amp; Development Division</a>	Room # 202, D-Block, Pak Secretariat Islamabad.	9201401 9208880 info@cadd.gov.pk
<a href="#">Establishment Division</a>	Shaheed-e-Millat Secretariat, F 6/1 Blue Area, Islamabad, Islamabad Capital Territory	9212118
<a href="#">National Security Division</a>		9214374 secretary@nsd.gov.pk info@nsd.gov.pk
<a href="#">Petroleum Division</a>	Room No.302, 3rd Floor, A block Pak Secretariat	(92-51) 9211220 <a href="mailto:secretary@mpnr.gov.pk">secretary@mpnr.gov.pk</a>
PEMRA	PEMRA Headquarters, Mauve Area G-8/1, Islamabad.	9107151-3 <a href="mailto:secretary@pemra.gov.pk">secretary@pemra.gov.pk</a>
PTA	PTA Headquarters, Sector F- 5/1, Islamabad, Pakistan.	0800-55055 complaint@pta.gov.pk
OGRA	54-B, Fazal-e-Haq Road, Blue Area, Islamabad	9244090-98, miltaf@ogra.org.pk
NEPRA	NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad, Pakistan	51 2013200 info@nepra.org.pk

FBR	3rd Floor FBR House, constitution avenue, G-5, Islamabad	051 111 772 772 helpline@fbr.gov.pk
NAB	National Accountability Bureau (NAB), Shahrah- e-Jamhuriat, G-5/1, Islamabad	111-622-622 <a href="mailto:chairman@nab.gov.pk">chairman@nab.gov.pk</a>
IESCO	IESCO Head Office St,40 G-7/4, Islamabad	051- 9252937,9252938,9252939
Press Council Pakistan	Block 7, 2nd Floor, Main Civic Centre G-6 Markaz, Islamabad	<a href="tel:(051)9216491">(051) 9216491</a> secretariat@presscouncil.org. pk
SNGPL	Gas House, 21-Kashmir Road, P.O Box No. 56 Lahore 54000, Pakistan.	<a href="tel:92429908200006">92 42 99082000-06,</a> <a href="mailto:customerservices@sngpl.com.pk">customerservices@sngpl.com .pk</a>
PTCL	PTCL F-8 Exchange Nazim-Ud-Din Road F-8/1, Islamabad	111 20 20 20 <a href="mailto:care@ptcl.net.pk">care@ptcl.net.pk</a>
Indus Motor Company	Plot No. N.W.Z/P-1, Port Qasim Authority, Karachi, Pakistan.	92-21-34721100
CDA	Khayaban-e-Suharwardi, Sector G-7/4,	9253001 chairman@cda.gov.pk
Banking Ombudsman	Office of the Banking Mohtasib Pakistan c/o SBP, Banking Services Corporation The Mall,	051- 9273252
Tax Ombudsman	Federal Tax Ombudsman Secretariat 5-A, Constitution Avenue Islamabad.	051-9211382 <a href="mailto:ombudsman@fto.gov.pk">ombudsman@fto.gov.pk</a>
General Ombudsman	WAFaqI MOHTASIB (OMBUDSMAN)'S SECRETARIAT , Constitution Avenue, G-5, Islamabad	
Pakistan Commission for Information	64 - Nursery Lane, Lawrence Road, Near China Chowk, Lahore	(042) 99205774
Supreme Court	Constitution Avenue, G- 5/2 Islamabad, Pakistan	5192 20 581-600 mail@supremecourt.gov.pk
Islamabad High Court		051-9108038 <a href="mailto:info@ihc.gov.pk">info@ihc.gov.pk</a>
Federal Service Tribunal	Building, 47 G-5, Islamabad, Islamabad Capital Territory	+92 51 9216214



SBP	State Bank of Pakistan I.I. Chundrigar Road Karachi, Pakistan	111-727-111 info@sbp.org.pk
National Assembly	Parliament House, Constitution Ave, D- Chowk Red Zone, Islamabad, Islamabad Capital Territory	assembly@na.gov.pk
Senate		-9021981 <a href="mailto:info@senate.gov.pk">info@senate.gov.pk</a>
PM Office		<a href="tel:03005856273">0300 5856273</a> info@pmo.gov.pk
President House		<a href="mailto:dg_coord2@president.gov.pk">dg_coord2@president.gov.pk</a>
DC Office	ICT Administration Complex, Mauve Area, G- 11/4, Islamabad.	051-9108108
Islamabad Capital Territory Administration Labor Department Islamabad	F-8 Markaz F 8 Markaz F- 8, Islamabad, 2nd Floor, ICT Agriculture Complex, Mauve Area, G-11/4, Islamabad.	051-9108312-13  051 9108194
Islamabad Traffic Office		9261992-3
HEC	Head Office, H-9, Islamabad	0334 - 111-9432 <a href="mailto:sup_careers@hec.gov.pk">sup_careers@hec.gov.pk</a>
Islamabad Bar Council	3rd Floor, Federal Judicial Complex Mauve Area, Sector G-11/1 Islamabad,	051-9320272. admin@ibc.org.pk
Pakistan Medical Dental Council		051-9106151
Pakistan Engineering Council	Ataturk Avenue (East), G- 5/2 Islamabad	(+92-51) 111-111-732
Election Commission of Pakistan	Election Commission Of Pakistan Secretariat, Election House, Constitution Avenue, G- 5/2, Islamabad	(+92)(51) (9205611)

## 5.2 Public Bodies in Punjab Province

<b>Name of Organization</b>	<b>Postal Address</b>	<b>Contact Information</b>
Agriculture	2- Bank Road Lahore, Punjab	(042) 99210499, 99210130
<a href="#">Board of Revenue</a>	Punjab Revenue Authority Mansion 5-B, Danepur Road, GOR-1, Lahore	042-99205476-77 eSupport@pra.punjab.gov.pk
<a href="#">Bait-ul-Maal</a>	Directorate General of Social Welfare & Bait ul Maal 41- Empress Road Lahore,	042-99204157-99204158 punjabbaitulmaal@yahoo.com
<a href="#">Chief Minister's Inspection Team</a>	Shahra-e-Quaid-e-Azam, lahore	042-99200335-46,
<a href="#">Cooperatives</a>		(042) 99210084-99212808 secy.cooperatives@punjab.gov .pk
<a href="#">Energy</a>	8th floor EFU House , 6-D, main Gulberg, Jail Road Lahore,	92 42 99268017-19, ed.contact@energy.punjab.gov .pk
<a href="#">Environment Protection</a>	Gate No. 8 National Hockey Stadium Qaddafi Stadium, Ferozepur Road, Lahore.	92 42 99232227 environment@punjab.gov.pk
<a href="#">Excise and Taxation</a>	2nd Floor, Transport House 11- Egerton Road, Lahore	0800-08786 secyent@punjab.gov.pk
<a href="#">Finance</a>	Civil Secretariat, Lower Mall, Lahore.	99211082, 99212223
<a href="#">Food</a>	Old P&D Building, 2 - Bank Road Lahore	042-99210514
<a href="#">Forestry, Wildlife and Fisheries</a>	38-Ponch House, Multan Road near chuburji, lahore	(042) 99211695-99212361
<a href="#">Health</a>	11-A Lawrence road, Lahore	+92 42 99206262
<a href="#">Higher Education</a>	Mall Road Lahore	92 42 99210039 info.hed.punjab.gov.pk
<a href="#">Housing, Urban Development and Public Health Engineering</a>	Housing, Urban Development & Public Health Engineering Department 2- Lake Road, Lahore	92-42-99212626 <a href="mailto:ps.sechudphed@gmail.com">ps.sechudphed@gmail.com</a>
<a href="#">Human Rights and Minorities Affairs</a>	28 Edgerton Road, National Tower, Lahore	042-99205140-41 <a href="mailto:secretary@hrma.punjab.gov.pk">secretary@hrma.punjab.gov.pk</a>
<a href="#">Industries, Commerce and Investment</a>	2-Bank Road, Old P&D Building, Civil Secretariat	92-42-99210534-5 <a href="mailto:secyindustries@ounjab.gov.pk">secyindustries@ounjab.gov.pk</a>

	Industries Commerce & Investment department, Lahore	
<a href="#">Information and Culture</a>	Punjab Civil Secretariat, Lahore	(042) 99210081 - 82 <a href="mailto:infcul@gmail.com">infcul@gmail.com</a>
<a href="#">Irrigation</a>	Program Monitoring and Implementation Unit (PMIU), Punjab Irrigation Department, Old Anarkali, Lahore, Pakistan	(042) 99213595 - 7 Secretary_irr@irrigation.punjab.gov.pk
<a href="#">Labour and Human Resource</a>	2 Bank Road, Old P&D Building, Civil Secretariat, Lahore	042-99211580
<a href="#">Law and Parliamentary Affairs</a>	Law & Parliamentary Affairs Department Civil Secretariat, Lahore	(042) 99210043 <a href="mailto:sec.law@punjab.gov.pk">sec.law@punjab.gov.pk</a>
<a href="#">Literacy and Non Formal Basic Education</a>	5th Floor, Alfalah Building, Mall Road, Lahore	042-99205412 datacenter.pnfep@gmail.com
<a href="#">Livestock and Dairy Development</a>	Anarkali Bazaar, Lahore, Punjab 54000	042-99210527 secretary@livestockpunjab.gov.pk
<a href="#">Local Government and Community Development</a>	Civil Secretariat, Lahore.	(042) 99210013-4 <a href="mailto:lgcd.dept@gmail.com">lgcd.dept@gmail.com</a>
<a href="#">Management and Professional Development</a>	J- Street, Upper Mall Scheme, Lahore.	042-99205625
<a href="#">Mines and Minerals</a>	Islampura, Lahore, Punjab 54000	(042) 99210616 , (042) 99212916
<a href="#">Planning and Development</a>	<a href="#">Planning &amp; Development Board (P&amp;D) Civil Secretariat Lahore</a>	+92 (042) 99059000 info@pndpunjab.gov.pk
<a href="#">Population Welfare</a>	58-Abu Bakar Block (New Garden Town) Lahore.	(042) 99232436-8 <a href="mailto:consultant@pwd.punjab.gov.pk">consultant@pwd.punjab.gov.pk</a>
<a href="#">Public Prosecution</a>	Kasuri Tower, 4 - Fane Road, Opposite Punjab Bar Council, Lahore	042-99211054 <a href="mailto:psopgp@gmail.com">psopgp@gmail.com</a>
<a href="#">School Education</a>	Civil Secretariat, Lahore	042-99212603 <a href="mailto:monitoringcell@schools.punjab.gov.pk">monitoringcell@schools.punjab.gov.pk</a>
<a href="#">Services and General Administration</a>	Punjab Civil Secretariat, Lahore	(042) 99211112 <a href="mailto:acs@punjab.gov.pk">acs@punjab.gov.pk</a>
<a href="#">Social Welfare</a>	M-Block Near International Market Model Town, Lahore	(042) 99232178-9

<a href="#">Special Education</a>	31-Sher Shah Block, New Garden Town, Lahore.	(042) 99230323 <a href="mailto:spledu@yahoo.com">spledu@yahoo.com</a>
<a href="#">Transport</a>	Transport House, 11-A Egerton Road, Lahore	92 - 42 - 99200475, 99200514
<a href="#">Women Development</a>	6- College Block, Allama Iqbal Town, Wahdat Road, Lahore.	92-42-99332496 <a href="mailto:sot@wdd.punjab.gov.pk">sot@wdd.punjab.gov.pk</a>
<a href="#">Youth Affairs, Sports, Archeology &amp; Tourism</a>	Punjab Stadium, Ferozepur Road,	042-99231526
<a href="#">Zakat and Ushr</a>	70- A Shahjamal Lahore	042-99263230-32 <a href="mailto:zakaat1980@gmail.com">zakaat1980@gmail.com</a>
District Court Punjab	Lahore High Court Shahra e Quaid e Azam Lahore, Pakistan	+92 42 99212951 - 66
Water and sanitation agency	31-B Zahoor Elahi Rd, Block B Gulberg 2, Lahore,	<a href="tel:04299332100">(042) 99332100</a>

### 5.3 Public Bodies in Khyber Pakhtunkhwa

Name of Organization	Postal Address	Contact Information
Administration	Peshawar High Court, Peshawar,	
Auqaf	SDU Building, Attached Department's Complex Khyber Road, Peshawar -	091-9212620 Auqaf@kp.gov.pk
Secondary School Education	Civil Secretariat, Peshawar, Khyber Pakhtunkhwa, Pakistan	091-9210480 <a href="mailto:esekpk.gov.pk@gmail.com">esekpk.gov.pk@gmail.com</a>
Forestry Environment and WildLife	Khyber Road, Near Pearl Continental (PC) Hotel	091-9211144 kpenvforest@gmail.com
Excise and Taxation	Civil Secretariat	(091) 9210074 <a href="mailto:info@finance.gkp.pk">info@finance.gkp.pk</a>
Health		92-91-9210570-1 healthkpgovt@gmail.com
Housing	Wahidabad Rahat Abad, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9224298">(091) 9224298</a>
Local Government & Rural Development Department	Building No.33, Street 13, 8, Phase VII Sector E Hayatabad, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9219015">(091) 9219015</a>
Population Welfare	Phase 7 Hayatabad, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9211535">(091) 9211535</a>
Social Welfare	Shahi Bagh, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9331700">(091) 9331700</a>
Culture, Sports, Tourism Archiology & Youth Affairs		091-9214211 info.culture@kp.gov.pk
Agriculture	Directorate of agriculture, Opposite Islamia College, Jamrud Road Peshawar, Gate 1	091-9224239 , 03481117070 info@zarat.kp.gov.pk
Energy and Power	House Number 43, Street no. 2, Finance Department, Civil Secretariat, Peshawar	<a href="tel:(091)9223631">(091) 9223631</a>
Information and Public Relations		(091) 9223607
Finance	Police Lines Rd, Finance Department, Civil Secretariat, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9210074">(091) 9210074</a>

Industries	Department of Industries, Commerce, and Technical Education, Civil Secretariat, Peshawar, Pakistan	92 (0) 91 9210418 <a href="mailto:secyind@yahoo.com">secyind@yahoo.com</a>
Higher Education		091-9210337 <a href="mailto:secyhed@yahoo.com">secyhed@yahoo.com</a>
Inter Provincial Coordination	Civil Secretariat, Mian Rashid Hussain Shaheed Memorial Block,	091-9212325
Mineral Development	Civil Secretariat, pposite pc hotel, Khyber Rd, PTCL Colony Peshawar.	<a href="tel:(091)9210275">(091) 9210275</a>
Public Health	Mohallah Ferozpura Mohalla Ferozpura, Haripur,	<a href="tel:(0995)611816">(0995) 611816</a>
Tourism	13-A, Khyber Road, Peshawar.	+92 91 9211091 <a href="mailto:info@kptourism.com">info@kptourism.com</a>
Communication & Work		-9210752 <a href="mailto:info@cwd.gkp.pk">info@cwd.gkp.pk</a>
Law	Finance Department, Civil Secretariat, Peshawar,	
Science and Technology & IT	2nd Floor, SDU Building, Khyber Road Peshawar	091-9212400
Establishment		
Food	haji camp bus stop, Sikander Town Sikandar Town, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9225378">(091) 9225378</a> <a href="mailto:info@kpfsa.gov.pk">info@kpfsa.gov.pk</a>
Irrigation	Sher Ali Town Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9222731">(091) 9222731</a>
Home & Tribal Affairs	Police Lines Rd, Finance Department, Civil Secretariat, Peshawar, Khyber Pakhtunkhwa	<a href="tel:(091)9223420">(091) 9223420</a>
Zakat & Ushar	Auqaf Department SDU Building, Attached Department's complex, Khyber Road, Peshawar. -	091-9212497 <a href="mailto:auqaf@kp.gov.pk">auqaf@kp.gov.pk</a>
Planning and Development		9210516 <a href="http://www.pndkp.gov.pk/">http://www.pndkp.gov.pk/</a>
Revenue	Civil Secretariat Peshawar Government of Khyber Pakhtunkhwa -	
Transport	Civil secretariat Peshawar	
District Court KpK	Peshawar High Court, Khyber Road, Peshawar, KPK	+92-91-9210149-58 <a href="mailto:info@peshawarhighcourt.gov.pk">info@peshawarhighcourt.gov.pk</a>

Water and Sanitation Service Peshawar	House # 42-C, Zaryab Colony, Dalazak Road Peshawar	091-2245161 <a href="mailto:asif.shah@wsspeshawar.org.pk">asif.shah@wsspeshawar.org.pk</a>
City Traffic Police Peshawar		091-9225361 cdlpeshawar@gmail.com
Abbotabad Development Authority		091-9211450

#### 5.4 Public Bodies in Sindh

Name of Organization	Postal Address	Contact Information
Agriculture Supply & Prices Department	Sindh Secretariat Building # 2 (Tughluq House), Ground Floor, Karachi, Pakista	00922199211468 <a href="mailto:Info.Agri@Sindh.Gov.Pk">Info.Agri@Sindh.Gov.Pk</a>
Auqaf Religious Affairs Zakat & Ushar	Aram Bagh Karachi, Karachi City, Sindh	21.99203611
Board of Revenue	14 A Thandi Sarak, Defence Housing Society Defence, Hyderabad, Sindh	92-21-99202630 021-99251369
Thar Coal and Energy Board	1st Floor, Statelife Building No.3 Dr. Ziauddin Ahmed Road, Opp: CM House	-99198336 <a href="http://www.sindhcoal.gos.pk">www.sindhcoal.gos.pk</a>
Cooperation Department		99203149
Culture Tourism & Antiquities	7th Floor, New Sindh Secretariat Building No.1 Karachi	-99222814 <a href="http://www.sindhculture.gov.pk">www.sindhculture.gov.pk</a>
Excise Norcotics & Taxation	Tughlaq House Sindh Secretariat Karachi Pakistan.	92-21-99231410 <a href="mailto:info@excise.gos.pk">info@excise.gos.pk</a>
Finance	A.K Lohdi Block Finance Complex, New Sindh Secretariat No.6, Kamal-utta-Trukurt Road, Karachi	9222143 <a href="mailto:Contact_us@Sindh.Gov.Pk">Contact_us@Sindh.Gov.Pk</a>
Forest & Wildlife	Shahbaz Building Block-A, Thandi Sarak, Hyderabad, Sindh, Pakistan	9200092 <a href="mailto:info@sindhforests.gov.pk">info@sindhforests.gov.pk</a>
Higher Technical Education and research & School Education Department	1st. Floor, Tughlaq House sindh Secretariat, Saddar Karachi	(021)-99211225-7
Home Department	1st Floor Sindh Secretariat No.6	99211267 <a href="mailto:webmaster@sindh.gov.pk">webmaster@sindh.gov.pk</a>
Information and Archieve	Sindh Information Department, Unnamed Road,	9924455 <a href="mailto:Info@Sindh.Gov.Pk">Info@Sindh.Gov.Pk</a>
Information Science and Technology Industries and Commerce	Shahrah-e-Kemal Ataturk, Karachi, Pakistan Masoom Shah Minar Rd, Sukkur, Sindh	99211421 99211290;99213465



Irrigation	1st Floor, Toghluq House Building, Sindh Secretariat, Kamal-Ata-Turk Road, Karachi	99211445 <a href="mailto:WEBMASTER.IRRIG@GMAIL.COM">WEBMASTER.IRRIG@GMAIL.COM</a>
Human Settlement	2nd Floor PCG Plaza, 253 Sarwar Shaheed Road Near Karachi Press Club Karachi	02135224614 <a href="mailto:Skaahq@Gmail.Com">Skaahq@Gmail.Com</a>
Labor and Human Resource	Block No 86, Sindh Secretariat IV-B, Court Road, Karachi.	99211938
Law Parlimentry Affairs and Human Rights	Sindh Assembly Building, Karachi	99212007 info@sindhlaws.gov.pk
Livestock and Fisheries	1st Floor, Building No. 06, Sindh Secretariat, Kamal-Ata-Turk Road, Karachi	99211422 <a href="mailto:Info@Sindh.Gov.Pk">Info@Sindh.Gov.Pk</a>
Public Health Engineering & Rural Development		021-99211556
Mines and Mineral Development	1st Floor, Tughlaq House, Sindh Secretariat No. 2, Karachi.	(021) 99211295 sec@smd.gov.pk
Minorities Affair Development Planning and Development	Defence Housing Society Defence, Hyderabad, Sindh  Tughlaq House , 2nd Floor Sindh Secretariat, Karachi	021-99202039  99211404 <a href="mailto:Info@Sindh.Gov.Pk">Info@Sindh.Gov.Pk</a>
Population Welfare Development	11 Floor, NICL Building, Abasi shaheed Road, Karachi,	02199225641 <a href="mailto:Info@Sindh.Gov.Pk">Info@Sindh.Gov.Pk</a>
Rehabilitation Department	Bungalow No. 82, Lane No.10 Khayaban-E-Hilal Defence Phase-VI Karachi	99332701 <a href="mailto:Info@Pdma.Gos.Pk">Info@Pdma.Gos.Pk</a>
Health	6th Floor, Sindh Secretariat No 1 Kamal Atta Turk Road, Karachi	<a href="mailto:info@sindhhealth.gov.pk">info@sindhhealth.gov.pk</a>
Services General Administration & Coordination	Services General Administration & Coordination Department , Government of Sindh, 1st Floor Sindh Secretariat # 1, Kamal Uta Turk Road , Karachi.	021 9211940 secy.services@sindh.gov.pk
Social Welfare	Unnamed Road, Sector 11-D Sector 11 D North Karachi	021-99211201
Empowerment of Persons with Disabilities	Sukkur, Sindh	021-99222015

Sports and Youth Affairs	Secretariat, Barrack 6 Sindh	<a href="mailto:info@youthaffairs.gos.pk">info@youthaffairs.gos.pk</a>
Transport and Mass Transit		92 (21) 9211017 secy.transport@sindh.gov.pk
Women development	1st Floor, Old KDA Building, Sindh Secretariat No.3, Karachi.	99217977-78 <a href="mailto:webteam@wdd.org">webteam@wdd.org</a>
Energy	3rd Floor, Statelife Building No.3 Dr. Ziauddin Road, Opp: CM House Karachi.	021-99207134 <a href="mailto:info@sindhenergy.gov.pk">info@sindhenergy.gov.pk</a>
Benazir Bhutto Shaheed Human Resource Research and Development Board	5th Floor State Life Building # 3, Dr. Ziauddin Ahmed Road, Karachi, Sindh, Pakistan.	21-99204032 complains@bbsydpsindh.gov.pk
District Court Sindh	Sindh High Court, Circuit at Hyderabad	<a href="mailto:registrar@sindhhighcourt.gov.pk">registrar@sindhhighcourt.gov.pk</a>
Sindh Police Department		aigcomplaints.cpo@sindhpolice.gov.pk
Sindh Building Control Authority	Civic Centre, Annex University Road, Gulshan e Iqbal, Karachi	021-99230329 sbca@sbca.gos.pk

## 6. Sample Format for Information Request

Date:

Public Information Officer  
XXXXXX Department  
District Peshawar.

**Subject: Information Requested Under Khyber Pukhtunkhwa Right to Information Act 2013**

Dear Sir/Madam,

I am submitting this information request under KP RTI Act 2013. Please provide me certified copy of the following information:

1. No. of XXXXXXX in Peshawar District
2. XXXXXXXXXXX
3. XXXXXXXXXXX

Please provide me the requested information on the following address:  
XXXXXXXX

Sincerely,  
X Y Z  
CNIC: XXXXX-XXXXXXXX-X

## 7. Sample Format for Complaint

Date:

Chief Information Commissioner  
Provincial Information Commission Office  
Peshawar.

**Subject: Complaint Under Khyber Pakhtunkhwa Right to Information Act 2013**

Dear Sir,

I filed the enclosed information request on November 10, 2019, under Khyber Pakhtunkhwa Right to Information Act 2013 to seek following information from District XXXXX department. I could not receive the requested information from the officer concerned. Hence I am hereby submitting this complaint of non-provision of information under KP RTI Act 2013.

Sincerely,

X Y Z

Address: XXXX-XXXXX-XXXXXXXXXXXX

Contact #: XXXX-XXXXXXX



# CGPA

CENTRE FOR GOVERNANCE  
AND PUBLIC ACCOUNTABILITY

Centre for Governance and Public Accountability (CGPA) is not for profit, non-governmental, civil society organization. CGPA strives for inclusive development and promotion of peace through right based and governance focused approaches. CGPA is registered under Society Registration Act XXI of 1860'.

## **Centre for Governance and Public Accountability (CGPA)**

402, Block C, City Towers, University Road, Peshawar

Email: [info@c-gpa.org](mailto:info@c-gpa.org), URL: [www.c-gap.org](http://www.c-gap.org),

Twitter: CGPA\_Pakistan