

PUNJAB STATE INFORMATION COMMISSION

OFFICE ORDER

Vide Office order 06.08.2020 issued vide No. PSIC/Legal/Order/2020/315 dated 18.08.2020, para 4(iv) of Office Order dated 22.03.2018 was modified as under:-

- a) That if any case received from the appellant/complainant is found to be incomplete, the same will not be returned to the sender and only objection memo/ deficiency letter will be sent to him/her **through ordinary post.**
- b) That a provisional number will be allotted by the Registry Branch to such case and the said number will also be conveyed to the applicant through the above said objection memo/ deficiency letter. He/She will be asked to give reference of this provisional number while resubmitting the documents.
- c) The applicant will be asked to remove the intimated objection/ deficiency at the earliest and to send the same to the Commission within a period not exceeding 60 days from the date of dispatch of the letter of the Commission.
- d) That in case the requested documents or information are not received in the Commission within the above said period the entire case will be returned to him / her after a period of 60 days.
- e) That in case the Appeal/ Complaint is not related to this Commission, the same will be returned to the Appellant/ Complainant for sending the same to the concerned Information Commission.

2. In addition to above, it has been noted that difficulty is being faced while dealing with the following type of cases:

- a) cases in which multiple RTI applications are involved ;
- b) cases in which first appeal filed before the FAA is not relevant to the RTI application ; .
- c) cases in which first appeal Section 19(1) is filed before the Punjab State Information Commission whereas the same is required to be filed before the FAA of the concerned PIO ;
- d) cases in which documents enclosed with the case are not according to the index of the case ;

- e) cases in which documents of the case, even forwarding letter addressed to PSIC is not signed by the appellant/complainant ; and

In case, the appeal/complaint cases falling in the above categories are not returned to the applicants it may not be possible for them to re-submit the case in the Commission after removing the deficiency pointed out/conveyed to them. Accordingly the matter has been reconsidered and it has been decided that the cases mentioned in this para are also to be returned to the applicants for their resubmission after completing the formalities mentioned in the office order dated 22.3.2018 issued by Punjab State Information Commission.

3. It has also been observed that some applicants are filing appeal/complaints cases in the Commission through e-mail whereas no such provision is available in the Punjab RTI Rules, 2017 as well as in the office order dated 22.3.2018 issued by Punjab State Information Commission. According to the said order Appeal/Complaint cases are to be filed in the Commission in paper-book form (2 sets in complaint case and 3 sets in appeal case) after completing the formalities prescribed in the said Office Order. Therefore appeal/complaint cases received through e-mails in PSIC are not to be entertained and are also to be returned to the applicants for filing the same as per provisions of the said office order.

Dated, Chandigarh
the 24th September, 2020

Suresh Arora
Chief Information Commissioner
Punjab

No PSIC/Legal/Order/2020 398

Dated Chandigarh, the 08/10/2020

A copy is forwarded to the following for information and necessary action:-

1. Hon'ble Chief Information Commissioner.
2. All Hon'ble State Information Commissioners.
3. Secretary of the Commission.
4. ACFA of the Commission.
5. Programmer for uploading this office order on the website of the Commission.
6. Concerned DEOs of Registry Branch.

Shingara Singh
Deputy Registrar
8/10/20