

PUNJAB STATE INFORMATION COMMISSION,
OFFICE ORDER

As per provisions contained in para 4 (iv) of Office Order dated 22.03.2018 issued vide endst. No. PSIC/Legal/Order/2018/98 dated 27.03.2018, the Appeal/Complaint cases which do not meet the requirement or conform to the standard as set out in this Office Order are to be returned to the Appellant/ Complainant for re-submission in proper form, after removal of the deficiencies. The matter has been reconsidered and it has been decided to modify this provision 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.

Dated, Chandigarh
the 06th August, 2020

Suresh Arora
Chief Information Commissioner
Punjab

No PSIC/Legal/Order/2020 315

Dated Chandigarh, the 18/08/2020

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.

Shingale Sinda
Deputy Registrar