

5 Steps

for obtaining
information / records

Step 1

Applicant determines the information / record that he / she requires

Step 2

Applicant identifies the custodian ministry/ department / public body who must be approached for obtaining the required information

Note: If unsure, write to multiple Public Bodies

Step 3

- Applicant fills the Application Form (App. A) along with the declaration
- Alternatively, request on a plain paper can also be sent, with the heading “*Request Under Freedom of Information Law*”

Step 4

APPLICATION FORM FOR OBTAINING RECORD UNDER SINDH TRANSPARENCY AND RIGHT TO INFORMATION ACT 2016

Name of the applicant _____

NIC No. _____ (attach a photocopy of the NIC)

Father's Name _____

Address _____

Phone No. _____

Name of the Public Body from which information is to be obtained

Subject matter of record requested

Nature of the record requested _____

Purpose of acquisition of the information or record _____

Step 5

Applicant submits / posts the application (along with a copy of Challan and a copy of CNIC) to the concerned Public body.

(Retain a copy of for future possible use)

Note: Hand deliver or Courier it.

Get a receiving / Save the courier slip

WHAT

NEXT.....

WAIT.....

FOR 15 DAYS



WRITE AN APPEAL TO THE H.o.D (Incharge Public Body)

Note:

- Attach a copy of the original request.
- Hand deliver or Courier it.

Get a receiving / Save the courier slip

WAIT.....

FOR 30 DAYS



WRITE A COMPLAINT TO THE Sindh Information Commission

Note:

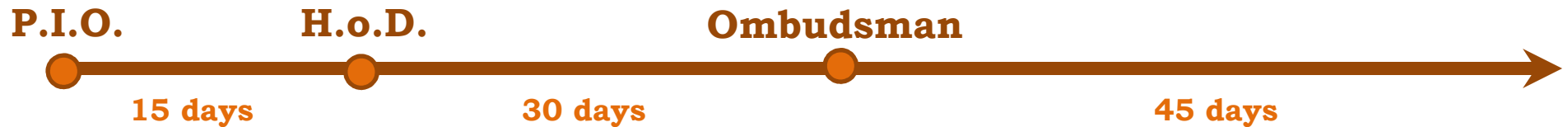
- Attach a copy of the original request and appeal.
- Hand deliver or Courier it.
Get a receiving / Save the courier slip

- **YOU WILL RECEIVE A CONFIRMATION FROM THE SINDH INFORMATION COMMISSION'S OFFICE THAT YOUR COMPLAINT HAS BEEN ACCEPTED.**
- **YOU COMPLAINT WILL BE GIVEN A CASE NUMBER.**
- **THE INFORMATION COMMISSION'S OFFICE IS TIME BOUND TO DECIDE YOUR APPEAL WITHIN 45 DAYS.**



TIMELINE

PUBLIC BODIES WITH DESIGNATED OFFICIAL



PUBLIC BODIES WITHOUT DESIGNATED OFFICIAL



**USE THE INFORMATION
TO LODGE A PROPER,
EFFECTIVE AND
FORMAL COMPLAINT.**