PROCEDURE FOR ACCESS TO INFORMATION

Under the Right of Access to Information Act, 2017

---

1. Right to Access Information

The Pakistan Council of Scientific and Industrial Research (PCSIR) recognizes the right of citizens to access information held by the organization in accordance with the **Right of Access to Information Act, 2017**.

Any citizen of Pakistan may request information held by PCSIR, subject to the provisions and exemptions provided under the Act.

---

2. Submission of Application

A request for access to information may be submitted:

- by hand at PCSIR Headquarters;
- through registered post/courier; or
- through the official email address notified by PCSIR.

The request may be submitted in writing or through any other mode prescribed under the Right of Access to Information Act, 2017 and rules made thereunder.

---

3. Information Required in Application

An applicant should provide:

1. Name of applicant;
2. Postal address and contact details;
3. Clear description of the information required; and
4. Preferred mode of receiving information (inspection, hard copy, or electronic copy).

---

4. Registration and Processing of Request

Upon receipt of an application, PCSIR shall:

- register the request;
- acknowledge receipt where required;
- forward the request to the concerned office for necessary action;
- collect and review the relevant record; and
- provide the information or communicate the decision regarding the request.

The request shall be processed and disposed of **within the time period prescribed under Section 11 of the Right of Access to Information Act, 2017**.

5. Provision of Information

Information may be provided through:

- inspection of records;
- photocopies;
- certified copies;
- scanned copies;
- electronic means; or
- any other practicable form available with PCSIR.

---

6. Fee and Cost Schedule

Submission of an application for access to information shall not require payment of any application fee.

Where reproduction or provision of information involves costs, PCSIR may charge only such costs as are permissible under the **applicable Schedule of Costs notified under the Right of Access to Information framework**.

The applicant shall be informed of any applicable cost before copies of information are provided.

No fee shall be charged where information is provided through electronic means, where no additional cost is incurred.

---

7. Exempt Information

PCSIR may refuse access to information only where the requested information falls within the exemptions provided under **Section 16 of the Right of Access to Information Act, 2017**.

Where a record contains both exempt and non-exempt information, PCSIR shall provide the non-exempt portion after severing the exempt information in accordance with **Section 17 of the Act**.

Any refusal of information shall specify:

- the reason for refusal;
- the relevant provision of the Act relied upon; and
- the right of the applicant to seek further remedy under the Act.

Public Information Officer (PIO) / Focal Person PCSIR
Director (Administration)
Pakistan Council of Scientific and Industrial Research (PCSIR)
Head Office, 1-Constitution Avenue, Sector G-5/2,
Islamabad
Contact No. 051-9225367