

Right of Access to Information Act, 2017

The Government of Pakistan believes in transparency and the right of citizens to access information. The Pakistan Oilseed Department, in fulfilling its duties as enshrined in the Right to Access to Information Act, 2017, (RTI) is committed to providing the information requested by Pakistani citizens as per the provisions of RTI and other laws of Pakistan.

Procedure for Requests for Information

As per Sections 11 and 13 of the Right of Access to Information Act, 2017, Pakistan Oilseed Department has devised the following procedure for requests for information:

- i. The request for information should identify the information or record sought in sufficient detail to enable the department to locate it.
- ii. The request should also include the applicant's complete address and contact details for delivery of the information or record.
- iii. The request for information may be formally sent on the prescribed form to be filled in on a stamp paper worth PKR 100. (Format attached)
- iv. The original form may be sent by post with email as an advance copy.
- v. One request may not contain more than one question; additional questions will be treated as a separate request.
- vi. Once the request has been formally acknowledged by the department, a prescribed fee (Rs.1,000) may be paid at any branch of the National Bank of Pakistan (Challan form attached)
- vii. The original copy of the paid challan, along with a copy of the application form may be sent by post with email of the advance copies.
- viii. Please note:
 - a. Request will be entertained as allowed under relevant Pakistani laws and as per procedure detailed above.
 - b. Request will be entertained after payment of the prescribed fee.
 - c. A maximum of one question can be requested per form.

Payment of Fees

Once the applicant receives an acknowledgement of his request from the department under the Right to Information Act, 2017, the applicant as per Article 13 (2a) will be entitled to receive the information or record, subject to payment of prescribed fee (Rs.1,000). On payment of the fee, the requested information will be shared with the applicant.

Dr. Azmat Ali Awan
Focal Person
Pakiolive15@gmail.com
Pakistan Oilseed Department

PAKISTAN OILSEED DEPARTMENT

Islamabad

Form for Request under Right to Information Act, 2017

Name :
CNIC:
Profession:
Contact:
Email ID:

Category: (For use by POD)

Confidential	
Secret	
Top Secret	
Other	

Query:

Undertaking

I hereby certify that I am seeking this information for my personal use. I will not share or sell this information to any other entity or individual. I also undertake that I will inform and seek the permission of this department if this information is sought by any foreign entity.

Signature

Witness: 1

Witness: 2

<u>Challan Form (Copy for Bank)</u>	<u>Challan Form (Copy for Organization)</u>	<u>Challan Form (Copy for Individual)</u>			
Please deposit Copying Charges Challan in State Bank of Pakistan or any branch of National Bank of Pakistan.	Please deposit Copying Charges Challan in State Bank of Pakistan or any branch of National Bank of Pakistan.	Please deposit Copying Charges Challan in State Bank of Pakistan or any branch of National Bank of Pakistan.			
Copying Charges deposit Challan to be attached with application forms written request for copy of official document under Right of Access information ACT, 2017 LA Ne XXXXIV of 2017)	Copying Charges deposit Challan to be attached with application forms written request for copy of official document under Right of Access information ACT, 2017 LA Ne XXXXIV of 2017)	Copying Charges deposit Challan to be attached with application forms written request for copy of official document under Right of Access information ACT, 2017 LA Ne XXXXIV of 2017)			
Government of Pakistan, Pakistan Oilseed Department, Islamabad	Government of Pakistan, Pakistan Oilseed Department, Islamabad	Government of Pakistan, Pakistan Oilseed Department, Islamabad			
Name of applicant (in block letters):	Name of applicant (in block letters):	Name of applicant (in block letters):			
CNIC  Note: The bank is requested not to entertain deposit without CNIC number)	CNIC  Note: The bank is requested not to entertain deposit without CNIC number)	CNIC  Note: The bank is requested not to entertain deposit without CNIC number)			
Address with Contact No._____	Address with Contact No._____	Address with Contact No._____			
Brief description of official document / information required by the applicant._____	Brief description of official document / information required by the applicant._____	Brief description of official document / information required by the applicant._____			
Head of Account	Amount (Rs.)	Head of Account	Amount (Rs.)	Head of Account	Amount (Rs.)
C02-Receipts from Civil Administration & other	1000/-	C02-Receipts from Civil Administration & other	1000/-	C02-Receipts from Civil Administration & other	1000/-
C021-General Administration Receipts		C021-General Administration Receipts		C021-General Administration Receipts	
C02104-Collection of payment for Service Rendered.		C02104-Collection of payment for Service Rendered.		C02104-Collection of payment for Service Rendered.	
Amount in words	Rupees one thousand only	Amount in words	Rupees one thousand only	Amount in words	Rupees one thousand only
Note: Copying Charges are non-refundable in any case.		Note: Copying Charges are non-refundable in any case.		Note: Copying Charges are non-refundable in any case.	
Signature of applicant	Signature of the authorized bank official with stamp	Signature of applicant	Signature of the authorized bank official with stamp	Signature of applicant	Signature of the authorized bank official with stamp