

Procedure for Seeking Information

Step-by-Step Process

1. Prepare the Request

- The request must be in writing.
- It must identify information/record in sufficient detail so PPIB can locate it.
- The request must include the applicant's complete postal address and contact details (phone and email).

2. Mode of Submission

1. Submission can be made in any manner, including:

- in person
- mail/post
- email
- fax

3. Processing and Provision

- Process the submission and provide available information unless a specific exemption applies.
- If the information is not held, the applicant would be informed within ten working days.

4. Time Limits

While the Act does not explicitly prescribe the overall response time, PIC guidelines and practice (from similar RTI frameworks) suggest a 14-working-day time frame for delivery of information as a common standard.

Designated Official / Contact Details

- Name: Mr. Khalid Umar
- Designation: Director General (HR & Admin)
- Postal Address: 2nd Floor, Emigration Tower, Sector G-8/1, Islamabad
- Email: khalid@ppib.gov.pk
- Phone: 051-9264012
