

## **PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY**

### **Procedure for obtaining information under RTI Act.**

- (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form 'A' to the Public Information Officer alongwith fee i.e. Rs.10/- and submit the same at the Reception counter of the PUDA Bhawan.
- (2) The fee may be paid in the following modes, namely:  
by crossed Bank Draft/Banker's Cheque/IPO or in cash in favour of Punjab Urban Planning and Development Authority, SAS Nagar.
- (3) On the receipt of an application, the person appointed on Reception counter of the PUDA Bhawan, shall give a receipt in token thereof to the applicant.
- (4) Incomplete application which has not been given in the prescribed form and received without requisite fee shall not be entertained and shall be liable to be rejected straightway without giving any notice to the applicant.
- (5) The amount of fee shall be credited to the account of Fee Right to Information Head.
- (6) On receipt of an application, the Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- (7) In case any additional fee is required to be levied the Public information officer/Assistant Public information officer(APIO) will intimate to the citizen within 15 days.
- (8) The intimation of rejection of an application of the applicant seeking information under the Act, shall be intimated by the concerned PIO/APIO as the case may be.
- (9) List of Appellant Authority/ PIO's/APIO's available on [puda.gov.in](http://puda.gov.in) under RTI section.