

## **OFFICE ORDER**

It is hereby ordered that:-

The registry of the Commission shall comprise of Registrar (s), Additional Registrar (s), Joint Registrar (s), Deputy or Assistant Registrar (s), who may be appointed from time to time in the Commission.

The Registrar shall be the Chief Executive of the Commission on the judicial side. Who shall discharge his functions under the administrative control and superintendence of the Chief Information Commissioner. All records of the Commission shall be in the custody of the Registrar or person assigned this duty by him. The official seal of the Commission shall be kept in the custody of Registry or person assigned this duty by him which shall not be affixed to any certified copy issued by the Commission same under the authority of Registrar.

The office of Registrar may receive all applications, Second Appeals/Complaints counter statements, replies and other documents. The Registrar shall decide all questions arising out of the scrutiny of the Appeals and Complaints filed in the Registry before these are registered. The Registrar may require any application, Appeal, counter statement, replies presented to the Commission to be amended in accordance with these Office Order and direct any formal amendment of such records. The Registrar shall sign the notice for date of hearing fixed by respective Bench for communication to both the parties. The Public Information Officer of the State Information Commission Punjab may, on payment of a fee prescribed for the purpose, grant leave to a party to the proceedings to inspect

the record of the Commission under supervision and in presence of an officer of the Commission. Copies of documents authenticated or certified shall be provided to the parties to the proceedings only under the authority of the Registrar. The Registrar shall communicate the decisions, orders or directions of the Commission to the concerned person/persons, and all such communications signed or authenticated by the Registrar or under his authority shall be deemed to be the communication from the Commission. The Registrar shall exercise all such powers and discharge all such functions as are assigned to him by these Office Order or such duties as may be assigned by the Chief Information Commissioner from time to time. The Registrar shall assist all Information Commissioners in discharge of their functions. The Registrar may with the approval of the Chief Information Commissioner delegate to a Joint Registrar, Deputy Registrar or Assistant Registrar any function required to be performed under these Office Order. The Additional Registrar or Deputy Registrar or Assistant Registrar may be delegated the powers conferred on a Registrar with the approval of the Chief Information Commissioner and in such eventuality, they will exercise all the functions of the Registrar under his guidance.

Dated: 24.08.2012

Chief Information Commissioner,  
Punjab, Chandigarh.

**Endst. No.PSIC/Legal/Order/2012/10258**

**Dated: 24.08.2012**

A copy of above is forwarded to:-

1. Ps/CIC for information of Hon'ble C.I.C.

2. All Ld. SICs.
3. Secretary of the Commission.
4. M.F.A.

Secretary  
State Information Commission,  
Punjab, Chandigarh.