

- (i) any other record which the Federal Government may, in public interest, exclude from the purview of this Act.

8. **Computerisation and voluntary disclosure of record.**—Each public body shall endeavour within the time as prescribed in section 5 and subject to availability of resources that all record covered for access under this Act is computerised and are available online so that authorised access to such public records is facilitated.

9. **Designated official.**—(1) Each public body shall, within thirty days of the commencement of this Act, notify one or more designated officials, not below the rank of BPS-19 or equivalent:

Provided that where no designated official has been notified or he is absent or not available, principal officer of the public body shall be the designated official:

Provided further that in case of non-governmental organization, it may designate a senior officer as per its organizational structure.

10. **Functions of designated official.**—(1). Subject to the provisions of this Act and the rules made thereunder, the designated official shall be responsible for ensuring that requests are dealt with promoting full compliance by the public body of its obligations under this Act.

(2) A designated official shall, as may be prescribed, assist applicant, who is having problems due to any disability in describing the information sought in sufficient detail to enable the public body to locate that information.

11. **Requests.**—(1) Subject to the provisions of this Act and the rules made thereunder a citizen of Pakistan may make a request to a public body through the designated official.

(2) A request under sub-section (1) shall be in writing and made in any manner in which the public body has the facilities to receive it, including in person, by mail, fax, online, or e-mail.

(3) Any written request which identifies the information or record sought in sufficient detail to enable the public body to locate it, and which includes a complete address and contact details for delivery of the information or record, shall be treated as a request.

(4) Subject to sub-section (3), a public body may provide a prescribed form for making requests.

(5) In no case shall an applicant be required to provide reasons for his request.

12. **Where information requested for is not held.**—Where a public body does not hold information or record, the applicant shall be informed accordingly within ten working days.