

CHECK LIST

THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

NAME OF REQUESTER		REQUEST NO.	
DATE RECEIVED		DUE DATE (see control and time schedule register)	
REQUEST OFFICER(RO) / SENIOR REQUEST OFFICER(SRO)			
ACTION	YES / NO	DATE	NAME (& INITIAL)
FORM A RECEIVED AND PROCESSED			
REQUEST FEE (IF ANY) RECOVERED			
ACCESS FEE DETERMINED AND RECOVERED			
POSTED IN CONTROL SHEET			
POSTED IN REQUEST REGISTER			
D-DATE POSTED IN TIME SCHEDULE			
ACKNOWLEDGEMENT OF RECEIPT ISSUED			
INTERNAL COVERING LETTER AND SEARCH INSTRUCTION SUBMITTED WITH FILE TO DEPUTY INFORMATION OFFICER (DIO)			
SRO TO DIO CONCERNED			
DEPUTY INFORMATION OFFICER(DIO)			
ACTION	YES / NO	DATE	NAME (& INITIAL)
RECEIVE FILE FROM SRO TO SEARCHERS			
DEFERRAL – SECTION 24			
DEFERRAL – SECTION 26			
DATE RETURNED TO SEARCHERS			
ACCESS FEE AND/OR DEPOSIT APPROVED			
THIRD PARTY INFORMED			
SEARCH REPORT RETURNED FROM SEARCHERS			
FILE TO INFORMATION OFFICER (IO) FOR DECISION			
INFORMATION OFFICER(IO)			
REQUEST RECEIVED FROM DIO			
COURT APPLICATION TO LAWYER			
BACK FROM LAWYER			
DECISION TAKEN			
BACK TO DIO CONCERNED			
COMMENTS			
APPEAL, COURT APPLICATIONS AND COMPLAINTS			
INTERNAL APPEAL APPLICATION DIRECTED			
COURT APPLICATION DIRECTED			
APPEAL AGAINST COURT DECISION			
COMPLAINT DIRECTED TO PUBLIC PROTECTOR			