



HPGCL
AN ISO: 9001, ISO: 14001 &
OHSAS: 18001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

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From

Chief Engineer/Admn.,
HPGCL, Panchkula.

Matter Urgent, please

To

1. All First Appellate Authority/ Chief Engineers in HPGCL.
2. CFO/COA, HPGCL, Panchkula.
3. LR/HPUs, Panchkula.
4. Company Secy., HPGCL, Panchkula.
5. SE/Technical (HQ) HPGCL, Panchkula
6. SE/FTPS, HPGCL, Faridabad.
7. All FAs & CAOs at HPGCL Projects.
8. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
9. XEN/IT, HPGCL, Panchkula.

Memo No Ch-341 /GB/REG-65/Vol.-I/RTI- 1915


Dated: 23.02.2023

Subject: - Regarding implementation of Right to Information Act, 2005 and Rules framed thereunder, in its true letter and spirit.

Enclosed please find herewith a copy of Letter no. 5/52/2016-1AR dated 09th February, 2023 received from the office of Under Secretary, Administrative Reforms, for Chief Secretary to Government of Haryana on the subject noted above.

This is for your information and requested to bring to the notice of all concerned under your control that, they must adhere to and strictly comply with directions circulated under the provision of RTI Act-2005 in letter and spirit.

DA/ As above.



Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. Ch-341 /GB/REG-65 Vol-I/RTI-1915 Dated: 23 02.2023

A copy of the above is forwarded to the following for information and further necessary action please.-

1. SE/MM & Store-cum-SPIO, DCRTTP, Yamuna Nagar.
2. XEN/FTPS-cum-ASPIO, FTPS, Faridabad.
3. SE/MP&GS-cum-SPIO, PTPS, Panipat.
4. SE/M&T-cum-SPIO, RGTPP, HPGCL, Khedar, Hisar..
5. SE/Fuel-cum-SPIO, HPGCL Panchkula.
6. SE/Planning-cum-SPIO, HPGCL, Panchkula.
7. SE/Projects-cum-SPIO, HPGCL, Panchkula
8. Dy. Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
9. Under Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
10. XEN/Rectt.-cum-SPIO, HPGCL, Panchkula.
11. Sr. Accounts Officer/EAD, HPGCL, Panchkula

DA/As Above.


Dy. Secy./Genl.
for Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:-

1. PS to Chief Engineer/Admn., HPGCL, Panchkula.
2. Under Secretary, Administrative Reforms O/o General Administration Department, Haryana w.r.t. his Letter no. 5/52/2016-1AR dated 9th February 2023.
3. State Information Commission, SCO 70-71, FF, Sector-8, Chandigarh.

HPGCL

DAIRY NO. 3358
DATE 17.02.2023
AEE/GENL.
SUPDT./GENL.
ASSTT./GENL.-(1)
ASSTT./GENL.-(2)
ASSTT./GENL.-(3)

No.05/52/2016-1AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(Administrative Reforms Branch)

Dated: Chandigarh, the 09th February, 2023

To

1. All the Administrative Secretaries to Govt., Haryana.
2. All Head of Departments in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All Deputy Commissioners in Haryana.
6. The Registrar of all Universities in State of Haryana.

MD/HPGCL
14/02/2023
D/R. Tech-I

Subject:- Regarding implementation of Right to Information Act, 2005 and Rules framed thereunder, in its true letter and spirit.

Sir/Madam

I am directed to invite your kind attention on the subject noted above, and to inform you that certain instructions were issued to public authorities in the state for implementation of Right to Information Act, 2005 and Rules framed thereunder.

2. It has come to the notice of the Government that the instructions are not being complied seriously by the various public authorities of the State. Therefore, the following points may be kept in mind while dealing with RTI applications received in the public

Memorandum No. 1110
Dated 17/2/23
DS/Estt.
US/NGE
DS/General
DS/T&M
XEN/HR&TRG
XEN/Rectt.

CE/Admn.

Penalties imposed u/s 20 of the RTI Act, 2005 by the State Information Commission, Haryana are to be recovered as per the Government instructions issued from time to time.

RTI applications be disposed strictly in compliance of object and spirit of the RTI Act, 2005, The concerned SPIO would handle the RTI request as per the provision of the Act/Rules.

iii. The SPIO receiving RTI request should carefully see the subject matter in the RTI applications and transfer it, if need be, to the concerned public authority. SPIO should mention regarding receiving of the fee in their office, while transferring the application to other public authorities.

iv. Details of First Appellate Authority should be mentioned while replying to the RTI application and First Appeals be decided as per the provisions of RTI application and First Appeals be decided as per the provisions of RTI Act/Rules and instructions issued by the Govt. from time to time.

Additional fee for supply of instruction should be asked with stipulated time period as per the RTI Act/rules.

v. Wherever the applicant has requested for 'certified copies' of the documents or record, the SPIO should endorse on the document "True copy of the document/record supplied under RTI Act", sign the document with date, above a seal containing name of the officer, SPIO and name of public authority.

vi. Training to SPIO's and First Appellate Authorities be provided to deal with RTI Act and Rules.

2280
CFM No. 386
SPS HPGCL
Dated 16/02/2023

2280
Director/Technical
No. 77 Dt. 16/2/23
CE/Admn.
CE/Fuel
CE/PTPS
CE/DCRTPP
CE/RGTPP
CE/Planning
CE/Projects
CE/REO
CE/Regulatory
XEN/TECH-III
PA

