



HPGCL
AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in

From

Dy. Secy./Genl.,
HPGCL, Panchkula.

To

XEN/IT,
HPGCL, Panchkula.
Email: IT@hpgcl.org.in

Memo No. Ch- 232 /GB/REG-65/RTI/ 1613

Dated: 30.03.2021

Subject:- Implementation of pro-active disclosure under section-4 of RTI Act, 2005 regarding.

Kindly refer to the subject cited matter.

In this context, it is requested that the RTI instructions attached as Annexure-I may be uploaded immediately on the website of HPGCL under the RTI section.

DA/As above.


Dy. Secy./Genl.
HPGCL, Panchkula.

CC:

PS to Chief Engineer/Admn, HPGCL, Panchkula.

INDEX

Sr. No.	Subject	Office order/instruction no. dated	Remarks
1.	Nodal officer for section 4 of RTI Act-2005	office order no.85/CE/Admn./GB/REG-65 dated 03.06.2016	
2.	Weeding out of record pertaining to RTI applications-Prescription of retention period	memo no.Ch.65/CE/Admn./HPGCL/RTI/185 dated 15.06.2016	with annexure
3.	Assisting of Nodal officer for compliance of section 4 of RTI Act-2005	office order no.106/CE/Admn./GB/REG-65 dated 06.07.2016	
4.	Implementation of orders passed in appeal case no.6971 of 2016 u/s 19(3) of the RTI Act, 2005- Sh. R.P. Sharma V/s Haryana Civil Secretariat, Chandigarh	memo no.Ch.-74/GB/REG-65/545 dated 08.03.2017	with annexure
5.	Format for giving information to the applicant under RTI Act- issue of guidelines regarding	memo no.Ch.93/GB/REG-65/RTI/1220 dated 24.09.2018	with annexure
6.	Amendment in Rule-10 of Haryana Right to Information Rules-2009	memo no.Ch.97/GB/REG-65/RTI/1248 dated 28.09.2018	with annexure
7.	Haryana Right to Information Rules, 2009	Notification no.S.O.99/CA.22/2005/S. 27/2009 dated 21.12.2009	with annexure (Model Form-A & Model Form-B)
8.	Disposal of First Appeals under RTI Act-2005	Memo no.Ch-99/GB/REG-65/RTI/1113 dated 18.10.2018	with annexure
9.	Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005	memo no.Ch-105/GB/REG-65/RTI/1152 dated 29.11.2018	with annexure
10.	Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-issue of Guidelines regarding.	memo no.Ch-114/GB/REG-65/RTI/1221 dated 07.03.2019	with annexure
11.	Recovery of penalty imposed under the provision of Right to Information,Act-2005	memo no.Ch-spl-1/GB/REG-65/RTI/1335 dated 02.09.2019	with annexure
12.	Decision of Hon'ble Supreme Court of India, in Civil Appeal No.9828 of 2013.	Memo no.Ch-136/GB/REG-65/RTI/2770 dated 26.11.2019	with annexure
13.	Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005-Issue of guidelines regarding	Memo no.Ch-144/GB/REG-65/RTI/2905 dated 31.12.2019	with annexure
14.	Regarding violation of RTI Act due to refusal to accept RTI application with cash fee.	Memo no.Spl-1/GB/REG-65/RTI/1400 dated 03.02.2020	with annexure
15.	Recovery of penalty imposed under the provision of Right to Information,Act-2005	Memo no.Ch-188/GB/REG-65/RTI/1545 dated 06.11.2020	with annexure
16.	Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-issue of Guidelines regarding.	Memo no.Ch-190/GB/REG-65/Vol.-I/RTI/4095 dated 30.12.2020	with annexure

INDEX

Sr. No.	Subject	Office order/instruction no. dated	Remarks
1.	Nodal officer for section 4 of RTI Act-2005	office order no.85/CE/Admn./GB/REG-65 dated 03.06.2016	
2.	Weeding out of record pertaining to RTI applications-Prescription of retention period	memo no.Ch.65/CE/Admn./HPGCL/RTI/185 dated 15.06.2016	with annexure
3.	Assisting of Nodal officer for compliance of section 4 of RTI Act-2005	office order no.106/CE/Admn./GB/REG-65 dated 06.07.2016	
4.	Implementation of orders passed in appeal case no.6971 of 2016 u/s 19(3) of the RTI Act, 2005- Sh. R.P. Sharma V/s Haryana Civil Secretariat, Chandigarh	memo no.Ch.-74/GB/REG-65/545 dated 08.03.2017	with annexure
5.	Format for giving information to the applicant under RTI Act- issue of guidelines regarding	memo no.Ch.93/GB/REG-65/RTI/1220 dated 24.09.2018	with annexure
6.	Amendment in Rule-10 of Haryana Right to Information Rules-2009	memo no.Ch.97/GB/REG-65/RTI/1248 dated 28.09.2018	with annexure
7.	Haryana Right to Information Rules, 2009	Notification no.S.O.99/CA.22/2005/S. 27/2009 dated 21.12.2009	with annexure (Model Form-A & Model Form-B)
8.	Disposal of First Appeals under RTI Act-2005	Memo no.Ch-99/GB/REG-65/RTI/1113 dated 18.10.2018	with annexure
9.	Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005	memo no.Ch-105/GB/REG-65/RTI/1152 dated 29.11.2018	with annexure
10.	Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-issue of Guidelines regarding.	memo no.Ch-114/GB/REG-65/RTI/1221 dated 07.03.2019	with annexure
11.	Recovery of penalty imposed under the provision of Right to Information,Act-2005	memo no.Ch-spl-1/GB/REG-65/RTI/1335 dated 02.09.2019	with annexure
12.	Decision of Hon'ble Supreme Court of India, in Civil Appeal No.9828 of 2013.	Memo no.Ch-136/GB/REG-65/RTI/2770 dated 26.11.2019	with annexure
13.	Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005-Issue of guidelines regarding	Memo no.Ch-144/GB/REG-65/RTI/2905 dated 31.12.2019	with annexure
14.	Regarding violation of RTI Act due to refusal to accept RTI application with cash fee.	Memo no.Spl-1/GB/REG-65/RTI/1400 dated 03.02.2020	with annexure
15.	Recovery of penalty imposed under the provision of Right to Information,Act-2005	Memo no.Ch-188/GB/REG-65/RTI/1545 dated 06.11.2020	with annexure
16.	Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-issue of Guidelines regarding.	Memo no.Ch-190/GB/REG-65/Vol.-I/RTI/4095 dated 30.12.2020	with annexure



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

Website: www.hpgcl.gov.in
Telephone No. 0172-5023438

E-mail: mk.singla@hpgcl.gov.in
Fax No. 0172-5022434

Office Order No. 85/CE/Admn./GB/REG-65

Dated 03/06/2016

In terms of Chief Secretary to Government of Haryana, Administrative Reforms Department directions issued vide Memo No. 5/10/2015-1AR dated 10.03.2016, HPGCL is pleased to make the following provisions regarding appointment of Nodal Officer, in HPGCL :

"All the First Appellate Authorities (FAAs) of Head Office as well as Field Offices / Plants in HPGCL are hereby appointed as **Nodal Officer** for the respective offices under their command & control, to coordinate and oversee the compliance of Section 4 of RTI Act, 2005. The Nodal Officers would be responsible for updating the information under this Section, at regular intervals on HPGCL's website, for the respective offices under their command & control."

This issues with the approval of Managing Director, HPGCL, Panchkula.

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

Endst. No. Ch- 64/ICE/Admn./HPGCL/GB/Reg-65/166 Dated: 03/06/2016

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers-cum-First Appellate Authority in HPGCL.
2. All SPIOs in HPGCL.
3. Controller of Finance, HPGCL, Panchkula.
4. Controller of Accounts, HPGCL, Panchkula.
5. Company Secretary, HPGCL, Panchkula.
6. All Dy. Secy., Under Secy/Admn. Officer in HPGCL.
7. Xen./HR, IT & Training, HPGCL, Panchkula with a request to upload the same on HPGCL website.
8. All Sectional Heads in HPGCL, Panchkula.

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

Endst. No. Ch- 64/ICE/Admn./HPGCL/GB/Reg-65/166 Dated: 03/06/2016

A copy of the above is forwarded to the following for information and necessary action:-

1. Superintendent (AR) O/o Chief Secretary to Government Haryana, Administrative Reform Department, Civil Secretariat, Chandigarh w.r.t. his office letter No. 5/10/2015-1AR dated 10.03.2016.
2. State Information Commissioner, Chandigarh, Haryana.

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

CC:

1. Sr. PS to ACS (Power Deptt)-cum-Chairman, Haryana Power Utilities, Chandigarh.
2. Sr. PS to Managing Director, HPGCL, Panchkula.
3. Sr. PS to Managing Director, HVPNL, Panchkula.
4. Sr. PS to Managing Director, UHBVNL, Panchkula.
5. Sr. PS to Managing Director, DHBVNL, Hisar.

65



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

Website: www.hpgcl.gov.in
Fax No. 0172-5022434

E-mail: mk.singla@hpgcl.gov.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All First Appellate Authorities in HPGCL.
2. All SPIOs in HPGCL.
3. Controller of Finance, HPGCL, Panchkula.
4. Controller of Accounts, HPGCL, Panchkula.
5. All Dy. Secy., Under Secy/Admn. Officer in HPGCL.

Memo No. *Ch. 65 / CE / Admn / HPGCL / RTI / 185*

Dated: *15-06-2016*

Subject: - Weeding out of Records pertaining to RTI Applications – Prescription of Retention Period.

Enclosed please find herewith a copy of memo No. 1/1/2015-2AR dated 24.05.2016 received from Under Secretary (AR) O/o Chief Secretary, Administrative Reforms Department, Haryana for your information and further necessary action, please.

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

CC:

1. Under Secretary (AR) O/o Chief Secretary, (Administrative Reforms Department), 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh w.r.t. his memo No. 1/1/2015-2AR dated 24.05.2016.
2. Xen./HR & IT, HPGCL, Panchkula with a request to upload the same on HPGCL website.

[Signature]
15/6/16

MD/HPGCL 13/89 3/6/16
Memo No. Date
Dir/Tech.
Dir/Gen.
Dir/Fin.
OSD/Tech.
SE/Tech. To
PA

File No. 1/1/2015-2AR
Government of Haryana,
Chief Secretary's Office,
Administrative Reforms Department.

Dated Chandigarh the 24th May, 2016

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. The Divisional Commissioners, Ambala/ Hisar/Rohtak / Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Deputy Commissioners in Haryana.
6. All MDs/CAs of the Boards and Corporations.
7. The Registrars of Universities in Haryana.

Subject:- Weeding out of Records pertaining to RTI Applications- Prescription of Retention Period.

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that the State Government has decided to adopt the prescription of retention period/retention policy of Govt. of India for weeding out of records pertaining to RTI applications and cases relate under RTI, which is as under:-

Sr. No.	Description of Record	Retention Period	Remarks
1.	RTI Cases disposed without attracting any first appeal	3 years	
2.	RTI cases attracting first appeal	3 years	Since they attract second appeal so require a fair retention period
3.	RTI cases attracting second appeal (without any remarkable decision)	3 years or till the compliance of Commission's orders whichever is later	
4.	RTI cases attracting Second appeal involving a remarkable decision.	5 years	Judgement/Commission ruling 'B'
5.	First appeal cases file	3 years	As they may attract second appeal
6.	Second appeal cases file	3 years or till the compliance of Commission's orders	
7.	File relating to the administrative aspects or RTI Act, 2015 i.e. implementation, suggestion, guidelines etc.	3 years	
8.	File register of RTI application i.e. other than file.	'B' keep	

Note: 'B' keep- This category will cover file required for permanent preservation for administrative purpose.

No. 7282 /Admn.

Date 8/6/16

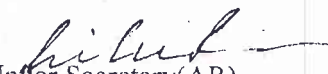
SE/Admn.

CE/Admn.

Dy. Secy./Genl.	
AEE	
AEE	
AEE	
Supdt./Cant.	
Diary No.	2603
Date	13/06/2016

It is therefore, requested to ensure the implementation of these instructions in all the offices under your kind control.

Yours faithfully


Under Secretary(AR)
for Chief Secretary to Government Haryana. 21/5/16

Endst No.1/1/2015-2AR

Dated Chandigarh the 24th May, 2016

A copy is forwarded to the Incharge, NIC, Haryana, 9th Floor, Haryana Civil Secretariat, Chandigarh with the request to put this information on the website(csharyana.nic.in) of Administrative Reforms Department.



Under Secretary(AR)
for Chief Secretary to Government Haryana.

Endst No.1/1/2015-2AR


Dated Chandigarh the 24th May, 2016

A copy is forwarded to the Director General, Archives Department, Haryana, 4th Floor, 'B' Block, Sinchai Bhawan, Sector-5, Panchkula w.r.t his memo. No. 8/1-2013 Abhi/329 dated 17.3.2016 for necessary action.

It is requested that this may be incorporated in the Record Retention Schedule issued by them.


Under Secretary(AR)
for Chief Secretary to Government Haryana,

A copy is forwarded to all the Branch Officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat/ ACS Revenue & Disaster Management Department for information and necessary action.


Under Secretary(AR)
for Chief Secretary to Government Haryana,

To

All the Branch Officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat, Chandigarh / ACS Revenue & Disaster Management Department

U.O.No. 1/1/2015-2AR

Dated Chandigarh the 24th May, 2016



HPGCL

HARYANA POWER GENERATION CORPORATION LIMITED

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

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

website: www.hpgcl.gov.in

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 106/CE/Admn./GB/REG/65

Dated:- 06.07.2016

All First Appellate Authorities as per RTI Act, 2005 in HPGCL were appointed as Nodal officer for the respective offices under his command & control, to coordinate and oversee the compliance of Section 4 of RTI Act, 2005 vide office order no.85/CE/Admn./GB/REG-65 dated 03.06.2016.

Dy. Secy./Genl., HPGCL, Panchkula is hereby nominated to assist Chief Engineer/Admn.-cum-FAA to coordinate and oversee the compliance of section 4 of RTI Act, 2005.

Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. Ch. 70/HPGCL/GB/REG-65/981

Dated:- 06.07.2016

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

1. OSD/Tech. to MD, HPGCL please.
2. SPS to Director/Technical for information of Director/Technical please.
3. SE/Admn, HPGCL, Panchkula.
4. Dy. Secy./Estt(G), HPGCL, Panchkula.
5. Dy. Secy./T&M, HPGCL, Panchkula.
6. Under Secy./Estt(NG), HPGCL, Panchkula.
7. Under Secy./Rectt, HPGCL, Panchkula.
8. XEN/HR & Tg, HPGCL, PCL
9. XEN/HR & ERP, HPGCL, PCL

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

74



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434



From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. Chief Engineer/Project-cum- First Appellate Authority, Panchkula.
2. Chief Accounts Officer-cum-First Appellate Authority, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, Panchkula.
4. Chief Engineer/RGTPP-cum-First Appellate Authority, Khedar, Hisar.
5. Chief Engineer/DCRTPP-cum-First Appellate Authority, Yamunanagar.
6. Chief Engineer/O&M-II-cum-First Appellate Authority, PTPS-II, HPGCL, Panipat.
7. Superintending Engineer/FTPS, Faridabad.

Memo No. Ch-74/GB/REG-65/ 545

Dated: 08.03.2017

Subject:- Implementation of orders passed in appeal case No. 6971 of 2016 u/s 19(3) of the RTI Act, 2005 – Sh. R.P.Sharma V/s Haryana Civil Secretariat, Chandigarh.

Please find enclosed herewith a copy of memo No. 5/10/2015-AR dated 27.02.2017 received from Haryana Government Administrative Reforms Department on the subject noted above.

This is for information and taking further necessary action, please.

DA/As above.

CC:

1. PS to Chief Engineer/Admn., HPGCL, Panchkula.
2. XEN/IT, HPGCL, Panchkula.

[Signature]
Under Secy./Genl.
for Chief Engineer/Admn.,
HPGCL, Panchkula.

[Signature]
8/3/17

MD/HPGCC 929 Date 1/3/17
Memo No. 7296
Dir/Tech.
Dir/Gen.
Dir/Fin.
OSD/Tech.
SE/Tech.
PA
5/10/2015-1AR
Haryana Government
Administrative Reforms Department
Dated Chandigarh the, 27th February, 2017

To

- (i) All the Administrative Secretaries, Haryana.
(ii) All the Heads of Departments, Haryana.
(iii) Registrar, Punjab & Haryana High Court, Chandigarh.
(iv) Commissioners of Division in Haryana.
(v) All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
(vi) All Chief Administrative and Managing Directors of Boards and Corporations in Haryana.

Dir/Tech/HPGCC

Memo No. 7296

SE/Tech.

CE/Admn.

CE/Fuel.

CE/Proj.

CE/Planning

PS

Subject: Implementation of orders passed in appeal Case No.6971 of 2016 u/s 19(3) of the RTI Act, 2005-Sh. R.P. Sharma V/s Haryana Civil Secretariat, Chandigarh.

Sir/Madam,

I am directed to address you on the subject cited above and to say that the Chief Information Commissioner Haryana, vide its order dated 12.01.2017, in exercise of the power vested in Section 25 (5) of the RTI Act, 2005 has recommended that the public authority shall ensure that website of the public authority is updated from time to time through designated Nodal Officer.

You are, therefore, requested to get the website of your department updated from time to time.

D.S./Estt.
D.S./General
D.S./T&M
U.S./Estt.
U.S./Rectt.
Xen.HR/TRE

SE/Admn. AK
Date 3/3/17

Yours faithfully

[Signature]

Superintendent (AR)

for Chief Secretary to Government Haryana,
Administrative Reforms Department.

Ends No. 5/10/2015-1AR

Dated Chandigarh the, 27th February, 2017

A copy is forwarded to the Registrar, State Information Commission, Haryana, SCO No. 70-71 (2nd Floor), Sector-8C, Chandigarh with reference to their letter no. 1512/SCIC/2017-3-IA dated 06.02.2017 for information.

[Signature]
Superintendent (AR)

for Chief Secretary to Government Haryana,
Administrative Reforms Department.

No. 2605 /Admn.
Date 3/3/17
SE/Admn.

CE/Admn.

-102-

CC, Haryana, H.S.R.

-106-



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. SE/Electrical-cum-SPIO, O/o CE/Project, HPGCL, Panchkula.
2. SE/MM & Store-cum-SPIO, DCRTTP, Yamuna Nagar.
3. SE/Operation-cum-SPIO, FTPS, Faridabad.
4. SE/MP&GS-cum-SPIO, PTPS, Panipat.
5. SE/Disposal-cum-SPIO, PTPS, Panipat.
6. SE/M&T-cum-SPIO, RGTPP, HPGCL, Khedar, Hisar.
7. SE/Fuel-cum-SPIO, HPGCL Panchkula.
8. Dy. Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
9. Under Secy/Estt.-cum-SPIO, HPGCL, Panchkula.
10. Under Secy/Rectt.-cum-SPIO, Urja Bhawan, HPGCL, Sector-6, Panchkula.
11. Sr. Accounts Officer/EAD, HPGCL, Panchkula.

Memo No. Ch-93 /GB/REG-65/RTI/ 1220


Dated: 24.09.2018

Subject:- Format for giving information to the applicant under RTI Act - issue of guidelines regarding.

Please find enclosed herewith a copy of memo No. 5/52/2016-1AR dated 11.09.2018 received from Under Secy./Administrative Reforms Department O/o Chief Secy., Haryana on the subject noted above.

This is for your information and compliance, please.

DA/As above.


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

CC:

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTTP-cum-First Appellate Authority, HPGCL, Yamunanagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. Chief Accounts Officer-cum-First Appellate Authority, HPGCL, Panchkula.
8. XEN/IT, HPGCL, Panchkula with a request to upload the same on the website of HPGCL.

No.5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh the, 11th September, 2018

DS/Gent
No./Date 24/5

20/9/18

To

- (i) All the Administrative Secretaries to Govt., Haryana,
- (ii) All the Head of Departments in Haryana,

Subject :- Format for giving information to the applicant under RTI Act – issue of guidelines regarding.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however, essentially contain the following information:

- (i) RTI Application number with date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the SPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant section of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, then details of the public authority to whom the RTI application has been transferred should be given.
- (v) In case additional fee is sought, provision of Rule 4(4) and 5(2) should invariable be intimated to the citizen seeking information including the right of appeal against the decision of SPIO.
- (vi) Where the SPIO intends to disclose any information or record or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by the third party, the SPIO is obliged to proceed as per Section 11 of the RTI Act, 2005 to take a decision about sharing of information pertaining to third party.
- (vii) In the concluding para of the reply, as mandated in sub-section 8 of Section 7 of the Act, it should be clearly mentioned that the First Appeal, if any against the reply of the

Memo No. 9467
Date 19/09/18

Estt. DNGE

CE/ADM.

XEN/HR&TRG

US/Rectl.

MD/HPGCL

17/9/18

Dir/T

20512

17/09/18

CFMC

MD

Date

20578

18/9

18/9

SPIO may be made to the First Appellate Authority within 30 days of receipt of reply of SPIO.

- (viii) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2.

In addition, wherever the applicant has requested for 'certified copies' of the documents or records, 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; as enumerated below:

True copy of the document/record supplied under RTI Act.
Sd/-
Date
(Name of the officer)
Name of the Public Authority

3. Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated SPIO but the certification of the documents, if need be, could be done by another Gazetted Officer.

4. You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh
(Santosh Kumari),

Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana.
Office Telephone No. 2740001, 2740226, Ext. 8818,
e-mail address-admnreformshry@gmail.com.

Endst.No. 5/52/2016-1AR,

Dated Chandigarh the, 11th September, 2018.

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No.70-71, Sector-8 C, Chandigarh w.r.t. their letter No.14078/SCIC/E-A-I, dated 16.08.2018 for information.

— Sd —

(Santosh Kumari),
Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana.
Office Telephone No. 2740001, 2740226, Ext. 8818,
e-mail address-admnreformshry@gmail.com.



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. SE/Electrical-cum-SPIO, O/o CE/Project, HPGCL, Panchkula.
2. SE/MM & Store-cum-SPIO, DCRTTP, Yamuna Nagar.
3. SE/Operation-cum-SPIO, FTPS, Faridabad.
4. SE/MP&GS-cum-SPIO, PTPS, Panipat.
5. SE/Disposal-cum-SPIO, PTPS, Panipat.
6. SE/M&T-cum-SPIO, RGTPP, HPGCL, Khedar, Hisar.
7. SE/Fuel-cum-SPIO, HPGCL Panchkula.
8. Dy. Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
9. Under Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
10. Under Secy./Rectt.-cum-SPIO, Urja Bhawan, HPGCL, Sector-6, Panchkula.
11. Sr. Accounts Officer/EAD, HPGCL, Panchkula.

Memo No. Ch-97 /GB/REG-65/RTI/ 1248

Dated: 28.09.2018

Subject:- Amendment in Rule-10 of Haryana Right to Information Rules, 2009.

Please find enclosed herewith a copy of memo No. 5/52/2016-1AR dated 08.08.2018 received from Under Secy./Administrative Reforms Department O/o Chief Secy., Haryana on the subject noted above.

This is for your information, please.

DA/As above.

CR-94

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

CC:

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTTP-cum-First Appellate Authority, HPGCL, Yamunanagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. Chief Accounts Officer-cum-First Appellate Authority, HPGCL, Panchkula.

HPGCL

94

Pl. put up a copy to.

MD/HPGCL
20/8/18

Dir (T & G)
To

(To be substituted bearing the same No. and Date)

No.5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh the, 8th August, 2018

MS
AE
Supdt.

DS/Genl
No./Date 2/34
27/8/18

- (i) All the Administrative Secretaries to Govt., Haryana,
(ii) All Head of Departments in Haryana,
(iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
(iv) The Registrar General, Punjab & Haryana High Court.
(v) All the Registrars of Universities in Haryana.

Subject:- Amendment in Rule-10 of Haryana Right to Information Rules, 2009

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that vide Government Notification No.5/52/2016-1AR, dated 3.7.2018, Government has made amendment in the Haryana Right to Information Rules, 2009. Copy of the same has been put on the website (csharyana.nic.in) of Administrative Reforms Branch. It is therefore requested that it may kindly be brought in the notice of all concerned for compliance.

Yours faithfully,

Santosh
(Santosh Kumari),

Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana. H
Office Telephone No, 2740001, 2740226, Ext.8818,
e-mail address-admnreformshry@gmail.com.

14479
CFMS/Diary No. 4511
MD/HPGCL
Dated 21/8/18

Endst.No. 5/52/2016-1AR,

Dated Chandigarh the, 8th August, 2018.

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No.70-71, Sector-8 C, Chandigarh w.r.t. their letter No.14423/SCIC/E-A-I/2016, dated 28.11.2016 for information and necessary action.

Memo No. 8449
Dated 24/8/18
DS/Estt.
DS/NGE
US/NGE
DS/General
DST&M
XEN/HR&TRG
US/Rectt.

SA
24/8/18

Santosh
(Santosh Kumari),
Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana. H
Office Telephone No, 2740001, 2740226, Ext.8818,
e-mail address-admnreformshry@gmail.com

HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT
Notification

The 3rd July, 2018

No.5/52/2016-1AR,-In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Government of Haryana hereby makes the following rules further to amend the Haryana Right to Information Rules, 2009, namely:-

1. These rules may be called the Haryana Right to Information (Amendment) Rules, 2018.
2. In the Haryana Right to Information Rules, 2009, for rule 10, the following rule shall be substituted namely:-

"10 (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.

- (2) The Commission may, at the time of deciding any complaint/ appeal, impose penalty on a State Public Information Officer in accordance with the provisions of section 20 of the Act.
- (3) A copy of the order of the Commission imposing penalty on a State Public Information Officer shall be forwarded to the Registrar. After receipt of such order, the Registrar shall enter the details thereof in a register maintained for the purpose in Form 'C'.
- (4) The penalty order shall be conveyed by the Registrar vide a letter in Form 'D' to the controlling authority concerned for recovery of the penalty amount from the salary of the State Public Information Officer and for the deposit of this amount in the following head of account, by the date fixed namely:-

Major Head	0070-Other Administrative services
Sub Major Head	60-Other Services
Minor Head	118-Receipts under Right to Information Act,2005 (Central Act 22 of 2005)
Sub Head	98-Penalties imposed under Right to Information Act,2005 (Central Act 22 of 2005)
Detailed Head	51-NA
Object Head	00-No Standard Object Head

- (5) The Government shall make necessary arrangements to ensure recovery of the penalty amount from the State Public Information Officer concerned in compliance of the order of the Commission.
- (6) The Registrar shall be responsible for following up each such matter in which the Commission has imposed penalty on any State Public Information Officer, till compliance report is received.
- (7) The party concerned may obtain the copy of the order from the Commission "

FORM 'D'
[see Rule 10(3)]
State Information Commission, Haryana.

Complaint/Appeal Registration No.....

Sh./Smt..... Complainant /Appellant

Vs

..... Opposite Party

From: Registrar
State Information Commission, Haryana
.....
Chandigarh

To:

(Name, designation and address of officer who will recover the penalty imposed)

Whereas a complaint /second appeal was presented by Sh/Smt.....
resident of(address) and was
registered in this Commission as above;

And whereas the aforesaid complaint/ appeal has been decided by the bench of
Sh./Smt.....
.....who in exercise of powers vested
under section 20 of the Right to Information Act, 2005 has ordered imposition of penalty on the
State Public Information Officer concerned as follows:

(a) Name (if available), designation and address
of the State Public Information Officer on
whom penalty imposed

(b) Amount of penalty imposed with details of
Installments fixed, if any.

A copy of the aforesaid order is annexed.

Now therefore, you are requested to ensure compliance of the aforesaid order by deduction of the
amount of the penalty as aforesaid from the salary of the state public Information officer concerned
and deposit the amount so recovered in the following head of account:

Major Head	0070-Other Administrative services
Sub Major Head	60-Other Services
Minor Head	118-Receipts under Right to Information Act,2005 (Central Act 22 of 2005)
Sub Head	98-Penalties imposed under Right to Information Act,2005 (Central Act 22 of 2005)
Detailed Head	51-NA
Object Head	00-No Standard Object Head

You are further requested to send a report on action taken in compliance of aforesaid order of the
Commission within three months of the date of this letter.

Date:

Registrar
State Information Commission, Haryana.

D.S.Dhesi,
Chief Secretary to Government, Haryana.

हरियाणा सरकार
प्रशासनिक सुधार विभाग
अधिसूचना

दिनांक 3 जुलाई, 2018

संख्या 5/52/2018-150आर0-सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22) की धारा 27 की उप-धारा (2) के साथ पठित उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सूचना का अधिकार नियम, 2009, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. ये नियम हरियाणा सूचना का अधिकार (संशोधन) नियम, 2017 कहे जा सकते हैं।
2. हरियाणा सूचना का अधिकार नियम, 2009 (जिसमें, इसके बाद, उक्त नियम कहा गया है) में नियम 10 के स्थान पर निम्नलिखित नियम प्रतिस्थापित किया जाएगा अर्थात्:-

"10 (1) आयोग लिखित में आदेश करेगा और सम्बद्ध पक्षकारों की उपस्थिति में उसे सुनाएगा।

(2) आयोग, किसी शिकायत अपील को विनिर्णय करते समय अधिनियम की धारा 20 के उपदन्त्यों के अनुसार राज्य लोक सूचना अधिकारी पर शक्ति अधिरोपित कर सकता है।

(3) आयोग के राज्य लोक सूचना अधिकारी पर अधिरोपित शक्ति के आदेश की प्रति रजिस्ट्रार को भेजी जाएगी। ऐसे आदेश की प्राप्ति के बाद, रजिस्ट्रार प्ररूप-ग में प्रयोजन के लिए अनुरक्षित रजिस्टर में उसको विवरण दर्ज करेगा।

(4) रजिस्ट्रार द्वारा राज्य लोक सूचना अधिकारी के वेतन से शक्ति राशि की दसूली के लिए तथा नियत तिथि तक इस राशि को निम्नलिखित लेखा शीर्ष में जमा करवाने के लिए सम्बद्ध नियन्त्रक प्राधिकारी को प्ररूप प में पत्र द्वारा शक्ति आदेश सम्प्रेषित किया जाएगा अर्थात्:-

मुख्य शीर्ष	0070-अन्य प्रशासनिक सेवाएं
उप-मुख्य शीर्ष	60-अन्य सेवाएं
लघु शीर्ष	118-सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22) के अधीन प्राप्ति
उप-शीर्ष	98-सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22) के अधीन अधिरोपित शक्तियाँ
विस्तृत-शीर्ष	51-NA
ऑब्जेक्ट -- शीर्ष	00-कोई मानक ऑब्जेक्ट शीर्ष नहीं

(5) आयोग के आदेश की अनुपालना में, सरकार सम्बद्ध राज्य लोक सूचना अधिकारी से शक्ति की राशि की दसूली सुनिश्चित करने हेतु आवश्यक व्यवस्था करेगी।

(6) रजिस्ट्रार, प्रत्येक ऐसे मामले, जिसमें आयोग ने किसी राज्य लोक सूचना अधिकारी पर शक्ति अधिरोपित की है, में जब तक अनुपालना रिपोर्ट प्राप्त नहीं होती है, बाद की कार्यवाही के लिए उत्तरदायी होगा।

(7) सम्बद्ध पक्षकार आयोग से आदेश की प्रति प्राप्त कर सकता है।

3. उक्त नियमों में, आदर्श प्रारूप 'ख' के बाद, अन्त में, निम्नलिखित प्रारूप जोड़े जाएंगे, अर्थात्:-

प्रारूप ग

(दिखिए नियम 10 (2))

सूचना का अधिकार अधिनियम, 2005 के अधीन अधिरोपित शासिकाओं का रजिस्टर

क्रम संख्या	शिकायत/ शासित अपील की पंजीकरण संस्था	आदेश पारित करने वाले बैच का नाम	आदेश की तिथि	अधिरोपित की शासित तथा किससे का विवरण (यदि कोई)	शिकायत/ अपीलवाली का नाम तथा पता	राज्य लोक सूचना अधिकारी का नाम (यदि उपलब्ध हो) पदनाम तथा पता जिस पर शासित अधिरोपित की गई है	तिथि जिसको शासित आदेश की अनुपालना रिपोर्ट दी गई है।	टिप्पण
1	2	3	4	5	6	7	8	9

प्राकृतिक
विधि नियम 10 (3)
हरियाणा राज्य जन सूचना आयोग

शिकायत/अपील का पंजीकरण संख्या

श्री/श्रीमती

शिकायतकर्ता/अपीलकर्ता

तम्बल

विशेषी पहचान

प्रेषक

रजिस्ट्रार
राज्य सूचना आयोग, हरियाणा

चण्डीदा।

सेवा में

(अधिकारी का नाम, पदनाम तथा पता पत्राके द्वारा अधिसूचित शक्ति की कटौती की जाएगी)

बुकि. श्री/श्रीमती निवासी (पता)

द्वारा शिकायत/द्वितीय अपील प्रस्तुत की गई है, जो इस आयोग में उक्त अनुसार पंजीकृत की गई है।

और बुकि. श्री/श्रीमती की न्यायपीठ द्वारा उपरोक्त शिकायत/अपील विरचित की गई है, जिसने सूचना का अधिकार अधिनियम, 2005 की धारा 20 के अधीन निहित शक्तियों का प्रयोग करते हुए सम्बद्ध राज्य लोक सूचना अधिकारी पर शास्ति अधिसूचित करने का आदेश दिया है जो निम्नानुसार है:-

(क) राज्य लोक सूचना अधिकारी का नाम (यदि उपलब्ध है) पदनाम तथा पता जिस पर शास्ति अधिसूचित की गई है:-

(ख) अधिसूचित शक्ति की शक्ति तथा नियत किरतों का विवरण यदि कोई हो

उक्त आदेश की एक प्रति संलग्न है।

इसलिए आपसे सम्बद्ध राज्य लोक सूचना अधिकारी के वरान से पत्रा उपरोक्त शक्ति की शक्ति की कटौती करते हुए उपरोक्त आदेश की अनुपालना सुनिश्चित करने का अनुरोध किया जाता है।

मुख्य शीर्ष	0070-अन्य प्रशासनिक सेवाएं
उप-मुख्य शीर्ष	60-अन्य सेवाएं
लघु शीर्ष	118-सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22) के अधीन प्राप्ति
उप-शीर्ष	98-सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22) के अधीन अधिसूचित शक्तियाँ
विस्तृत-शीर्ष	51-NA
ऑब्जेक्ट - शीर्ष	00-कोई मानक ऑब्जेक्ट शीर्ष नहीं

आपसे पुनः अनुरोध है कि इस पत्र की तिथि से तीन मास के भीतर आयोग के उपरोक्त आदेश की अनुपालना में की गई कार्यवाही रिपोर्ट भेजें।

दिनांक

रजिस्ट्रार
राज्य जन सूचना आयोग, हरियाणा।

टी0एस0डैली
मुख्य सचिव, हरियाणा सरकार :

[Authorised English Translation]

HARYANA GOVERNMENT**ADMINISTRATIVE REFORMS DEPARTMENT****Notification**

The 21st December, 2009

No. S.O. 99/C.A. 22/2005/S. 27/2009.— In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 27 of the Right to Information Act, 2005 (Act 22 of 2005), the Governor of Haryana hereby makes the following rules providing for information under the said Act, namely :—

Short title and commencement.

1. (1) These rules may be called the **Haryana Right to Information Rules, 2009** commencement.

(2) They shall come into force from **1st January, 2010**.

Definitions

2. (1) In these rules, unless the context otherwise requires,

(a) "Act" means the Right to Information Act, 2005 (Act 22 of 2005);

(b) "Commission" means the Haryana Information Commission, constituted under section 15 of the Act;

(c) "Model Form" means a model form appended to these rules;

(d) "section" means the section of the Act.

(2) The words and expressions used in these rules, but not defined, shall have the same meanings as respectively assigned to them in the Act.

Application for obtaining information sections 2(m), 6 and 27

3. (1) A person who desires to obtain any information admissible under the Act, shall make an application, preferably in Model Form 'A' to the State Public Information Officer and in his absence to State Assistant Public Information Officer along-with fee as specified in sub-rule (1) of rule 5 of these rules.

(2) On the receipt of an application, made under sub-rule (1), the State Public Information Officer or State Assistant Public Information Officer as the case may be, shall give a receipt in token thereof to the applicant.

Deposit of fee. section 6

4. (1) The fee shall be deposited with the State Public Information Officer either **in Cash** against proper receipt, **by Bank Draft**, **by Indian Postal Order** or **by Treasury Challan** in the following Heads of Account :—

Major Head	0070—Other Administrative Services
Sub Major Head	60—Other Services
Minor Head	800—Other Receipts
Sub Head	86—Fee under the Right to Information Act, 2005.

Detailed Head **"0070—Other Administrative Services—60—
Other Services—800—Other Receipts—86—Fee
under the Right to Information Act, 2005".**

(2) The amount of fee shall be credited to the account as referred in sub-rule (1) :

Provided that the Boards, Corporations and other autonomous bodies of the State may get the amount of requisite fee deposited in their own accounts maintained by them.

(3) On receipt of an application, submitted under sub-rule (1) of rule 3, the State 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.

(4) The fee assessed under sub-rule (3), shall be intimated to the applicant by the State Public Information Officer, expeditiously, in Model Form 'B' to ensure the delivery of information within time specified under sub-section (1) of section 7 of the Act.

(5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer interested in obtaining the information sought for and his application shall be deemed to have been filed.

5. (1) An application for obtaining any information under sub-section (1) of the section 6 shall be accompanied with a fee of Rs. 50/-.

Quantum of fee.
sections 6 and 7

(2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:—

- (a) Rs. 2/- for each page in A-4 or A-3 size paper, created or copied; and
- (b) if information is to be provided on a large size of paper than that specified in clause (a), the actual cost shall be charged.

(3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

- (a) Rs. 50/- for providing information in a floppy;
- (b) Rs. 100/- for providing information in diskette; and
- (c) if information sought is of such a nature, which is contained in a printed document, of which a price has been fixed, then that information shall be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 2/- per page shall be charged.

(4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than

one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

Procedure for
filing appeals.
sections 19(1)
and (3)

6. (1) The memorandum of appeal shall contain the following information, namely :—

- (a) name and address of the appellant, including the details of contact telephone/mobile Numbers/e-mail address, if any;
- (b) official designation and address of State Public Information Officer or State Assistant Public Information Officer, as the case may be;
- (c) official designation and address of the Officer against the decision of whom the appeal is preferred;
- (d) particulars of the order including number, if any, against which the appeal is preferred;
- (e) brief facts leading to the appeal
- (f) prayer or relief sought;
- (g) grounds for the prayer or relief
- (h) verification by the appellant; and
- (i) any other information which the Commission may deem necessary for deciding the appeal.

(2) The appellant shall submit three copies of the memorandum of appeal for official purpose.

(3) Every appeal made to the Commission shall be accompanied by the following documents, namely :—

- (a) self attested copies of the Orders or documents against which the appeal is being preferred;
- (b) copies of documents relied upon by the appellant and referred to in the appeal; and
- (c) an index of the documents referred to in the appeal :

Provided that in case complete documents are not furnished, the appeal shall not be rejected but the appellant shall be asked to complete the above formalities.

Procedure for
deciding appeal.
section 19(10)

7. Before deciding an appeal, the Commission shall,—

- (a) serve notice to the concerned persons;
- (b) entertain any evidence in support of appeal, which may be oral or in writing from the concerned persons;

- (c) examine on oath or an affidavits from the persons concerned;
- (d) examine the documents or any records or copies thereof;
- (e) inquire through the authorized office the facts of the appeal or may require facts in detail, if he so deems appropriate, hear the State Public Information Officer or any other senior officer who had decided the first appeal, as the case may be; and
- (f) receive evidence on affidavits from the State Public Information Officer or any senior officer who had decided the appeal or from any other person from whom the evidence may be deemed necessary.

8. The Commission may serve notice to the persons concerned in any of the following modes, namely :—

Mode of
serving notice.
section 19(10)

- (a) by hand delivery (dasti) through process server;
- (b) by Registered Post, Speed Post, Under Postal Certificate, Courier or such other means;
- (c) by electronic mail, if e-mail address is provided; or
- (d) by publication in the newspaper.

9. The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least 15 clear days before that date. If the complainant/appellant fails to appear on the date of hearing, the Commission will decide the matter on merits:

Appearance of
Appellant/
Complainant.
Section 19

Provided that where the Commission is satisfied that the circumstances exist due to which the complainant or appellant is being prevented from attending the hearing, then, he may afford the complainant or appellant another opportunity of being heard before taking a final decision.

10. (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.

Order by
Commission
section 19(10)

(2) The party concerned may obtain the copy of the order from the Commission.

11. The Haryana Right to Information Rules, 2005 are hereby repealed:

Repeal and
Saving.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

1010

HARYANA GOVT. GAZ. (EXTRA.), DEC. 21, 2009
(AGHN. 30, 1931 SAKA)

MODEL FORM 'A'
[See rule 3 (1)]

To

State Public Information Officer /
State Assistant Public Information Officer,
_____ (Name of the office with address)

- (1) Full Name of the applicant:
- (2) Address:
- (3) Particulars of information required —
 - (i) Subject matter of information *
 - (ii) The period to which the information relates **
 - (iii) Description of the information required ***
 - (iv) Whether information is required by post or in person
(the actual postal charges shall be include in additional fee)
 - (v) In case by post (Ordinary, Registered or Speed post)

Place :

Date :

Signature of the applicant.

- * Broad category of the subject to be indicated
(such as grant/Government land/Service matters/Licenses etc.).
- ** Relevant period for which information is required to be indicated.
- *** Specific details of the information are required to be indicated.

ACKNOWLEDGEMENT

Received your application dated vide diary
No. dated

Signatures of State Public Information Officer /
State Assistant Public Information Officer
(Name of the Department/Office)

MODEL FORM 'B'

[See rule 4(4)]

From

Designation of the State Public
Information Officer.

To

Name of the applicant
Address of the applicant.

Sir,

Please refer to your application datedaddressed to
the undersigned requesting for information under Right to Information Act, 2005.

1. The additional fee for supplying this information is Rs.
2. You are requested to pay the fee through any of the mode of payment i.e. either **in Cash** against proper receipt, **by Bank Draft**, **by Indian Postal Order** or **by Treasury Challan** as mentioned in rule 4(1) of the Haryana Right to Information Rules, 2009 and send a copy of proof thereof to this office so that the requisite information can be supplied to you.
4. In case you are dissatisfied with the above estimate, you are requested to submit an appeal before the Appellate Authority,
(Name of the department).

State Public Information Officer.

URVASHI GULATI,
Chief Secretary to Government, Haryana.



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTPP-cum-First Appellate Authority, HPGCL, Yamunanagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. Chief Accounts Officer-cum-First Appellate Authority, HPGCL, Panchkula.

Memo No. Ch- 99/GB/REG-65/RTI/ 1113

Dated: 18.10.2018

Subject:- Disposal of First Appeals under the RTI Act, 2005.

Please find enclosed herewith a copy of memo No. 5/52/2016-1AR dated 08.10.2018 received from Under Secy./Administrative Reforms Department O/o Chief Secy., Haryana on the subject noted above.

This is for your information and compliance, please.

DA/As above.

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

Endst. No. Ch-99/GB/REG-65 / 1113

Dated: 18/10/18

Copy of the above is forwarded to the following for information and necessary action, please.

1. SE/Electrical-cum-SPIO, O/o CE/Project, HPGCL, Panchkula.
2. SE/MM & Store-cum-SPIO, DCRTPP, Yamuna Nagar.
3. SE/Operation-cum-SPIO, FTPS, Faridabad.
4. SE/MP&GS-cum-SPIO, PTPS, Panipat.
5. SE/Disposal-cum-SPIO, PTPS, Panipat.
6. SE/M&T-cum-SPIO, RGTPP, HPGCL, Khedar, Hisar.
7. SE/Fuel-cum-SPIO, HPGCL Panchkula.
8. Dy. Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
9. Under Secy/Estt.-cum-SPIO, HPGCL, Panchkula.
10. Under Secy/Rectt.-cum-SPIO, Urja Bhawan, HPGCL, Sector-6, Panchkula.
11. Sr. Accounts Officer/EAD, HPGCL, Panchkula.

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

18/10/18

No.5/52/2016-1AR
Haryana Government
Chief Secretary's Office
Administrative Reforms Department.

MD/HPGCL
11/10/18

Dated Chandigarh the 08th October, 2018.

DS/Genl.
No./Date 2694

To

- (i) All the Administrative Secretaries to Govt., Haryana
(ii) All the Head of Departments in Haryana.

Subject :- **Disposal of First Appeals under the RTI Act, 2005**

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has noticed that in many cases following deficiencies has been noticed by the Commission while deciding appeals/complaints:-

- I The first Appellate Authorities under the Right to Information Act, do not dispose of the appeals within the time frame prescribed by the Act;
II The Appellate Authorities do not examine the appeals judiciously and express their agreement with the decision of the State Public Information Officer mechanically;
III The State Public Information Officer do not comply with the directions of the first Appellate Authority to furnish information to the appellant;
IV Sometimes the appeals are not heard by the appellate authority themselves.

2. Section 19(6) of the RTI Act provides that the first Appellate Authority should dispose off the appeal within thirty days of the receipt of the appeal. In exceptional cases, the appellate authority may take forty five days to dispose off the appeal subject to the condition that he shall record in writing the reasons for delay in deciding the appeal. Therefore, each first appellate authority should ensure that an appeal received by him is disposed off within 30 days of the receipt of the appeal. If, in some exceptional cases, it is not possible to dispose off the appeal within 30 days, its disposal should not take more than 45 days. In such cases, the appellate authority should record, the reasons for not deciding the appeal within 30 days.

3. Deciding appeals under the RTI Act is a quasi-judicial function. It is therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. In order to do so, the order passed by the appellate authority should be speaking order giving justification for the decision arrived at.

4. If an appellate authority comes to a conclusion that the appellant should be supplied information in addition to what has been supplied to him by the SPIO, he may either (i) pass an order directing the SPIO to give such information to the appellant; or (ii) he himself may give information to the appellant while disposing off the appeal. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant at the earliest. It would

P.T.O.

Memo No. 10953
16/10/18
DS/Estt.
DS/MGE
US/MGE
DS/General
DST&M
XEN/HR&TRG
US/Recd

CE/Admn.

Dir/Gen.
CE/RTTP
CE/DCRTTP
CE/Plg.
CE/Proj.
CE/Fuel
CE/REO
SE/Tech.
SPS File/ Discuss

CE/Admn.

8/15/18

however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.

5. The State Information Commission has also pointed out that some of the Departments have appointed very junior officer as appellate authorities who are not in a position to enforce their orders. The Act provides that the first appellate authority would be an officer senior in rank to the SPIO. Thus, the appellate authority, as per provision of the Act, would be an officer in a commanding position vis-à-vis the SPIO. Nevertheless, if, in any case the SPIO does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the SPIO. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

6. You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh 8/10/18

(Santosh Kumari),

Under Secretary (Administrative Reforms)

for Chief Secretary to Govt. Haryana

Office telephone No. 2740001, 2740226, Ext. 8818

e-mail address – admreforms_hry@gmail.com

Endst. No. 5/52/2016-1AR

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat 9th floor, Chandigarh with the request to put this letter on the website of this department.

- sd -

(Santosh Kumari),

Under Secretary (Administrative Reforms)

for Chief Secretary to Govt. Haryana

Office telephone No. 2740001, 2740226, Ext. 8818

Endst. No. 5/52/2016-1AR

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Secretary, State Information Commission, Haryana SCO No. 70-71, Sector-8C, Chandigarh w.e.f. their letter No. 14282/SCIC/2018/EA-1, dated 21.08.2018 for information.

- sd -

(Santosh Kumari),

Under Secretary (Administrative Reforms)

for Chief Secretary to Govt. Haryana

Office telephone No. 2740001, 2740226, Ext. 8818

e-mail address – admreforms_hry@gmail.com

D. S. Kumar

No. 5/8/2013-1AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
ADMINISTRATIVE REFORMS DEPARTMENT
Dated Chandigarh the, 25th October, 2018

To

All the Administrative Secretaries in the State,
Government of Haryana.

Subject :-

Implementation of suo motu disclosure under Section 4 of RTI
Act, 2005 - Issue of guidelines regarding.

Sir/Madam,

I am directed to invite your attention to this Department letter of even-No. dated 22.01.2014 on the subject noted above vide which you were informed that Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi has further issued some details on the guidelines for State Governments for facilitating disclosure at district and lower levels of Government through suggestive templates for key areas vide their O.M. No. 1/6/2011-1R, dated 21.11.2013 in continuation of their previous letter of even number dated 15.04.2013.

You are, therefore, again requested to download these guidelines also from the 'circulars' posted by GOI at their website <http://rti.gov.in> and circulate the same amongst the offices/Public Authorities under your kind control for compliance/necessary action.

Yours faithfully,

Santosh 26/10/18
Under Secretary (AR),
for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

Dated Chandigarh the, 25th October, 2018.

Endst. No. 5/8/2013-1AR

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat, 9th Floor, Chandigarh with the request to put this letter on the 'website' of this department.

-Sd/-
Under Secretary (AR),
for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

Dated Chandigarh the, 25th October, 2018.

Endst. No. 5/8/2013-1AR

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO 70-71, 1st Floor, Sector - 8 C, Chandigarh for information w.r.t. their letter No. 14283/SCIC/2018/EA-I, dated 21.08.2018.

-Sd/-
Under Secretary (AR),
for Chief Secretary to Government, Haryana,
Administrative Reforms Department.

विद्युत नमूना
आवृत्ति नं० 7307/147
दिनांक 05/11/2018



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts, HPGCL, Panchkula.
3. Controller of Finance, HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula.

Memo No. Ch-105/GB/REG-65/RTI/ 1152

Dated: 29.11.2018

Subject:- Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005.

Enclosed please find herewith a copy of SPIO-cum-Under Secy. O/o Addl. Chief Secy., Govt. of Haryana, Power Department memo No. 11/1/2018-3 Power dated 16.11.2018 alongwith a copy of Under Secy./AR O/o CS/Hry. memo No. 5/8/2013-AR dated 25.10.2018 on the subject noted above.

In this context, it is requested to download the instructions dated 21.11.2013 and 15.04.2013 issued from Govt. of India, Department of Personnel & Training from the 'circulars' posted by GOI at their website <http://rti.gov.in> for compliance and necessary action.

This is for your information and compliance, please.

DA/As above.

(Ch-105) 104

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

Endst. No. 1152/GB/REG-65

Dated: 29.11.2018

A copy of the above is forwarded to XEN/IT, HPGCL, Panchkula with a request to provide a link of above said guidelines on the website of HPGCL under RTI block for the facility of concerned offices, please.

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

Endst. No. 1152/GB/REG-65

Dated: 29.11.2018

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

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTPP-cum-First Appellate Authority, HPGCL, Yamuna Nagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. CAO-cum-First Appellate Authority, HPGCL, Panchkula.

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



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

HARYANA POWER GENERATION CORPORATION LTD

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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts, HPGCL, Panchkula.
3. Controller of Finance, HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula.
6. All Under Secy./Dy. Secy. at HPGCL, Panchkula.

Memo No. Ch-114 /GB/REG-65/RTI/1221

Dated: 07.03.2019

Subject:- Implementation of pro-active disclosure under Section-4 of RTI Act, 2005 – Issue of Guidelines regarding.

Enclosed please find herewith a copy of memo No. 5/52/2016-1 AR dated 04.02.2019 received from Under Secy./Administrative Reforms O/o Chief Secy. to Govt. Haryana on the subject noted above.

This is for your information and compliance, please.

DA/As above.

CP-113

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

Endst. No. Ch-114 /GB/REG-65/RTI/1221

Dated: 7/3/19

A copy of the above is forwarded to the following (being the nodal officers to coordinate and oversee the compliance of Section 4 of RTI Act, 2005) for information and further necessary action, please :-

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTPP-cum-First Appellate Authority, HPGCL, Yamuna Nagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. Chief Accounts Officer-cum-First Appellate Authority, HPGCL, Panchkula.

DA/As above

CP-113

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

Endst. No. Ch-114 /GB/REG-65/RTI/1221

Dated: 7/3/19

A copy of the above is forwarded to the following for information, please :-

1. Under Secy./Administrative Reforms O/o Chief Secy. to Govt. Haryana w.r.t. his memo no. 5/52/2016-1AR dated 4.02.2019.
2. OSD/Tech. to Managing Director, HPGCL, Panchkula.
3. Chief Engineer/Admn., HPGCL, Panchkula.

DA/As above

CP-113

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

DAIRY NO. 4184
DATE 5/3/19
ASST. 2/GENL.

113

No.5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh the, 4th February, 2019

MD/HPGCL
13/2/19

Sir/Tech.

To

- (i) All the Administrative Secretaries to Govt., Haryana,
- (ii) All the Head of Departments in Haryana,
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.

Subject :- Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-Issue of guidelines regarding.

2250

28/02/19

Sir/Madam,

27/2/19

CE/Admn.

I am directed to refer to this Department letter No.5/4/2002-1AR, dated 04.01.2006 on the subject cited above, vide which it was requested to take necessary action regarding for implementation of Section-4 of RTI Act, 2005.

It has further been observed that in order to implement Right to Information Act, 2005 in letter and spirit, it is essentially required that following steps needs to be taken by each public authority to address the issue:-

1. Public Authorities should make the obligations mentioned in section 4, an integral part of their organizational functioning.
2. Annual Administrative reports, various annual returns, critical information/charts of the Departments alongwith date-wise replies given to the important questions of Vidhan Sabha and Parliament alongwith note for pads may be put up on the websites of the public authorities.
3. A dedicated senior officer preferably of the level of Additional Director must be designated to implement the provisions of Section 4 of the Act.
4. A comprehensive pro-active monitoring and enforcement mechanism needs to be set-up to ensure compliance of Section 4 of the Act. Administrative Secretary of each department must comprehensively audit the implementation of Section 4 in each public authority under his control twice every year in the month of January and July and submit the reports to your office with a copy to the Commission. Their observations and orders must be put on the websites of the public authorities.
5. Enough resources should be made available to the field officers for computerization and up keep of record.

Director/Technical
No. 5050 Dated 15-2-19
CE/Admin
CE/Fuel
CE/DCRTPP
CE/REO
CE/Projects
PA

6. To take immediate steps for maintaining all its records duly catalogued and indexed in manner and form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated.

These instructions may be brought the notice of all officers/officials for strict compliance. Non-compliance of these instructions will be viewed seriously by the Govt.,

Yours faithfully,

Santosh Kumari 4/2/19

(Santosh Kumari),

Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana.
Office Telephone No. 2740001, 2740226, Ext. 8818,
e-mail- undersecy.ar@hry.gov.in

Endst.No. 5/52/2016-1AR,

Dated Chandigarh the, 4th February, 2019.

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No.70-71, Sector-8 C, Chandigarh w.r.t. their letter No.321/SCIC/2019E-A-I, dated 14.1.2019 for information.

Santosh Kumari 4/2/19

(Santosh Kumari),

Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana.
Office Telephone No. 2740001, 2740226, Ext. 8818,
e-mail- undersecy.ar@hry.gov.in

Endst.No. 5/52/2016-1AR,

Dated Chandigarh the, 4th February, 2019.

A copy is forwarded to Sh. H.C. Arora, Advocate, Punjab & Haryana High Court, H.No. 2299, Sector-44, Chandigarh w.r.t. their letter dated 18.1.2019 for information.

Santosh Kumari 4/2/19

(Santosh Kumari),

Under Secretary Administrative Reforms,
for Chief Secretary to Govt., Haryana.
Office Telephone No. 2740001, 2740226, Ext. 8818,
e-mail- undersecy.ar@hry.gov.in



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts, HPGCL, Panchkula.
3. Controller of Finance, HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula.

Memo No. Ch-~~pl~~-1/GB/REG-65/RTI/ 1335

Dated: 02.09.2019

Subject:- Recovery of penalty imposed under the provision of Right to Information, Act, 2005.

Enclosed please find herewith a copy of memo no. 5/52/2016-1AR dated 02.08.2019 received from Under Secy./Administrative Reforms O/o Chief Secy. to Govt. of Haryana on the subject noted above. A copy of Notification no. 5/52/2016-1AR dated 3.7.2018 in this regard is also enclosed herewith for ready reference.

This is for your information and compliance, please.

DA/As above.

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

Endst. No. Ch-~~pl~~-1/GB/REG-65 / 1335

Dated: 02/09/19 30/8/19

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

1. SE/Electrical-cum-SPIO, O/o CE/Project, HPGCL, Panchkula.
2. SE/MM & Store-cum-SPIO, DCRTTP, Yamuna Nagar.
3. SE/Operation-cum-SPIO, FTPS, Faridabad.
4. SE/MP&GS-cum-SPIO, PTPS, Panipat.
5. SE/M&T-cum-SPIO, RGTPP, HPGCL, Khedar, Hisar.
6. SE/Fuel-cum-SPIO, HPGCL Panchkula.
7. Dy. Secy./Estt.-cum-SPIO, HPGCL, Panchkula.
8. Under Secy/Estt.-cum-SPIO, HPGCL, Panchkula.
9. Under Secy/Rectt.-cum-SPIO, Urja Bhawan, HPGCL, Sector-6, Panchkula.
10. Sr. Accounts Officer/EAD, HPGCL, Panchkula.
11. XEN/IT, HPGCL, Panchkula. It is requested to upload these instructions on the website of HPGCL.

DA/As above

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

Endst. No. Ch-~~pl~~-1/GB/REG-65 / 1335

Dated: 02/09/19 30/8/19

A copy of the above is forwarded to Under Secy./Administrative Reforms O/o Chief Secretary to Govt. Haryana (e-mail : undersecy.ar@hry.gov.in) with reference to memo referred above.

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

CC:

PS to Chief Engineer/Admn., HPGCL, Panchkula.

-211-

30/8/19

HPGCL

No. 5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

MD/HPGCL
16/8/19

Dated Chandigarh the, 02nd August, 2019

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Heads of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) The Registrar General, Punjab & Haryana High Court.
- (v) All the Registrar of Universities in Haryana.

Dir/Gen. 22472 Dt. 20/8/19
CE/RGTPP
CE/PTPS
CE/Pig.
CE/REO
CE/Proj.
CE/Admin.
SE/Tech.
SPS/File/Discuss

Subject:- Recovery of penalty imposed under the provision of Right to Information Act, 2005.

Sir/Madam,

I am directed to invite your attention to this Department's Notification No. 5/52/2016-1AR dated 03.07.2018 vide which Government had made amendment in rule 10 of Haryana Right to Information Rules, 2009 that Commission at the time of deciding any complaint/appeal may impose penalty on SPIO in accordance with the provisions of section 20 of the Act. The penalty order shall be conveyed by the Registrar to the controlling authority concerned for recovery of the penalty amount from the salary of the SPIO and for the deposit of this amount in the relevant head of account.

Now, it has come to the notice of the Government that despite efforts made by the Registrar of SIC and follow up with the Controlling Authorities concerned for recovery of the penalty amount from the salary of the State Public Information Officers, the pace of recovery is not encouraging.

Government has taken serious view of this lapse on part of the controlling authorities and decided that in case the amount of penalty is not recovered from the concerned State Public Information Officer, the Drawing and Disbursing Officer will be held responsible for this lapse and strict action will be taken against him/her as per provision made in Haryana Civil Services (Punishment and Appeal) Rules, 2016. All the Drawing and Disbursing Officers are directed to recover the penalty amount from the salary of the concerned State Public Information Officers and send a compliance report to Registrar, State Information Commission, Haryana.

DS/Estt.
DS/General
DS/T&M
DS/NGE
US/Recdt.
XEN/HR&Trg.
US/Estt.

No. 8092 /Admn.

Date 20/08/19

SE/Admn.

CE/Admn.

21/8/19

DAIRY NO. 5592
DATE 20/8/19
SEE/GENL.
SUPDT./GENL.
DY. SUPDT./GENL.
ASSTT. 1/GENL.
ASSTT. 2/GENL.

DS/GENL.

It has also been decided that controlling authorities may not issue Last Pay Certificate/No Dues Certificate to such SPIOs till he/she deposits the amount of outstanding penalty.

You are also requested to recover the amount of penalty out of pension from such officer/official who have retired without depositing the amount of penalty imposed under the RTI Act, 2005.

This may kindly be noted by all concerned for its strict compliance.

Yours faithfully,

Santosh Kumari 21/8/19
(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.
Rax 2740001, 2740226, Ext. 8818.
E-mail address: undersecy.ar@hry.gov.in

No. 5/52/2016-1AR

Dated, Chandigarh the, 02nd August, 2019

A copy is forwarded to Secretary, State Information Commission, SCO No. 70-71, (1st Floor), Sector 8-C, Chandigarh for information and necessary action.

-Sd-
(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT
Notification

The 3rd July, 2018

No.5/52/2016-1AR,-In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Government of Haryana hereby makes the following rules further to amend the Haryana Right to Information Rules, 2009, namely:-

1. These rules may be called the Haryana Right to Information (Amendment) Rules, 2018.
2. In the Haryana Right to Information Rules, 2009, for rule 10, the following rule shall be substituted namely:-

"10 (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.

(2) The Commission may, at the time of deciding any complaint/ appeal, impose penalty on a State Public Information Officer in accordance with the provisions of section 20 of the Act.

(3) A copy of the order of the Commission imposing penalty on a State Public Information Officer shall be forwarded to the Registrar. After receipt of such order, the Registrar shall enter the details thereof in a register maintained for the purpose in Form 'C'.

(4) The penalty order shall be conveyed by the Registrar vide a letter in Form 'D' to the controlling authority concerned for recovery of the penalty amount from the salary of the State Public Information Officer and for the deposit of this amount in the following head of account, by the date fixed namely:-

Major Head	0070-Other Administrative services
Sub Major Head	60-Other Services
Minor Head	118-Receipts under Right to Information Act,2005 (Central Act 22 of 2005)
Sub Head	98-Penalties imposed under Right to Information Act,2005 (Central Act 22 of 2005)
Detailed Head	51-NA
Object Head	00-No Standard Object Head

(5) The Government shall make necessary arrangements to ensure recovery of the penalty amount from the State Public Information Officer concerned in compliance of the order of the Commission.

(6) The Registrar shall be responsible for following up each such matter in which the Commission has imposed penalty on any State Public Information Officer, till compliance report is received.

(7) The party concerned may obtain the copy of the order from the Commission."

3. In the said rules, after Form 'B', the following forms shall be added, namely:-

'Form 'C'

[see rule 10(2)]

Register of penalties imposed under section 20 of the Right to Information Act, 2005.

Serial Number	Registration number of complaint/appeal	Name of the bench which passed the penalty order	Date of order	Amount of penalty imposed with details of Installments, if any.	Name and address of complainant/appellant	Name (if available), designation and address of State Public Information Officer against whom penalty imposed	Date on which compliance of penalty order reported	Remarks
1	2	3	4	5	6	7	8	9

- 3 -

FORM 'D'
[see Rule 10(3)]
State Information Commission, Haryana.

Complaint/Appeal Registration No.....

Sh./Smt.....Complainant /Appellant
Vs
.....Opposite Party

From: Registrar
State Information Commission, Haryana
.....
.....
Chandigarh

To:

(Name, designation and address of officer who will recover the penalty imposed)

Whereas a complaint /second appeal was presented by Sh/Smt.....
resident of(address) and was
registered in this Commission as above;

And whereas the aforesaid complaint/ appeal has been decided by the bench of
Sh./Smt.....who in exercise of powers vested
under section 20 of the Right to Information Act, 2005 has ordered imposition of penalty on the
State Public Information Officer concerned as follows:

(a) Name (if available), designation and address
of the State Public Information Officer on
whom penalty imposed

(b) Amount of penalty imposed with details of.....
Installments fixed, if any.

A copy of the aforesaid order is annexed.

Now therefore, you are requested to ensure compliance of the aforesaid order by deduction of the
amount of the penalty as aforesaid from the salary of the state public Information officer concerned
and deposit the amount so recovered in the following head of account:

Major Head	0070-Other Administrative services
Sub Major Head	60-Other Services
Minor Head	118-Receipts under Right to Information Act,2005 (Central Act 22 of 2005)
Sub Head	98-Penalties imposed under Right to Information Act,2005 (Central Act 22 of 2005)
Detailed Head	51-NA
Object Head	00-No Standard Object Head

You are further requested to send a report on action taken in compliance of aforesaid order of the
Commission within three months of the date of this letter.

Date:

Registrar
State Information Commission, Haryana.

D.S.Dhesi,
Chief Secretary to Government, Haryana.

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts, HPGCL, Panchkula.
3. Controller of Finance, HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula.

Memo No. Ch-136/GB/REG-65/RTI/ 2770

Dated: 26.11.2019

Subject:- Decision of Hon'ble Supreme Court of India, in Civil Appeal No. 9828 of 2013.

Enclosed please find herewith a copy of Under Secy./Administrative Reforms
O/o Chief Secy. to Govt. of Haryana memo No. 5/52/2016-1AR dated 07.11.2019 wherein it has
been directed as under :-


"Hon'ble Supreme Court of India, in Civil Appeal No. 9828 of 2013, has defied
Section 2 (h) of the RTI Act, 2005 and decided that non-governmental
organizations substantially financed by the appropriate government fall within the
ambit of 'public authority' under Section 2 (h) of the Right to Information Act,
2005."

Further, the subject cited judgment can be downloaded from the official website
i.e. <http://csharyana.gov.in/>.

This is for your information and compliance, please.

DA/As above.

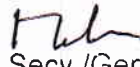
CP-135


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

Endst. No. Ch-136/GB/REG-65/RTI/ 2770

Dated: 26/11/19


A copy of the above is forwarded to XEN/IT, HPGCL, Panchkula with a request to
host the same on the website of HPGCL under RTI block.


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

Endst. No. Ch-136/GB/REG-65/RTI/ 2770

Dated: 26/11/19

A copy of the above is forwarded to all SPIOs of HPGCL for information and taking
further necessary action, please.


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

CC:

PS to Chief Engineer/Admn., HPGCL, Panchkula.

HPGCL

No. 5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

MD/HPGCL
14/11/19
CE/Admn.

Dated Chandigarh the, 07th November, 2019

29945
2873
CE/Admn.

To
15/11/19
Dated

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Heads of Departments in Haryana.

Subject:- Decision of Hon'ble Supreme Court of India, in Civil Appeal No. 9828 of 2013.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that Hon'ble Supreme Court of India, in Civil Appeal No. 9828 of 2013, has defined Section 2(h) of the RTI Act, 2005 and decided that non-governmental organizations substantially financed by the appropriate government fall within the ambit of 'public authority' under Section 2(h) of the Right to Information Act, 2005. Copy of the said judgement has been uploaded at official website i.e. <http://csharyana.gov.in/>.

You are, therefore, requested to bring the above in the notice of all concerned under your control for compliance.

Yours faithfully,

Santosh Kumari
(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.
Rax 2740001, 2740226, Ext. 5555.
E-mail address: undersecy.ar@hry.gov.in

DAIRY NO. 6306
DATE 20/11/2019
Plz. circulate
ASSTT. 1/GENL.
ASSTT. 2/GENL.
DS/GENL.

No. 5/52/2016-1AR

Dated, Chandigarh the, 07th November, 2019

A copy is forwarded to Secretary, State Information Commission, SCO No. 70-71, (1st Floor), Sector 8-C, Chandigarh w.r.t. his letter No. 15222/SCIC/2019/3-IA dated 25.09.2019 for information.

Memo No. 10730
Dated 19/11/19
DS/Estt.
DS/NGE
DS/General
DST&M
XEN/HR&TRG
US/Rectt.
CE/Admn.

Sa-
(Santosh Kumari)
Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

-216-



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/DCRTPP-cum-First Appellate Authority, HPGCL, Yamuna Nagar.
4. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
5. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
6. CAO-cum-First Appellate Authority, HPGCL, Panchkula.

Memo No. Ch-144/GB/REG-65/RTI/2905 Dated: 31.12.2019

Subject:- Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005 – Issue of guidelines regarding.


Enclosed please find herewith a copy of memo No. 5/08/2013-1AR dated 12.12.2019 of Under Secretary, Administrative Reforms O/o Chief Secy., Govt. of Haryana on the subject noted above.

In this context, it is intimated that as per Para 4.4 of O.M.No. 1/6/2011-1R dated 7.11.2019 of Ministry of Personnel, Public Grievances & Pensions, Govt. of India, *third party audit by any Government Training Institute is allowed in cases where no Training Institute exists under the concerned Ministry / Department / Public Authority.* These guidelines are available on the 'circulars' posted by GOI at their website <https://rti.gov.in/>.

This is for your information and compliance, please.

DA/As above.

CP-142

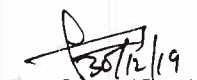

Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula

Endst. No. 144/GB/REG-65/2905

Dated: 31/12/19

A copy of the above is forwarded to XEN/IT, HPGCL, Panchkula with a request to provide a link of above said guidelines on the website of HPGCL under RTI block for the facility of concerned offices, please.

DA/As above.



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

Endst. No. 144/GB/REG-65/2905

Dated: 31/12/2019

A copy of the above is forwarded to all the SPIO of HPGCL for information and further necessary action, please.

DA/As above.


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

CC:

PS to Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.

ACS - Power

(142)

No. 5/08/2013-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

ACS (Power, NRE)

File/Diary No. 8457, 8457, 8457
Date 17/12/19

Dated Chandigarh the, 12th December, 2019

ACS (Power, NRE)
17-12-19

PG, NRE To

Cmd, Dis Coms

MD, HP GCL & HPNL

Subject:-

Implementation of suo motu disclosure under Section 4 of Right to Information (RTI) Act, 2005- Issue of guidelines regarding:

Sir/Madam,

I am directed to invite your attention to this Department letters of even No. dated 21.05.2013 and 25.10.2018 on the subject cited above and to inform you that Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi has reiterated the guidelines therein, duly incorporating a slight revision to Para 4.4 of the above guidelines allowing for third party audit by any Government Training Institute, in cases where no Training Institute exists under the concerned Ministry/Department/Public Authority, vide their O.M. No. 1/6/2011-1R dated 07.11.2019 which is available on the 'circulars' posted by GOI at their website <https://rti.gov.in/>.

You are, therefore, requested to download these guidelines and bring it to the notice of all concerned under your kind control for compliance/necessary action.

Yours faithfully,

MD/HPGCL
17/12/19
CE/Admn

Santosh Kumari
(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.
Rax 2740001, 2740226, Ext. 5555.
E-mail address: undersecy.ar@hry.gov.in

No. 5/08/2013-1AR

Dated, Chandigarh the, 12th December, 2019

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat, 09th Floor, Chandigarh with the request to put the letter on the official website of this department.

DAIRY NO. 6571
DATE 20/12/19
GEE/GENL.
SUPDT./GENL.
DY. SUPDT./GENL.
ASSTT. 1/GENL.
ASSTT. 2/GENL.

No. 5/08/2013-1AR
DS/GENL.

(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

Dated, Chandigarh the, 12th December, 2019

A copy is forwarded to Secretary, State Information Commission, SCO No. 70-71, (1st Floor), Sector 8-C, Chandigarh for information.

Memo No. 11842
Dated 20/12/19
DS/Genl.
DS/NGE
DS/General
DST&M
XEN/HR&TRG
US/Rectl.

CE/Admn.

(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

-235-

154



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. Chief Accounts Officer, HPGCL, Panchkula. CP-172
2. FA & CAO, RGTPP, Hisar. -
3. FA & CAO, DCRTTP, Yamuna Nagar. -
4. FA & CAO, PTPS, Panipat. CP-179

Memo No. Ch- ~~11~~ GB/REG-65/RTI/ 1400

Dated: 03.02.2020

Subject:- Regarding violation of RTI Act due to refusal to accept RTI application with cash fee.

Enclosed please find herewith a copy of memo received from Under Secretary, Administrative Reforms O/o Chief Secy., Govt. of Haryana bearing memo No. 5/52/2016-1AR dated 15.01.2020 whereby it has been directed to make provision of accepting RTI application fee in cash in Cash Section of the Departments.

In view of above, it is requested to make provision for depositing RTI application fee in cash in your office so that compliance report on behalf of HPGCL may be supplied, accordingly.

Matter may be treated as urgent, please.

DA/As above.

Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.
Dated: 03/02/2020 3/2 02/02/2020

Endst. No. 1401 /GB/REG-65

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

1. Chief Engineer/DCRTTP-cum-First Appellate Authority, HPGCL, Yamuna Nagar.
2. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
3. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.

DA/As above.

Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.
3/2 02/02/2020

CC: PS to Chief Engineer/Admn., HPGCL, Panchkula.

- 249 -

No. 5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh, the 15th January, 2020

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.

MD/HPGCL
22/01/2020

CE/Admn.

Subject:- Regarding violation of RTI Act due to refusal to accept RTI application with cash fee.

Sir/Madam,

I am directed to invite your attention to this department letter of even no. dated 14.01.2019 on the subject cited above vide which you were requested to make provision of accepting RTI application fee in cash in Cash Section of your Departments. It has again come to the notice of the Government that many Departments have not made any provision till now for accepting RTI applications with cash fee.

You are, therefore, requested again to ensure compliance of above decision and send a compliance report to the Government.

Yours faithfully,

(Santosh Kumari)

Under Secretary, Administrative Reforms,
Chief Secretary to Government, Haryana.
Rax 2740001, 2740226, Ext. 5555.
E-mail: undersecy.ar@hry.gov.in

Dated Chandigarh the, 15th January, 2020.

Endst.No.5/52/2016-1AR,

A copy is forwarded to the State Chief Information Commissioner, Haryana, SCO No.70-71, Sector-8, Chandigarh for information.

Under Secretary,
for Chief Secretary to Government, Haryana.

DAIRY NO. 261
DATE 27/1/2020
EE/GENL.
HT/GENL.
LY. SUPOT/GENL.
ADTT. 1/GENL.
ADTT. 2/GENL.

DS/GENL.

Received on
21-01-20

250



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

HARYANA POWER GENERATION CORPORATION LTD

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

Website: www.hpgcl.org.in

E-mail: dsgenl@hpgcl.org.in Telephone No. 0172-5023425

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. COF/COA, HPGCL, Panchkula.
3. LR, HPUs, Panchkula.
4. SE/Technical (HQ), HPGCL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. All FAs & CAOs at HPGCL projects.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL

Memo No. Ch- 188 /GB/REG-65/RTI/ 1545

Dated: 06.11.2020

Subject:-

Recovery of penalty imposed under the provision of Right to Information Act, 2005.

Please find enclosed herewith a copy of instructions no.5/52/2016-1AR dated 27.10.2020 received from Under Secretary, Administrative Reforms O/o Chief Secy., Haryana on the subject noted above.

This is for your information and compliance, please.

DA/As above.

Dy. Secy./Genl.

For Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. 188 /GB/REG-65

Dated: 06-11-2020

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

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

DA/As above.

Dy. Secy./Genl.

For Chief Engineer/Admn.
HPGCL, Panchkula.

CC:-

1. PS to Chief Engineer/Admn., HPGCL, Panchkula.
2. XEN/IT, HPGCL, Panchkula with a request to upload the same on the website of HPGCL.

DAIRY NO. 2809
 DATE: 02-11-2020
 AEE/GENL.
 SUPDT/GENL.
 DY. SUPDT/GENL.
 ASSTT. 1/GENL.
 ASSTT. 2/GENL.

DS/GENL.

No. 5/52/2016-1AR
 Government of Haryana
 Chief Secretary's Office
 Administrative Reforms Department

Dated Chandigarh the, 27th October, 2020

✓ To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Heads of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) The Registrar General, Punjab & Haryana High Court.
- (v) All the Registrar of Universities in Haryana.

MD/HPGCL
 29/10/2020
 CE/Admn.

Subject:- Recovery of penalty imposed under the provision of Right to Information Act, 2005.

Sir/Madam,

I am directed to invite your attention to this Department letter of even number dated 02.08.2019 vide which instructions regarding recovery of penalty imposed under the provision of Right to Information Act, 2005 were issued. It was decided that in case the amount of penalty is not recovered from the concerned State Public Information Officer, the Drawing and Disbursing Officer will be held responsible for this lapse and strict action will be taken against him/her as per provision made in Haryana Civil Services (Punishment and Appeal) Rules, 2015. All the Drawing and Disbursing Officers were directed to recover the penalty amount imposed by State Information Commission, Haryana from the salary of the concerned State Public Information Officers and send a compliance report to Registrar, State Information Commission, Haryana.

It was also decided that controlling authorities may not issue Last Pay Certificate/No Dues Certificate to such SPIOs till he/she deposits the amount of outstanding penalty and to recover the amount of penalty out of pension from such officer/official who have retired without depositing the amount of penalty imposed under the RTI Act, 2005.

It has come to the notice of the Govt. that above, instructions are not being complied with seriously and the Govt. has taken serious note of it. Now, it is again reiterated that these instructions may be complied with, effectively otherwise strict view of the default will be taken.

This may kindly be noted by all concerned for its strict compliance.

Yours faithfully,

Santosh Kumari
 (Santosh Kumari)

Under Secretary, Administrative Reforms,
 for Chief Secretary to Government, Haryana.
 Rax 2740001, 2740226, Ext. 5555.
 E-mail address: admnreformshry@gmail.com

7463
 21/11/2020
 DS/GENL.
 US/GENL.
 DST/AM
 XEN/HR&TRG
 US/Rectt.

CE/Admn.

CFI No. 1904

30/10/2020

- 2 -

No. 5/52/2016-1AR

Dated, Chandigarh the, 27th October, 2020

A copy is forwarded to Secretary, State Information Commission, SCO No. 70-71, (1st Floor), Sector 8-C, Chandigarh for information and necessary action.

— 2d —

(Santosh Kumari)

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

OS/Secy

Has



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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

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

Memo No. Ch-1 q dGB/REG-65/Vol.-I/RTI-4095

Dated: 30.12.2020

Subject: - Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-Issue of guidelines regarding.

Enclosed please find herewith a copy of Letter no. 5/52/2016-1AR dated 15th, December 2020 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 compliance, please.

DA/ As above.

- SA -

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

Endst. No. Ch-190 /GB/REG-65 /4095

Dated: 30.12.2020

A copy of the above is forwarded to the following (being the nodal officers to coordinate and oversee the compliance of Section 4 of RTI Act, 2005) for information and further necessary action, please:-

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Project-cum-First Appellate Authority, HPGCL, Panchkula.
3. Chief Engineer/Fuel-cum-First Appellate Authority, HPGCL, Panchkula.
4. Chief Engineer/DCRTPP-cum-First Appellate Authority, HPGCL, Yamuna Nagar.
5. Chief Engineer/RGTPP-cum-First Appellate Authority, HPGCL, Hisar.
6. Chief Engineer/PTPS-cum-First Appellate Authority, HPGCL, Panipat.
7. CAO-cum-First Appellate Authority, HPGCL, Panchkula.

DA/As Above.
(CP-189)

- SA -

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

Endst. No. Ch-190 /GB/REG-65 /4095

Dated: 30.12.2020

A copy of the above is forwarded to the following for information please:-

1. Under Secretary, Administrative Reforms O/o Chief Secy. to Govt. of Haryana w.r.t. his memo no. 5/52/2016-1AR dated 15th, December 2020.
2. OSD/Tech. to Managing Director, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.

30/12/2020
Dy. Secy./Genl.

for Chief Engineer/Admn.,
HPGCL, Panchkula.

29/12/2020

No. 5/52/2016-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

MD/HPGCL
21/12/2020
CE/Admn.

Dated Chandigarh the, 15th December, 2020

To

- (i) All the Administrative Secretaries to Govt., Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) All the Divisional Commissioners in Haryana.
- (v) All the Registrars of University in Haryana.

Subject :- Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-Issue of guidelines regarding.

Sir/Madam,

I am directed to refer to this Department letter No. 5/4/2002-1AR, 04.02.2019 on the subject cited above, vide which it was conveyed that for implementation of Section-4 of RTI Act, 2005 the following steps needs to be taken by each public authority to address the issue :-

- (i) Public Authorities should make the obligations mentioned in section 4, an integral part of their organizational functioning.
- (ii) Annual Administrative reports, various annual returns, critical information/charts of the Departments alongwith date wise replies given to the important questions of Vidhan Sabha and Parliament alongwith note for pads may be put up on the websites of the public authorities.
- (iii) A dedicated senior officer preferably of the level of Additional Director must be designated to implement the provisions of Section 4 of the Act.
- (iv) A comprehensive pro-active monitoring and enforcement mechanism needs to be set up to ensure compliance of Section 4 of the Act. Administrative Secretary of each department must comprehensively audit the implementation of Section 4 in each public authority under his control twice every year in the month of January and July and submit the reports of your office with a copy to the Commission. Their observations and orders must be put on the websites of the public authorities.
- (v) Enough resources should be made available to the field officers for computerization and up keep of record.
- (vi) To take immediate steps for maintaining all its records duly catalogued and indexed in manner and form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

DAIRY NO. 2837
28/12/2020

ASST. GENL.
DY. S. GENL.
ASST. GENL.
ASST. GENL.

A-3 29/12

ASST. GENL.
(iv)

17696
Diary No. 2837
PGCL
24/12/2020

Memo No. 8675
28/12/2020

US/Rectt.

CE/Admn.

2. In addition to the above, it has also been decided that, all the public authorities to submit an annual report in compliance with clause (b) of sub section 1 of section 4 of the Act in the beginning of each calendar year i.e. in the Second week of January to the State Information Commission.

3. These instructions may be brought the notice of all officers/officials for strict compliance. Non-compliance of these instructions will be viewed seriously by the Government.

Yours faithfully,

Santosh
(Santosh Kumari) 15/12/2020

Under Secretary, Administrative Reforms,
for Chief Secretary to Govt., Haryana
PBX 2740001, 2740226, Ext. 5555
E-mail – admnreformshry@gmail.com ✓

Endst. No. 5/52/2016-1AR,

Dated Chandigarh, the 15th December, 2020.

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No. 70-71, Sector-8-C, Chandigarh w.r.t. their letters No. 12968, 12971-12985//SCIC/2020/3-IA, dated 17.11.2020 for information.

Santosh
(Santosh Kumari) 15/12/2020

Under Secretary, Administrative Reforms,
for Chief Secretary to Govt., Haryana
PBX. 2740001, 2740226, Ext. 5555
E-mail – admnreformshry@gmail.com ✓

DS/uev.