



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

HARYANA POWER GENERATION CORPORATION LTD

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

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

E-mail: dsgent@hpgcl.org.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

Matter Urgent, please

To

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

Memo No. Ch-273 /GB/REG-65/Vol.-I/RTI-1794

Dated: 11 .04.2022

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 28th March, 2022 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.


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

Endst. No. Ch-273 /GB/REG-65 1794

Dated: -11 04.2022


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) with a request to supply the annual compliance certificate in the following lines:-

"It is certified that the clause (b) of sub section 1 of the section 4 of the RTI Act-2005 is complied with."

1. Chief Engineer/Admn -cum-First Appellate Authority, HPGCL, Panchkula.
2. Chief Engineer/Planning-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.

Therefore, the above compliance certificate may be supplied to this office within 02 days positively through return email on dsgent@hpgcl.org.in so that annual compliance report on behalf of HPGCL could be supplied to the State Govt. as well as State Information Commission.

DA/As Above.



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

Endst. No. Ch-273 /GB/REG-65 1794

Dated: -11 04.2022

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 28th March, 2022.
2. OSD/Tech. to Managing Director, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.


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

HPGCL

DAIRY NO. 3185
DATE 06.04.2022
AEE/GENL.
SUPDT./GENL.
DY. SUPDT./GENL.
ASSTT. 1/GENL.
ASSTT. 2/GENL.
To DS/GENL.

No. 5/52/2016-1AR
Government of Haryana
Administrative Reforms Department

Dated Chandigarh the, 28th March, 2022

- (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 Universities in Haryana.

MD/HPGCL
04/04/2022
Dy. Supdt./Genl.
05/4/22
CE/Adm.

Subject :- Implementation of pro-active 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 number dated 15 December 2020 on the subject cited above and to reiterate that in order to implement Section-4 of RTI Act, 2005 in letter and spirit, it is essentially required that 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 to 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.

4553
CFMS/No. 533
04/04/2022

4553
CFMS/Diary No. 374 /Director Finance
Dated 05/4/22

Memo No. 2039
Dated 06/04/22
CE/Estt.
U: MRF
DS/Genl.
DS/T&M
XEN/HR&TRG
XEN/Rectt.
CE/Adm.

- (vi) To take immediate steps for maintaining all its records duly catalogued and indexed in manner and form which facilitates the

P.T.O.

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.

2. In addition to the above, 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,




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

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

Dated Chandigarh, the 28th March, 2022

A copy is forwarded to the Chief Information Commissioner, State Information Commission, Haryana, SCO No. 70-71, Sector-8-C, Chandigarh w.r.t. letters No. 2320/SCIC/EA-1, dated 17.02.2022 for information and necessary action.



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

27