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 E-mail: dsgenl@hpgcl.org.in Telephone No. 0172-5023426

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. Chief Engineer/Project-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.

Memo No. Ch-85 /GB/REG-65/Vol.-I/RTI/ 415
Dated: 26 .11.2026

Subject:- **Regarding ensuring timely disposal of First appeals under the Right to information Act-2005.**

State Govt., General Administration Department, Haryana, vide letter no.07/38/2026-2AR dated 04.11.2026 (copy enclosed), has issued instructions on the subject noted above. It has been requested that the said instructions be brought to the notice of all concerned First Appellate Authorities for ensuring the timely disposal of First Appeals in accordance with the provisions of the RTI Act, 2005.

This is for your kind information and necessary compliance please.

DA/As above.

(Sidharth Choudhary)
Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. Ch-85 **/GB/REG-65/** Vol.-I/RTI/ 415 **Dated:** 26.11.2026

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

1. All SPIOs in HPGCL.
2. XEN/IT, HPGCL, Panchkula, for uploading the enclosed instructions on the website of HPGCL under RTI section.

(Sidharth Choudhary)
Dy. Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.

CC:-

1. Chief Engineer/Admn.-cum-First Appellate Authority, HPGCL, Panchkula, along with enclosed instructions, for information and compliance.
2. SE/Admn., HPGCL, Panchkula.

HPGCL

(84)

No. 07/38/2026-2AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)

MD/HPGCL

10/11/26

Director/Technical-I
No. 13780 Dt. 11/11/26.
CE/Admin.
CE/Fuel
CE/DCRTPP
CE/RGTPP
CE/PTPS
CE/Plg.
CE/REO
CE/Proj
CE/Regulatory
SE/Tech.
XEN/Tech.
Personal Assistant

Dated Chandigarh the, 04th November, 2026

DT-I

To

1. All the Administrative Secretaries to Governments of Haryana.
2. All the Heads of Department in the State of Haryana.
3. All the Chief Administrations/Managing Directors of Boards/Corporations in the State of Haryana.
4. The Registrar General, Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commisssioners in the State of Haryana.
6. All the Deputy Commisssioners in the State of Haryana.
7. All the Registrar of Universities in Haryana.

CFMS/Diary No. 13780
MD/HPGCL 11/11/26
Dated

Subject: - Regarding ensuring timely disposal of First appeals under the Right to Information Act, 2005.

I am directed to address you on the subject citied above and to inform you that the State Information Commission, Haryana, has expressed concern over the delay in disposal of First Appeals by the First Appellate Authorities (FAAs) and the issuance of orders which are not reasoned and speaking orders.

2. Further, Commission has requested that necessary directions may be issued to all concerned Administrative Department, Head of Department and Public Authority to ensure strict compliance with the following instructions:-

i) Every First Appeal is disposed of within the period prescribed under Section 19(6) of the Act;

ii) Every order passed on a First Appeal is a reasoned and speaking order, dealing with the grounds raised by the appellant; and

iii) Where the information sought is legally disclosable, the concerned SPIO is directed to furnish the information without avoidable delay, in accordance with the provisions of the Act.

3. You are, therefore, requested to bring this to the notice of all concerned First Appellate Authorities under your control that, they must strictly adhere to the provisions of Section 19 (6) of RTI Act, 2005 to comply with and dispose of the appeals, so that the information seeker may not have to resort to filing of second appeals before the commission..

No. 7553 PS to CE/Admn.
Date 12/11/26
SE/Admn.
CE/Admn

Rajesh Kumar
Superintendent (AR)
for Chief Secretary to Govt., Haryana.

No. 07/38/2026-2AR Dated Chandigarh, the 04th November, 2026

DS/Estt.
DS/Genl
US/NGE
US/Restt.
DS/T&M
XEN/Hr.& Trg.
XEN/LNO
XEN/Civil

A copy is forwarded to the Secretary, State Information Commission, Haryana, Netaji Subhas Chandra Bose Suchana Bhawan, Plot No. IP-8,Sector-3, Panchkula w.r.t. his letter No. 30163/CIC/Training dated 08.10.2026 for information.

1 DAIRY NO. 4208
2 DATE 13.11.26
3 AEE/GENL
4 SUPDT./GENL.
5 DY. SUPDT./GENL
6 ASSTT./GENL-(1)
7 ASSTT./GENL-(2)

12/11

Superintenden (AR)
for Chief Secretary to Govt., Haryana.