

HARYANA GOVERNMENT RULES

Haryana Government
Administrative Reforms
Department Notification

The 28th October, 2005

. No. 5/4/2002 – 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 Governor of Haryana hereby makes the following rules providing for information under the said Act, namely:-

1. Short title and commencement.

- (1) These rules may be called the Haryana Right to Information Rules, 2005.
- (2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions.

- (1) In these rules, unless the context otherwise requires,
 - (a) “Act” means the Right to Information Act, 2005 (Central Act 22 of 2005)
 - (b) “Commission” means the Haryana Information Commission.
 - (c) “Form” means a 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 assigned to them in the Act.

3. Application for obtaining information.

- (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form A to the State Public Information Officer/State Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.

sections 2(m), 6 and 27

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

4. Deposit of fee.

- (1) The fee shall be deposited with the State Public Information Officer/State Assistant Public Information Officer either in cash against proper receipt or by treasury

challan. sections 6

- (2) The amount of fee shall be credited to the receipt head/account number of the concerned public authority.

(3) On receipt of an application, submitted under sub-rule (1) of rule 3, the State Public Information Officer/State Assistant 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 informed to the applicant by the State Public Information Officer/State Assistant Public Information Officer in Form B within a period of seven days from the receipt of application.

(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. Quantum of fee.

(1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of Rs.50. sections 6 and 7

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

(a) Rs. 10 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 of specified in clause (a), the actual cost price of such a paper shall be charged.

(3) For providing an 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.10 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.

6. Procedure to be followed in deciding appeal.

Before deciding an appeal, the Commission Shall,-- section 19(10)

(a) serve notice to the concerned persons;

(b) entertain any evidence in support of appeal, which may be oral or in writing form the concerned persons;

(c) examine on oath or by having affidavits from the persons concerned;

(d) pursue or inspect the documents or any records or copies thereof;

(e) inquire through the authorized officer the facts of an appeal or may require facts in detail, if it 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 first appeal or from any other person from whom the evidence may be deemed necessary. 7. Mode of serving notice. The Commission may serve notice to the persons concerned in any of the following modes, namely :-- section 19(10)

(a) by hand delivery(dasti) through process server; or

(b) by registered post with acknowledgement due; or

(c) by publication in the newspaper.

8. Order by the Commission.

(1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties. section 19(10)

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

Form A [See rule 3 (1)]

To

The 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 included in addition to the fees.)

(v) In case by post (Ordinary, Registered or Speed)

Place :

Signature of the Applicant.

Date:

* 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
dated _____ .

Diary No. _____

(Signature)

State Public Information Officer
/ State Assistant Public Information Officer
Name of the Department/Office

Form B [See rule 4 (4)]

From

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

To

Name and address of the applicant.

Sir,

Please refer to your application dated _____ addressed to the undersigned requesting information regarding _____. The additional fee for supplying this information to you is Rs. _____.

2. You are hereby informed to pay the fee at this office either in cash or in a Government treasury through challan and send a copy of the challan to this office within a period of fifteen days and collect the information on _____.

3. The amount of fee shall be deposited in the receipt head/account No. (to be intimated to the applicant by the concerned department.)

State Public Information Officer/
State Assistant Public Information Officer.

Financial Commissioner and Principal Secretary
to Government, Haryana,
Administrative Reforms Department.

Haryana Right to Information Rules 2009 Amended 2016

[Haryana, Rules](#)

Haryana Govt has amended RTI rules from 18-03-2016 and revised rules are as under:

[2005 rules replaced by 2009 on 21-12-2009 effective from 01-01-2010] [Again amended on 18-03-2016 –filing fee reduced to Rs.10/-, CD Rs.50 and inspection first hour free and thereafter Rs.5/- per hour or part thereof beyond first hour]

1.APPLICATION:

The rules provide for a format for application under RTI Act called Form-A, which is annexed herewith.

2. FEES:

A. Application fee: Rs.10/- to be paid by bank's demand draft or pay order or Indian Postal Order [IPO] or in cash against receipt or through treasury challan. Applicants holding BPL certificate need not pay any application fee.

Payment by IPO should be preferred being cheap and convenient. IPO should be in favour of "Accounts Officer, [mention name of public authority i.e. govt dept/organization etc]" and should be made payable at the place where application is sent.

B. Other charges: Information in A-3 or A-4 size paper...Rs.2/- per page, Large size: actual cost, publications: actual cost. CD Rs.50/- per CD. Inspection: Free for first hour and if exceeds one hour Rs.5/- for each hour or part thereof beyond first hour.

3. APPEALS:

Rules do not provide for formats for first appeal, second appeal/complaint. No fees are charged for appeals. Suggested formats for appeals/complaint are annexed hereunder.

4. Address of State Information Commission,

Haryana: State Information Commission, Haryana, SCO No. 70-71, Sector 8-C, Chandigarh. Telephone No. 0172-2726568, Fax No. 0172-2783834 Website: <http://cicharyana.gov.in/>

5. HARYANA State Format for RTI Application:

The Right to Information Act,

2005 Form A [See rule 3 (1)]

To The 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 included in addition to the fees.)

(v) In case by post (Ordinary, Registered or Speed)

4. IPO No. for Rs.10/- is enclosed.

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 _ . (Signature) State Public Information Officer/ State Assistant Public Information Officer, Name of the Department/Office _

6. HARYANA State Format for First Appeal:

The Right to Information Act, 2005 First Appeal

Date:

To The Appellate Authority By regd AD post (Department/office)..... Sir, As I have not received any decision/As I am aggrieved by the decision of the Public Information Officer....., I hereby file this appeal. The particulars of my application are as under: Name of the appellant : Address of appellant :

(A) Designation of the State Public Information Officer : Address of State Public Information Officer:

(B) Department/office and address :

(C) Particulars of the decision against which the appeal is preferred including the No. & Date of such decision. Date of application submitted in the Form A : Details of Information sought: as per enclosed form A 6. Reasons for Appeal: 7. Brief facts of the case. 8. Prayer/relief's sought for : A] The information sought be ordered to be supplied immediately by registered post at my address. B] The information be now supplied to me free of cost. C] CPIO be advised to permit inspection of record, as requested by me. [if applicable]

D] I should be fully compensated for not supplying information in prescribed time limit.

E] Disciplinary action be initiated for not complying with the law against erring officers. 9. Enclosures: Self attested copies of RTI application, reply of SPIO [if received], postal proof of mailing RTI application. I hereby state that the information and particulars given above are true to the best of my knowledge and brief. Place

7. HARYANA State suggested format for second appeal/complaint:

SEOND APPEAL/COMPLAINT TO STATE INFORMATION COMMISSION, HARYANA

Date: By speed post AD

To, State Chief Information Commissioner, State Information Commission, Haryana, SCO No. 70-71, Sector 8-C, Chandigarh.

Respected Sir,

As I have not received any decision/As I am aggrieved by the decision of the PIO & First Appellate Authority, I hereby file this second appeal/complaint for your kind consideration. The particulars are as under:

[1] Full name of the Applicant :

[2] Address of Applicant with phone No. and email ID if any :

(3) Name and address of State Public Information Officer: No. and date of reply if received:

(4) Name and address of the First Appellate Authority: No. and date of reply if received:

[5] Date of receipt of order of first appellate authority :

(6) Particulars of information sought- as per enclosed RTI application

(7) Brief facts and grounds for appeal:

[8] PRAYER/Relief:

A] The information sought be ordered to be supplied immediately by registered post at my address.

B] The information be now supplied to me free of cost.

C] CPIO be advised to permit inspection of record, as requested by me. [if applicable]

D] Penalty as per RTI Act be imposed on PIO.

E] I should be fully compensated for not supplying information in prescribed time limit and breach of my right.

F] Disciplinary action be ordered to be initiated for not complying with the law against PIO & FAA

G] Public Authority be ordered to reimburse traveling and lodging-boarding expenses incurred by me for attending hearing.

H] Hon'ble Commission may order making an entry in service book/annual appraisal report of the concerned PIO & FAA for defying act of the parliament.

I] The hon'ble Commission be pleased to pass such other orders as deemed fit in the interest of justice and spirit of RTI.

(9) Enclosures: Self attested photo copies of the following documents:

A. Application in form A dated with its enclosures if any, B. Reply dated of PIO if received, C. First Appeal dated D. Reply dated___ to first appeal, if received, E. Postal proof of posting of Form A and first appeal.

[10]. Verification: I the undersigned hereby state that the information and particulars given hereinabove are true to the best of my knowledge and belief. Place: Signature of Appellant/Complainant
[To be submitted in three copies to the Commission]