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Training

1248-RTI  
17/9/18

No.5/52/2016-1AR

Government of Haryana

Chief Secretary's Office

Administrative Reforms Department

O/o ACSSBIT, ACSE

File/Dairy No. 13704 CPMS No

Date 13/9/18

Dated Chandigarh the, 11<sup>th</sup> September, 2018

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

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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) SPIO Name of the Public Authority
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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-admmreformshry@gmail.com.

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

Dated Chandigarh the, 11<sup>th</sup> September, 2018.

पृष्ठांकन क्रमांक टीए/16/आर.टी.आई/हिदायते 19557 दिनांक ११-९-१८  
उपरोक्त की एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यावाही हेतु प्रेषित है।

- 1 सभी उप-कार्यालयों के प्रधानाचार्य।
- 2 राज्य जन सूचना अधिकारी (निदेशालय पर)
- 3 प्रथम अपील प्राधिकारी/अतिरिक्त निदेशक
- 4 सहायक निदेशक प्रशिक्षण-1 (नोडल अधिकारी विभागीय वेबसाइट)

*Man*  
राज्य जन सूचना अधिकारी.  
कृते: निदेशक कौशल विकास एवं औद्योगिक प्रशिक्षण  
विभाग हरियाणा।