

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

3252  
1/6/16

Dated Chandigarh the 24<sup>th</sup> May, 2016

PS/DFS  
Receipt No. 2154  
Date 26/05/16

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.

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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  
Dated Chandigarh the 24<sup>th</sup> May, 2016

Endst No. 1/1/2015-2AR

A copy is forwarded to the Incharge, NIC, Haryana, 9<sup>th</sup> 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 24<sup>th</sup> May, 2016

A copy is forwarded to the Director General, Archives Department, Haryana, 4<sup>th</sup> Floor, 'B' Block, Simchar Bhawan, Sector-5, Panchkula w.r.t this 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 24<sup>th</sup> May, 2016

**OFFICE OF DIRECTOR FOOD & SUPPLIES, HARYANA, CHANDIGARH**

Endst. No. 6E(I)-2016/ 13671 Dated, Chandigarh, the 29-6-2016

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

1. All the Officers/Branch Incharges at Hqrs.
2. All the District Food & Supplies Controllers in the State of Haryana.
3. DCLM, Haryana, Near Football Chowk, Ambala Cantt.

  
27/6/16  
Superintendent (Estt.-I)  
for Director Food & Supplies, Haryana