

ACS Renewable

No.5/52/2016-IAR  
Government of Haryana  
Chief Secretary's Office  
Administrative Reforms Department

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

Office of ACS (NRE)  
Dairy No. 5155  
Date: 21-9-18

ACS NRE  
20-9-18

AN/RE (on try)  
24-9-18

WSNRE

P/P Pl. circulate to  
all concerned for  
strict compliance.

24/09/18

STM (OT)

Supdt (H)

F.A.-I

(vii)  
28/9/18

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-admreformsry@gmail.com](mailto:admreformsry@gmail.com).

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

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

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No. 70-71, Sector-8 C, Chandigarh w.r.t. their letter No. 14078/SCIC/E-A-I, dated 16.08.2018 for information.

— Sd —

(Santosh Kumari),

Under Secretary Administrative Reforms,  
for Chief Secretary to Govt., Haryana.

Office Telephone No. 2740001, 2740226, Ext. 8818,  
e-mail [address-admreformsry@gmail.com](mailto:admreformsry@gmail.com).

**New & Renewable Energy Department, Haryana Panchkula**

Endst. No. DNRE/RTI/Admin-2018/ 3037-62 Dated Panchkula, the 09/09/18

A copy of the above letter is forwarded to the following for information and strict compliance in future in letter & spirit:-

1. All the Additional Deputy Commissioner-cum-Chief Project Officer(s) in the State.
2. All the Officers /SPIO of DNRE & HAREDA Panchkula
3. Programmer, DNRE for uploading on the website of Department.

Superintendent (H) 09/09/18



## ORDER

Shri O.D.Sharma, Project Director, New & Renewable Energy Department, Haryana is hereby nominated / appointed as Nodal Officer (Litigation).

Smt. Pooja, Assistant District Attorney will assist Nodal Officer (litigation). Smt. Pooja, Assistant District Attorney will get the complete data entered in the newly developed Software (Litigation Management System) at the earliest as per directions issued by Advocate General, Haryana vide memo No. 46433 dated 18/08/2018 (copy enclosed) with the help of ministerial staff attached with her.

Dated, Panchkula, the  
23<sup>rd</sup> October, 2018

Dr.Renu Phulia  
Director, New & Renewable Energy  
Department, Haryana, Panchkula.

Endst. No.DNRE/Admin-2018/ 3510-15 Dated Panchkula, the 29/10/18

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

1. PS/ACS, NRE for kind information of W/ACS,NRE.
2. Shri O.D.Sharma, Project Director, New & Renewable Energy Department, Haryana, Panchkula.
3. Smt. Pooja, Assistant District Attorney, New & Renewable Energy Department, Panchkula.
4. Shri Himmat Singh, Deputy Advocate General, Haryana, (State Litigation Officer-Litigation).
5. PA/Director, NRE for information of W/Director.
- ✓ 6. Programmer for updating the web-site.

26/10/18  
Superintendent (H)

For Director, New & Renewable Energy  
Department, Haryana, Panchkula  
Office telephone No.0172-2587233  
Email address; hareda@chd.nic.in

From

The Advocate General, Haryana,  
Chandigarh.

To

All the Nodal Officers (Litigation),  
in the State of Haryana  
**THROUGH E-MAIL**

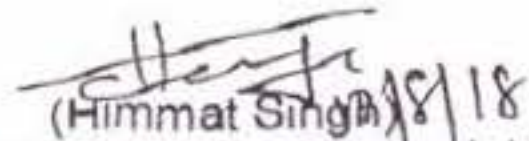
Memo. No. 46433  
Dated Chandigarh, the 18/8/18

Subject: For issuing directions to all the departments to get their data entered in the newly developed Software (Litigation Management System) by AG office, in compliance of the orders passed by the Hon'ble High Court in COCP No. 1751 of 2016 Ramesh and others Vs. Sh. Raghuvindra Rao and COCP No. 3274 of 2016 Damanjit Kaur Vs. Smt. Keshni Anand Arora and another.

It is hereby informed that a new Website namely Litigation Management System has been designed and developed by the office of Advocate General, Haryana with the aid and assistance of NIC Haryana. The data already uploaded/entered on earlier Website namely Court Case Monitoring System has already been sunk and migrated in the newly developed Litigation Management System. However, it has been noticed that most of the Departments/Nodal Officers-Litigation have not got entered their complete data on the Website (CCMS) which need to be immediately entered in the newly developed Software (LMS).

It is stated that in case, User ID and Passwords are required by any department/Nodal Officer and they have any kind of query on the issue, they may contact at e-mail ID: [lms.support-hry@gov.in](mailto:lms.support-hry@gov.in) and [lms.sno-hry@gov.in](mailto:lms.sno-hry@gov.in) or Mobile No. 9780482021 (Mr. Amit Chauhan, Programmer).

You are, therefore, requested to get the complete data entered in the newly developed Software (Litigation Management System) within a period of 30 days positively, under intimation to this office, in compliance of the orders passed by the Hon'ble High Court in COCP No. 1751 of 2016 Ramesh and others Vs. Sh. Raghuvindra Rao and COCP No. 3274 of 2016 Damanjit Kaur Vs. Smt. Keshni Anand Arora and another so as avoid any further adverse orders from the Hon'ble Court.

  
(Himmat Singh) 18/8/18  
Deputy Advocate General, Haryana  
(State Litigation Officer – Litigation).



**Haryana Renewable Energy Development Agency (HAREDA)**  
Akshay Urja Bhawan, Institutional Plot No.1, Sector 17, Panchkula-134109  
Tel: 0172-2585733 Email: [drehareda@gmail.com](mailto:drehareda@gmail.com) Website: [www.hareda.gov.in](http://www.hareda.gov.in)

ORDER

In pursuance of The Chief Secretary to Govt. Haryana letter no. 42/08/2018-5GSI dated 10.05.2018, Shri PK Nautiyal, Scientific Engineer-'A' is, hereby, appointed as Nodal Officer who will coordinate with Haryana Staff Selection Commission on all matters relevant to recruitment through HSSC.

The details/particular of the Nodal Officer is as under:-

Name ... ..	Shri PK Nautiyal
Designation ... ..	Scientific Engineer-'A'
Mobile No. ... ..	9988798737
e-mail address ... ..	pkn.hareda@gmail.com

Dated: Panchkula, the  
29<sup>th</sup> October, 2018

Dr. Renu Phulia, IAS  
Director, HAREDA, Panchkula.

Endst. No. HAREDA-2018/File No. 57/3556-60 Dated: 30/10/18

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

1. The Chief Secretary to Govt. Haryana.
2. The Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula
3. Shri PK Nautiyal, Scientific Engineer-'A', HAREDA, Panchkula
4. PA to Director, DNRE/HAREDA for kind information of worthy Director, DNRE/HAREDA
5. Programmer, DNRE/HAREDA for uploading on website of HAREDA.

30/10/18  
Superintendent (H)  
For Director, HAREDA,  
Panchkula.