



Dated Chandigarh the 08th October, 2018.

To

- (i) All the Administrative Secretaries to Govt., Haryana
- (ii) All the Head of Departments in Haryana.

Subject: Disclosures of Personal information under the RTI Act, 2005.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has noticed that Hon'ble Supreme Court of India in the matter of Girish R Deshpande Vs CIC and others SLP (C) no 27734/2012) has held as under:-

"The performance of an employee/officer in an organization is primarily a matter between the employee and the employer and normally those aspects are governed by the service rules which fall under the expression "personal information" the disclosure of which has no relationship to any public activity or public interest. On the other hand, the disclosure of which would cause unwarranted invasion of the privacy of that individual". The Supreme Court further held that such information could be disclosed only if it would serve a larger public interest.

Keeping in view the above decision of the Hon'ble Supreme Court of India, the State Information Commission has decided that information about the complaint made against an officer of the Government and any possible action the authorities might have taken on those complaint qualifies as personal information within the meaning of provision of section 8(1)(j) of the RTI Act, 2005.

You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh Kumari
(Santosh Kumari)

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - admreformshry@gmail.com

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

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat 9th floor, Chandigarh with the request to put this letter on the website of this department.

Sd/-
(Santosh Kumari),

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - admreformshry@gmail.com

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

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Secretary, State Information Commission, Haryana SCO No. 70-71, Sector-8C, Chandigarh w.e.f. their letter No. 14282/SCIC/2018/EA-1, dated 21.08.2018 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 - admreformshry@gmail.com

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/RTI/Admin-2018/3870-3912 Dated Panchkula, the 23-11-18
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Additional Deputy Commissioner-cum-Chief Project Officer in the State.
2. All the Officers / SPIO of Department & HAREDA.
3. Programmer for updating the website.

Sd/-
Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula

No.5/52/2016-1AR
Haryana Government
Chief Secretary's Office
Administrative Reforms Department.



Dated Chandigarh the 08th October, 2018.

To

- (i) All the Administrative Secretaries to Govt., Haryana
- (ii) All the Head of Departments in Haryana.

Subject :- Disposal of First Appeals under the RTI Act, 2005

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has noticed that in many cases following deficiencies has been noticed by the Commission while deciding appeals/complaints:-

- I The first Appellate Authorities under the Right to Information Act, do not dispose of the appeals within the time frame prescribed by the Act;
- II The Appellate Authorities do not examine the appeals judiciously and express their agreement with the decision of the State Public Information Officer mechanically;
- III The State Public Information Officer do not comply with the directions of the first Appellate Authority to furnish information to the appellant;
- IV Sometimes the appeals are not heard by the appellate authority themselves.

2. Section 19(6) of the RTI Act provides that the first Appellate Authority should dispose off the appeal within thirty days of the receipt of the appeal. In exceptional cases, the appellate authority may take forty five days to dispose off the appeal subject to the condition that he shall record in writing the reasons for delay in deciding the appeal. Therefore, each first appellate authority should ensure that an appeal received by him is disposed off within 30 days of the receipt of the appeal. If, in some exceptional cases, it is not possible to dispose off the appeal within 30 days, its disposal should not take more than 45 days. In such cases, the appellate authority should record, the reasons for not deciding the appeal within 30 days.

3. Deciding appeals under the RTI Act is a quasi-judicial function. It is therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. In order to do so, the order passed by the appellate authority should be speaking order giving justification for the decision arrived at.

4. If an appellate authority comes to a conclusion that the appellant should be supplied information in addition to what has been supplied to him by the SPIO, he may either (i) pass an order directing the SPIO to give such information to the appellant; or (ii) he himself may give information to the appellant while disposing off the appeal. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant at the earliest. It would

P.T.O.

however, be better if the appellate authority chooses the second course of action and he himself furnishes the information along with the order passed by him in the matter.

5. The State Information Commission has also pointed out that some of the Departments have appointed very junior officer as appellate authorities who are not in a position to enforce their orders. The Act provides that the first appellate authority would be an officer senior in rank to the SPIO. Thus, the appellate authority, as per provision of the Act, would be an officer in a commanding position vis-à-vis the SPIO. Nevertheless, if, in any case the SPIO does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the SPIO. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

6. You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh 8/10/18

(Santosh Kumari),

Under Secretary (Administrative Reforms)

for Chief Secretary to Govt. Haryana

Office telephone No. 2740001, 2740226, Ext. 8818

e-mail address - admreforshry@gmail.com

Dated Chandigarh the, 8th October, 2018

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

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat floor, Chandigarh with the request to put this letter on the website of this department.

sd-
(Santosh Kumari),

Under Secretary (Administrative Reforms)

for Chief Secretary to Govt. Haryana

Office telephone No. 2740001, 2740226, Ext. 8818

Dated Chandigarh the, 8th October, 2018

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

A copy is forwarded to the Secretary, State Information Commission, Haryana SCO No. 70-71, Sector-8C, Chandigarh w.e.f. their letter No. 14282/SCIC/2018/EA-1, dated 21.08.2018 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 - admreforshry@gmail.com

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/RTI/Admin-2018/3837-69 Dated Panchkula, the 28-11-18

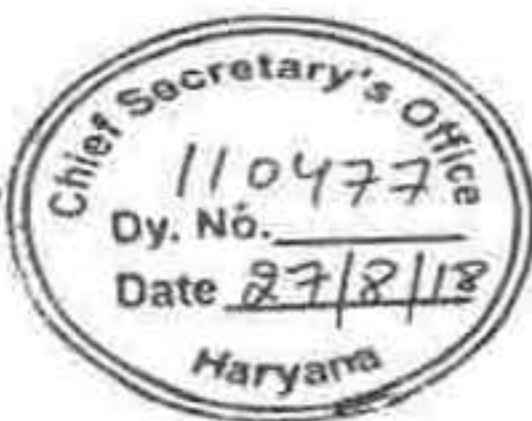
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Additional Deputy Commissioner-cum-Chief Project Officer in the State.
2. All the Officers / SPIO of Department & HAREDA.
3. Programmer for updating the website.

[Signature]
Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula

अमितabh कान्त
Amitabh Kant
मुख्य कार्यकारी अधिकारी
Chief Executive Officer



भारत सरकार
नीति आयोग, संसद मार्ग,
नई दिल्ली-110 001

Government of India
NATIONAL INSTITUTION FOR TRANSFORMING INDIA
NITI Aayog, Parliament Street,
New Delhi-110001

Tel : 23096576, 23096574 Fax : 23096575
E-mail : ceo-niti@gov.in, amitabh.kant@nic.in

DO. No. M-11/16(1)/2017-VAC

Olo PS (F&P) 26013
Diary No. 27/8/18
Dated 27/8/18

Date: 23.08.2018

Dear Chief Secretary/Administrator,

I would like to inform that the NITI Aayog, has developed an 'NGO Darpan Portal' which generate Unique ID number for NGOs, CSOs, VOs societies, trusts, companies etc. For registration of NGO, it is mandatory to provide Pan No. of the organisation and 3 chief functionaries i.e. President / Chairman, Secretary, Treasures, besides Aadhar numbers, which get verified with the concerned authorities i.e. NSDI and UIDAI through web service. After due verification of authenticity of such documents Unique ID Number is generated automatically.

Govt. of India has made the Unique ID Number of Darpan portal mandatory for receiving foreign contributions under FCRA Act and release of Govt. of India grants to NGOs/VOs/CSOs etc. through PMMS. However, it is not compulsory to register with Darpan portal for those NGOs/CSOs who don't require Govt. grants.

Introduction of this system has brought transformational changes in the genuinity of credentials of NGOs/VOs/CSOs, transparency in the process of project proposals, and accountability on the part of implementing agencies etc. This system also eradicates scope for duplication of benefits, misuse of Govt. grants, claiming of grants from multiple sources etc.

It is also known that State Government and its agencies also release huge amount as grants under Centrally Sponsored Schemes (CSS) and State Govt. Schemes to several NGOs/VOs/CSOs for carrying out various activities in several social sectors.

Therefore, it is suggested that State Govt. can also consider for introducing similar such mechanism for verification of authenticity of such NGOs/VOs/CSOs. It is also proposed that if your State Govt. decides to avail this facility / service of NGO Darpan platform to verify the credentials of NGOs/VOs/CSOs, who are partnering with your State in various development activities and getting Govt. grants, then NITI Aayog will be happy to provide all necessary support in this regard to your State/UT.

In this regard if you desire to know more details then Joint Secretary (State Coordination) Shri Vikram Singh Gaur may be contacted at email id: vikramsingh.g@gov.in

With Regards,

C.P.M.S. No. 1524
DATE 29/8/18
DESA, HARYANA

Yours sincerely,

(Amitabh Kant)

At Chief Secretary/Administrator of States/UTs

Sh. Sumant Aggarwal
DD (Plan Evaluation)

31/8
20

DESA (PE)-2018/ 16048

From

Additional Chief Secretary to Govt. Haryana,
Planning Department

To

All Heads of Departments

Renewable Energy + I.R.E.P.

17

Dated: Chandigarh the 25 October 2018

Subject:- To Introduce the NGO Darpan Portal in the State.

Sir/Madam,

Please find a copy of the D.O. Letter NO. M-11/16 (1) 2017-VAC dated 23.8.2018 received from NITI Aayog, Government of India on the subject cited above.

It is intimated that the Niti Aayog has developed an NGO Darpan Portal which generates unique ID number of NGOs, CSOs, VOs, Societies, Trusts, Companies etc. for registration of NGOs. Introduction of this system has brought transformational changes in the genuinity of credits of NGOs/VOs transparency in the process of project proposals and accountability on the part of implementing agencies etc. The State Government is also considering similar mechanism for verification of authenticity of such NGOs/VOs.

You are, therefore, requested to avail this facility/service of NGO Darpan Platform to verify the credential of NGOs/VOs/CSOs who are partnering with your department in development activities and getting government grants. The NITI Aayog will provide all necessary support in this to your department.

In this regard, if you desire to know more details then Joint Secretary, (State Coordination) Shri Vikram Singh Gaur may be contacted at email id: vikramsingh.g@gov.in.

Yours Sincerely,

Shardwaj

Addl. Director
for Additional Chief Secretary to Govt. Haryana
Planning Department
Dated: 25/10/18

Endst.No. DESA (PE)-2018/

A copy is forwarded to the Director, State Informatic Office, NIC, 9th floor, Haryana Civil Secretariat, Sector 17, Chandigarh for information and necessary action.

Addl. Director
for Additional Chief Secretary to Govt. Haryana
Planning Department

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/Admin-2018/ 3966-4010 Dated Panchkula, the 03/12/18

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

1. All the Deputy Commissioner-cum-Chief Project Officer, NRE in the State.
2. All the Officers of DNRE/HAREDA
3. Programmer for updating the website.

30-11-18

Superintendent(H)
For Director, New & Renewable Energy
Department, Haryana, Panchkula

अमितabh कान्त
Amitabh Kant
मुख्य कार्यकारी अधिकारी
Chief Executive Officer



भारत सरकार
नीति आयोग, संसद मार्ग,
नई दिल्ली-110 001

Government of India
NATIONAL INSTITUTION FOR TRANSFORMING INDIA
NITI Aayog, Parliament Street,
New Delhi-110001

Tel : 23096576, 23096574 Fax : 23096575
E-mail : ceo-niti@gov.in, amitabh.kant@nic.in

DO. No. M-11/16(T)/2017-VAC

O/o PS (F&P) 26013
Diary No. 27/8/18
Dated 27/8/18

Date: 23.08.2018

Dear Chief Secretary/Administrator,

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Govt. of India has made the Unique ID Number of Darpan portal mandatory for receiving foreign contributions under FCRA Act and release of Govt. of India grants to NGOs/VOs/CSOs etc. through DPMs. However, it is not compulsory to register with Darpan portal for those NGOs/VOs/CSOs who don't require Govt. grants.

Introduction of this system has brought transformational changes in the genuinity of credentials of NGOs/VOs/CSOs, transparency in the process of project proposals, and accountability on the part of implementing agencies etc. This system also eradicates scope for duplication of benefits in case of Govt. grants, claiming of grants from multiple sources etc.

It is also known that State Government and its agencies also release huge amount as grants under Centrally Sponsored Schemes (CSS) and State Govt. Schemes to several NGOs/VOs/CSOs for carrying out various activities in several social sectors.

Therefore, it is suggested that State Govt. can also consider for introducing similar such mechanism for verification of authenticity of such NGOs/VOs/CSOs. It is also proposed that if your State Govt. decides to avail this facility / service of NGO Darpan platform to verify the credentials of NGOs/VOs/CSOs, who are partnering with your State in various development activities and getting Govt. grants, then NITI Aayog will be happy to provide all necessary support in this regard to your State/UT.

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C.P.M. No. 1524
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DESA, HARYANA

Yours sincerely,

(Amitabh Kant)

At Chief Secretary/Administrator of States/UTs

Sh. Sumant Aggarwal
DD (Plan Evaluation)

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DESA (PE)-2018/ 16048

From

Additional Chief Secretary to Govt. Haryana,
Planning Department

To

All Heads of Departments

Renewable Energy + IREP.

17

Dated: Chandigarh the 25 October, 2018

Subject:- To introduce the NGO Darpan Portal in the State.

Sir/Madam,

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You are, therefore, requested to avail this facility/service of NGO Darpan Platform to verify the credential of NGOs/VOs/CSOs who are partnering with your department in development activities and getting government grants. The NITI Aayog will provide all necessary support in this to your department.

In this regard, if you desire to know more details then Joint Secretary, (State Coordination) Shri Vikram Singh Gaur may be contacted at email id: vikramsingh.g@gov.in.

Yours Sincerely,

Bhardwaj

Addl. Director
for Additional Chief Secretary to Govt. Haryana
Planning Department
Dated: 26/10/18

Encls.No. DESA (PE)-2018/

A copy is forwarded to the Director, State Informatic Office, NIC, 9th floor, Haryana Civil Secretariat, Sector 17, Chandigarh for information and necessary action.

Addl. Director
for Additional Chief Secretary to Govt. Haryana
Planning Department

New & Renewable Energy Department, Haryana, Panchkula

Encls. No. DNRE/Admin-2018/ 3966-4010 Dated Panchkula, the 03/12/18
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Deputy Commissioner-cum-Chief Project Officer, NRE in the State.
2. All the Officers of DNRE/HAREDA
3. Programmer for updating the website.

[Signature]
30-11-18
Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
No. 17/22/2018-3GSII



To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. The Divisional Commissioners, Ambala/ Hisar/ Rohtak /Gurgaon/Karnal and Faridabad.
4. All the Managing Directors/Chief Administrators of Boards/Corporations/Public Undertakings in Haryana.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
6. All the Registrars of Universities in Haryana State.

Dated Chandigarh the 17.11.2018

Subject: - Regarding SETC (State Eligibility Test in Computer Appreciation and Applications) - compulsory for all who are working as Clerks and those want to work as Clerk on promotion or by direct recruitment.

Sir/Madam,

I am directed to refer to this Department's instruction issued vide number 62/164/2008-3GSII dated 7/11/2013 and 22/9/2017 and convey that the Government has already made SETC compulsory for persons who are promoted to the post of Clerk and a mandatory eligibility condition for recruitment to Group C posts of clerks.

In recent judgement dated 4/9/2018, Hon'ble High Court in Uma Kant & Ors. Vs. State of Haryana (CWP- 7630-2016, CWP-4053-2017, CWP- 18084-2016 and CWP- 17278-2018) has held that:-

"This court is of the firm opinion that promotion to the post of Clerk necessarily involves skill required for the post of Clerk at least knowing about the typing and the computer application in order to perform the duties of Clerk in the Government offices. Nay it would be a fundamental requirement for a Clerk to have skilled knowledge about the computer application and the typing (English/Hindi) for discharging the functions as such. There can not be a Clerk without the knowledge of computer application and typing etc. There is no question of prospective application of notification dated 09-11-2013. It must apply to all who are working as Clerks and taking salary of Clerk. However, the note shown to us by the learned state counsel that type test would be necessarily prospective as per notification dated 09-11-2013 is absurd. By saying so, the result would be that there would be one set of Clerks in the exempted category having no knowledge of typing (English/Hindi) or computer application and or SETC qualification. Another set would be of Clerks having SETC qualification working in the same Government office. The Clerks in the exempted category would chuckle at the others having SETC. The present petitioners have claimed that there is discrimination and they should also be granted exemption. Thus if all the Clerks are granted exemption from passing SETC the working in the offices of the Government is bound to be severely affected apart from increase in favoritism and nepotism.

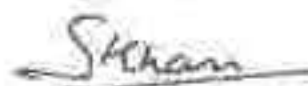
The State of Haryana is a progressive State and the step in question to continue to grant exemptions to the favourites on such excuses including the alleged prospective

application, is bound to result in a retrograde step. We cannot countenance such a thought and move on the part of the high ranking officer like Additional Chief Secretary to reduce the standard in such a manner that too when huge salary with 7th recommendation is being paid without accountability. We, therefore, find that passing of SETC type test (English/Hindi) ought to be made compulsory for one and all who want to work as a Clerk on promotion or by direct recruitment. It is a different matter that Government may give chances and chances to them to appear in the said test.

We hope, trust and request the Chief Secretary of the State of Haryana to look into the matter personally and take decision in the interest of public and the State rather than granting exemptions which obviously has given rise to the present litigation."

Therefore, considering the ratio suggested by Hon'ble High Court in the above judgement, the Government has taken the following decisions:

1. Qualifying both the Part I (Knowledge test) and Part II (typing test) of the SETC (State Eligibility Test In Computer Applications) shall be compulsory for all the currently working Clerks and all those who want to work as clerk on promotion or by direct recruitment.
2. The definition of Clerk includes Clerk-cum-Computer Operator, Office Associate, Clerk-cum-Data Entry Operator, Steno-typist, Data Entry Operator and Clerk-cum-Typist.
3. Condition of passing the SETC shall apply to all clerks (whether regular or contractual) appointed by any mode of recruitment i.e. whether appointed on regular basis or transfer basis or promotion basis or deputation or under Part II of Outsourcing Policy, etc.
4. It shall be mandatory for all Clerks (as defined in para 1 above) to qualify SETC within a period of 6 months i.e. by 31st of May, 2019.
5. In case, any clerk wishes to be exempted from SETC Part I (computer knowledge test), they may acquire necessary computer knowledge certification (mentioned in Govt. Instruction no. dated 7/11/2013 and 22/9/2017) from the approved sources/authorized agencies i.e. HARTRON, HKCL, NIELIT, etc.
6. It may be brought to notice of the concerned, that expenditure incurred by the Clerks in acquiring SETC part I certification from authorized agencies/approved sources shall be reimbursed by their parent department upon successfully acquiring the said certification. The reimbursement shall be on actuals or maximum Rs. 3500/- only.
7. SETC Part II i.e. typing test shall be mandatory for all clerks. The typing test is being regularly conducted by HARTRON. The typing test is conducted both in English and Hindi. Employees must clear the typing test in any one language.
8. No further increment or promotion (where applicable) will be allowed to the clerks without passing both the components of SETC i.e. Part I (Knowledge test) and Part II (typing test).
9. To provide legal framework for implementation of these instructions, the SETC Rules, 2018 are being framed and shall be issued shortly.



(Sube Khan)

Under Secretary, Protocol
for Chief Secretary to Government Haryana

New & Renewable Energy Department, Haryana, Panchkula

Endst. No.DNRE/Admin-2018/

Dated Panchkula, the

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

1. All the Deputy Commissioner-cum-Chief Project Officer, NRE in the State.
2. Programmer for updating the website.


Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula

No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF ADMINISTRATIVE REFORMS

Dated Chandigarh the, 4th April, 2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.

Subject:- Office efficiency – disposal of PUCs/files pending for more than one month.

Sir/Madam,

I am directed to address you on the subject cited above and to say that Government had prescribed work disposal norms for Government offices in 1989 and the following time-frames were prescribed for work disposal :

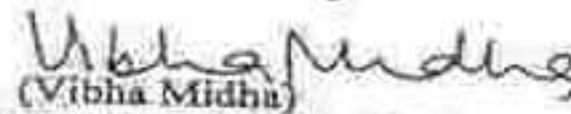
1. PUCs marked Immediate are to be disposed in 1 working day
2. PUCs marked Urgent in 3 working days
3. PUCs marked Ordinary in 5 working days

It has come to notice that many officials in the Haryana Civil Secretariat, Sector 1, Chandigarh and Haryana New Secretariat, Sector 17, Chandigarh are not disposing work according to above work norms.

Government has considered the matter and it is decided that the officers/officials at the Secretariats shall undertake a special campaign to clear the pendency of all files which have been pending for more than a month. The campaign shall run over the next three weeks i.e till 27th of April, 2018. In case some officials feel that they have too much workload, they may approach their senior officers for swift resolution of the pending work.

After 27th of April, 2018, special teams shall conduct random checking to ascertain if officials have cleared their pendency. In case, it is found that the work has not been disposed off, appropriate disciplinary action shall be taken against the concerned officials. All concerned are directed to complete disposal of pending work by 27th of April, 2018 positively.

Yours faithfully,


(Vibha Midha)

Joint Secretary Administrative Reforms,
for Chief Secretary to Government, Haryana.

(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)



No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
ADMINISTRATIVE REFORMS DEPARTMENT

Dated Chandigarh the, 18.10.2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) All the Registrar of Universities in Haryana.
- (v) All the Divisional Commissioner in Haryana.
- (vi) All the Deputy Commissioners and SDO (c) in Haryana.

Subject: Office efficiency- disposal of PUCs/files/cases pending for more than one month-Drafting of Manual of Office Procedure for State.

I am directed to invite your attention to this Department letter of even No. dated 04.04.2018 (copy enclosed) on the subject cited above and to clarify that the time limit to deal with the PUCs/files/cases will be as under:-

Item	Clerk/Record Keeper	Assistant/Dealing-hand	Superintendent/Branch Incharge	Total time limit
1. PUCs/files/cases marked immediate to be disposed in	Within same day	Within same day	Within same day	One working day
2. PUCs/files/cases marked Urgent to be disposed in	Within one working day	Within one working day	Within one working day	Three working day
3. PUCs/files/cases marked Ordinary to be disposed in	Within one working day	Within three working day	Within one working day	Five working day

Note-1. If subordinate consumes more than the prescribed time limit in that case the time of next official/officer will be reduced proportionately. In other words the total time taken by all the concerned officials/officers of a Branch should not exceed the proscribe total time limit.
2. In exceptional circumstances, the Department may fix time limits as per their requirements.

Yours faithfully,

Santosh
Under Secretary-AR,
for Chief Secretary to Government, Haryana.

Dated Chandigarh the, 18.10.2018

Endst. No. 4/14/2018-RU

A copy is forwarded to the Principal, Divisional Training Centre, HIPA, SCO 11, Sector-16, Panchkula w.r.t. their Ref. No. PDTC/PKL-18/994, dated 28.08.2018 for information and further necessary action.

S/
Under Secretary-AR,
for Chief Secretary to Government, Haryana.

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/███/Admin-2018/3744-65 Dated Panchkula, the 28-11-18

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

- 1. All the Officers of Department & HAREDA.
- 2. Programmer for updating the website.

[Signature]
Superintendent(H)
For Director, New & Renewable Energy
Department, Haryana, Panchkula

From

The Additional Chief Secretary to Government of Haryana,
Vigilance Department.

To

1. All Head of Departments in the State.
2. All Divisional Commissioners.
3. All Deputy Commissioners.
4. Registrar, Punjab & Haryana High Court, Chandigarh.
5. All District & Sessions Judges in the State.

Dated Chandigarh, the 14th Nov., 2018

Subject:-

Assistance by Gazetted Officers in trap/raid conducted by the
Vigilance Department.

Sir/Madam,

I am directed to refer to this department's letter No.1/15/78-1Vig.1 dated, 25th January, 1983 and letter of even number dated 19th May 1989 on the subject cited above and to say that it has come to the notice of the Government that in some cases of raid, information was leaked out which compromised the success of the operation. The Government attaches utmost importance to successful investigation/prosecution of cases of corruption. Therefore, it is expected that all Government servants including gazetted officers should cooperate and ensure that no information is leaked regarding the raid. Any violation will be viewed seriously. You are, therefore, requested to bring this to the notice of all officers working under your administrative control for compliance.

Yours faithfully,

Satbir Singh
Under Secretary Vigilance,
for Additional Chief Secretary to Government, Haryana,
Vigilance Department.

Endst. No. 1/2/2018-1V-II

dated Chandigarh, the

A copy is forwarded to the Director General, State Vigilance Bureau, Haryana in reference to their letter No. 12274/I-6/SVB(H) dated 28.8.2018 for information and further necessary action.

Satbir Singh
Under Secretary Vigilance,
for Additional Chief Secretary to Government, Haryana,
Vigilance Department

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and further necessary action.

Satbir Singh
Under Secretary Vigilance,
for Additional Chief Secretary to Government, Haryana,
Vigilance Department

To,

All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/2/2018-1V-II

dated Chandigarh, the 14th Nov., 2018

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/ //Admin-2018/3766-86 Dated Panchkula, the 28-11-18
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Officers of Department & HAREDA.
2. Programmer for updating the website.

[Signature]
27-11-18
Superintendent(H)
For Director, New & Renewable Energy
Department, Haryana, Panchkula

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments and Commissioners, Ambala, Hisar, Rohtak, Gurgram, Faridabad and Karnal Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioner in Haryana State.

Subject:-

Online filing of Property Returns.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that instructions regarding filling of the property return by the Government employees were issued from time to time.

2. Now, the matter has been re-considered and it has been decided that all Government employees Class I, II and III has to submit their property return online for the financial year 2017-18. The site for filling the property return is <http://intra.hry.gov.in>. Details instruction for filling the online property return is also on the site.

3. The departments can monitor the employees property return submission status on website <http://hrmshry.nic.in> with the departmental administrator user. Therefore, all department is directed to nominate their departmental HRMS nodal officers so that employees concern can contact for any clarification to said officers.

4. The deadline for the submission of online filing of property returns is 30th April of every Financial Year.

Yours faithfully,

Under Secretary General Administration
for Chief Secretary to Government Haryana

New & Renewable Energy Department, Haryana, Panchkula

Endst. No.DNRE/ /Admin-2018/3787-3807 Dated Panchkula, the 28-11-18

1. All the Officers /Officals of Department & HAREDA.
2. Programmer for updating the website.

Superintendent(I-I)

For Director, New & Renewable Energy
Department, Haryana, Panchkula



Dated Chandigarh the 08th October, 2018.

To

- (i) All the Administrative Secretaries to Govt., Haryana
- (ii) All the Head of Departments in Haryana.

Subject: Disclosures of Personal information under the RTI Act, 2005.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has noticed that Hon'ble Supreme Court of India in the matter of Girish R Deshpande Vs CIC and others SLP (C) no 27734/2012) has held as under:-

"The performance of an employee/officer in an organization is primarily a matter between the employee and the employer and normally those aspects are governed by the service rules which fall under the expression "personal information" the disclosure of which has no relationship to any public activity or public interest. On the other hand, the disclosure of which would cause unwarranted invasion of the privacy of that individual". The Supreme Court further held that such information could be disclosed only if it would serve a larger public interest.

Keeping in view the above decision of the Hon'ble Supreme Court of India, the State Information Commission has decided that information about the complaint made against an officer of the Government and any possible action the authorities might have taken on those complaint qualifies as personal information within the meaning of provision of section 8(1)(j) of the RTI Act, 2005.

You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh Kumari
(Santosh Kumari)

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - adminreformshry@gmail.com

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

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat 9th floor, Chandigarh with the request to put this letter on the website of this department.

Sd/-
(Santosh Kumari),

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - adminreformshry@gmail.com

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

Dated Chandigarh the, 8th October, 2018

A copy is forwarded to the Secretary, State Information Commission, Haryana SCO No. 70-71, Sector-8C, Chandigarh w.e.f. their letter No. 14282/SCIC/2018/EA-1, dated 21.08.2018 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 - adminreformshry@gmail.com

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/RTI/Admin-2018/ 3870-3912 Dated Panchkula, the 28-11-18
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Additional Deputy Commissioner-cum-Chief Project Officer in the State.
2. All the Officers / SPIO of Department & HAREDA.
3. Programmer for updating the website.

Sd/-
Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula

No.5/52/2016-1AR
Haryana Government
Chief Secretary's Office
Administrative Reforms Department.



Dated Chandigarh the 08th October, 2018.

To

- (i) All the Administrative Secretaries to Govt., Haryana
- (ii) All the Head of Departments in Haryana.

Subject :- Disposal of First Appeals under the RTI Act, 2005

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that State Information Commission, Haryana has noticed that in many cases following deficiencies has been noticed by the Commission while deciding appeals/complaints:-

- I The first Appellate Authorities under the Right to Information Act, do not dispose of the appeals within the time frame prescribed by the Act;
- II The Appellate Authorities do not examine the appeals judiciously and express their agreement with the decision of the State Public Information Officer mechanically;
- III The State Public Information Officer do not comply with the directions of the first Appellate Authority to furnish information to the appellant;
- IV Sometimes the appeals are not heard by the appellate authority themselves.

2. Section 19(6) of the RTI Act provides that the first Appellate Authority should dispose off the appeal within thirty days of the receipt of the appeal. In exceptional cases, the appellate authority may take forty five days to dispose off the appeal subject to the condition that he shall record in writing the reasons for delay in deciding the appeal. Therefore, each first appellate authority should ensure that an appeal received by him is disposed off within 30 days of the receipt of the appeal. If, in some exceptional cases, it is not possible to dispose off the appeal within 30 days, its disposal should not take more than 45 days. In such cases, the appellate authority should record, the reasons for not deciding the appeal within 30 days.

3. Deciding appeals under the RTI Act is a quasi-judicial function. It is therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. In order to do so, the order passed by the appellate authority should be speaking order giving justification for the decision arrived at.

4. If an appellate authority comes to a conclusion that the appellant should be supplied information in addition to what has been supplied to him by the SPIO, he may either (i) pass an order directing the SPIO to give such information to the appellant; or (ii) he himself may give information to the appellant while disposing off the appeal. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant at the earliest. It would

P.T.O.

however, be better if the appellate authority chooses the second course of action and he himself furnishes the information along with the order passed by him in the matter.

5. The State Information Commission has also pointed out that some of the Departments have appointed very junior officer as appellate authorities who are not in a position to enforce their orders. The Act provides that the first appellate authority would be an officer senior in rank to the SPIO. Thus, the appellate authority, as per provision of the Act, would be an officer in a commanding position vis-à-vis the SPIO. Nevertheless, if, in any case the SPIO does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the SPIO. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

6. You are therefore, requested to bring the above in the notice of all concerned/SPIOs under your control for compliance.

Yours faithfully,

Santosh 8/10/18
(Santosh Kumari),

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - admreformshry@gmail.com
Dated Chandigarh the, 8th October, 2018

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

A copy is forwarded to the Incharge, NIC, Haryana Civil Secretariat 5th floor, Chandigarh with the request to put this letter on the website of this department.

sd-
(Santosh Kumari),

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
Dated Chandigarh the, 8th October, 2018

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

A copy is forwarded to the Secretary, State Information Commission, Haryana SCO No. 70-71, Sector-8C, Chandigarh w.e.f. their letter No. 14282/SCIC/2018/EA-1, dated 21.08.2018 for information.

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(Santosh Kumari),

Under Secretary (Administrative Reforms)
for Chief Secretary to Govt. Haryana
Office telephone No. 2740001, 2740226, Ext. 8818
e-mail address - admreformshry@gmail.com

New & Renewable Energy Department, Haryana, Panchkula

Endst. No. DNRE/RTI/Admin-2018/3837-69 Dated Panchkula, the 28-11-18
A copy of the above Government letter / instructions is endorsed to the following for information and strict compliance in future in letter & spirit:-

1. All the Additional Deputy Commissioner-cum-Chief Project Officer in the State.
2. All the Officers / SPIO of Department & HAREDA.
3. Programmer for updating the website.

sd-
Superintendent(H)

For Director, New & Renewable Energy
Department, Haryana, Panchkula