

Haryana Government  
Administrative Reforms Department  
Notification

The 28<sup>th</sup> October, 2005

No.5/4/200-IAR. In exercise of the powers conferred by sub-section (I) 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 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 there of 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.
  - (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 the 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 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. section 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 rate, namely:-
- (a) Rs. 10 for each page in A-4 or A-4 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 on a 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) persue 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 details, 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 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; jor
- (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

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 by post or in person
  - (iv) Whether information is required by post or in person  
(the actual postal shall be included in addition to the fees.)
  - (iv) In case by post (Ordinary, Registered or Speed)

Place:

Signature of the Applicant.

Date:

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- \* 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.
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**ACKNOWLEDGEMENT**

Received your application dated \_\_\_\_\_, --vide Dairy No. \_\_\_\_\_  
dated \_\_\_\_\_.

The State Public Information Officer/  
State Assistant Public Information Officer

Name of the Department /Office

## Form B

From

The State Public Information Officer/  
State Assistant Public Information Officer,  
(Name of the office with address)

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 the 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.

S.C. CHOUDHARY  
Financial Commissioner and Principal Secretary  
To Government, Haryana,  
Administrative Reforms Department.

GOVERNMENT OF HARYANA  
HEALTH DEPARTMENT  
NEW CIVIL SECRETARIAT, SECTOR -17, CHANDIGARH

No.13/61/2005-3HBI

Dated, Chandigarh, the 13-06-2005

In pursuance of the provision of the section(1) and (2) of section 5 of Right to information act, 2005 (22 of 2005), I, Financial commissioner and Principal Secretary to Govt. Haryana Health Department designate the following officers as State Public Information Officers and State Assistant Public Information Officer for the Director Pt. B.D. Sharma Post Graduate Institute of Medical Sciences, Rohtak (Haryana).

1. State Public Information Officer:

Designation	Office Address	E-Mail Address	Tel. No.	Jurisdiction	Designation of the link officer as per section 5 sub section 4
Joint Director (Administration) Public Information Officer	Director, Pt.B.D.Sharma PGIMS, Rohtak	directorpgims@yahoo.co.in	211310 (Off.)	Pt.B.D.Sharma, Post Graduation Institute, Medical Science, Rohtak (Haryana)	-

2 State Assistant Public information Officer:

Designation	Office Address	E-Mail Address	Tel. No.	Jurisdiction	Designation of the link officer as per section 5 sub section 4
Public Relation Officer/Asstt.Public Information Officer	Orthopadics Deptt. Pt. B.D.Sharma Rohtak	nkmagu@rediffmail.com	211300 to 211303 (telephone exchange of PGIMS, Rohtak) 2414 (Internal Phone.) No.APIO's Office	Pt.B.D.Sharma, PGIMS, Rohtak	-

Dated, Chandigarh  
the 02.06.06

URVASHI GULATI  
Financial Comm.& Principal Secretary to  
Govt. Haryana, Health Department.

No.13/61/2005-3HBI

Dated, Chandigarh, the 9<sup>th</sup> June, 2006

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

- 1.Chief Secretary to Govt. Haryana, Chandigarh.
2. Financial Comm. & Principal Secy. to Govt. Haryana.  
(Administrative Reforms) Chandigarh.
3. All Administration, Secretaries
4. All Heads of the Department
5. Director, Pt. B.D. Sharma, PGIMS, Rohtak
6. All concerned Officers.

Under Secretary, Health –II  
for Financial Comm. & Health Secy.  
to Govt. Hry. Health Deptt.

(To be substituted bearing same No. and date)

**GOVERNMENT OF HARYANA**  
**HEALTH DEPARTMENT**  
**NEW CIVIL SECRETARIAT, SECTOR 17, CHANDIGARH**

No.13/61/2005-3HB-1

Dated: 06.02.2006

In pursuance of the provisions of sub – section (1) and (2) of sections of the Right to Information Act, 2005 (22 of 2005), Financial Commissioner & Principal Secretary to Government Haryana, Health & Medical Education Department designates the following officers as State Public Information Officers for the health Department, Haryana

(ii) State Public Information Officers:-

Sr.No.	Designation	Officer Address	E-mail Address	Tel. No.	Jurisdiction	Designation of the Link officer as per section 5 sub section 4
1.	Deputy/Under Secretary-I Health & Med. Edu.	New Sectt. Haryana Sector 17, Chandigarh	<a href="mailto:ushealth1@hry.nic.in">ushealth1@hry.nic.in</a>	0172-2728062	State	-
2.	Deputy/Under Secretary-II Health & Med. Edu.	New Sectt. Haryana Sector 17 Chandigarh	<a href="mailto:ushealth2@hry.nic.in">ushealth2@hry.nic.in</a>	0172-2711920 Ext.299	State	-

2. Further, in pursuance of the provisions of sub section (1) of section 19 of the said Act, the following officers(s) are designated as the First Appellate Authority for the Health Department:-

Sr.No.	Designation	Office Address	E-mail Address	Tel. No.	Jurisdiction
1.	Director Medical Education, Rohtak	Director, PGIMS, Rohtak.	<a href="mailto:directorpgims@yahoo.co.in">directorpgims@yahoo.co.in</a>	01262-211307	State

URVASHI GULATI  
Financial Comm.& Principal Secretary to  
Government, Haryana Health & Medical  
Education Department, Chandigarh

No.13/61/2005-3HB-1

Dated: 06.02.2006

Copy to :-

1. Chief Secretary to Government Haryana, Chandigarh.
2. Financial Comm. & Principal Secy. to Govt. Haryana.  
(Administrative Reforms) Chandigarh.
3. All Administration, Secretaries
4. All Head of the Department

Under Secretary, Health  
for Financial Comm.& Principal Secretary to  
Government, Haryana Health & Medical  
Education Department, Chandigarh