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OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA


ORDER

NO. 12/157-2015 Admn.(2)

Dated- 11.12.2015

A copy of letter No. 5/18/2015-1AR dated 27.11.2015 and 01.12.2015 received from Government of Haryana Administrative Reforms Department, Chandigarh addressed to all Head of the Departments and others is forwarded to the following for information and necessary action.

1. All the Principals of Government Colleges in the State.
2. All the commanding Officers, N.C.C. Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/ Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/ Indira Gandhi University, Meerpur (Rewari)/ Chaudhary Ranbir Singh University Jind/Chaudhary Bansi Lal University, Bhiwani.
4. All the Librarians of District Libraries/sub divisional Libraries in the State of Haryana/Librarian, Central State Library, Ambala Cantt.


Superintendent Administration
for Director Higher Education Haryana,
Panchkula

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
ESTABLISHMENT BRANCH (N.T.)**

Endst. No. EN-4/16/M-203(VI) 959-1085 dated 25-01-16

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

1. All HOD(s)/Branch Officer/PIO(s), Maharshi Dayanand University, Rohtak.
2. Ist Appellate Authority, Maharshi Dayanand University, Rohtak.
3. SPIO, Maharshi Dayanand University, Rohtak.
4. APIO, Maharshi Dayanand University, Rohtak.
5. P.A. to Vice-Chancellor/ Registrar/ C.O.E. (for kind information of the Vice-Chancellor/ Registrar/Controller of Examination), M.D. University, Rohtak.
6. All Dealing Assistant (Estt. NT), M.D. University, Rohtak.


Superintendent(Estt.)
for Registrar

CCS High Edu

1279 call

हरियाणा सिविल सचिवालय
चण्डीगढ़
36518

North Block, New Delhi
Dated 6th October, 2015

Office Memorandum

Subject: Format for giving information to the applicants under RTI Act- issue of guidelines regarding

It 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:

सांख्यिक संख्या शाखा
आयसी नं० 1048
दिनांक 26/10/2015

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections 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, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

S RTI cell
Babu
23-10-2015
IAR

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO 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, CPIO and name of public authority; as enumerated below:

<p>True copy of the document/record supplied under RTI Act.</p> <p style="text-align: right;">Sd/- Date (Name of the Officer) CPIO (Name of the Public Authority)</p>	<p>✓</p> <p>2010</p>
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Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated PIO but the certification of the documents, if need be, could be done by an other junior gazetted officer.

3. This may be brought to the notice of all concerned.

G. S. Arora
(G. S. Arora)
Deputy Secretary (IR)
Tel. 23092755

- 1. All the Ministries/ Departments of the Government of India.
- 2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice President's Secretariat/Prime Minister's Office/NIT Ayog/Election Commission.
- 3. Central Information Commission/State Information Commissions.
- 4. Staff Selection Commission, CGO Complex, New Delhi,
- 5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to : Chief Secretaries of all the States/UTs

41-13