

# HARYANA VIDHAN SABHA SECRETARIAT

## NOTIFICATION

The 17<sup>th</sup> March, 2006

No. 240-EA-2006/31 In exercise of the powers conferred by sub-section (1) read with sub section (1) of section 28 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Speaker, Haryana Vidhan Sabha 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 Vidhan Sabha Secretariat Right to Information Rules, 2006.
- (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) "Form" means a form, appended to these rules.
  - (c) "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 alongwith a fee as specified in rule 5 of these rules.
- (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 thereof to the applicant.

**Section  
2(m), 6  
and 27**

**4. Deposit of fee.**

- (1) The fee shall be deposited with the Cashier of Haryana Vidhan Sabha Secretariat either in cash against proper receipt or by treasury challan [\*or through Indian Postal Order or Bank Draft].

**Section 6**

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**\*Inserted vide Notification dated 7<sup>th</sup> July, 2009**

- (2) The amount of fee shall be credited to the receipt head/account number of the Haryana Government.
- (3) On receipt of an application, submitted under sub-rule (1) of rule 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 requisite fee within a period of fifteen days after 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.**

- Section 6 & 7** (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of ten rupees and shall ordinarily not contain more than five hundred words excluding annexure, address of the State Public Information Officer and that of the applicant:-  
Provided that no application shall be rejected only on the ground that it contains more than five hundred words.
- (2) For providing an information under Sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
- (a) two rupees for each page in A-4 or A-3 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.

11<sup>th</sup> Jan, 2013

(c) so much of postal charge involved in supply of information that exceeds fifty rupees.\*\*

(3)  
10<sup>th</sup> June, 2016

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) fifty rupees for providing information in a floppy;

**\*Amended vide Notification dated 8<sup>th</sup> January, 2010**

**\*Inserted vide Notification dated 11<sup>th</sup> January, 2013**

(b) fifty rupees for providing information in 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 two rupees 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 five rupees shall be charged for every subsequent hour or fraction thereof.

**FORM A**

{See rule 3(1) }

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 alongwith following ID:  
(Aadhar Card, Passport, Voter Card, pan Card, PPP ID, Government's issued Identity Card)
- (3) Particulars of information required:-
  - (i) Subject matter of information\*
  - (ii) The period to which the information relates\*\*
  - (iii) Description of the information required\*\*\*
  - (iv) Whether information is required by post or in person (the actual postal charges shall be included in additional fee)
  - (v) In case by post (Ordinary, Registered or Speed post)

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/Licence  
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 Diary No.....

Dated.....

Signature State Public Information Officer/  
State Assistant Public Information Officer  
(Name of the Department/Office).....

**[Inserted vide Notification No. 240/EA-2009-21]**

**FORM B**

{See rule 4 (1) }

From

State Public Information Officer/  
State Assistant Public Information Officer,  
(Name of the Department/Office)

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 supplying this information  
to you is ` \_\_\_\_\_.

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 [\*or through Indian Postal Order or Bank Draft] 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.)

Yours faithfully,

(State Public Information Officer/  
State Assistant Public Information Officer.)

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SUMIT KUMAR  
SECRETARY,  
HARYANA VIDHAN SABHA,  
CHANDIGARH.

**\*[Inserted vide Notification dated 7<sup>th</sup> July, 2009]**