

**No. 5/52/2016-1AR**  
**GOVERNMENT OF HARYANA**  
**CHIEF SECRETARY'S ORGANISATION**  
**GENERAL ADMINISTRATION DEPARTMENT**

Dated Chandigarh, the 20<sup>th</sup> May, 2024

To

1. All the Administrative Secretaries to Govt. Haryana. *only Sec-12*
2. All Head of Departments in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. The Registrar General, Punjab & Haryana High Court.
5. All the Registrar of Universities in Haryana.

**Subject: Amendment in Haryana Right to Information Rules, 2009.**

I am directed to invite your kind attention to this department's Notification No. 5/52/2016-1AR dated 12.04.2021, which introduced a new Model Form "A" replacing the earlier version, as prescribed in "The Haryana Right to Information Rules, 2009". These amended rules herein called as "The Haryana Right to Information (Amendment) Rules, 2021" require RTI applicants to furnish proof of identity (such as Aadhar Card, Passport, Voter Card, Pan Card, PPP ID, or Government issued Identity Card) along with their application.

However, it has come to the State Government's attention, through the State Information Commission, that several public authorities in the State are not adhering to these rules diligently and some SPIOs (State Public Information Officers) continue to process RTI applications even when they lack accompanying proof of the applicant's identity. The State Government emphasises that neither the First Appellate Authority nor the SPIOs have the authority to waive the requirement for proof of identity. Such action on the part of First Appellate Authority/State Public Information Officer is subversive of spirit of rules and amounts to clear violation of the rules, which are not permitted by the Government.

It is therefore, requested that "The Haryana Right to Information (Amendment) Rules, 2021" should again be brought specifically to the notice of all First Appellate Authority/State Public Information Officer working under kind control of your respective offices and also made aware that any violation of ibid rules shall be viewed seriously. Copy of the Haryana Right to Information(Amendment) Rules, 2021 is enclosed.

*Rajesh Kumar*  
Superintendent (AR)

*9* for Chief Secretary to Government, Haryana

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

Dated Chandigarh, the 20<sup>th</sup> May, 2024

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No. 70-71, (1<sup>st</sup> Floor), Sector 8-C, Chandigarh for information & necessary action.



*Rajesh Kumar*  
Superintendent (AR)

*9* for Chief Secretary to Government, Haryana



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

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No. 61-2021/Ext.] CHANDIGARH, MONDAY, APRIL 12, 2021 (CHAITRA 22, 1942 SAKA)

हरियाणा सरकार

प्रशासकीय सुधार विभाग

अधिसूचना

दिनांक 12 अप्रैल, 2021 .

संख्या 5/52/2016-1ए०आर०- सूचना का अधिकार अधिनियम, 2005 (2005 का केन्द्रीय अधिनियम 22), की धारा 27 की उपधारा (2) के साथ पठित उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सूचना का अधिकार नियम, 2009, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम हरियाणा सूचना का अधिकार (संशोधन) नियम, 2021, कहे जा सकते हैं।
2. हरियाणा सूचना का अधिकार नियम, 2009 में, आदर्श प्ररूप 'क' के स्थान पर, निम्नलिखित आदर्श प्ररूप प्रतिस्थापित किया जाएगा, अर्थात् :-

"आदर्श प्ररूप 'क'

(देखिए नियम 3(1))

सेवा में

राज्य लोक सूचना अधिकारी /

राज्य सहायक लोक सूचना अधिकारी,

(पता सहित कार्यालय का नाम)

- (1) आवेदक का पूरा नाम :
- (2) आधार कार्ड, पासपोर्ट, वोटर कार्ड, पैन कार्ड, परिवार पहचान पत्र या सरकार द्वारा जारी पहचान पत्र की प्रति सहित पता :
- (3) अपेक्षित सूचना का विवरण—
  - (i) सूचना की विषय-वस्तु\*
  - (ii) अवधि, जिससे सूचना सम्बन्धित है\*\*
  - (iii) अपेक्षित सूचना का वर्णन\*\*\*
  - (iv) क्या सूचना डाक द्वारा या व्यक्तिगत रूप में अपेक्षित है (वास्तविक डाक प्रभार, अतिरिक्त फीस में शामिल होंगे)
  - (v) यदि डाक द्वारा (सामान्य, रजिस्टर्ड या स्पीड पोस्ट)

स्थान :

दिनांक :

आवेदक के हस्ताक्षर

- \* निर्दिष्ट की जाने वाली विषय-वस्तु का विस्तृत प्रवर्ग (जैसे कि अनुदान/सरकारी भूमि/सेवा मामले/अनुज्ञापियाँ इत्यादि)।
- \*\* सम्बद्ध अवधि, जिसके लिए सूचना निर्दिष्ट की जानी अपेक्षित है।
- \*\*\* सूचना के विशिष्ट विवरण निर्दिष्ट किए जाने अपेक्षित हैं।

पावती  
आपका आवेदन दिनांक ..... डायरी संख्या ..... दिनांक ..... द्वारा प्राप्त हुआ।

लोक सूचना अधिकारी/राज्य सहायक  
लोक सूचना अधिकारी के हस्ताक्षर  
(विभाग/कार्यालय का नाम).....।

विजय वर्धन,  
मुख्य सचिव, हरियाणा सरकार।

**HARYANA GOVERNMENT**  
**ADMINISTRATIVE REFORMS DEPARTMENT**

**Notification**

The 12th April, 2021

No. 05/52/2016-IAR.— In exercise of the power conferred by Sub-section (1) 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 further to amend the Haryana Right to Information Rules, 2009, namely :-

1. These rules may be called the Haryana Right to Information (Amendment) Rules, 2021.
2. In the Haryana Right to Information Rules, 2009, for Model Form 'A', the following Model Form shall be substituted, namely :-

**"MODEL FORM 'A'**

[see rule 3(1)]

To

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 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 include in additional fee)
  - (v) In case by post (Ordinary, Registered or Speed post)

Place :

Date :

Signature of the applicant

- \* 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.

**ACKNOWLEDGEMENT**

Received your application dated ..... vide diary No. .... dated .....

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

**VIJAI VARDHAN,**  
Chief Secretary to Government Haryana.

9147—C.S.—H.G.P., PKL