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THE RIGHT TO INFORMATION ACT, 2005

Pursuance of Section 4(1) (b) of RIT Act, 2005

Details of Information Officers

Pattern of charging fees

ADOPTION OF FORMS

1. Form of Application
2. Forwarding of Application/Appeal
3. Intimation for Deposit of Further Fee
4. Form of Supply of Information to the Applicant
5. Rejection Order
6. Appeal U/S 19 of the Right to Information Act, 2005

DESIGNATION OF AUTHORITY TO WHOM THE FIRST APPEAL LIES w.r.t. THE RIGHT TO INFORMATION ACT, 2005

The Project Manager, Sh. Rajesh Deswal (0172-2562231) is the First Appellate Authority for Haryana State Electronics Development Corporation Limited (Haryana State Electronics Development Corporation Ltd.), SCO 109, Sector-17-B, Chandigarh & Hartron Informatics Limited (Hartron Bhawan, Bays No. 73-76, Sector-2, Panchkula)

THE RIGHT TO INFORMATION ACT, 2005

1. An Applicant for obtaining any information under sub – section (1) of section 6 shall be accompanied with a fee of **Rs.50/-**.
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) **Rs.2/-** 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.
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 in diskette; and
 - (c) If information sought is of such a nature, which is contained in a printed documents of which is 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.2/- 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 that 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.

Note:-

- (1) No such fee shall be charged from the person who are of below poverty line.
- (2) The above fee may be paid by way of **Cash** against **Proper Receipt** or by **Demand Draft** or **Indian Postal Order** payable to the **Haryana State Electronics Development Corporation Ltd.**

FORM OF APPLICATION
(To be submitted on Plain Paper)

Name & Address of
State Public Information Officer/ Asstt. State Public Information Officer

A. Contact Details

1. Name of the Applicant _____
2. a) Mailing Address _____
b) Telephone No. _____
c) E-Mail _____

1. Whether a citizen of Indian Yes No

B. Details of information sought

1. Nature of information sought (Please Mark ✓)
- a) Life & liberty of the person * _____
- b) Other than (a) _____
2. Type of information required _____

- (a) Copy of documents required Yes No
- (b) Inspection of records Yes No
- (c) Sample of material required Yes No
- (d) Other information Yes No

3. (a) Whether the information sought relates to third party ? Yes No
- (b) If, yes his/her name & address

C. Specified the particulars of information required

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

D. Time period for which information is required _____

E. Whether applicant belongs to BPL category: Yes No Proof of BPL attached Yes No

F. Details of fee paid Rs. _____

Signature of the applicant

* Application may preferably be submitted directly to the State Public Information Officer (SPIO) concerned to avoid delay.

IN THE PURSUANCE OF SECTION 4 (1) (b) THE RIGHT TO INFORMATION ACT, 2005, THE INFORMATION IN RESPECT OF Haryana state electronics development corporation ltd. Is given here under

- | | | |
|--------|--|--|
| 4.bi | The particulars of its organization, functions and duties. | The Corporation has its Corporate office at Chandigarh and 03 R&D Centres/Offices in Haryana. Addresses and telephone Nos. are available. |
| 4.bii | The powers and duties of its officers and employees. | The powers and duties of Officers and employees are decided by the Board of Directors/Managing Director and in terms of service regulations. |
| 4.biii | The procedure followed in the decision making process, including channels of supervision and accountability. | Different powers have been delegated by the Board of Directors to its officers at various levels for performing their duties. In order to exercise supervision and fix responsibility, various control measures are in place. |
| 4.biv | The norms set by it for the discharge of its functions. | Norms as per the Memorandum of Article of Association under Companies Act, 1956 or as approved by the Board of Directors are the guiding principals for discharging various functions. |
| 4.bv | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. | For discharging various functions, employees of the Corporation use various manuals, circulars and other instructions issued from time to time. All manuals and circulars are available in the Library of the Corporation. |
| 4.bvi | A statement of the categories of documents that are held by it or under its control. | Documents as required under the law, rules and regulations are held by the Corporation. |
| 4.bvii | The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or administration thereof. | Shareholders can raise issues concerning policies in the Annual General Meetings, which can relate to the policy of the Corporation. Open House Meets for the clients are also conducted at regular intervals where people get an idea about the policies of the Corporation and can raise their grievances. |

- | | | |
|---------|--|--|
| 4.bviii | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of which meetings are accessible for public. | The Corporation is constituted under the Companies Act, 1956 as amended from time to time. Various committees as per requirement of the Corporation are formed as per approval of the Board or by the top Management as per the powers delegated by the Board. Public are not entitled to participate in the meetings of the Board/Committee and minutes are not accessible to public. |
| 4.bix | A directory of its officers and employees. | A list of senior Executives of the Corporation and Centres/Offices is available on the website of the Corporation, which is update from time to time. Any person interested in seeking the information about any other employee/officer can approach the Corporation in that behalf. The list of Offices/Centres is already available in the website for reference. |
| 4.bx | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | Remuneration of Officers/employees is fixed as per the Service Regulations. |
| 4.bxi | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. | The funds are received from State/Centre Government to implement their schemes. |
| 4.bxii | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | Not applicable to Haryana State Electronics Development Corporation Ltd. |
| 4.bxiii | Particulars of recipients of concessions, permits or authorization granted by it. | Not applicable to Haryana State Electronics Development Corporation Ltd. |
| 4.bxiv | Details in respect of the information, available or it held by it, reduced in an electronic form. | All the general information regarding activities taken up by Corporation is available on the website of the Corporation. |

- 4.bxv The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. The citizens can visit Corporation or any Offices for obtaining information regarding facilities/services provided by the Corporation. Further, the citizens can also visit Haryana State Electronic Development Corporation's website i.e. www.hartron.org. The public can also approach State Public Information Officer for obtaining information which is not available in the website.
- 4.bxvi The names, designations and other particulars of the State Public Information Officers. Sh. Rajendar Singh, Assistant General Manager, State Public Information Officer, Corporate Office, Chandigarh
- Sh. M.K. Sardana, Senior Engineer (E), Assistant State Public Information Officer, Resource Planning & Funded Project Electronics City, Sector-18 (P), Gurgaon.
- Sh. Satyavir Singh, Senior Engineer (O), Assistant State Public Information Officer, Haryana state electronics development corporation ltd. IDDC, ERDC & PMDF G.T. Road, Ambala Cantt.

FORWARDING OF APPLICATION/APPEAL

No. HARYANA STATE ELECTRONICS
DEVELOPMENT CORPORATION LTD.:M(P&A):RTI:2010:
Dated:

RTI

Time Bound

To

The State Public Information Officer or
The First Appellate Authority or
The Central Information Commission

Sub:- **Forwarding of RTI application/appeal: ID No. _____ dated _____**

Sir/Madam,

I am to forward herewith an application/appeal in original received on _____ from the following applicant under Section 5 (2) of the Right to Information Act, 2005, for further necessary action.

Name: _____

Address: _____

2. The applicant has deposited a fee of Rs.50/- vide cash receipt number _____ dated _____ in this office

Or

The above fee may be paid by way of **Cash** against **Proper Receipt** or by **Demand Draft** or **Indian Postal Order** payable to the **Haryana State Electronics Development Corporation Ltd.**

3. It is requested that further necessary action in the matter may please be taken at your end.

Yours faithfully,

(_____)
**Name & Designation of the State Public Information Officer/
Assistant State Public Information Officer**

Encl:

- 1) Application in original
- 2) Copy of Cash receipt /Demand Draft/Banker Cheque

**DETAILS OF THE INFORMATION OFFICER'S AT CORPORATE OFFICE,
CHANDIGARH AND OTHER OFFICES**

CORPORATE OFFICE, CHANDIGARH

- | | | | |
|----|--|----------------------------------|------------|
| 1. | Sh. Rajendar Singh,
Assistant General Manager | State Public Information Officer | Chandigarh |
|----|--|----------------------------------|------------|

**STATE ASSISTANT PUBLIC INFORMATION OFFICERS AT
BRANCH OFFICES**

- | | | |
|----|--|--|
| 1. | Sh. M.K. Sardana,
Senior Engineer (E) | Assistant State Public Information Officer
Electronics City, Sector-18 (P), Gurgaon |
| 2. | Sh. Satyavir Singh,
Senior Engineer (O) | Assistant State Public Information Officer
IDDC, ERDC & PMDF, G.T. Road, Staff Road,
Ambala Cantt. |

INFORMATION FOR DEPOSIT OF FURTHER FEE

No. HARYANA STATE ELECTRONICS
DEVELOPMENT CORPORATION LTD.:M(P&A):RTI:2010:
Dated:

To

Sub: **Deposit of further fee.**

Sir/Madam,

Please refer to your application ID No. dated for obtaining information under Right to Information Act, 2005.

1. You are requested to pay a sum of Rs..... representing the cost of providing the information, which has been computed as per details given below: -

Sr. No.	Particulars	Rate (Rs.)	Amount (Rs.)
1.	for each page (in A-4 or A-3 size paper) create or copied;	02.00	--
2.	Actual charge or cost price of a copy in larger size paper;	--	--
3.	Actual cost or price for samples or models; and	--	--
4.	For inspection of records, no fee for the first hours and a fee for each fifteen minutes (or fraction thereof) thereafter.	10.00	--
5.	For information provided in a floppy	50.00	--
6.	For information provided in diskette; and	100.00	
7.	For information provided in printed form at the price fixed for such publication or per page of photocopy for extracts from the publication	02.00	--

2. You are requested to deposit the above amount with the authorized person and submit the receipt to the undersigned or pay the amount in the form of demand draft or Demand Draft payable to the Accounts Officer of the (name of the office).
3. It may please be noted that the intervening period between the dispatch of this information and payment of fee shall be excluded for the purpose of calculating the prescribed period as per sub section (3)(a) of Section 7 of the Act.
4. You have a right to get the decision for deposit of further fee reviewed for which you can apply to the First Appellate Authority whose address is given below: -

Yours faithfully,

Name & Designation of the State Public Information Officer/

No. HARTRON: AGM: SPIO: RTI: 2013

Dated:

To

Sir / Madam,

Please refer to your application, ID No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

1. The information asked for is as under:

Or

The information sought is partly given below:

i) _____
ii) _____

The remaining information about the other aspects cannot be supplied due to the following reasons:-

i) _____
ii) _____

2. As per Section 19 of the Right to Information Act, 2005 you may file an appeal to the First Appellate Authority within 30 days of the issue of this order, whose particulars are given below:-

Name and address of the First Appellate Authority

Yours faithfully,

Name & Designation of the State Public Information Officer/

REJECTION ORDER

No. HARTRON: AGM: SPIO: RTI: 2013

Dated:

To

Sir/Madam,

Please refer to your application ID No. _____ dated _____
addressee undersigned regarding supply of information under Right of Information Act, 2005.

1. The information asked for cannot be supplied due to the following reasons;-

i) _____

ii) _____

2. As per Section 19 of the Right to Information Act, 2005, you may like to file an appeal to Appellate Authority within 30 days of the issue of this order, whose particulars are given below;-

First Appellate Authority General Manager (Project) Sh. Rajesh Deswal

Haryana State Electronics Development Corporation Ltd.

SCO 109, Sector 17 B, Chandigarh

Phone No. 0172-2562231

Name and address of the First Appellate Authority

Yours faithfully,

**Name & Designation of the State Public Information Officer/
Assistant State Public Information Officer**

**APPEAL UNDER SECTION 19 OF THE RIGHT TO INFORMATION
ACT, 2005**

To

First Appellate Authority

A. CONTACT DETAILS:

1.	Name of the Applicant	
2.	Address	

B. DETAILS ABOUT RIT REQUEST:

1.	Particulars of the SPIO against whose order appeal is preferred	(a) Name	
		(b) Address	
2.	Date of submission of application (Please attach a copy)		
3.	Brief facts leading to appeal	(a) No response received within 30 days of submission of Form I	
		(b) Aggrieved by the response received within the prescribed period (a copy of the order received be attached)	
		Grounds for appeal _____ _____	
4.	Prayer or relief sought		
5.	Last date for filing the appeal		
6.	If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time		
7.	Copies of documents relied upon by the applicant		

Signature of the Applicant

Instructions