

No. 08/11/2025-2AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)

Dated Chandigarh the, 19th December, 2025

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Department in the State of Haryana.
3. All the Chief Administrator/Managing Directors of Boards/Corporations in the State of Haryana.
4. The Registrar General, Punjab & Haryana High Court, Chandigarh.
5. All the Registrar of Universities in Haryana.
6. All the Divisional Commissioners in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

Subject: - Regarding uploading of complete RTI replies and first Appeal orders along with attachments.

I am directed to refer you on the subject cited above and to enclose herewith a copy Office Memorandum F.No. 1/4/2024-1R-I dated 26.08.2025 received from Ministry of Personnel, PG and pensions Department of Personnel & Training,, New Delhi. With the request to instruct all SPIOs/FAAs in their respective organizations to ensure mandatory uploading of complete RTI replies and First Appeal orders along with the attached documents if any, on the RTI Online Portal. Wherever necessary, files of large size and documents may be suitably compressed to ensure compliance with the permissible limits in terms of file size etc.

2. This may please be brought to the notice of all concerned with their control for strict compliance.

This issues with the approval of Competent Authority.

Rajesh Kumar
Superintendent (AR)
for Chief Secretary to Govt., Haryana,
General Administration Department.

Endst. No. 08/11/2025-2AR

Dated Chandigarh the 19th December, 2025

A copy is forwarded to the Superintendent, State Information Commission, Haryana w.r.t his letter No. 31282/CIC/2025/EA-I dated 12-11-2025 for information and necessary action.

sd/-
Superintendent (AR)
for Chief Secretary to Govt., Haryana,
General Administration Department.



F.No 142024 IR-I

Govt of India

Ministry of Personnel, PG and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
dated 26.08.2025

OFFICE MEMORANDM

Subject: Uploading of complete RTI replies and First Appeal orders along with attachments.

It has been brought to the notice of this Department that in several instances, the CPIOs while submitting their response on the **RTI online Portal**, enter brief remarks in the text box such as "Reply is attached" or "Reply has been given" etc. without actually uploading the corresponding documents. Similar issues have also been observed in case of uploading orders by the First Appellate Authorities. This leads to non availability of required information especially at the Second Appeal stage as RTI online portal has been integrated by NIC with the portal of CIC for fetching data in respect of RTI replies and first appeals.

CS (Busy)

Secy./CS

02/09

Secy./AD (A.P.)

SSPS

(Busy)

04.09.25

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Rep

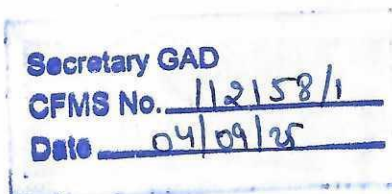
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SAR

9/9/25

2. In view of the above, Heads of Public Authorities are requested to instruct all CPIOs/ FAAs in their organizations to ensure mandatory uploading of complete RTI replies and First Appeal orders along with the attached documents if any, on the RTI Online Portal. Wherever necessary, files of large size and documents may be suitably compressed to ensure compliance with the permissible limits in terms of file size etc.

4. This may be brought to the notice of all concerned for information and compliance.



(Deo Nath Sah)
Director

1. All the Ministries/ Departments of Government of India
2. President Sectt. Vice President Sectt. PMO, Cabinet Secretariat, UPSC, SSC Lok Sabha Sectt. Rajya Sabha Sectt. CVC Niti Ayog. Election Commission.
3. O-o CAG of India.
4. All officers/ Sections of DoPT

Copy to: Chief Secretaries of States/ UTs, SIGs

Diary No. 112158
Dated 04/09/2025
Joint Secretary
Office of the Secretary to Government

1. CIC for uploading this O.M. on the website of CIC.
2. DoPT with the request to upload this O.M. on DoPT's website.

2AR