

No. 05/52/2016-1AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(Administrative Reforms Branch)

Dated, Chandigarh the 16th February, 2026

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Chief Administrators/Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.

Subject:- Regarding recovery of penalty imposed by the State Information Commission, Haryana.

Respected Sir/Madam,

I am directed to invite your kind attention to the meeting held on 30.12.2025 under the Chairmanship of the Chief Secretary to Government of Haryana on the subject cited above, and to the decisions taken therein. In pursuance of the aforesaid decisions; the following directions are hereby issued for immediate and time-bound implementation by all the concerned Departments/Authorities.

1. Recovery of Outstanding Penalty Amount.

All Administrative Secretaries shall ensure recovery of the outstanding penalty amounts imposed upon defaulting State Public Information Officers (SPIOs), strictly in accordance with the installment structure approved in the said meeting.

2. Mode and Rate of recovery

The recovery shall be affected by the Drawing and Disbursing Officer (DDO) of the concerned public authority from the salary/pension of the defaulting SPIOs as under:

Category/Class designated SPIO	If officer is in service (from Salary)	If officer has retired (from Pension)
Class-A Officer	Rs.10,000/per month	Rs.5000/- per month
Class-B Officer	Rs.7000/- per month	Rs.3500/- per month
Class-C Officer	Rs.4000/-per month	Rs.2000/- per month

The recovery shall commence immediately and continue till the entire outstanding penalty amount is recovered.

3. Cases of Deceased SPIOs

In cases where the SPIOs concerned has expired, the penalty imposed under the RTI Act, 2005 shall be waived off, and no recovery proceedings shall be initiated.

4. Recovery from Sarpanches/Ex-Sarpanches of Gram Panchayats

- i) In respect of Sarpanches of Gram Panchayats, the penalty amount shall be recovered at the rate of Rs. 3000/-per month from the honorarium payable to them.
- ii) In respect of Ex- Sarpanches, where the penalty is not being deposited voluntarily, the concerned Departments shall refer such cases to the Deputy Commissioner of the concerned district for initiating recovery proceedings under the applicable revenue laws or by adopting suitable alternative dispute resolution mechanism.
- iii) The State Information Commission and the Panchayat & Development Department shall work in close coordination to ensure effective recovery of outstanding penalties in such cases.

5. Responsibility of Administrative Secretaries and the Head of the Department

All the Administrative Secretaries and the Head of the Departments are hereby directed to personally monitor compliance of these directions in respect of their Departments; ensure that DDOs adhere strictly to the approved recovery scheduled and furnish periodic status reports to the State Information Commission, Haryana regarding recovery made and balance outstanding.

This is issue with the approval of competent authority.

DA: Copy of Minutes of meeting is enclosed.

Rajesh Kumar
Superintendent, AR Branch
for Chief Secretary to Govt. Haryana

Endst. No. 05/52/2016-1AR

Dated, Chandigarh the 16th February 2026

A copy of the above is forwarded to the Secretary, State Information Commission, Netaji Subhash Chander Bose Suchana Bhawan, IP-8, Sector-03, Near Majri Chowk, Panchkula, Haryana.

Rajesh Kumar
Superintendent, AR Branch
for Chief Secretary to Govt. Haryana

Endst. No. 05/52/2016-1AR

Dated, Chandigarh the 16th February 2026

A copy of the above is forwarded to the Reader, O/o Lokayukta, Haryana, Room No. 232, Second Floor, New Secretariat Building, Sector-17, Chandigarh.

Rajesh Kumar
Superintendent, AR Branch
for Chief Secretary to Govt. Haryana

Proceedings of the Meeting held on 30.12.2025 under the Chairmanship of the Chief Secretary to Government, Haryana, regarding recovery of the outstanding amount of penalty imposed by the State Information Commission, Haryana, with the Additional Chief Secretaries of the concerned Departments.

A meeting was held under the Chairmanship of the Worthy Chief Secretary to Government, Haryana on 30.12.2025 at 11:30 A.M deliberate upon the recovery of the outstanding amount of penalty imposed by the State Information Commission, Haryana, under the provisions of the Right to Information Act, 2005.

At the outset, the Secretary, State Information Commission, Haryana welcomed the Worthy Chief Secretary and all the Administrative Secretaries present in the meeting. Thereafter, he presented the agenda items and apprised the Chair and the participants about the background of the matter.

Background of the matter

The Secretary, State Information Commission, Haryana informed that as per the penalty reports furnished by the State Information Commission, Haryana in accordance with Section 20(1) of the RTI Act, 2005, a penalty of Rs. 250 per day, subject to a maximum of Rs. 25,000 per case, is imposed on the defaulting SPIOs for delay in furnishing information. It was further informed that against the total penalty imposed, an amount of Rs. 2,94,87,657/- is still outstanding and remains to be deposited by SPIOs of the various Departments:—

Sr. No.	Department Name	Pending Amount in (Rs.)
1.	i) Panchayat Department ii) District Rural Development Agency (DRDA)	1,34,86,833 64,750
2.	i. Education Department (DSE) ii. Higher Education iii. Elementary Education	22,77,276 50,000 3,05,000
3.	Revenue	14,76,500
4.	i. Urban Local Bodies ii. ACS to Urban Bodies	80,96,381 25,000
5.	i. Public Health Department ii. Housing Board	55,500 83,000
6.	Social Justice & Empowerment	3,05,667
7.	Registrar Co-operative Society	19,9,000
8.	Food Civil Supplied & Consumer Affairs	1,22,500
9.	i. Urban Estate Department ii. Town & Country Planning iii. HSVP (HUDA) iv. GMDA	13,08,500 1,20,500 10,94,750 25,000
10.	Transport Department	77,000
11.	i. Health Department ii. Kalpna Chawla Medical College iii. Ayush Department iv. Red Cross v. Forest Department	30,000 25,000 10,000 2,000 50,000
12.	Women and Child Department	50,000
13.	Haryana State Agriculture Marketing Board	42,500
14.	i. Haryana State Industrial Infrastructure Development Corporation. ii. Firms & Society	30,000 25,000
15.	Human Resource Department	25,000
16.	Irrigation	25,000
	Total	2,94,87,657

Deliberation and Decisions

The matter was discussed in detail with the Administrative Secretaries. After due deliberations, the following decisions were taken unanimously:-

1. Mode of recovery

It was observed that recovery of the outstanding penalty amount in lump sum may cause financial hardship to the concerned Government employees. Therefore, it was decided that the outstanding penalty amount shall be recovered in monthly installments from the concerned SPIOs.

2. Rate of Monthly Recovery:

The recovery shall be affected by the Drawing and Disbursing Officer (DDO) of the concerned public authority as per the following schedule:

Category/Class designated SPIO	If officer is in service (from Salary)	If officer has retired (from Pension)
Class-A Officer	Rs.10,000/-per month	Rs.5000/- per month
Class-B Officer	Rs.7000/- per month	Rs.3500/- per month
Class-C Officer	Rs.4000/-per month	Rs.2000/- per month

3. Cases of Deceased SPIOs

In cases where the SPIOs concerned has expired, the penalty imposed under the RTI Act, 2005 shall be waived off, and no recovery proceedings shall be initiated.

4. Recovery from Sarpanches/Ex-Sarpanches of Gram Panchayats

- In case of serving Sarpaches of Gram Panchayats, the penalty amount shall be recovered at the rate of Rs. 3000/-per month from the honorarium payable to them.
- In respect of Ex- Sarpanches, where the penalty is not being deposited voluntarily, the concerned Departments shall refer such cases to the Deputy Commissioner of the concerned district for initiating recovery proceedings under the applicable revenue laws or by adopting suitable alternative dispute resolution mechanism.
- The State Information Commission and the Panchayat & Development Department shall work in close coordination to ensure effective recovery of outstanding penalties in such cases.

The meeting concluded with a vote of thanks to the Chair.