No. 07/38/2026-2AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATIVE REFORMS BRANCH)

Dated Chandigarh the, 04th November, 2026

To

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

Subject: - **Regarding ensuring timely disposal of First appeals under the Right to Information Act, 2005.**

I am directed to address you on the subject citied above and to inform you that the State Information Commission, Haryana, has expressed concern over the delay in disposal of First Appeals by the First Appellate Authorities (FAAs) and the issuance of orders which are not reasoned and speaking orders.

2. Further, Commission has requested that necessary directions may be issued to all concerned Administrative Department, Head of Department and Public Authority to ensure strict compliance with the following instructions:-

i) Every First Appeal is disposed of within the period prescribed under Section 19(6) of the Act;

ii) Every order passed on a First Appeal is a reasoned and speaking order, dealing with the grounds raised by the appellant; and

iii) Where the information sought is legally disclosable, the concerned SPIO is directed to furnish the information without avoidable delay, in accordance with the provisions of the Act.

3. You are, therefore, requested to bring this to the notice of all concerned First Appellate Authorities under your control that, they must strictly adhere to the provisions of Section 19 (6) of RTI Act, 2005 to comply with and dispose of the appeals, so that the information seeker may not have to resort to filing of second appeals before the commission..

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

No. 07/38/2026-2AR Dated Chandigarh, the 04th November, 2026

A copy is forwarded to the Secretary, State Information Commission, Haryana, Netaji Subhas Chandra Bose Suchana Bhawan, Plot No. IP-8,Sector-3, Panchkula w.r.t. his letter No. 30163/CIC/Training dated 08.10.2026 for information.

Rajesh Kumar
Superintenden (AR)
for Chief Secretary to Govt., Haryana.