

**Subject; - Regarding receipt of letters addressed to SPIO/ Appellate Authority, Finance Department.**

Will all the SPIOs/ Appellate Authorities in the Finance Department kindly refer to the subject noted above?

2. An application was sent to SPIO Finance Department along-with the prescribed fee of Rs. 50/- . The envelope was opened by the SPIO and then returned it to the post office with the remarks "send it to the correct department". The post office returned the envelope to the complainant with the remarks "refused". The matter was brought to the notice of State Information Commission, Haryana, Chandigarh wherein the following directions have been given :-

*"The SPIO shall ensure that a circular is issued in the Finance Department that any communication received under the RTI Act by the Finance Department shall be entertained irrespective of the SPIO to whom it is addressed and after scrutiny necessary action as per the RTI Act shall be taken by the officer concerned. A copy of the circular issued in this regard shall be sent to the Commission for information."*

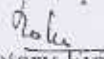
3. The above directions of the State Information commission should be complied with in letter and spirit. In compliance with the above directions of the State Information Commission, Haryana the following procedure will be followed:-

(I) If any letter/application/communication under the RTI Act, 2005 addressed to SPIO/Appellate Authority of Finance Department is received it should not be refused and it should be accepted/entertained.

(II) The application then be scrutinized. After scrutiny necessary action as per RTI Act shall be taken by the officer concerned. However, where an application is made to SPIO/Appellate Authority of Finance Department requesting for an information.-

- (i) which is held by another public authority/Department; or
- (ii) the subject mater of which is more closely connected with the functions of another public authority/department,

the SPIO/Appellate Authority of the Finance Department, shall transfer the application so received or such part of it as may be appropriate to that other public authority/department and inform the applicant immediately about such transfer as per RTI Act.

  
Under Secretary Finance (B)  
For Financial Commissioner & Principal Secretary  
to Government, Haryana, Finance Department.

To  
All Appellate Authorities /  
SPIOs in the Finance Department.

U.ONo.28/1/2006-6B&C Dated Chandgarh, the 17-1-2008  
Endst.No.28/1/2006-6B&C Dated Chandgarh, the 17-1-2008

A copy is forwarded to the State Information Commission, Haryana, SCO No.70-71, Sector 8-C, Madhya Marg, Chandigarh in compliance with the direction of the Commission received in case No. 232 of 2007, for information.

  
Under Secretary Finance (B)  
For Financial Commissioner & Principal Secretary  
to Government, Haryana, Finance Department.

**HARYANA GOVERNMENT**  
**FINANCE DEPARTMENT**  
**ORDER**

In partial modification of orders issued vide number 28/1/06-6B&C dated 4-10-2007, Governor of Haryana hereby designate the following officers of Finance Department as State Public Information Officer (s) with respect to branches of Finance Department as indicated against their designation in terms of Sub Section (1) of Section 5 of the Right to Information Act, 2005 (Act No. 22 of 2005 of Government of India) for the purpose of said Act and Rules made there under.

Further, the Governor of Haryana hereby also designate the following officers of Finance Department as Appellate Authority under Sub Section (I) of Section 19 of the said Act and rules made there under for the purpose of appeal if any person does not receive a decision/ documents within one month or is aggrieved by a decision of the State Public Information Officer concerned, as mentioned hereunder:-

Designation as SPIO	Branch/work allocated	Designation as Appellate Authority
Deputy Secretary / Under Secretary Finance(FR Br)	FR and FG-I Branches	Special Secretary/ Joint Secretary Finance (Pay Revision Br.)
Sr. Accounts Officer/ Accounts Officer, ( Pay Revision)	Pay Revision and Pension Branches.	-do-
Deputy Secretary/ Under Secretary Finance (B)	B&C , W&M and FICW Branches.	Special Secretary/ Joint Secretary Finance (B)
Deputy Secretary/ Under Secretary Finance (FDII)	FD-II	-do-
Deputy Secretary / Under Secretary Finance (FD-I)	FD-I, FG-II, FD-III Branches and any other branch not allocated to any SPIO.	Special Secretary/ Joint Secretary Finance (FD-I Branch.)
Deputy Director, ERAMU, Finance Department	ERAMU, Finance Department	Joint Director, ERAMU, Finance Department
Law Officer	Legal Cell, Finance Department	District Attorney, Finance Department

Dated Chandigarh, the  
25th October, 2007.

**S.P.SHARMA**  
Financial Commissioner & Principal Secretary  
to Government, Haryana, Finance Department.

No28/1/2006-6 B&C

Dated Chandigarh, the 22-11-07

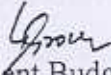
A copy is forwarded to the following for information and necessary action:-

- 1 The State Chief Information Commissioner, State Information Commission, Haryana SCO No.70-71, Sector-8-C, Chandigarh.
2. The Chief Secretary to Government, Haryana, Administrative Reforms Departments
3. The Joint Secretary to Government, Haryana, Secretariat Establishment
- 4 Special Secretary Finance (Pay Revision Br.), Special Secretary Finance (Budget), Joint Secretary Finance (FD-I Br.), Deputy Secretary (FD-I) Br, Deputy Secretary (FD-II), Deputy Director/ Joint Director, ERAMU, Under Secretary (Budget), Under Secretary (FR), Under Secretary (FD-I), DA(FD) , Senior Accounts Officer, (Pay Revision Branch), Law Officer, FD.

- 5 Special Secretary Finance (KS)/ Deputy Secretary Finance (FA)  
Superintendent (FA Br.)

The above orders are in respect of branches of Finance Department as mentioned above. As regard Finance Department as Administrative Department they have to take action.

- 6 All Under Secretaries/Superintendents in the Finance Department
- 7 All Senior Secretaries/ Secretaries/ Private Secretaries in Haryana Civil Secretariat for their information and for the information/their Officers/Ministers

  
Superintendent Budget & Committee,  
For Financial Commissioner & Principal Secretary  
to Government, Haryana, Finance Department.

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INTERNAL DISTRIBUTION


PS/FM

PS/FCF

Incharge Computer Cell, FD

Record Section, FD with 10 copies for record.

Spare copies 20

  
Superintendent Budget & Committee,

*22/11*

**HARYANA GOVERNMENT**  
**FINANCE DEPARTMENT**  
**ORDER**

Consequent upon the posting of Sh. Rajiv Ranjan, IAS, as Joint Secretary Finance, the designation of the following officers as appellate authority pertaining to Finance Department will now be as under:-

Sr. No.	Designation as SPIO/Telephone No. S/Shri	Branch/work allotted	Designation as Appellate Authority/ Telephone No. S/Shri
1.	Deputy Secretary / Under Secretary Finance (FR Br.) Rax No. 2860	FR and FD-II Branches	Special Secretary/ Joint Secretary Finance (Pay Revision Br.) Tel. No. 0172-2740083 Rax. No. 2864
2.	Sr. Accounts Officer/ Accounts Officer, Rax. No. 2752	Pay Revision and Pension Branches	-do-
3.	Deputy Secretary / Under Secretary Finance (B) Tel. No. 0172-2740093 Rax. No. 2716	B&C, W&M, FICW and FG-I Branches	Special Secretary / Joint Secretary Finance (B) Tel. No. 0172-2740917 Rax. No. 2708
4.	Deputy Secretary / Under Secretary Finance (FD-I) Tel. No. 0172-2740746 Rax. No. 2711	FD-I, FG-II, FD-III Branches and any other branch not allocated to any SPIO	Special Secretary / Joint Secretary Finance (FD-I Branch) Tel. No. 0172-2740313 Rax. No. 2854
5.	Deputy Director, ERAMU, Finance Department Tel. No. 0172-2743746 Rax. No. 2744	ERAMU, Finance Department	Joint Director, ERAMU Tel. No. 0172-2743746 Rax. No. 2745
For Rax. No. the BSNL-EPABX No. is <u>0172-2740226/2740326/2740426/2740001</u>			

Dated, Chandigarh, the  
26<sup>th</sup> September, 2007

**S.P.SHARMA**  
Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

No.28/1/2006-6 B&C

Dated Chandigarh, the 4.10.2007

A copy is forwarded to the following for information and necessary action:-

1. The State Chief Information Commissioner, State Information Commission, Haryana SCO No.70-71, Sector-8-C, Chandigarh.
2. The Chief Secretary to Government, Haryana, Administrative Reforms Department.
3. The Joint Secretary to Government, Haryana, Secretariat Establishment.
4. Special Secretary Finance (Pay Revision Br.), Special Secretary Finance (Budget), Joint Secretary Finance (FD-I Br.), Senior Accounts Officer, (Pay Revision Branch), Deputy Secretary (FD-I Branch), Deputy Director/Joint Director, ERAMU, Under Secretary (Budget), Finance Department.

5. All Under Secretaries/Superintendents in the Finance Department.
6. All Private Secretaries/Secretaries/Senior Secretaries in Haryana Civil Secretariat for their information and for the information their Officers/Ministers.



Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

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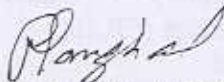
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Spare Copies 20



Superintendent Budget & Committee,