

OFFICE OF THE REGISTRAR CCS HAU HISAR

No.Admn.R.4/2012/ 2719-2840

Dated: 28-3-2012

Copy of instructions dated 13.3.2012 alongwith enclosures is forwarded to all Deans/Directors/Officers of the University/other COs-cum-SPIOs and HODs (including outstations), CCS HAU, Hisar for information and taking action thereon.

2. The matter was referred to the Govt. for seeking clarification whether the actual postal charges may be included in the additional fee while supplying information to the applicants by post under RTI Act, 2005. The Chief Secretary to Govt. Haryana vide Memo dated 13.3.2012 has conveyed clarification that charges of ordinary posts may not be included in the additional fee but if the applicant requests to supply the information in any other mode i.e. registered or speed post etc., then the actual postal charges may be demanded as additional fee from the applicant. However, the persons below poverty line are exempted from all such charges. The Vice-Chancellor, CCS HAU has approved adoption of these instructions in the University.

3. These instructions may be brought to the notice of all employees for strict compliance thereof.

Hans Raj 28.3.12  
Asstt.Registrar(GA)  
for Registrar 28.3.12

Encl:As above.

- CC:
1. The Dean, COAE&T-cum-1st Appellate Authority, CCS HAU, Hisar.
  2. SPIO O/O Registrar, CCS HAU, Hisar. This is w.r.t. his UO No. nil dated 17.1.2012.
  3. COE/Advisor(RC)/Law Officer/ ARA/ ARF/ARE/Officer Incharge (Hospitality), Faculty House/CSO/P.S. to Registrar.

No.5/10/2011-1AR  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
ADMINISTRATIVE REFORMS DEPARTMENT

ARBA R-4

Regfr. Enat  
21.3.12

Chandigarh  
12<sup>th</sup> March, 2012  
13<sup>th</sup>

✓  
To

The Registrar,  
CCS HAU, Hisar.

Subject:- Clarification regarding actual postal charges.

Reference your letter No. Admn. R-4/12/1304-05, dated 21-01-2012, on the above noted subject.

2. A copy of letter No. 12/9/2009-IR, dated 24-05-2010, issued by Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training on the subject 'Payment of fee under the Right to Information Act, 2005 - scope of subsection (3) of Section 7 of the Act' is enclosed herewith to peruse para 5 of the letter for requisite clarification. It is also intimated that in Haryana Right to Information Rules, 2009, point 3 (iv) & (v) of Model Form 'A' is as under :-

(iv) Whether information is required by post or in person  
(the actual postal charges shall be include in additional fee)

(v) In case by post (Ordinary, Registered or Speed post)

It is further intimated that in Haryana State Information Commission and in this department also, charges of ordinary posts are not being included in the additional fee but if the applicant requests to supply the information in any other mode i.e. Registered or speed post etc., then the actual postal charges are demaned as additional fee from the applicant but the persons below poverty line are exempted from all such charges.

  
Superintendent,  
Administrative Reforms Department

Endst.No. 5/10/2011-1AR

Dated: 12-03-2012

A copy is forwarded to the Under Secretary, Haryana State Information Commission, SCO 70-71, First Floor, Sector 8 C, Chandigarh, for information, w.r.t. their letter No. 1262/SCIC/2012/6 IA, dated 05-03-2012.

  
Superintendent,  
Administrative Reforms Department

Registrar, CCS HAU

Gen. Adm. Branch

Receipt No. 1126 dt. 22-3-12

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