

File No. 1/1/2015-2AR  
Government of Haryana,  
Chief Secretary's Office,  
Administrative Reforms Department.

Dated Chandigarh the 24<sup>th</sup> May, 2016

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. The Divisional Commissioners, Ambala/ Hisar/Rohtak / Gurgaon Divisions.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Deputy Commissioners in Haryana.
6. All MDs/CAs of the Boards and Corporations.
7. The Registrars of Universities in Haryana.

**Subject:- Weeding out of Records pertaining to RTI Applications- Prescription of Retention Period.**

Sir/Madam,

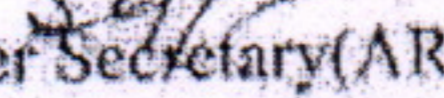
I am directed to refer to the subject noted above and to inform you that the State Government has decided to adopt the prescription of retention period/retention policy of Govt. of India for weeding out of records pertaining to RTI applications and cases relate under RTI, which is as under:-

Sr. No.	Description of Record	Retention Period	Remarks
1.	RTI Cases disposed without attracting any first appeal	3 years	
2.	RTI cases attracting first appeal	3 years	Since they attract second appeal so require a fair retention period
3.	RTI cases attracting second appeal (without any remarkable decision)	3 years or till the compliance of Commission's orders whichever is later	
4.	RTI cases attracting Second appeal involving a remarkable decision.	5 years	Judgement/Commission ruling 'B'
5.	First appeal cases file	3 years	As they may attract second appeal
6.	Second appeal cases file	3 years or till the compliance of Commission's orders	
7.	File relating to the administrative aspects or RTI Act, 2015 i.e. implementation, suggestion, guidelines etc.	3 years	
8.	File register of RTI application i.e. other than file.	'B' keep	

**Note: 'B' keep- This category will cover file required for permanent preservation for administrative purpose.**

It is therefore, requested to ensure the implementation of these instructions in all the offices under your kind control.

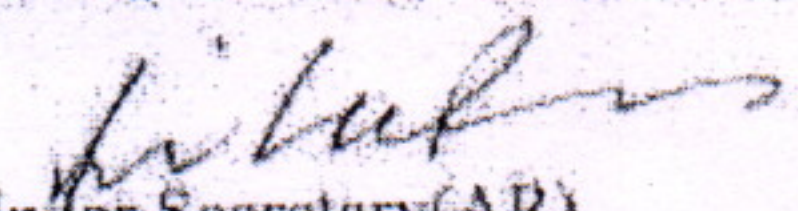
Yours faithfully,

  
Under Secretary(AR)  
for Chief Secretary to Government Haryana,

Endst No.1/1/2015-2AR

Dated Chandigarh the 24<sup>th</sup> May, 2016

✓ A copy is forwarded to the Incharge, NIC, Haryana, 9<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh with the request to put this information on the website(esharyana.nic.in) of Administrative Reforms Department.

  
Under Secretary(AR)  
for Chief Secretary to Government Haryana,


24/5/16

Endst No.1/1/2015-2AR


Dated Chandigarh the 24<sup>th</sup> May, 2016

A copy is forwarded to the Director General, Archives Department, Haryana, 4<sup>th</sup> Floor, 'B' Block, Sinehal Bhawan, Sector-5, Panchkula w.r.t his memo. No. 8/1-2013 Abhi/329 dated 17.3.2016 for necessary action.

It is requested that this may be incorporated in the Record Retention Schedule issued by them.

  
Under Secretary(AR)  
for Chief Secretary to Government Haryana,

A copy is forwarded to all the Branch Officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat/ ACS Revenue & Disaster Management Department for information and necessary action.

  
Under Secretary(AR)  
for Chief Secretary to Government Haryana.

To

All the Branch Officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat, Chandigarh / ACS Revenue & Disaster Management Department

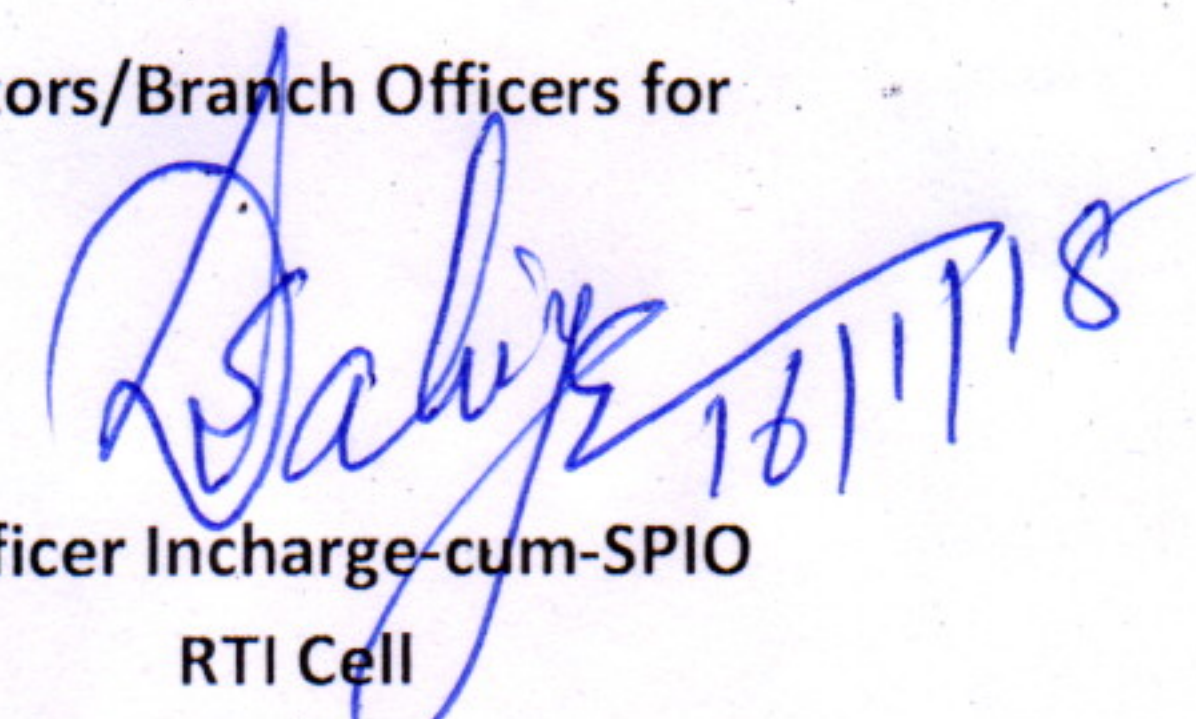
U.O.No. 1/1/2015-2AR

Dated Chandigarh the 24<sup>th</sup> May, 2016

Endst. No.RTI/2018/Misc./.....

Dated.....

242-312  
16/1/18  
Copy of above is forwarded to all the HODs/Directors/Branch Officers for information and further necessary action.

  
Officer Incharge-cum-SPIO  
RTI Cell