

HARYANA GOVERNMENT

ADMINISTRATIVE REFORMS DEPARTMENT

Notification

The 1st July, 2014

No. 7/11/2014-3AR.— In exercise of the power conferred by sub-section (1) and (2) of section 21 of the Haryana Right to Service Act, 2014 (**Haryana Act No. 4 of 2014**), the Governor of Haryana hereby makes the following rules, to carry out the purposes of the said Act, namely :-

1. (1) These rules may be called the Haryana Right to Service Rules, 2014. Short title and commencement.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. (1) In these rules, unless the context otherwise requires,- Definitions.
(i) "Act" means the Haryana Right to Service Act, 2014; and
(ii) "Form" means the Form appended to these rules.
(2) Words and expressions used in these rules but not define therein, shall have the same meaning as assigned to them under the Act.
3. (1) An eligible person shall make an application for delivery of service to the designated officer either personally or through registered post duly addressed to the aforesaid Designated Officer or through e-disha kendras. Receipt and acknowledgement of application. section 5
(2) If such an application is found complete in all respects, the Designated Officer shall acknowledge the receipt thereof in the specified Forms provided by the respective departments for each service:

Provided that if any document is required for the delivery of service has not been enclosed with the application by the applicant, the same shall be clearly mentioned in the acknowledgement by the Designated Officer, to enable the applicant to make his application complete in all respects:

Provided further that the time limit specified for delivery of service in such cases shall commence from the

date when the applicant supplies the documents mentioned in the acknowledgement.
4. (1) The record of service applied for shall be maintained by the Designated Officer in Form 'A'. Record of service. section 5(3)
(2) The Administrative Department concerned shall prepare an application form for every service along with a check list of the documents required to be enclosed therewith.

- (3) All information relating to the services, application form and documents required for obtaining it, shall be displayed on the notice board by the Designated Officer, the Grievance Redressal Authorities and by the incharge of e-disha Kendra, outside their offices or any other conspicuous place in the office area.
- Display of services and time limit.
section 11
5. (1) All the information relating to the services, time limit, application form and documents required for obtaining it, shall be put on the website by the Administrative Department concerned and by the Commission.
- (2) In the event of non-display of such information in the public domain, the Second Grievance Redressal Authority or the Commission shall be competent to initiate appropriate action against the Designated Officer.
- The Recovery of Penalty.
section 9
6. (1) In the case of imposition of penalty, the Second Grievance Redressal Authority shall forward a copy of such order to the Administrative Department concerned with instructions to deduct the amount from the salary or remuneration of the Designated Officers and/or any other official involved in the process of providing such service against which penalty has been awarded.
- (2) In the event of recommendations for disciplinary action against the Designated Officer and/or any other official, the Second Grievance Redressal Authority shall send a copy of such order to the Administrative Department concerned and to the Commission.
- (3) The penalty imposed under the Act shall be recovered in proportion to be fixed by the Second Grievance Redressal Authority from the salary or remuneration of the Designated Officers and/or any other officer/official involved in the process of providing such service.
- (4) The concerned authority to which a copy of such order of Second Grievance Redressal Authority has been marked, shall recover the penalty from the next salary/remuneration of the Designated Officer and/or any other officer/official involved in the process of providing such services, as decided by the Second Grievance Redressal Authority. The penalty so recovered shall be deposited in the receipt head of the State and a copy of receipt of deposit shall be forwarded to the Second Grievance Redressal Authority.
- (5) In the event of award of compensation to the applicant/appellant by the Second Grievance Redressal Authority, the concerned authority shall make payment to the applicant/appellant out of penalty imposed by it and deposit the balance amount in the receipt head of the State as stipulated in the above said sub-rule (4). A copy of receipt of compensation shall be forwarded to the Second Grievance Redressal Authority by the department.
- Revision.
section 10
7. (1) An application for revision addressed to the Commission constituted under section 12 of the Act, shall be made in Form B.

- (2) The applicant shall enclose a self attested copy of the order of the Second Grievance Redressal Authority against which the revision has been filed.
- (3) After receiving the application under sub-rule (1), the Commission shall send notice of the same to the party concerned either,-
 - (a) dasti i.e. through the party filing the revision; or
 - (b) by registered post with acknowledgement; or
 - (c) through courier.
- (4) While deciding any application in order to ascertain the facts, the Commission may authorize an officer to enquire into the matter. The officer, to whom such an inquiry has been entrusted, shall submit report to the Commission within a period of fifteen days.
- (5) The Commission shall decide the application in view of the relevant record available before it.

8. The employees appointed on deputation from any department of the State Government, Board, Corporation or other statutory body of the State Government, shall be paid such salaries and allowances as admissible to them under the rules applicable to their Service and they shall be governed under the said rules and relevant instructions issued by the State Government from time to time. The Commission may also employ retired employees of the State Government, Board, Corporation or other statutory body of the State Government for a period of four years or till the age of sixty-two years, whichever is earlier, as per relevant instructions issued by the State Government from time to time on contractual service or for outsourcing of the officials.

Salary, allowances and conditions of services of the officers and other employees.
section 15

9. The Commission may take suo-moto notice in such cases where the applications/appeals are not decided by the Designated Officer/Grievance Redressal Authorities within the stipulated period and there is unreasonable delay in disposal of such application/appeals. On finding any lapse, the Commission may pass appropriate orders in this regard as it may deem fit.

suo-moto notice by the Commission.
section 17

FORM A

[see rule 4(1)]

RECORD TO BE MAINTAINED BY DESIGNATED OFFICER

Serial Number	Name of the Applicant	Type of service Applied	Date of receipt of application	Date of disposal of application	Remarks (service provide or application rejected with reasons

FORM -B

[see rule 7(1)]

APPLICATION FOR REVISION

1. Name of the person :
2. Father/Husband's name :
3. Residential address :
4. Contact Number with e-mail (if any) :
5. Details of the service sought :
6. Name of the department from which service sought :
7. Date of making application to the Designated Officer :
8. Date of disposal of application :
9. Acknowledgment, Number and date :
10. Date of filing of First Appeal :
11. Acknowledgement, Number and date :
12. Date of decision of First Appeal :
13. Acknowledgement, Number and date :
14. Date of decision of Second Appeal :
15. Relief claimed by the applicant in Revision
against the order passed in Second Appeal :

Date _____

Place _____

(Signatures of the Applicant)

Note:- Certified copy of the order against which the revision has been filed by the applicant shall be enclosed hereunder.

S.C. CHOUDHARY,
Chief Secretary to Government, Haryana,
Administrative Reforms Department.

52419—C.S.—H.G.P., Chd.