

**Powers and duties:**

- Processing of valid RTI applications accompanied by the fee prescribed under Haryana RTI Rules, 2009.
- Rejecting the applications that are not filed by citizens of India or are invalid or seek information exempt from disclosure under Sections 8 & 9 of the Act.
- Seeking assistance of the concerned officer under Section 5(4) of the Act in making available the desired information to the applicants.
- Transferring applications under Section 6(3) of RTI Act, 2005 to the concerned public authorities.
- Sending intimation of additional fee to the applicants and denying the information in cases where the validly demanded additional fee is not paid by the applicants.
- Hearing of first appeals by FAA and passing of speaking orders.
- Compliance of orders passed by the Hon'ble State Information Commission, Haryana in second appeals filed before the Commission.
- Preparation and submission of annual reports to the Hon'ble State Information Commission, Haryana and to the State Government regarding implementation of RTI Act.