

IV) The norms set by it for the discharge of its functions;

and

V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The State Information Commission, Haryana discharge its function according to norms as under: -

- 2) Disposal of citizen's Complaints and Appeals received in the Commission as per procedure laid down in the Right to Information Act, 2005 and Haryana Right to Information Rules, 2009.
- 3) Any amendment received for the implementation of Right to Information Act, 2005 from the Central or the State Government.
- 4) The Haryana Right to Information Rules, 2009.
- 5) Haryana Civil Service Rules for disposing of service matters of the employees posted with the Commission.
- 6) Punjab Financial Rules for disposing of financial matters.
- 7) Policies/instructions of the State Government issued from time to time.

There is no time limit fixed in the Act for disposal of second Appeals/Complaints received by the Commission. However, the Commission has been disposing off such

matters expeditiously. It shall be the endeavor of the Commission that such matters are finalized within a maximum period of 3 months of their receipt in the Commission.