

By Speed Post

File No. MoES/29/125/2013-RTI
Government of India
Ministry of Earth Sciences

Prithvi Bhawan, IMD Campus,
Lodhi Road, New Delhi.
Dated 9th December, 2013.

To

Shri Satish Kumar Sharma,
Secretary General,
Global Humanitarian & Environment Protection Trust,
88 Gandhi Nagar, Garh Road,
Meerut-250002(U.P)

Subject:-Information sought by Shri Satish Kumar Sharma, Secretary General, Global Humanitarian & Environment Protection Trust, 88 Gandhi Nagar, Garh Road, Meerut-250002(U.P) under RTI Act.

Sir,

Kindly refer to your RTI application dated 25/10/2013 (received on 4/11/2013) on the above mentioned subject.

2. The reply provided by the concerned officer vide MoES ID Note No. MoES/29/39/2013-Estt. Dated 06/12/2013 of Ministry Earths Sciences, New Delhi is enclosed for necessary action.

3. An appeal, if any, against this reply may be made to the Appellate Authority of the Ministry, at the following address within 30 days of the receipt of the letter i.e. Shri A. K. Madan, Deputy Secretary (Vig.ICC), Ministry of Earth Sciences, Prithvi Bhawan, IMD Campus, Lodhi Road, New Delhi-110003.

Yours faithfully,


(B. K. Thakur)
Central Public Information Officer & Scientist 'C'
Tel. No. 24669535.

Copy for information to:-

1. D.S (Vig./ICC), MoES, New Delhi.
2. Dr. M. Sudhakar, Transparency Officer, MoES, New Delhi.
3. PPS to JS, MoES, New Delhi.
4. In Charge IT Section (Sh. Krishnan is requested to upload this reply on website www.moes.gov.in).



Ministry of Earth Sciences
Estt. Section

Subject:- Request for information sought by Shri Satish Kumar Sharma, Secretary General, Global Humanitarian & Environment Protection Trust, under RTI Act, 2005.

CPIO may please refer to their OM No. MOES/29/125/2013-RTI dated 1.11.2013 on the subject cited above.

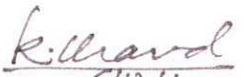
2. It is stated that information sought vide Sl. No. 3 pertains to the Estt. Section, which is as under:-

Secretary:- As per Manual of Office Procedure (MOP), a Secretary to the Government of India is the Administrative Head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department and his responsibility is complete and undivided.

Director/Deputy Secretary: - Director/Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming up to him on his own. He should use his discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.

Under Secretary:- An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer, he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

3. CPIO is requested to inform the applicant accordingly. This issues with the approval of Director (Estt.).


(Kailash Chand) 6/12/13

Under Secretary to the Govt. of India

Shri B.K. Thakur, Scientist 'C' and CPIO

MoES ID Note No. MoES /29/39/2013-Estt. dated 6.12.2013.