

File No. MoES/29/125/2012-RTI  
Government of India  
Ministry of Earth Sciences

By Speed Post

Prithvi Bhawan, IMD Campus,  
Lodhi Road, New Delhi  
Dated – 3<sup>rd</sup> December, 2012.

To,

Shri Ms. Tanuja Bhatnagar,  
Working Chairperson,  
Democratic Rights Forum (DRF),  
12, Virat Darshan, Waldhuni,  
P.O. Kalyan Dist. Thane  
(Maharashtra) Pin-421301.

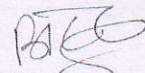
Subject:-Information sought by Shri Ms. Tanuja Bhatnagar, Working Chairperson, Democratic Rights Forum (DRF), 12, Virat Darshan, Waldhuni, P.O. Kalyan Dist. Thane (Maharashtra) Pin-421301 under RTI Act., 2005.

Sir,

Kindly refer to your application dated 03/11/2012 (received in this Ministry on 15/11/2012) on the above mentioned subject and to say that your application is made 10<sup>th</sup> pages (more than 500 words), so as per CIC guideline your application & same IPO are return for information.

Encl:-As above.

Yours faithfully



(B.K.Thakur)  
CPIO & Sc 'B'

Tel. No. 01124669535

Copy for information to:-

1. Director (ICC), MoES, New Delhi.
2. Dr. M. Sudhakar, Transparency Officer, MoES, New Delhi.
3. PPS to JS, MoES, New Delhi.
- ✓ 4. In charge IT (Shri Krishnan) to upload the reply on web.



A TRIBUTE TO THE FOUNDER OF WORLD'S GREATEST DEMOCRATIC CONSTITUTION OF OUR GREAT NATION



**DR. BABASAHEB AMBEDKAR  
DEMOCRATIC RIGHTS FORUM**

(Foundation for Social Justice & Constitutional Awareness for trial of public service)



Affiliated to : Dr. Babasaheb Ambedkar Samajik Sanstha (Regd.)

**FOUNDER PRESIDENT - RAM SAMUDRE**

Wkg. Chairperson : TANUJA BHATNAGAR

Gen. Secy : DEVANAND DETHE

Vice -President : ADV. KISHOR JAGDALE

Legal Advisor : ADV. S. P. RAMDASI

Mail at : 12, Virat Darshan, Waldhuni, P.O. Kalyan, Dist. Thane (M.S.) PIN - 421 301 Email : drf.india@gmail.com Ph. 93 222 46 333

APPLICATION FOR INFORMATION UNDER RTI ACT 2005

3 November, 2012

From: Ms. Tanuja Bhatnagar  
Working Chairperson  
Democratic Rights Forum (DRF)  
12, Virat Darshan, Waldhuni,  
P. O. Kalyan, Dist. Thane (Maharashtra)  
PIN - 421 301  
Email: [drf.india@gmail.com](mailto:drf.india@gmail.com)  
Ph. 93 222 46 333 / 865 226 3111.

To: Public Information Officer  
**Ministry of Earth Sciences, Government Of India,  
Mahasagar Bhavan, Block - 12, C.G.O Complex, Lodhi Road,  
New Delhi-110003**

I, Ms. Tanuja Bhatnagar, as a citizen of India, require some information under RTI Act 2005, which is being kept & controlled by your office. Please give me print-outs of internet pages wherein the following information is updated and also give in the form of Diskettes (CD). In case the requisite information is not being made available on internet, please give the certified zerox copies of the same. The information is required year-wise for the period of five years i.e. 2007 to 2011. Please also give information for the half year period of 2012 i.e. from January 2012 to June 2012;

Item No. 1 -

As per sub-section (2) of Section 4 of RTI Act 2005; it shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that public have minimum resort to the

27/RTI/2012  
15/11/2012



The following information is required in this regard:

Please give me certified copy of print-outs of Internet pages wherein the information as per section 4 of RTI Act 2005 has been published. Please also mention the website address at which the information has been published.

Item No. 2 -

As per sub-section (3) of section 4 of RTI Act 2005; for the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public and as per sub-section (4); all material shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the concerned Public Information Officer, available free or at such cost of the medium or the print cost price as may be prescribed. For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

The following information is required in this regard:

Please give me certified copies of records showing as to where this information has been communicated to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means. Please also mention the website address at which the information has been published.

Item No. 3 -

It has been instructed by the Government that all the public servants of Ministry / Secretariat including staff & secretaries should record their presence / in-out time in Card Punching System / Biometric System regularly. The following information is required in this regard:

- (i) Orders / circulars / instructions issued by the government for recording presence / in-out time in Card Punching System / Biometric System by public servants who are posted/working in this Ministry/Secretariat.
- (ii) Data records of Biometric Attendance Management System (Card Punching Records) of all the public servants. In case the same are not made available / connected on internet, Please give me computerised copy on Diskette (CD).

Contd. at page 3...



- (iii) Leave records of the public servants who remained absent or on leave and their salary statements showing deduction / recoveries for the days of absent.
- (iv) Records of monthly salary showing all allowances and deductions / recoveries, passed to the public servants. Please also give records of any other payments made to the public servants other than monthly salary such as re-imburement of medical bills, educational fees etc.
- (v) Records of deductions in monthly salary of defaulter public servants who reported office late after stipulated office working time and / or left the office before stipulated office working time.
- (vi) Records of departmental disciplinary action against defaulter public servants who reported office late after stipulated office working time and / or left the office before stipulated office working time.

Item No. 4

Please give me certified copy of circular issued for holidays for the years 2007, 2008, 2009, 2010, 2011.

Item No. 5

- (i) Orders and related file noting issued for work distribution with the names and designation of all public servants.
- (ii) Records of correspondence viz. letters and related file noting wherever the justification submitted and approval given by the competent authority for sanction of the posts.

Item No. 6 –

Please give me certified copies of the orders / letters by which the public servants were specially during the period of Parliament sessions;

- (i) called in office on holidays
- (ii) detained in office after stipulated normal working time
- (iii) called in office before stipulated normal working time.

Item No. 7 –

Please give me certified copies of the orders / letters by which the public servants were;

contd. at page 4...



- (i) called in office on holidays for any reasons. Please also give me certified copies of records of compensatory off, if any, given to public servants in lieu of their presence on holidays.
- (ii) detained in office after stipulated normal working time for any reasons. Please also give me certified copies of records of concessions, if any, given to public servants in lieu of their detention after stipulated normal working time.
- (iii) Please give me certified copies of the orders / letters by which the public servants were called in office before stipulated normal working time for any reasons. Please also give me certified copies of records of concessions, if any, given to public servants in lieu of such call in office before stipulated normal working time.
- (iv) Please give me certified copies of all file notings / documents / record whenever disciplinary action have been initiated against defaulter public servants for misuse of office premises for personal affairs by unauthorised presence (*without written and justified orders*) in office premises beyond the stipulated working time;
  - (a) on holidays
  - (b) after stipulated normal working time
  - (c) before stipulated normal working time

Item No. 8 –

Please give me certified copies of letters / orders / circulars etc. whenever the public servants were nominated / sent for examination duties / election duties / census duties etc. other than their regular assigned job.

Item No. 9 –

I want to know the rules and present position of implementation of the same regarding tenure of posting at a work place and / or on a post. The following information is required in this regard:

- (i) Orders / circulars / instructions issued by the government and followed by this Ministry/Secretariat regarding tenure of posting of public servants at a work place and / or on the same post.
- (ii) Orders and related file noting by which the public servants are posted in this Ministry/Secretariat.
- (iii) Orders and related file noting by which the public servants have been transferred out of this Ministry/Secretariat.



- (iv) List of public servants who are continuing on the same post and / or at same place even after the period of their tenure is over. Please also give the copies of orders / letters / file noting / correspondence made for their detention, if any.
- (v) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 10 –

- (i) Order / Rulings / Circulars / letters issued by the Government regarding submission of declaration / information of movable & immovable property own by the public servants, which are being followed in this regard.
- (ii) Statements submitted by the public servants of this Ministry/Secretariat regarding declaration / information of movable & immovable Property they own.
- (iii) List of public servants who have not submitted their statement of declaration of movable & immovable Property they own.
- (iv) Records of departmental disciplinary action taken against public servants who have not submitted their statement of declaration of movable & immovable Property they own.

*(It is mandatory for every public servant to submit periodical statement of immovable property they own and the same is falls under clause (f) of section 2 of the RTI Act 2005. It is to note that neither such statements which are submitted to the Government's record are not a third party information nor restricted under the provisions of section 8 of this Act. This information is most important in the aspect of the integrity of the public servants toward service to the people of the nation as to whether their public servants on the responsible and powerful posts own the property within the balance of their earning & expenses or more than their earning from the known sources as in that case the people of this democratic nation can take necessary legal action against the defaulter public servants.)*

Item No. 11 –

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria regarding on official duty tours by public servants by AIR / roadways / trains including in India and abroad.
- (ii) Statements / documents / records showing details of expenses occurred for ON-DUTY / OFFICIAL traveling performed by public servants by AIR / roadways / trains including in India and abroad.



- (iii) Tour Report submitted by public servants who have performed ON-DUTY / OFFICIAL traveling by AIR / roadways / trains including in India and abroad.
- (iv) Orders / File notings / correspondence letters made for justification and approval obtained / given for official tours.
- (v) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 12 -

- (i) List / orders / letters showing status of allotment of vehicles / staff cars provided to public servants for their official / personal use.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of staff car individually to public servants for their official and / or personal use.
- (iii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses on fuel and maintenance on Government account for official vehicles allotted to public servants individually for their official and / or personal use.
- (iv) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for use of lamp on official vehicles allotted to public servants individually for their official and / or personal use.
- (v) Driver's Log Book of each & every vehicles.
- (vi) Documents / details showing expenses occurred on fuel and maintenance for each vehicle.
- (vii) Documents / details of disposal of scrap vehicles / staff cars provided individually to public servants for their official / personal use.
- (viii) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 13 -

- (i) List / orders / letters showing status of allotment of official mobile telephones and landline telephone provided individually to public servants for their official / personal use including at their residence, if any



- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of official mobile telephones, landline telephone, internet provided individually to public servants for their official and / or personal use including at their residence, if any.
- (iii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses on Government account for official mobile telephones, landline telephone, internet provided individually to public servants for their individual and / or personal use including at their residence, if any.
- (iv) Documents / details showing expenses occurred on official mobile telephones, landline telephone, internet provided individually in each case including at their residence, if any.
- (v) Documents / details of disposal of scrap official mobile telephones, landline telephone, internet provided individually in each case including at their residence, if any.
- (vi) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 14 -

- (i) List / orders / letters showing status of allotment of official Computer / Laptop / i-pod or any other gadgets provided individually to public servants for their official / personal use including at their residence, if any.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of official Computer / Laptop / i-pod or any other gadgets provided individually to public servants for their official / personal use including at their residence, if any.
- (iii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses on official Computer / Laptop / i-pod or any other gadgets provided individually to public servants for their official / personal use including at their residence, if any.
- (iv) Documents / details showing expenses occurred on purchase and maintenance on official Computer / Laptop / i-pod or any other gadgets provided individually to public servants for their official / personal use including at their residence, if any.



- (v) Documents / details of disposal of scrap official Computer / Laptop / i-pod or any other gadgets provided individually to public servants for their official / personal use including at their residence, if any.
- (vi) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 15 -

- (i) List / orders / letters showing status of allotment of official Chambers to allot individually to public servants for their official / personal use.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of official Chambers to allot individually to public servants for their official / personal use.
- (iii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses on air-conditioners, interior set-up including carpet and furniture for official Chambers allotted individually to public servants for their official / personal use including if such facilities provided on official account at their residence.
- (iv) Documents / details showing expenses occurred on purchase and maintenance on air-conditioners & electricity, interior set-up including carpet and furniture for official Chambers allotted individually to public servants for their official / personal use including if such facilities provided on official account at their residence.
- (v) Documents / details of disposal of scrap air-conditioners, interior set-up including carpet and furniture of official Chambers allotted individually to public servants for their official / personal use including if such facilities provided on official account at their residence.
- (vi) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 16 -

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for expenses on tea, coffee, snacks, lunch, dinner, purchase of crockery etc. during meetings held by public servants.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses



on tea, coffee, snacks, lunch, dinner, purchase of crockery etc. during meetings held by public servants.

- (iii) Documents / details showing expenses occurred on tea, coffee, snacks, lunch, dinner, purchase of crockery etc. during meetings held by public servants.
- (iv) Documents / details of disposal of scrap crockery purchased by public servants on account of their official use.
- (v) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 17 -

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of stationary for public servants for their individual official use.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for permissible limit of expenses on stationary for public servants for their individual official use.
- (iii) Documents / details showing expenses occurred on stationary for public servants for their individual official use.
- (iv) Documents / details of disposal of scrap stationary allotted to public servants for their individual official use.
- (v) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions.

Item No. 18 -

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for provision of loans such as housing loan, vehicle loan etc. to public servants.
- (ii) Documents / details showing details of beneficiary public servants to whom such loans are sanctioned as indicated in sub-item (i) above.
- (iii) Documents / details showing names of defaulter public servants and departmental disciplinary action against the beneficiary public servants who have broken the conditions of any such loan.



Item No. 19 -

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding conditions / eligibility criteria for allotment of Government quarters / residence to public servants.
- (ii) Documents / details showing details of beneficiary public servants to whom such Government quarters / residence are allotted.
- (iii) Documents / details showing details of defaulter beneficiary public servants to whom such Government quarters / residence are allotted.

Item No. 20 -

Regarding office working time;

- (i) Rules / circulars / instructions / orders / letters and related file noting regarding working time of this Ministry/Secretariat.
- (ii) Rules / circulars / instructions / orders / letters and related file noting regarding opening & closing of office premises of this Ministry/Secretariat.
- (iii) Records of custodian regarding opening & closing time of office premises of this Ministry/Secretariat.
- (iv) Rules / circulars / instructions / orders / letters and related file noting regarding regulation of public entrance in the office premises of this Ministry/Secretariat and protocol followed by the public servants who are posted on reception desk/office/counter while dealing with the visitor people of India.

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The Indian Postal Order No. 00F631245 valued Rs. 10/- is enclosed towards fees for this application under RTI Act 2005.

I am ready to pay all required charges as per provision as I am not in BPL category.

Please send the information by speed post to avoid delay. I may also be contacted / informed on my mobile phone no. 93 222 46 333 / 865 226 3111.

Place: Mumbai. (Maharashtra).  
Date : 3 November, 2012

*Tanuja Bhatnagar*  
(Ms. Tanuja Bhatnagar) 3/11  
SIGNATURE OF APPLICANT

Enclosed : IPO Valued Rs. 10/-.