

बारासोव वन सर्वेक्षण, देहरादून
Forest Survey of India, Dehra Dun
क्र. संख्या / Diary No. 773
दिनांक / Date 18-03-20

RTI MATTER
SPEED POST

404
16/03

F. No. 18-2/2018-FE
Ministry of Environment, Forest & Climate Change
Government of India
(FE Division)

Indira Paryavaran Bhawan,
6th Floor, Jal Wing
Aligang, Jorbag Road,
New Delhi-110003
Dated the 25th February, 2020

To
Shri Nitesh,
C/o Anita Sah, At tulsikitta,
PO Pathargama,
Jharkhand - 814147.

Sub: Application under the provisions of Right to Information Act, 2005-reg

Sir,

Kindly refer to your RTI online registration no. MOENF/R/T/20/00054 dated 10.02.2020, transferred from Regional Office, Eastern-Central Zone, Ranchi on 10.02.2020 with reference no - ROECZ/R/E/00003 that undersigned received on 18.02.2020 on the subject mentioned above. The information sought is being furnished as under:

Questionaries'	Reply
1. SSC CHSL 2017 qualified person for the post of Lower Division Clerk in Ministry of Environment, Forest and Climate Change joining location for orthopaedic handicap person.	The dossier of Shri Nitesh received from SSC has already been forwarded vide O.M. No. 17-13/2017-FE dated 10 th January, 2020 (copy enclosed) to Forest Survey of India, Dehradun for taking further necessary action.
2. Will the aforementioned department send state preference for orthopaedic handicap person.	
3. Nature of work for LDC in your department.	The RTI is transferred to Forest Survey of India, Dehradun to provide the requisite information.

2. In case you are not satisfied with this reply, you may file an appeal before the First Appellate Authority, Ms Asha Chauhan, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Ali Ganj New Delhi-110003 with in a period of one month.

Encl. as above

Yours faithfully,

DDC(P&A) for n.a. 16.3.2020

Jagdish Kumar
(Jagdish Kumar)
CPIO & Under Secretary to the Government of India
Tele No. 24695322

8/17/2020
Shri Anand

Admin office

Copy along with the RTI application of Shri Nitesh dated 10.02.2020.

The Director General, Forest Survey India, P.O.IPE, Kaulagarh Road, Dehradun-248195.

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RTI Matter
Speed post

संख्या: 13-14/2018-प्रशासन- **b136**
भारत सरकार
भारतीय वन सर्वेक्षण
कौलागढ़ मार्ग, देहरादून ।

दिनांक 18 मई, 2020

सेवा में,
Sh. Nitesh,
C/o Anita Sah, At tulsikitta,
PO Pathargama,
Jharkhand- 814 147

Subject: Application under the provisions of Right to Information Act.-2005-reg.

महोदया,
उपरोक्त विषय में अनुभाग अधिकारी, (FE) पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार के कार्यालय पत्र संख्या 18-2/2018-FE दिनांक 25.02.2020 के माध्यम से प्राप्त आपके आर.टी.आई. आवेदन के संदर्भ में आपको यह सूचित किया जाता है कि आपके पत्र द्वारा मांगी गयी सूचना संलग्न की जा रही है ।

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संलग्न: उरोक्तानुसार (P-405)

भवदीय,

(कमल पाण्डेय) 18/5
लोक सूचना अधिकारी

प्रतिलिपि:-
अनुभाग अधिकारी, (FE) पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार के कार्यालय पत्र संख्या 18-2/2018-FE दिनांक 25.02.2020 के संदर्भ में सूचनार्थ ।

(कमल पाण्डेय) 18/5
लोक सूचना अधिकारी

प्रति
18/5/2020

(कमल पाण्डेय)

- (v) maintaining, in proper order, the papers required to be retained by the Officer;
 - (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
 - (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
 - (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
 - (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.
- (h) *Lower Division Clerk.*— Lower Division Clerks are ordinarily entrusted with work of routine nature, for example — registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.

6.1 Integrated Headquarters of Ministry of Defence.— Integrated Headquarters of Ministry of Defence comprising Army Headquarters, Naval Headquarters, Air Headquarters and Defence Staff Headquarters will be associated in the formulation of policies in relation to matters concerning the Defence of India and the Armed forces of the Union. They would be responsible for providing executive direction require in the implementation of policies laid down by the Ministry of Defence. They shall exercise delegated administrative and financial powers. The role and functions the Services Headquarters 'now' designated as Integrated Headquarters in all other respects remain unchanged.

6.2 Attached and Subordinate Offices.— (1) Where the execution of the policies of the Government requires decentralization of executive action and / or direction, a department may have under it executive agencies called 'Attached' and 'Subordinate' Offices.

(2) Attached Offices are generally responsible for providing executive direction required in the implementation of the policies laid down by the department to which they are attached. They also serve as repository of technical information and advise the department on technical aspects of question dealt with by them.

(3) Subordinate Offices generally function as field establishments or as agencies responsible for the detailed execution of the policies of Government. They function under the direction of an attached office, or where the volume of

executive direction involved is in the latter case, they assist the matters in their respective fields

7. Constitutional Bodies.— provisions of the Constitution of

8. Statutory Bodies.— Such or an Act of Parliament.

9. Autonomous Bodies.— Government to discharge the functions. Although such bodies in accordance with the Memorandum control exists since these are for

10. Public Sector Undertakings.— of the industry which is control undertakings have been set up which the shares are held by managed by Board of Directors

11. Information and Facilitation Counter will provide members of the organization:—

- (1) information regarding etc., supported by procedures, through
- (2) facilitating the customization optimally, time and providing forms
- (3) information regarding norms, etc., evolve services / schemes /
- (4) information regarding Redress Machinery
- (5) receiving, acknowledgment / request / for Organization) to the providing information