

Dated: 26.06.2019

TO
THE CPIO,
UNDER SECRETARY (GAR/CASH),
DEPARTMENT OF REVENUE,
ROOM NO. 66-D, NORTH BLOCK,
NEW DELHI-110001.

**Application seeking information under Section 6 of
Right to Information Act, 2005**

1. Name of the Applicant

2. Address

3. Particulars of Information:

(a) Concerned Department : Department of Revenue

(b) Particulars of Information required: As detailed below

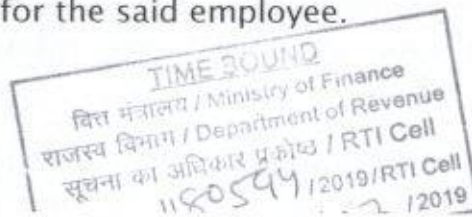
1) Is there a rule that an employee of your department can stand as a guarantor for someone(third party) who takes a loan from a bank or a private financier. If yes, state the rule and its number. If there is no such rule, what are the penalties for the employees found doing so.

2) If the said rule exists, does that employee have to intimate the department/concerned authority about the said transaction and the fact that he has stood as guarantor.

3) If an employees is found acting as a guarantor and he doesn't intimate the department/concerned authority, what are the penalties for the said employee.

US (A.I. & B)
US (GAR)

11/7/19



- 4) Is there any set procedure that whosoever officer of your department proceed on leave, he has to provide the particulars of going on a leave, after he comes back and joins office.
- 5) Is there a rule that if an employee of your department is facing any criminal/civil case in the Court of Law and is on bail, he has to intimate the same to the office and relevant authorities. Kindly state the rule. Also provide details of penalties if the said employee fails to do so.
- 6) What is the number of employees that are working as MTS, Junior Secretariat Assistant and Senior Secretariat assistant in your department i.e. GAR Branch.
- 7) What are names of all the employees working at the post of MTS in the GAR Branch.
- 8) What are the different kinds of leave that an employee can take before leaving station.
- 9) Kindly provide a copy of the list of rules, which mentions the detailed penalties for such departmental employees who fail to take permission from the department/concerned authorities for leaving station.
- 10) What is the number of employees in the GAR branch that were present and working on 11/03/2019, as per office biometric records. Also provide the number of employees in the GAR branch that were absent on 11/03/2019 as per office records. Kindly provide the list of names and designation of all the employees of the GAR branch, including junior level staff like MTS, that were absent on 11/03/2019.
- 11) Whether any employee of GAR section is involved in any civil/criminal case. If yes, what are the names and designation of such employees and whether they have intimated the same to department/concerned authority. If yes, give the name and designation of all such employees. If they have not intimated the same, what are the penalties.
- 12) What is the number of employees in the GAR Branch that have given application for leaving station in the month of March, 2019. Kindly give the name and designation of all such employees.

4. (i) **Details of information required**

Same as above

(ii) **Period for which information asked**

N.A

(iii) **Other details:**

5. Whether information required by post or in person :

By Post

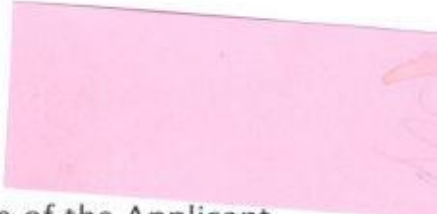
6. In case by post ordinary or regd :

Speed Post

7. Fee of Rs. 10/- paid vide P.O.No^{44F 053951}..... Dated.....

Place : New Delhi

Date : 26.06.2019



Signature of the Applicant