

VIGILANCE DEPARTMENT
SECRETARIAT, MOTI-DAMAN

RIGHT TO INFORMATION ACT 2005
(SECTION 4)
PUBLICATION OF 17 MANUALS
OF

SUO-MOTU PUBLICATION

MANUAL – 1

The Particulars of its Organisation, Functions and Duties :

The Vigilance Department is functioning with the overall supervision of the Chief Vigilance Officer i.e. the Administrator with a view to take prompt and appropriate action on the complaints received in the UT Administration regarding corruption etc.

The Vigilance Department deals with the following works:-

1. Vigilance and Anti corruption work.
2. Correspondence with CVC.
3. Correspondence with CBI.
4. Disciplinary matters.
5. Tendering opinion on vigilance/disciplinary matters.
6. Vetting of charge sheets.
7. Seeking CVCs first and second stage advice in departmental proceedings against the Gazetted Officers.
8. Vigilance Clearance of IAS/IPS/IFS/DANICS Cadre officers.
9. Sanction for prosecution.
10. Reviewing suspension cases.
11. Appointment of Inquiry Officer & Presenting Officer.
12. Investigation of complain on administrative nature.
13. Submission of various details required by C.B.I. and C.V.C.

Postal Address:

Vigilance Department ,
Secretariat, Moti Daman.
Pin Code – 396 220

Phone No 0260 -2230600

Fax No. 0260- 2230771

WORKING HOURS

Monday to Friday: 9:30 AM to 1:30 P.M.

1:30 P.M. to 2:00 P.M. LUNCH BREAK

2:00 P.M TO 6:00 P.M.

Organization chart :

Hon'ble Administrator/Chief Vigilance Officer, Daman & Diu.



Special Secretary (Vigilance)



Deputy Secretary (Vigilance)



Superintendent (Vigilance.)



Assistant (Vigilance)

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THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Sr. No.	Designation	Duties attached
1	Hon'ble Administrator/Chief Vigilance Officer, Daman & Diu (part time)	The Vigilance Department of Daman & Diu functions under the control of the Chief Vigilance Officer / Administrator.
2	Special Secretary (Vigilance.)	The Special Secretary (Vigilance) is the controlling authority and overall in-charge of Vigilance Department. He is assisted by Dy. Secretary (Vig.) / Superintendent (Vig.) and other subordinate staff. The Special Secretary (Vig.) has been notified as First Appellate Authority under the RTI Act, 2005.
3	Deputy Secretary (Vigilance.)	He is the officer in-charge of the Vigilance Branch. He is responsible for prompt disposal of all vigilance matter and other works in this section under his charge. He is the CPIO of RTI matter. He is responsible to go through the dak and give directions to the official under him for its disposal. He reviews and monitors all works in the section. The files duly submitted by his subordinate officials are being vetted and submitted to Spl. Secretary (Vig.) for approval and further instructions.
4	Superintendent (Vigilance.)	He is in-charge of Vigilance Section, supervision of works among the staff working in the section and assists the Dy. Secretary (Vig.) in discharging the official duties.
5	Assistant (Vigilance)	Deal with all the correspondence related to Vigilance matters i.e. processing of files, letters, and any other work assigned by the office Superintendent / Higher Authority.

MANUAL 3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The Vigilance Department functions under the supervision of the Chief Vigilance Officer/Administrator. The Special Secretary (Vig.) is the overall in-charge of Vigilance Branch. He is assisted by Dy. Secretary (Vig.) / Superintendent (Vig.) and other sub-ordinate staff.

MANUAL – 4

The norms set by it for discharge of its functions:

The norms set by the vigilance Department for discharging of its function are mainly based on CCS (CCA) Rules, 1965 and CCS (Conduct) Rules, 1964

MANUAL – 5

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

The list of Rules, Regulation etc. that are framed and issued by the Govt. of India, Ministry of Home Affairs and Central Vigilance Commissions on vigilance matters are being followed/ compliance for discharging functions by Vigilance branch as detailed below.

1. Vigilance Manual.
2. Instructions/guidelines from CVC/Ministry etc.
3. CCS (CCA) Rules 1965
4. CCS (Conduct) Rules,1964
5. CCS (Pension) Rules,1972

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A Statement of the categories of documents that are held by it or under its control:

1. Files relating to issue of Vigilance Clearance of IAS/IPS/IFS/DANICS Cadre officers.
2. Files relating to review of departmental cases.
3. Files relating to review of suspension cases of all Gr. A & B officers.
4. Files relating to RTI matter
5. Files relating to the complaints received from various corner.
6. Files related to submission to Annual vigilance report to C.V.C. etc.

MANUAL – 7

The particulars of any arrangement that exists for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof:

The Special Secretary (Vigilance) is devoting time for vigilance related matter. All information / complaints received from the public are carefully considered by enquiring through the respective Department from vigilance angle and appropriate punitive or corrective steps are taken.

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A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:

1) A Suspension Review Committee has been constituted by the UT Administration consisting of the following members as below:

i) Group “C” Multi Tasking Employees

- | | |
|---------------------------|------------------|
| 1. Finance Secretary | Chairman |
| 2. D.I.G.P. | Member |
| 3. Collector | Member |
| 4. Law Secretary | Member |
| 5. Deputy Secretary (Vig) | Member Secretary |

ii) Group “B” (Non Gazetted) & “C” employees

1. Administrator	Chairman
2. Development Commissioners	Member
3. D.I.G.P.	Member
4. Law Secretary	Member
5. Deputy Secretary (Vig)	Member Secretary

iii) Employees upto ASI level in Police Department

1. Finance Secretary	Chairman
2. D.I.G.P.	Member
3. Collector, Daman/Diu & Silvassa as the case may be	Member
4. Law Secretary	Member
5. Deputy Secretary (Vig)	Member Secretary

iv) In case of employees (upto the level of Range Forest Officer) in the Forest Department

1. Administrator	Chairman
2. Chief Conservator of Forest	Member
3. Development Commissioners	Member
4. Law Secretary	Member
5. Deputy Secretary (Vig)	Member Secretary

The above committee reviews all the suspension cases as per the CCS(CCA) Rules, 1965 and action are taken accordingly.

2) A UT level anticorruption Bureaux/Vigilance Bureaux has been constituted by the UT Administration consisting of the below mentioned members:

1. Supdt. of Police, Daman & Diu
2. The Sub-Divisional Police Officer, Daman & Diu
3. The Deputy Secretary (Vig)

The above Bureaux shall closely supervisor and monitor the functioning of the UT level anticorruption Bureaux.

The meetings of the above committee are not meant for public.

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A directory of its officers and employees

Officers of Vigilance Department

1. Chief Vigilance Officer, Daman & Diu
2. Special Secretary (Vigilance) Daman & Diu

Staff of Vigilance Department

1. Deputy Secretary (Vigilance) (Shri R. K. Saxena)
2. Superintendent (Vigilance) (Shri D. R. Tandel)
3. Assistant (Shri J.B. Bhandari)
4. Statistical Assistant (Smt. Jayshree M.)
5. UDC (Vacant)
6. LDC (Vacant)
7. Daftray (Vacant)
8. Peon/MTS (Shri Mukesh Patel)

MANUAL-10

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

The officers and employees of this Department are Central Government employees and they are receiving salaries as prescribed by the Government of India, hence the question of payment of monthly remuneration to staff does not arise.

MANUAL – 11

The budget allotted to each of its agency, including the particulars of all Non Plan proposed expenditure and reports on disbursement made:

2052	Major Head – Non Plan	
	Secretariat General Services	
090	Secretariat	
15	Daman and Diu	(Rs. in thousands)
15.00.01	Salaries	2500
15.00.06	Medical Treatment	100
15.00.11	Domestic Travel Expenses	100
15.00.13	Office Expenses	700

MANUAL -12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not Applicable

MANUAL -13

Particulars of recipients of concessions, permits or authorizations granted by it.

Not Applicable

MANUAL -14

Details in respect of the information, available to or held by it, reduced in an electronic form.

Not Applicable

MANUAL -15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

Not Applicable

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The names, designation and other particulars of the Public information Officers:

The Deputy Secretary (Vigilance) is Public Information Officer, in the Vigilance Department, Secretariat, Daman.

Address: Fort Area, Moti Daman :396 220
Office telephone No. (0260) 2230600

The Special Secretary (Vigilance) is First Appellate Authority, in the Vigilance Department, Secretariat, Daman.

Address: Fort Area, Moti Daman :396 220

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Such other information as may be prescribed, and thereafter update these publications every year.

Vigilance week is celebrated every year from 28/10/2013 to 02/11/2013 as per the guideline of the C.V. C.