INTRODUCTION

A Vigilance and Anti Corruption Unit of the Administration is functioning under the Chief Vigilance Officer i.e., the Chief Secretary with a view to take prompt action on the complaint of corruption etc. There are two wings viz., Vigilance and Administrative Wing & Investigating Wing. The Vigilance and Administrative Wing is headed by Secretary (Vig) and Investigating Wing is headed by Superintendent of Police (Anti-Corruption). The Administration vide Notification dated 28/3/2000 declared the AC Unit, Port Blair to be a Police Station in exercise of criminal jurisdiction over the whole UT of the A & N Islands. The Sessions Judge of A & N Islands has been appointed to be the Special Judge for the whole of the territory of A & N Islands to try offences under clause (a) and (b) of sub section (1) of Section 3 of the Prevention of Corruption Act, 1988.

Chapter - 1
[Section 4 (1) (b) (i)]

PARTICULAR OF ITS ORGANISATION FUNCTIONS AND DUTIES

The Vigilance Branch deals with the following works:-

1. Vigilance and Anti corruption work.
2. Correspondence with CVC.
3. Periodical review of references/cases pending with different Departments.
4. Correspondence with CBI.
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 Group A, B and AC Cadre employees.
9. Quarterly Returns, Scrutiny and examination of Vigilance reports arising out of complaints against Group ‘A’ Gazetted Officers.
11. Sanction for prosecution.

Chapter - 2
[Section 4(1) (b) (ii)]

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Chief Vigilance Officer

The Vigilance Department of A & N Administration functions under the control of the Chief Vigilance Officer/Chief Secretary. The Chief Vigilance Officer is appointed by name with the approval of the Central Vigilance Commission, New Delhi on a proposal from this Administration.
Secretary (Vig)

The Secretary (Vig) is the controlling authority and overall in-charge of Vigilance and Administrative Branch of A & N Administration. He renders the secretarial assistance to the Chief Vigilance Officer of the Administration. He is assisted by Assistant Secretary (Vig)/Office Superintendent (Vig) and other subordinate staff. Secretary (Vig) has been notified as First Appellate Authority under the RTI Act, 2005.

Assistant Secretary (Vig)

He is the officer in-charge of the Vigilance Branch in Secretariat. He is responsible for prompt disposal of all vigilance matter and other works in this section under his charge. He is the PIO of RTI matter. He is responsible to go through the dak and give directions to the official under him for its disposal. Allocates subject to the dealing clerks under him in consultation with the section in-charge. He reviews and monitors all works in the section. He takes the assistance of Consultant whenever available. The files duly submitted by his subordinate officials are being vetted and submitted to Secretary (Vig) for approval and further instructions. He is responsible for monitoring public grievances of the people related to Vigilance matter submitted by petitioner from different walks of lives through LG Help Desk. Review and monitor to finish the report/comments on the matter related to Vigilance.

Office Superintendent (Vig)

He is in-charge of Vigilance Section, supervision of works among the staff working in the section and assists the Assistant Secretary (Vig) in discharging the official duties.

1. General Duties
   a) Distribution of works among the staff as evenly as possible;
   b) Helping and advising the staff to deal with the subject matter in this section; and
   c) Maintenance of order and discipline in the section;

2. Responsibilities relating to Dak
   a) To go through the receipts;
   b) To submit the receipts, which should be seen by Branch Officer or higher officer at the dak stage;
   c) To keep a watch on any held up in the movement of dak; and
   d) To scrutinize the section diary once in a week to know that it is being properly maintained.

3. Responsibilities relating to issue of draft
   a) To see that all corrections have been made in the draft before it is marked for issue;
   b) To check whether all enclosures are attached; and
   c) To indicate mode of dispatch.

4. Responsibilities of efficient and expeditious disposal of work and checks on delays.
   a) To keep a note of important receipt with a view to watch the progress of action;
   b) To ensure timely submission of arrears and others returns;
   c) To undertake surprise inspections of dealing assistant tables and to ensure that no paper or files has been overlook;
d) To go through the list of periodical returns every weeks and take suitable action on items requiring attention during next week; and

e) To submit to the Branch Officer weekly list of pending receipt/files.

5. **Duties in respect of recording and indexing**

   a) Ensuring proper maintenance of reference book, office order, Rules etc and register required to be maintained in the sections and keep them up-to-date;
   
b) Ensuring neatness and tidiness in the section;
   
c) To seen proper maintenance of (a) Guard file, (b) File index, (c) File Movement Register, (d) Receipt Register, (e) Issue Register (f) Check list of returns.
   
d) To see that reports and returns are submitted on due dates.

**Dealing Assistant:**

A Head Clerk/Higher Grade Clerk/Lower Grade Clerk works under the orders of the Section Officer and is responsible for the work entrusted to him. The duties of a Dealing Clerk shall be:

a) To enter all receipts marked to him in his Day Book and to provide file number in the section Diary for each receipt shown therein within 3 days of the receipt of such receipt;

b) To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer.

c) To seek assistance of Section Officer or Higher Officer for the disposal of work entrusted to him, in case of difficulties;

d) To examine promptly all receipts marked to him and to submit them on the due required dates;

e) To put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases;

f) To submit the Branch Officer, through the Section Officer, weekly arrear statement alongwith details of files and papers which remain pending for more than 7 days;

g) To submit to the Branch Officer, through the section the list of pending Court Case or action pending on court orders to avoid contempt of Courts;

h) To maintain a suspense and Reminder diary for taking action on due dates. It should be checked by the dealing clerk at the beginning of each working day;

i) To take prompt action regarding recording of cases;

j) To keep paper and files in a tidy condition.

k) To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period;

l) To comply with the instructions of the Section Officer or any Higher Officer; and

m) To maintain properly the standing Guard file and other registers.

**Head Clerk**

Assist the Section Officer and other Senior Officer in discharging vigilance function. Following works are assigned.

a) All correspondence relating to the departments under A & N Administration.

b) Review of suspension cases.

c) Observance of Vigilance Awareness Week.

d) RTI matters.
e) Intensive Examination of works related to concerned department.
f) Maintenance of complaint Register.
g) Seeking advice of the CVC.
h) Examination of investigation report being received from AC Unit/CBI.

**Higher Grade Clerk**

Assist the Section Officer and other Senior Officer in discharging vigilance function. Following works are assigned.

a) All correspondence relating to the departments under A & N Administration.
b) Monthly report relating to Vigilance Cases.
c) RTI matters.
d) Maintenance of complaint Register.
e) Seeking advice of the CVC.

**Computer Assistant Gr. ‘A’**

a) They shall be under the administrative control of the respective Heads of Departments/Heads of Offices with whom they are attached.
b) They shall be responsible for data entry work in the application software of the department.
c) They shall be responsible for maintenance of all such application software under implementation in the Department.
d) They shall be responsible for the data manipulation and generation of required reports as may be required by HOD/HOOs with whom they are attached.
e) They shall be responsible for general upkeep and maintenance of all computer hardware peripherals of the department.
f) They shall be responsible for coordination within the department for implementation of e-Governance activities in the department.
g) They shall responsible for identification of key areas of the department where application software’s could be developed. They should take up such activities in time bound manner and the progress intimated to Secretary (IT)/Joint Secretary (IT) through the concerned Heads of Department.
h) They shall be responsible for submission of all such reports and data as may be required by the IT department through the respective HODs/Head of Office.
i) They shall be responsible for implementation of all such decisions taken by the Department of IT/Administration from time to time in respect to implementation of IT related activities in the department.
j) They shall be responsible for up-dation in the website of the department.
k) They should encourage usage of IT in respective department in day-to-day functioning.
l) Any other works as may be assigned by the respective Head of Office/Head of Department/Joint Secretary (IT)/Secretary (IT).

**Daftary**

a) Upkeep of records.
b) Duties as assigned by his immediate superior.

**Peon**

a) A Peon is for general purposes.
b) He/she should attend to any office work as assigned by the officer/office in which he/she works.
Chapter - 3
[Section 4 (1) (b) (iii)]

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

The Vigilance Department of A & N Administration functions under the supervision of the Chief Vigilance Officer/Chief Secretary. The Secretary (Vig) is the overall in-charge of Vigilance Branch of A & N Administration. He is assisted by Assistant Secretary (Vig)/Office Superintendent (Vig) and other subordinate staff.

Chapter - 4
[Section 4(1) (b) (iv)]

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

CCS (CCA) Rules, 1965 and CCS (Conduct) Rules, 1964 is applicable.

Chapter - 5
[Section 4 (1) (b) (v)]

THE RULES, REGULATION INSTRUCTION MANUALS AND RECORDS HELD BY IT OR UNDER 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 Affair 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.

Chapter - 6
[Section 4 (1) (b) (vi)]

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

(A) Following subject files are being maintained in the section:

a) Files relating to departmental proceedings of all the Gr. A & B Officers under A & N Administration.
b) Files relating to issue of Vigilance Clearance of all the Gr. A & B Officers under A & N Administration.
d) Files relating to review of departmental cases.
e) Files relating to review of suspension cases of all Gr. A & B Officers under A & N Administration.
f) Files relating to the monthly report on the activities and development in respect of the AC Unit.
g) Files relating to RTI/LG Help Desk
h) Files relating to the complaints received from various corner.
i) Files relating to the Agreed List.
j) Files relating to the sanctioned strength of AC Unit.

(B) The following Registers are maintained:

a) Attendance Register
b) Casual Leave/RH Register
c) File Movement Register  
d) File Index Register  
e) Diary Register  
f) Dispatch Register  
g) RTI Register  
h) LG Help Desk Register  
i) Complaint Register

Chapter - 7  
[Section 4 (1) (b) (vii)]

THE PARTICULAR OF ANY ARRANGEMENT THAT EXISTS FOR CONULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The Secretary (Vig) is devoting time for meeting general public in the vigilance related matter. All information/complaints received from the public are carefully considered from vigilance angle and appropriate punitive or corrective steps are taken.

Chapter - 8  
[Section 4(1) (b) (viii)]

A STATEMENT OF THE BOARDS COUNCIL 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

No such Boards, Councils Committee and other bodies have been constituted in relation to the Vigilance matter.

Chapter - 9  
[Section 4 (1) (b) (xi)]

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designation</th>
<th>Name</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretary (Vig)</td>
<td>Shri G Theva Neethi Dhas</td>
<td>03192-233137</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Secretary (Vig)</td>
<td>Shri Walter Minj</td>
<td>03192-231145</td>
</tr>
<tr>
<td>3</td>
<td>Consultant (Vig)</td>
<td>Shri Viswanathan</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Office Superintendent</td>
<td>Shri Om Rao</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Head Clerk/AIC</td>
<td>Ms. Annamma</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shri Mohd. Haneefa</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shri Nirmal Kumar Mistry</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Higher Grade Clerk</td>
<td>Ms. Bindu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. Cl Ajitha</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms. AJ Benzy</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Computer Asstt. Gr ‘A’</td>
<td>Ms. Sudha Rashmi Nair</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Daftry</td>
<td>Ms. Caroleen</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Peon</td>
<td>Shri K Abdul Rahim</td>
<td></td>
</tr>
</tbody>
</table>
Chapter - 10
[Section 4 (1) (b) (x)]

MONTH REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Pay Band</th>
<th>Scale</th>
<th>Grade Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri G Theva Neethi Dhas</td>
<td>Secretary (Vig)</td>
<td>PB-4</td>
<td>37400-67000</td>
<td>8700/-</td>
</tr>
<tr>
<td>2</td>
<td>Shri Walter Minj</td>
<td>Assistant Secretary (Vig)</td>
<td>PB-2</td>
<td>9300-34800</td>
<td>4600/-</td>
</tr>
<tr>
<td>3</td>
<td>Shri Viswanathan</td>
<td>Consultant</td>
<td>-</td>
<td>20,000/- (consolidated)</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Shri Om Rao</td>
<td>Office Superintendent</td>
<td>PB-2</td>
<td>9300-34800</td>
<td>4600/-</td>
</tr>
<tr>
<td>5</td>
<td>Ms. Annamma</td>
<td>Head Clerk/AIC</td>
<td>PB-2</td>
<td>9300-34800</td>
<td>4600/-</td>
</tr>
<tr>
<td>6</td>
<td>Shri Mohammed Haneefa</td>
<td>Head Clerk</td>
<td>PB-2</td>
<td>9300-34800</td>
<td>4200/-</td>
</tr>
<tr>
<td>7</td>
<td>Shri Nirmal Kumar Mistry</td>
<td>Head Clerk</td>
<td>PB-2</td>
<td>9300-34800</td>
<td>4200/-</td>
</tr>
<tr>
<td>8</td>
<td>Ms. Bindu</td>
<td>Higher Grade Clerk</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>2800/-</td>
</tr>
<tr>
<td>9</td>
<td>Ms. CI Ajitha</td>
<td>Higher Grade Clerk</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>2400/-</td>
</tr>
<tr>
<td>10</td>
<td>Ms. AJ Benzy</td>
<td>Higher Grade Clerk</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>2400/-</td>
</tr>
<tr>
<td>11</td>
<td>Ms. Sudha Rashmi Nair</td>
<td>Computer Asstt. Gr 'A'</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>2400/-</td>
</tr>
<tr>
<td>12</td>
<td>Ms. Caroleen</td>
<td>Daftry</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>2000/-</td>
</tr>
<tr>
<td>13</td>
<td>Shri K Abdul Rahim</td>
<td>Peon</td>
<td>PB-1</td>
<td>5200-20200</td>
<td>1800/-</td>
</tr>
</tbody>
</table>

Chapter - 11
[Section 4 (1) (b) (xi)]

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

- NA-

Chapter - 12
[Section 4 (1) (b) (xii)]

THE MANNERS OF EXECUTION OF SUBSIDY PROGRAMS INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

- NA-

Chapter - 13
[Section 4 (1) (b) (xiii)]

PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED.

- NA –
Chapter - 14
[Section 4 (1) (b) (xiv)]

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR
HELD BY IT, REDUCE IN AN ELECTRONIC FORM.
- NA -

Chapter - 15
[Section 4 (1) (b) (xv)]

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF
LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.
-NA-

Chapter - 16
[Section 4 (1) (b) (xvi)]

THE NAMES DESIGNATION & OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Phone No.</th>
<th>Jurisdiction</th>
<th>E-mail</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri Walter Minj</td>
<td>AS (Vig)</td>
<td>03192-231145</td>
<td>Relating to Vigilance Matter</td>
<td>-</td>
<td>Chamber in the 1st Floor of the main extension block of Secretariat Complex.</td>
</tr>
</tbody>
</table>

Chapter - 17
[Section 4 (1) (b) (xvii)]

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED
- NA -

**********************
ORGANISATIONAL SET-UP OF THE VIGILANCE SECTION OF SECRETARIAT, A&N ADMINISTRATION

CHIEF VIGILANCE OFFICER

SECRETARY

ASSISTANT SECRETARY

OFFICE SUPERINTENDENT

HC/AIC (3)
HGC (3)
LGC (Vacant)
COMPUTER ASSISTANT (1)
DAFTRY (1)
PEON (1)