

VIGILANCE DEPARTMENT

As per requirements of circular letter No. 5/4/2002-1AR, dated 30.09.2005 from the Financial Commissioner and Principal Secretary to Government, Haryana, Administrative Reforms Department, the following information is furnished under the Right to Information Act, 2005:-

1. The particulars, functions and duties of the department

Chief Secretary to Government, Haryana is the Head as well as Administrative Secretary of the Vigilance Department. For his assistance there is one Special Secretary, one Under Secretary, one Superintendent, one Deputy Superintendent and other non-gazetted staff. There is a directorate of State Vigilance Bureau under the Vigilance Department. There are offices of State Vigilance Bureau at Divisional Headquarters as well as District Headquarters. There are 5 Police Stations of State Vigilance Bureau, one each at Divisional level and one at Panchkula. There are no development schemes under the control of this department.

The particulars of the authorities are as under:

- (i) Chief Secretary to Government, Haryana, Haryana Civil Secretariat, Chandigarh.
- (ii) Special Secretary to Government, Haryana, Vigilance Department, Haryana Civil Secretariat, Chandigarh (1st Appellate Authority).
- (iii) Under Secretary to Government, Haryana, Vigilance Department, Haryana Civil Secretariat, Chandigarh (State Public Information Officer).
- (iv) Superintendent Vigilance, Haryana Civil Secretariat, Chandigarh.
- (v) Deputy Superintendent Vigilance, Haryana Civil Secretariat, Chandigarh.

FUNCTIONS AND DUTIES

The main functions of this department are:

- (a) The functions of this department will generally be-
 - (i) to collect data regarding the source and extent of corruption in various departments and to suggest remedial measures to eradicate it;

- (ii) to bring about general liaison and coordination over the vigilance and anti-corruption work in various departments and undertakings;
 - (iii) to prescribe and call for returns, statements and reports from the various departments of the State Government/Undertakings;
 - (iv) to prosecute the delinquents under the relevant law and for this purpose may require the State Vigilance Bureau to register a regular case and to investigate it;
 - (v) to get all complaints of corruption investigated through the State Vigilance Bureau or any other departmental agency;
 - (vi) to suggest changes in the rules and procedure as applicable to various departments of the State Government with a view to plugging sources of corruption;
 - (vii) to pursue where necessary such inquiry/investigation report which is to be sent to the department concerned for taking final action;
 - (viii) to reward suitably the persons giving information about the leakage of Government revenue and loss of public funds caused due to the negligence or corruption on the part of the public servant;
 - (ix) to issue clearance certificate towards pension to the gazetted officers retiring from Government service;
 - (x) to impress upon the department concerned the need for the expeditious disposal of pending cases in which Government servants are under suspension and to call for repots/returns in this respect from them.
- (b) The Vigilance Department shall also perform such other functions in the interest of the Vigilance work as may be necessary.
 - (c) The Vigilance Department shall take steps to prosecute persons filing false and frivolous complaints of corruption.
 - (d) The Vigilance Department shall push forth the Vigilance work but shall also ensure that the morale and discipline in the public servants is not impaired.

2. Procedure followed in the Vigilance Department

- (a) The complaints and information received in the Vigilance Department are thoroughly scrutinized and examined. Anonymous/pseudonymous complaints shall normally be rejected and destroyed. The complainants shall be required normally to furnish affidavits in support of their allegations of corruption. However, Vigilance Department shall have no over-riding discretion to initiate

investigation/inquiry into the anonymous/pseudonymous and such complaints where specific and verifiable data may be found to be available.

- (b) In the case of Government servants, the Vigilance Department may before entrusting the investigation to the State Vigilance Bureau, call for broad, practical executive assessment from the department concerned within a specified period or may require the department concerned to hold preliminary inquiry and indicate the results thereof. Thereafter it will decide whether further probe by the Vigilance Department would be necessary.

When the Vigilance Department initiates an inquiry against Government employee on the basis of a complaint the Administrative Department concerned shall be informed of this fact.

- (c) The State Vigilance Bureau after investigations shall submit the reports to the Vigilance Department.
- (d) On receipt of an investigation report it shall be scrutinized by the Vigilance Department and forwarded to the Administrative Department for further action in accordance with the decision taken by the Vigilance Department.
- (e) In departmental inquiries against Grade A & B Officers under rule 7 of the Punjab Civil Services (Punishment & Appeal) Rules or any other rules applicable to a particular Government servant the Administrative Department concerned shall normally appoint the inquiry officer of the vigilance department as such under intimation to the vigilance department.
- (f) The Inquiry Officer shall submit his inquiry report to the Administrative Department by whom the inquiry was entrusted to him.
- (g) In the cases where inquiries have been undertaken at the instance of a Minister, the same, when completed, shall be submitted to the Minister Incharge (Vigilance Department) who may informally consult the Minister concerned before passing final orders.

3. Norms

There is no time limit fixed for disposal of cases, but in some cases a time limit is fixed as per the orders of competent authority, as the case may be, and the State Vigilance Bureau is asked to send the inquiry report or comments on the complaint received in the department within the time limit so fixed.

4. Record

The following type of record is maintained by the Vigilance Department:

- (i) Complaints/Inquiry Reports;
- (ii) Vigilance Clearance;
- (iii) Special Checking Reports;

- (i) Raid Cases;
- (ii) Quarterly/monthly reports;
- (iii) Annual Administrative Reports of the Department;
- (iv) Establishment matters of the office of Inquiry Officer Vigilance as well as State Vigilance Bureau, wherever required.

Particulars of State Public Information Officer and Appellate Authority;

- (i) Sh. Rajinder Parshad, Superintendent-cum-State Public Information Officer, Vigilance-I Branch, Room No. 43/A, 9th floor, Haryana Civil Secretariat, Chandigarh.
Phone No. 0172-2740221, 2740226, 2740326, 2740006, Extn. 9952
- (ii) Sh. Sanjeev Kumar, Dy. Superintendent-cum-State Public Information Officer, Vigilance-II Branch, Room No. 43/A, 9th floor, Haryana Civil Secretariat, Chandigarh.
Phone No. 0172-2740221, 2740226, 2740326, 2740006, Extn. 9953
- (iii) Sh. Madan Lal, Deputy Secretary to Govt. Haryana, Vigilance Department-cum-1st Appellate Authority, Vigilance Department, Room No 55/A, 8th floor, Haryana Civil Secretariat, Chandigarh.
Phone No. 0172-2740221, 2740226, 2740326, 2740006, 2747325, Extn. 8855