

INQUIRY OFFICER VIGILANCE, HARYANA

(Under Clause 4(1) (b) of the Right to Information Act, 2005)

(i) ORGANISATION, FUNCTION AND DUTIES

(a) Organisation :

Administrative Secretary - Chief Secretary to Government, Haryana

Head of Department - Inquiry Officer, Vigilance

(b) Functions :

The main functions of this department is to conduct and allot to designated Inquiry Officers, regular departmental enquiries under Rule 7 of Haryana Civil Services (Punishment and Appeal) Rules, 1987, against Group A & B officers of various departments of Government of Haryana. The Law Officer of this department render opinion/advice required by the office of Chief Secretary, Vigilance Department, apart from functioning as Presenting Officers in some of the enquiries.

(c) Duties :

Officers/officials perform the duties related to smooth and effective functioning of the department by following the laid down procedure.

(ii) POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES :

(a) Administrative Secretary :

Full powers in administrative and financial matters, as per various Government Rules

(b) Head of Department :

Full power in administrative and financial matters, as per various Government Rules. Full power of Head of the department as declared in the budget manual, service/financial rules and overall Incharge of the activities of the Inquiry Officer, Vigilance.

(iii) PROCEDURE IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

This department was established for conducting regular departmental enquiry under Rule 7 of Haryana Civil Services (Punishment & Appeal) Rules 1987, against Group

A and B Officers of the Government of Haryana. 65 IAS Inquiry Officers have been designated as Inquiry Officer for conducting the regular departmental enquiries. Any officer of Group A & B of Haryana Government chargesheeted by the concerned department may entrust the enquiry alongwith record to this department for conducting the regular departmental enquiry. On receiving the proposal from the department, the same is submitted to the Inquiry Officers Vigilance who further entrusts the said enquiry to one of the designated Inquiry Officers as the Inquiry Officer for conducting the regular departmental enquiry. The Head of the Department may also appoint the Presenting Officers amongst the Law Officers posted in this department to defend the enquiry on behalf of the department. However in some of the enquiry cases wherein technical issues are involved the concerned department itself appoints the Presenting Officers on behalf of the department. After completion of the enquiry the Inquiry report alongwith enquiry file is submitted by the Inquiry Officers to this department. Thereafter the said report alongwith enquiry file is sent to the concerned department for necessary action.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :

Norms as set up the Haryana State Government from time to time are being followed by this Department.

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER CONTROL OF USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The activities of this department are regulated as per CSR, FPR and Budget manual and instructions issued by the Haryana Government from time to time. This department has no separate rules for discharging office functions.

(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

The department have general category records of its officials, officers and records relating to the regular departmental enquiries as such :-

1. Establishment record of employees
2. Budget Files
3. Circular Files
4. Register of pending/disposed off enquiry cases
5. Other correspondence files.

- (vii) **THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIONS BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :**

No such arrangement exists in the department for consultation with or representative by the members of public in relation to the formulation of its policy or administration.

- (viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

No such council, committee and other body consisting of two or more persons are constituted to advice. Hence, no proceedings or minutes of such meetings are accessible for public.

- (ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

List attached at Annexure 'A'

- (x) **THE MONTHLY REMUNERATION RECEIVED BY EACH ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

List attached at Annexure 'B'

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

Detail of Budget attached at Annexure 'C'

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND HE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

No subsidy programme exists in the department.

- (xiii) **PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATION GRANTED IT.**

NIL

- (xiv) **DETAILS RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRIC FORM.**

NIL

- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM OF MAINTAINED FOR PUBLIC USE.**

There is no library and reading room in the department. However, any citizen can avail of the facilities by meeting public information officer during office hours.

- (xvi) **THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS/ASSISTANT PUBLIC INFORMATION OFFICERS.**

Attached at Annexure 'D'

- (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.**

The information will be updated every year.

Annexure 'A'

**List of Officers/Officials working in the office of Inquiry Officer, Vigilance, Haryana,
SCO No. – 145-146, Sector – 17C, Chandigarh.**

S.No.	Name & Designation of Officer/Official	Residential Address
1	Sh. P. Raghavendra Rao, IAS, Inquiry Officer, Vigilance	H.No.-193, Sector-7A, Chandigarh
2	Sh. G.D. Ranga, DA	H.No. 2478, Sector-19C, Chandigarh
3	Sh. S.D. Bhatti, DDA	H.No. – 3C, General Hospital Campus, Sector-6, Panchkula
4	Sh. Shamsheer Singh, DDA	H.No.-294, Sector-7C, Chandigarh
5	Sh. Ram Singh, Assistant	H.No.-145, Vill Kishangarh, (U.T.) Chandigarh
6	Sh. Suresh Kumar, Clerk	H.No.-2205, Sector-23C, Chandigarh
7	Sh. Balihar Singh, H/C	H.No.-142, Vill. Kaimbwala, (U.T.), Chandigarh
8	Sh. Raj Kumar, Driver	H.No.-142, Vill. Kaimbwala, (U.T.), Chandigarh
9	Sh. Ram Pal, Peon	H.No. 4481, Sector-40B, Chandigarh

INQUIRY OFFICER VIGILANCE, HARYANA

S.No.	Name of Employee	Designation	Total Salary (Rs.)
1	Sh. P. Raghavendra Rao, IAS,	Inquiry Officer, Vigilance	Salary Drawn from Secretariat
2	Sh. G.D. Ranga	District Attorney	27,917/-
3	Sh. Jagdish Chander	Deputy District Attorney	26,484/-
4	Sh. S.D. Bhatti	Deputy District Attorney	19,910/-
5	Sh. Shamsher Singh	Deputy District Attorney	22,941/-
6	Sh. Ram Singh	Assistant	14,169/-
7	Sh. Suresh Kumar	Clerk	9,080/-
8	Sh. Balihar Singh	Head Constable	13,999/-
9	Sh. Raj Kumar	Driver	12,811/-
10	Sh. Ram Pal	Peon	8,338/-

Annexure 'C'

**Budget Estimate under Head 2070-Other Administrative Services Inquiry Officer
Vigilance, Haryana**

S.No.	Particulars	Amount (Rs.)
1	Salary	14,99,000/-
2	DA	5,76,000/-
3	Medical	20,000/-
4	TE	7,000/-
5	OE	80,000/-
6	POL	65,000/-
7	Wages	20,000/-
8	RRT	53,000/-

INQUIRY OFFICER VIGILANCE, HARYANA

RIGHT TO INFORMATION ACT 2005

Ist Appellate Authority : Sh. G.D. Ranga, District Attorney
Inquiry Officer Vigilance, Haryana,
SCO No-145-146, Sector-17,
Chandigarh

State Public Information Officer : Sh. Shamsheer Singh, Deputy
District Attorney, Inquiry Officer
Vigilance, Haryana,
SCO No-145-146, Sector-17,
Chandigarh

Application Format

1. Full Name of the Applicant
2. Address
3. Particular of Information required
 - i. Subject matter of information
 - ii. The period to which the information relates
 - iii. Description of the information required
 - iv. Whether information is required by post or in person
 - v. The actual postal charges shall be included in addition to the fee in case by post (ordinary/registered)

PLACE :
DATE :

Signature of Applicant

FEE : Rs. 50/- , Rs. 10/- for each page (A4 Size)