

CITIZEN CHARTER

VIGILANCE DEPARTMENT

SECRETARIAT, MOTI-DAMAN

ORGANIZATION STRUCTURE

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



Special Secretary (Vigilance)



Deputy Secretary (Vigilance)



Superintendent (Vigilance.)



Assistant (Vigilance)

Postal Address:

Vigilance Department ,
Secretariat, Moti Daman.

Pin Code – 396 220

Phone No 0260 -2231707

Fax No. 0260- 2230023

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.

The Particulars of Organisation and Functions :

The Vigilance Department is functioning under the Chief Vigilance Officer i.e. the Administrator with a view to take prompt action on the complaint of 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.

1) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

| Sr. No. | Designation | Duties attached |
|---------|--|---|
| 1 | Hon'ble Administrator/Chief Vigilance Officer, Daman & Diu | 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 | Shri D. R. Tandel. 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 | Shri J. B. Bhandari, 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. |

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

- (i) 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) 2231707

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

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