

## VIGILANCE DESK

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Objective	<ul style="list-style-type: none"><li>• Internal Vigilance in respect of Deptt. of Rural Development</li><li>• Monitoring of grievances/complaints received against the employees of this Deptt.</li><li>• Monitoring of grievances/Complaints made for irregularities/corruption/malpractices in the schemes sponsored by this Ministry.</li><li>• Maintaining of APARs in respect of employees of this Deptt.</li><li>• All vigilance matters of this Deptt.</li></ul>
Main activities/functions	<ul style="list-style-type: none"><li>• Dealing with complaints/grievances made for irregularities/corruption/malpractices in the schemes sponsored by this Ministry received through CPGRAMS Portal, CVC Portal, PMO, CBI, DAR&amp;PG, other Ministries and directly from the public.</li><li>• Maintaining of APARs in respect of staff of this Deptt.</li><li>• Scrutiny of Annual Immovable Property Return (AIPR) in respect of Gp-'A' and 'B' Officers of this Deptt.</li><li>• Vigilance Clearance in respect of staff of this Deptt.</li><li>• Administering of Vigilance Awareness Week.</li><li>• RTI matters.</li><li>• Court Cases, if any.</li><li>• All vigilance matters relating to this Deptt.</li></ul>
Organizational Structure Diagram at various levels.	<p>Chief Vigilance Officer</p> <p>↓</p> <p>Under Secretary (Vig.) ⇔⇔ CPIO</p> <p>↓</p> <p>Assistant/UDC <span style="float: right;">(For RTI matters)</span></p>

**Powers and duties of officers and employees of Vigilance Desk (as on 16.04.2015):**

Sl. No.	Name and Designation of the officers/Officials	Work Assigned
1.	Sh. Rajesh Bhushan, JS&CVO	Supervision of work relating to Vigilance Desk and final level disposal to be done by him in following matters: <ul style="list-style-type: none"> <li>➤ Disposal of Complaints/grievances.</li> <li>➤ Vigilance Clearance in respect of Officers of this Deptt;</li> <li>➤ Scrutiny of AIPRs in respect of Gp-'A' &amp; 'B' Officers;</li> <li>➤ All Vigilance matters.</li> </ul>
2.	Sh. Rajeev Bahal, US	Supervision of work relating to Vigilance Desk and final level disposal to be done by him in following matter: <ul style="list-style-type: none"> <li>➤ RTI cases.</li> </ul>
3.	Sh. Deen Dayal Bairwa, Assistant	<ol style="list-style-type: none"> <li>1) Processing of forwarding of grievances received from CVC, DAR&amp;PG, PMO, DoP&amp;T, MHA, CBI, directly from the complainants etc. and through online portals i.e. CPGRAMS Portal and CVC Portal to concerned Ministry/Deptt. or Divisions in this Department for further necessary action;</li> <li>2) Processing of NOCs for visit aboard;</li> <li>3) Processing of movable/immovable property intimation furnished by the Officers/officials in the Department;</li> <li>4) Processing/scrutiny of property returns in respect of Group 'A' &amp; 'B' Officers in the Department;</li> <li>5) Processing of Parliament Questions;</li> <li>6) Processing of and furnishing replies in respect of RTI cases received directly from the applicant and through online RTI Portal relating to Vigilance Desk</li> </ol>
4.	Sh. Ajay Kumar, UDC	<ol style="list-style-type: none"> <li>1) Furnishing various reports/returns meant for organization like CVC,PMO,CBI,DoP&amp;T, DAR&amp;PG, MHA etc.</li> <li>2) Maintenance of ACRs/APARs and supply of Dossiers where required;</li> <li>3) Processing of movable/immovable property intimation furnished by the Officers/officials in the Department;</li> <li>4) Processing/scrutiny of property returns in respect of Group 'A' &amp; 'B' Officers in the Department;</li> <li>5) Processing of Vigilance Clearance in respect of staff of this Deptt.</li> <li>6) Dispatch and Diary of receipt through e-office.</li> </ol>