

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 8th November, 2019

OFFICE ORDER PART-I NO.3/2019-PERL

A new Section, namely, Vigilance Section comprising the following strength has been created with immediate effect:-

- | | | |
|------|--|-----|
| i. | Deputy Secretary/ Under Secretary | – 1 |
| ii. | Assistant Executive Officer | – 2 |
| iii. | Senior Secretariat Assistant/
Secretariat Assistant | – 1 |
| iv. | Personal Assistant | – 1 |
| v. | Attendant | – 1 |

2. An officer of the level of Joint Secretary will be the Divisional Head of the Vigilance Section and will be designated as Chief Vigilance Officer (CVO). The CVO will be assisted by a Director level officer, who will be designated as Deputy Chief Vigilance Officer (Dy. CVO).

3. The Vigilance Section has been entrusted with the following items of work:-

- (a) Examination of complaints against officers/staff of the Secretariat reported from within or outside the Secretariat;
- (b) Initiation and processing of Disciplinary/Vigilance cases against officers and staff of the Secretariat under relevant provisions/rules of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 read with relevant provisions/rules of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (c) Processing of Appeals/Revision Petition/Review Petitions under relevant provisions/rules of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 read with relevant provisions/rules of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (d) Preparation of Para wise remarks/comments and rendering assistance to the Nominated Counsels of the Secretariat for defending Court cases filed by

....2/-

:2:

staff/officers against disciplinary action/penalties imposed under relevant provisions/rules of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 read with relevant provisions/rules of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;

- (e) Vigilance clearance for various purposes;
- (f) Monitoring progress of disciplinary/vigilance/court cases pertaining to service matters;
- (g) Preparation and submission of Quarterly statements of disciplinary/vigilance matters and Court Cases of the Secretariat to the Secretary-General, Rajya Sabha;
- (h) Appointment of Nominated and Senior Counsels for the Secretariat;
- (i) Scrutiny and Processing of Legal fee Bills of the Counsels;
- (j) Property Returns/intimations/permissions under CCS (Conduct) Rules, 1964; and
- (k) Any ancillary/related work pertaining to Vigilance and Discipline.

4. The Vigilance Section will get functional after provisioning of office space and adequate manpower.

Sd/-

(AMIT KUMAR)
DEPUTY SECRETARY

No. RS.51/1/1/2019-Perl.

Copy to :-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary General
3. Office of Secretary
4. Office of JS&FA
5. G.A. Section
6. Office Order Register
7. Nodal Officer, AeBAS & eOffice Cell – *for information and necessary updation*
8. All Officers/ Sections/ P.S.s/ P.A.s etc. and Pay & Accounts Office, Rajya Sabha