

PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

(In Pursuance of Section 4(1)(b)(i) of the Right to Information Act, 2005)

Vice-President's Secretariat assists the Vice-President of India in discharging his constitutional and statutory duties.

The Secretariat essentially functions for both the official requirements and needs of the Vice-President of India. Keeping in view the different aspects of duties, this secretariat has been divided into various sections to provide services to the Vice-President.

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

(In Pursuance of Section 4(1)(b)(ii) of the Right to Information Act, 2005)

- A. **SECRETARY** – As head of the secretariat all statutory and related duties are performed including administrative and financial. Secretary to the Vice-President coordinates with the different Ministries of the Government of India and State Governments.
- B. **JOINT SECRETARY & OSD** – JS & OSD to the Vice President is responsible for all matters relating to the Ministry of External Affairs, speeches for public engagements of the Vice President. Also messages and other aspects relating to engagement with and monitoring of the Press and Media. He also deals with University related matters and aspects related to Indian Council of World Affairs.
- C. **DIRECTOR** – Director is head of office, Vice President's Secretariat. All functions are coordinated by the Director. In addition, he is the nodal officer dealing with all internal and external tours of the Vice President. He supervises the administration and establishment of the Secretariat including household.
- D. **PRIVATE SECRETARY** – He supervises the Personnel Cell of the Vice-President including appointments and engagements.
- E. **UNDER SECRETARY** – There are two Under Secretaries in the Secretariat, their duties are as under:-
 - (a) **Under Secretary (Admn.)**:- Looks after General Administration, Establishment. He is also the Drawing and Disbursing Officer (DDO) and supervises the Section Officers under him.
 - (b) **Under Secretary (Miscellaneous & Household)**:- Looks after the University matters; RTI cases; protocol related duties; household staff; management of vehicles & drivers.

F. **SECTION OFFICER** – He is responsible for the following:-

- a. Distribution of work among the staff as evenly as possible.
- b. Training, helping and advising the staff.
- c. Management and co-ordination of work.
- d. Maintenance of order and discipline in the section.
- e. Maintenance of a list of residential addresses of the staff.
- f. Look after receipt and despatch of dak.

G. **ASSISTANTS** -

They work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

H. **LOWER DIVISION CLERK/UPPER DIVISION CLERK/RECEPTION OFFICER**

Lower Division Clerks are entrusted with work of routine nature, for example – registration of dak, file register, file movement register, indexing and recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

I. **TELEPHONE OPERATORS** -

They have to attend the telephones in the Vice-President's Secretariat and transfer the call to various sections.

DUTIES OF THE OFFICERS

S.No.		Name S/Shri	Designation	Powers & Duties
1.		Shri Shumsher K. Sheriff	Secretary to Vice-President of India	Administrative head of secretariat of the Vice-President's Secretariat.
2.		Shri P. Harish	Joint Secretary and OSD to Vice-President of India	Matters related to MEA, Speeches, Messages, Media Issues, ICWA and University Matters.
3.		Shri Ashok Dewan	Director	Head of office, Protocol related matters, Administration, Awards and Jury Matters, Tour & Travels, Functions, Household.
4.	(i)	Shri Arvind Kapoor	Under Secretary	General Administration, Establishment, DDO, Budget Preparation and Supervises over the Section Officers.
	(ii)	Shri Mahitab Singh	Under Secretary	University Matters, RTI cases, Protocol related duties, Household Staff, Management of Vehicles & Drivers.

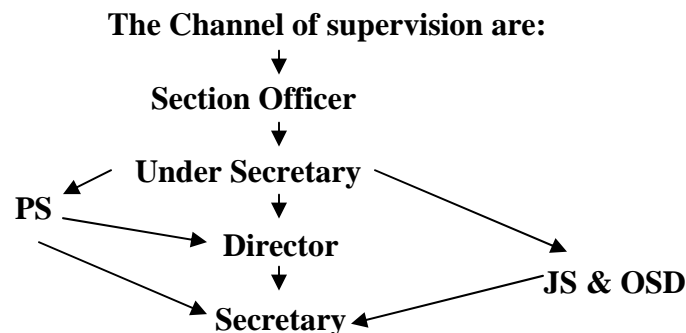
5.	(i)	Smt. Hurbi Shakeel	Section Officer	Administration, Establishment, Cash, A/c & Maintain Discipline Register.
	(ii)	Shri Jawahar Lal	Section Officer	Functions, General Duties and Responsibilities related to Dak & Household.
	(iii)	Shri Pawan Singh Bist	Section Officer	RTI cases, Representation and Admn., SC/ST/OBC Roster Recruitment Rules.

THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

(In pursuance of Section 4(1)(b)(iii) of the Right to Information Act, 2005)

The work in the Vice-President's Secretariat has been distributed among the Sections for smooth functioning of work.

The process of work starts with receipts of dak on every working day. The dak received is sent to the respective sections for initiating appropriate action. The receipts are duly examined by the dealing hands in accordance with the rules, regulations etc in force on the subject matter are submitted to the higher authorities through the Sectional in-charge for approval/orders.



Officials of the Secretariat are responsible and accountable in respect of any action taken by them.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

(In pursuance of Section 4(1)(b)(iv) of the Right to information Act, 2005)

Sl. No.	Particulars of Powers and Functions	Period
1.	Application for monetary help from discretionary grant of the Vice President of India	At the Earliest
2.	Representations/Grievances/Complaints	At the Earliest

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

(In Pursuance of Section 4(1)(b)(v) of the Right to Information Act, 2005)

SERVICE RULES

1. All India Services (AIS) Rules.
2. Manual of Office Procedures
3. Central Secretariat Service Rules, 1962
4. Central Secretariat Clerical Service Rules, 1962
5. CCS (Temporary Service) Rules, 1965
6. Central Civil Services (Leave Travel Concession) Rules, 1988
7. Central Civil Services (Leave Rules)
8. CCS (Conduct) Rules, 1964.
9. Central Secretariat Stenographer Service Rules
10. Swamy's – FR & SR (Part I to V)
11. Swamy's Pension Compilation relating to the CCS (Pension) Rules, 1972.
12. Swamy's – CCS (Commutation of Pension) Rules.
13. Swamy's – Leave Travel Concession Rules.
14. Swamy's – General Financial Rules.
15. Swamy's - Delegation of Financial Power Rules.
16. Swamy's – CCS (Revised Pay) Rules, 2008.
17. Swamy's – Seniority and Promotion in Central Government Service.
18. Swamy's – Reservations and Concessions for SCs and STs, Ex-Servicemen, Sportsmen, Compassionate Appointments, Physically Handicapped and SEBC (Mandal Commission)
19. Swamy's – Complete manual on Establishment and Administration.
20. Compendium of orders under Central Govt. Health Schemes (CGHS)

CALENDER/MEMORANDUM OF ASSOCIATION OF UNIVERSITIES

1. Calender volume-I (The Act, Statutes and Ordinances), University of Delhi, 2004.
2. Calender volume-I (Incorporating the Panjab University Act and Regulations), 2005.
3. Memorandum of Association of Gandhigram Rural Institute.

4. The Pondicherry University Act, 1985.
5. The Madhya Pradesh Makhanlal Chaturvedi Rashtriya Patrakarita Vishwavidyalaya Sansthan Adhiniyam, 1990.

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT
ARE HELD BY IT OR UNDER ITS CONTROL**

(In Pursuance of Section 4(1)(b)(vi) of the Right to Information Act, 2005)

The Vice-President's Secretariat is required to follow all the instructions of DoPT. In addition to this, usual official records as required under the manual of office procedure are also maintained by the Secretariat.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE
PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR
IMPLEMENTATION THEREOF**

(In pursuance of Section 4(1)(b)(vii) of the Right to Information Act, 2005)

Not applicable.

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND
OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED
AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, 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**

(In pursuance of Section 4(1)(b)(viii) of the Right to Information Act, 2005)

No such Boards, Councils, Committees and other Bodies are constituted by this Secretariat.

LIST OF OFFICERS OF VICE PRESIDENT'S SECRETARIAT

(In pursuance of Section 4(1)(b)(ix) of the Right to information Act, 2005)

Serial No.	Name	Telephone Numbers	
		Office	Residence
1.	Shri Shumsher K. Sheriff, Secretary to Vice-President of India	23017210 23022033 (Fax)	23381422
2.	Shri Parvathaneni Harish Joint Secretary and OSD to Vice-President of India	23794336	24641556
3.	Shri Ashok Dewan, Director	23793478 23018471	23384702
4.	Shri Arvind Kapoor, Under Secretary	23018684	24640471
5.	Shri Mahitab Singh, Under Secretary	23022322	24121205
6.	Smt. Hurbi Shakeel, Section Officer	23018684	24690339
7.	Shri Jawahar Lal, Section Officer	23017124	29956002
8.	Shri Pawan Singh Bist Section Officer	23018684	-

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

(In pursuance of 4(1)(b)(x) of The Right to Information Act, 2005)

The monthly emoluments received by the officers and employees of Vice-President's Secretariat are given as under:

S.No.	Name	Designation	Basic Pay	Total Emoluments
1.	Shri Shumsher K. Sheriff	Secretary to VPI	80000	120800
2.	Shri P. Harish	OSD to VPI	62400	99056
3.	Shri Ashok Dewan	Director	50390	80921
4.	Shri Arvind Kapoor	Under Secretary	30120	50313
5.	Shri Mahitab Singh	Under Secretary	28380	47686
6.	Smt. Hurbi Shakeel	Section Officer	22950	39487
7.	Shri Jawahar Lal	Section Officer	18340	35611
8.	Shri Pawan Singh	Section Officer	17250	28864
9.	Shri Dewan Singh	Assistant	16140	26787
10.	Smt. Sarita Chauhan	Assistant	14760	22288
11.	Shri Ashish Anand	Reception Officer	13910	23420
12.	Shri Darmyan Singh	UDC	11120	19417
13.	Shri Dinesh Yadav	UDC	10380	18090
14.	Ms. Srivalli	UDC	10810	18739
15.	Shri Ajay Kumar	Telephone Operator	10090	20679
16.	Shri Rajeev Shekhar	Telephone Operator	10090	20679
17.	Ms. Sunita Xess	LDC	9320	17775
18.	Shri Deep Chandra	LDC	8460	13931
19.	Shri Shekhar Kumar	LDC	8210	16266
20.	Shri Sharangesh Satarawal	LDC	8210	15766
21.	Shri Liaqat Ali	Chief Cook	11170	22694
22.	Shri Sudipto Karjee	Head Cook	13920	23495
23.	Shri Bhagat Singh	Staff-car-Driver	14760	25014
24.	Shri P. Nadhan	Staff-car-Driver	13660	27201
25.	Shri C. Sekaran	Staff-car-Driver	13490	22846
26.	Shri Rajbir Singh	Staff-car-Driver	10910	19160
27.	Shri Raj Kumar	Staff-car-Driver	10560	18422
28.	Shri M. Lava Kumar	Staff-car-Driver	9750	17409
29.	Shri Balbir Singh	Staff-car-Driver	9530	16866
30.	Shri Tulsi Das	Staff-car-Driver	9530	16866
31.	Shri Vinod Solanki	Staff-car-Driver	9530	19725
32.	Shri Rajkumar Badgujar	Despatch Rider	8990	14541
33.	Shri Afsar Ahmed	Personal Attendant	8720	14133
34.	Shri Mewa Lal	Record Sorter	9800	17334

35.	Shri Narain Singh	Jamadar	9800	17274
36.	Shri Dheerajpal Singh	Peon	9580	17152
37.	Ms. Madhvi	Peon	8770	14209
38.	Shri Ankur	Peon	8580	16496
39.	Shri Sunil Kumar	Bearer	7890	15247
40.	Shri Shahnawaz Ahmed	Bearer	7890	15247
41.	Shri Anil Singh	Bearer	7660	14831
42.	Shri Manmohan Singh	Masalchi	7890	15247
43.	Shri Virender Sharma	Masalchi	7660	14831
44.	Mohd. Aslam	Chowkidar-cum-Farash	8770	14209
45.	Shri Chander Pal	Sweeper	11290	19524
46.	Shri Swaran Singh	Sweeper	10640	18542
47.	Shri Raju	Sweeper	10640	21734
48.	Shri Ajay Kumar	Sweeper	8580	16496

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

(In pursuance of Section 4(1)(b)(xi) of The Right to Information Act, 2005)

Sr. No.	Sub-Head	B.E. 2011-2012 (In thousands)	Expenditure proposed to be made on the following items
1.	Salary	1,82,00	For expenditure on salaries during the year 2011-12.
2.	Wages	2,50	For expenditure on wages (Daily Wagers).
3.	OTA	5,50	Expenditure for payments to Non-Gazetted government servants for performing official duties beyond office hours and for duties on closed/government holidays.
4.	Medical Treatment	5,00	Payments towards medical re-imburement to Government servants.
5.	Travel Exp. (D)	1,50	Expenses on account of travel on duty in India by the staff independently or while accompanying Hon'ble Vice-President on tours within India.
6.	Travel Exp. (F)	5,00	Expenses on account of travel on duty outside India by the staff independently (Advance Visits) or while accompanying Hon'ble Vice-President on International tours.
7.	Office Expenses	90,00	This includes all contingent expenses for running of the secretariat including Entertainment of VIPs, purchase of Stationery, Furniture, Postage Stamps, Purchase and Maintenance of Office Machines and Equipments, Telephones, Uniforms, Staff cars, Three-wheeler and POL etc.
8.	Discretionary Grant	7,50	This entails Discretionary Grant given by the Vice-President of India at his discretion, for Medical Assistance/Natural Calamities/Welfare of the employees of this secretariat.
	Total	2,99,00	

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS AND BENEFICIARIES OF SUCH PROGRAMMES

(In pursuance of Section 4(1)(b)(xii) of The Right to Information Act, 2005)

Not Administered in this office

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

(In pursuance of Section 4(1)(b)(xiii) of The Right to Information Act, 2005)

Not Administered in this office.

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

(In pursuance of Section 4(1)(b)(xiv) of the Right to Information Act, 2005)

The Vice-President's Secretariat has its own website <http://www.vicepresidentofindia.nic.in>. All the important information pertaining to Vice-President of India & Constitution, Election of the Vice-President of India, Speeches, Press Release, Messages, Vice-President's Secretariat, Former Vice President's and RTI Act-2005 is available on this Website.

The information available on the Website of the Vice-President's Secretariat is regularly updated. The Vice-President's Secretariat has created a Hindi Version of the above said Website.

Vice-President's Secretariat Manual is also available in electronic form w.e.f.2001.

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION, INCLUDING THE WORKING HOURS
OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

(In pursuance of Section 4(1)(b)(xv) of the Right to Information Act, 2005)

Procedure for obtaining information

1 (a) Applications seeking information can be submitted in English or Hindi to the following designated Public Information Officer of the Vice-President's Secretariat. Applicants can use the sample application form (**The sample application form is a guide line only it is not mandatory to fill all the details**) which has been appended at the end of this section.

Sr.No	Name of the CPIO	Address	Contact No.	E-Mail Address
1.	Shri Mahitab Singh Under Secretary	No.6, Maulana Azad Road, New Delhi	23022322/ 23015065	mahitab.singh@nic.in

(b) The application for obtaining information may be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheques or IPO payable to the Drawing and Disbursing Officer or Accounts Officer, Vice-President's Secretariat. No fee is required to be paid if the requester belongs to 'Below Poverty Line' category for which proof should be furnished.

2. The fee:

For providing the information under Sub-section (1) of Section 7, the fee may be charged by way of cash against proper receipt or by demand draft or bankers cheque or IPO payable to the Drawing and Disbursing Officer or Accounts Officer, Vice-President's Secretariat at the following rates :-

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price of samples or models; and
- (d) for inspection of records, no fee for the first hour, and a fee of rupees five for each subsequent hour (or fraction thereof).

For providing the information under Sub-section (5) of Section 7, the fee may be charged by way of cash against proper receipt or by demand draft or bankers cheque or IPO payable to the Drawing and Disbursing Officer or Accounts Officer, Vice-President's Secretariat at the following rates:-

- a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

**SAMPLE APPLICATION FORM
VICE-PRESIDENT'S SECRETARIAT
NEW DELHI**

The Application can be made on a plain paper or as per format given below:-

PART I

1. Name of the applicant:
2. Date of Birth:(optional)
3. Gender: Male/Female:(optional)
4. Father's full name:(optional)
5. Mother's full name:(optional)
6. Address:
(Please ensure correct address for delivery of information/reply)

7. Telephone/mobile No(optional):.
8. E-mail I.D., if any:(optional)

PART II

(i) Particulars of the information sought.

(ii) Whether the information sought for is required to be supplied:

- (a) In printed form
- (b) In diskette or floppy

(iii) Whether inspection of records also sought.

(iv) Whether application fee of Rs.10 (Rupees Ten only) paid and, if so, please specify mode of payment.

- (a) Please give details of the demand draft/Bankers' cheque/IPO enclosed.
- (b) In case of cash payment, please enclose original receipt.

(No fee is required to be paid if the requester belongs to 'below poverty line' category for which proof should be furnished).

(Signature of the Applicant)
Name of the Applicant

Place:

No Library/reading room is being maintained for public use.

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

(In pursuance of Section 4(1)(b)(xvi) of the Right to Information Act, 2005)

Appellate Authority, Transparency Officer, Central Public Information Officer(CPIO) & Assistant Central Public Information Officer(ACPIO)

Appellate Authority:

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Ashok Dewan Director	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23793478/ 23015065 Email : ashok.dewan@nic.in

Transparency Officer:

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Ashok Dewan Director	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23793478/ 23015065 Email : ashok.dewan@nic.in

Central Public Information Officer (CPIO):

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Mahitab Singh, Under Secretary	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23022322/ 23015065 Email : mahitab.singh@nic.in

Assistant Central Public Information Officer (ACPIO):

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Pawan Singh Bist, Section Officer	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23015065 Email : pawan.singh@nic.in

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

(In pursuance of Section 4(1)(b)(xvii) of the Right to Information Act, 2005)

NIL

PUBLISH ALL RELEVANT FACTS WHILE FORMULATING IMPORTANT POLICIES OR ANNOUNCING THE DECISIONS WHICH AFFECT PUBLIC;

(In pursuance of Section 4(1)(c) of the Right to Information Act, 2005)

Not Applicable in this Secretariat.

PROVIDE REASONS FOR ITS ADMINISTRATIVE OR QUASI-JUDICIAL DECISIONS TO AFFECTED PERSONS

(In pursuance of Section 4(1)(d) of the Right to Information Act, 2005)

Such reasons are provided to the affected person as applicable and upon request.