

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** – Joint Secretary is head of office, Vice President's Secretariat. He assist the Vice President and Secretary in discharging all statutory related duties. All functions are coordinated by the Joint Secretary. 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 and all matters related to MEA and security.
- C. **OSD** - 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 and monitoring of the Press and Media. He also deals with University related matters and aspects related to Indian Council of World Affairs.
- 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 (Household & Miscellaneous)**:- Looks after the University matters; RTI cases; protocol related duties; household staff, provision and procurement of household items, management of vehicles & drivers.

E. **Section Officer** - There are three Section officers in the Secretariat, their duties are as under:

- 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. Look after receipt and despatch of dak
- e. Look after Income Tax matters and Accounts work
- f. Look after arrangements for tours, Visa & Passports matter
- g. Preparation of RRs
- h. Look after catering arrangements for functions & tours
- i. Stationery In-charge and look after consumable and non-consumable items/Stock Register/Books & Publication
- j. House hold
- k. Garage, Petrol & Maintenance
- l. Upkeep & Maintenance of the Secretariat
- m. Protocol related duties
- n. CPWD & other ministerial related issues
- o. Representations
- p. University related matters
- q. Honours/Award & Juries
- r. Support PS Cell
- s. E-filing
- t. Weeding of files & documents
- u. Audit & Accounts
- v. RTI
- w. Attendance of VPS Staff, NDMC staff and MTS
- x. Any other miscellaneous work assigned by Senior Officers

F. **Assistants.**

- a. SC & ST Reports (Periodically)
- b. Parliament Questions
- c. Maintain record of Warrant of Precedence
- d. Income Tax (Assist SO (H) in sending e-TDS (Quarterly) and preparation of Form – 16
- e. Medical Bills
- f. Budget
- g. Protocol Duties
- h. Maintain the record of the Household Items
- i. Any other miscellaneous work assigned by Senior Officers

G. Lower Division Clerk/Upper Division Clerk/Reception Officer

Lower Division clerk/Upper Division Clerk/Reception Officer are entrusted with work of routine nature, for example – registration of dak, despatch, file register, file movement register, indexing and recording, typing, comparing, cash handling, preparation of arrears and other statement, preparation of OTA, Pay Bills, LTC, DA Bills, Petrol bills etc., Put-up of telephone bills, Protocol duties, supervision of correction of reference books and submission of routine and simple drafts etc., and any other miscellaneous work assigned by Senior Officers.

H. Telephone Operators .

- a. Handling of EPABX system of the VPS
- b. Functions/Tour programs of VPI and family under direction of Joint Secretary
- c. Liaisoning with State Govt., MEA & Air force and other government agencies
- d. Any other miscellaneous work assigned by Senior Officers

DUTIES OF THE OFFICERS

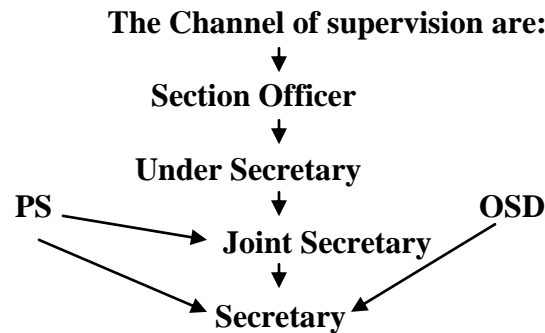
S.No.		Name S/Shri	Designation	Powers & Duties
1.		Shri Swashpawan Singh	Secretary to the Vice-President of India	Administrative head of the Vice-President's Secretariat.
2.		Shri Ashok Dewan	Joint Secretary	Head of office, Protocol related matters, Administration, Awards and Jury Matters, Tour & Travels, Functions and Household.
3.		Shri Anshuman Gaur	OSD to VPI	University Matters, ICWA, IIPA, Jawaharlal Nehru Award, Pravasi Bharatiya Samman Award, Speeches, Messages and Media.
4.	(i)	Shri Arvind Kapoor	Under Secretary	General Administration, Establishment, DDO, Budget Preparation and Supervises over the Section Officers.
	(ii)	Smt. Hurbi Shakeel	Under Secretary	University Matters, Representations, RTI cases, Protocol related duties, Household Staff.
5.	(i)	Shri Pawan Singh Bist	Section Officer	RTI Cases, SC/ST/OBC Roster Recruitment Rules, Maintain Discipline Register, attendance of VPS Staff, NDMC staff, Management of Vehicles & Drivers and MTS.
	(ii)	Smt. Sarita Chauhan	Section Officer	Administration, Budget, Income Tax and Cash and Accounts.
	(iii)	Shri Jawahar Lal	Assistant Private Secretary	Functions, General Duties and Responsibilities related to Household, printing of Stationery, Arrangement for Foreign Tours.
	(iv)	Shri Dewan Singh Rawat	Assistant Private Secretary	Functions, General Duties and Responsibilities related to Household, Arrangement for Foreign Tours and Protocol Duties.

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/ Within one week
2.	Representations/Grievances/Complaints	At the Earliest/ Within two weeks

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 Rule, 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)
21. Swamy's News
22. Swamy's Hand Book
23. Right to Information Act, 2005

Calender Memorandum of Association of Universities

1. Calender volume -1 (The Act, Statutes and Ordinances), University of Delhi, 2004
2. Calender Volume -1 (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 Swashpawan Singh Secretary to the Vice-President of India	23017210	26111670
2.	Shri Ashok Dewan, Joint Secretary	23793478 23018471	23384702
3.	Shri Anshuman Gaur OSD to VPI	23794336	26112325
4.	Shri Arvind Kapoor Under Secretary	23018684	24640471
5.	Smt. Hurbi Shakeel Under Secretary	23018684	24690339
6.	Shri Pawan Singh Bist Section Officer	23015065	-
7.	Smt. Sarita Chauhan Section Officer	23018684	-
8.	Shri Jawahar Lal, Assistant Private Secretary	23017124	29956002
9.	Shri Dewan Singh Rawat Assistant Private Secretary	23017124	-

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 as on 12.09.2016 are given as under:

S.No.	Name	Designation	Basic Pay
1.	Shri Swashpawan Singh	Secretary to VPI	225000
2.	Shri Ashok Dewan	Joint Secretary	167200
3.	Shri Anshuman Gaur	OSD to VPI	133500
4.	Shri Arvind Kapoor	Under Secretary	91100
5.	Smt. Hurbi Shakeel	Under Secretary	71800
6.	Shri Pawan Singh	Section Officer	57800.
7.	Smt. Sarita Chauhan	Section Officer	50500
8.	Shri Jawahar Lal	APS to VPI	61300
9.	Shri Dewan Singh	APS to VPI	57800
10.	Shri J.S. Rao	PA to Secretary	83600
11.	Shri Ashish Anand	Reception Officer	42300
12.	Shri Darmyan Singh	UDC	34300
13.	Shri Dinesh Yadav	UDC	31400
14.	Ms. Srivalli	UDC	33300
15.	Shri Ajay Kumar	Telephone Operator	32300
16.	Shri Rajeev Shekhar	Telephone Operator	32300
17.	Ms. Sunita Xess	LDC	29300
18.	Shri Deep Chandra	LDC	26000
19.	Shri Shekhar Kumar	LDC	24500
20.	Shri Sudipto Karjee	Chief Cook	47600
21.	Shri Liaqat Ali	Head Cook	33300
22.	Shri C. Sekaran	Staff-car-Driver	46200
23.	Shri Rajbir Singh	Staff-car-Driver	35900
24.	Shri Raj Kumar	Staff-car-Driver	34900
25.	Shri Vinod Solanki	Staff-car-Driver	32300
26.	Shri Tulsi Das	Staff-car-Driver	31400
27.	Shri Balbir Singh	Staff-car-Driver	31400
28.	Shri M. Lava Kumar	Staff-car-Driver	32300
29.	Shri Rajkumar Badgujar	Staff-car-Driver	28400
30.	Shri Dheerajpal Singh	Staff-car-Driver	30200
31.	Shri Ashok Kumar	Staff-car-Driver	19900
32.	Mohd. Aslam	Despatch Rider	28400
33.	Shri Mewa Lal	Record Sorter	31100
34.	Shri Narain Singh	Jamadar	30200
35.	Shri Mitesh Kumar Yadav	Daftry	20300
36.	Ms. Madhvi	Peon	27600
37.	Shri Ankur	Peon	25600
38.	Shri Virender Sharma	Peon	23500
39.	Shri Sunil Kumar	Bearer	24200
40.	Shri Shahnawaz Ahmed	Bearer	24200
41.	Shri Anil Singh	Bearer	23500
42.	Shri Ramesh Singh	Bearer	19700

43.	Shri Afsar Ahmed	Masalchi	26400
44.	Shri Manmohan Singh	Masalchi	24200
45.	Shri Sanny	Chowkidar-cum-Farash	18500
46.	Shri Chander Pal	Sweeper	36400
47.	Shri Swaran Singh	Sweeper	32000
48.	Shri Raju	Sweeper	32000
49.	Shri Ajay Kumar	Sweeper	26800

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. 2016-17 (In Rupees)	Expenditure proposed to be made on the following items
1.	Salary	2,69,00,000	For expenditure on salaries during the year.
2.	Wages	4,00,000	For expenditure on wages (Daily Wagers)
3.	OTA	6,50,000	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	6,00,000	Payments towards medical re-imburement to Government Servants
5.	Travel Exp. (D)	1,00,000	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)	7,00,000	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	1,60,00,000	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	7,50,000	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	4,61,00,000	

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.

**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 Hindi or English 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.	Smt. Hurbi Shakeel Under Secretary	No.6, Maulana Azad Road, New Delhi	23018684/ 23015065	hurbi.shakeel@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.

Online Submission of RTI Application

DOPT has recently launched an online portal for filling online RTI requests for some ministries including Vice President's Secretariat with a payment gateway to pay the required fee. Applicants willing to file online RTI request can [Click here](#).

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.

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

**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:

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)

First Appellate Authority:

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Ashok Dewan Joint Secretary	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 Joint Secretary	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.	Smt. Hurbi Shakeel Under Secretary	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23018684/ 23015065 Email : hurbi.shakeel@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

Former Central Public Information Officer (CPIO):

Sr. No.	Name	Duration
1.	Shri Mahitab Singh	22/02/2011 to 31/08/2016

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.