

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. **OFFICER ON SPECIAL DUTY, VICE PRESIDENT SECRETARIAT**– He assist the Vice President and Secretary in discharging all statutory related duties. All functions are coordinated by the OSD. 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 Budget, Audits, household and all matters related to MEA and security. He assists HVPI & Secretary in all matters concerning the universities of which HVPI is Chancellor/Visitor, IIPA, ICWA, Prasar Bharti Board, Press Council, Awards & Juries of which HVPI is the Chairman, IAF & State Government.
- C. **PRIVATE SECRETARY** – He supervises the Personnel Cell of the Vice-President including appointments and engagements, for all matters related to the Ministry of External Affairs, speeches for public engagements of Vice President, Messages and monitoring of the Press and Media.
- D. **OSD** - OSD to the Vice President assists the Vice President.
- E. **UNDER SECRETARY** – There are two Under Secretaries in the Secretariat, their duties are as under:-
 - (a) **Under Secretary (Admn.)**:- Looks after General Administration, Accounts, Establishment & Budget. 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, Supervision of vehicles & drivers.

F. Assistant Private Secretary Assists Private Secretary & OSD

G. 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

H. Assistants

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

**I. Reception Officer /Upper Division Clerk/ Telephone Operators/
Lower Division Clerk**

- a. Registration of dak, despatch, files register, file movement register, indexing and recording
- b. Typing, cash handling, preparation of bills/arrears and other statements
- c. Preparation of OTA, Pay Bills, LTC, DA Bills and Petrol bills etc.
- d. Put-up of telephone bills, Protocol duties, supervision of correction of reference books and submission of routine and simple drafts etc.
- e. Handling of EPABX system of the VPS
- f. Functions/Tour programs of VPI and family under direction of Joint Secretary
- g. Liaisoning with State Govt., MEA & Air force and other government agencies
- h. Any other miscellaneous work assigned by Senior Officers

DUTIES OF THE OFFICERS

S. No	Name of Officer	Designation	Powers & Duties
1.		Secretary to the Vice-President of India – Co-terminus	Administrative head of the Vice-President’s Secretariat.
3.		Private Secretary to the Vice-President of India – Co-terminus	Personnel Cell of the Vice- President including appointments and engagements, for all matters related to public engagements of Vice President, Messages & monitoring of the Press and Media, Speeches, Functions & Tours and Ministries.
4.		Officer on Special Duty to the Vice President of India – Co-terminus	Attached with Vice President of India
5.	(i) Shri Arvind Kapoor	Under Secretary	General Administration, Establishment, Account, DDO, Budget preparation and Supervision over the Section Officers.
	(ii) Shri Pawan Singh Bist	Under Secretary	University Matters, Representations, RTI cases, Protocol related duties, Household Staff.
6.	(i)	Assistant Private Secretary – Co-terminus	Assists PS
	(ii)	Assistant Private Secretary – Co-terminus	Assists PS
7.	(i) Smt. Sarita Chauhan	Section Officer	Administration/Accounts Income Tax/ SC/ST/OBC Roster.
	(ii) Shri Chandan DeekshithGoli	Section Officer	Assist Under Secretary in University Matters, Representations, RTI cases, Protocol related duties, Household Staff.
	(iii) Shri Ashish Anand	Section Officer	Recruitment Rules, Maintain Discipline Register, attendance of VPS Staff, NDMC staff, Management of Vehicles & Drivers and MTS.

THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS,

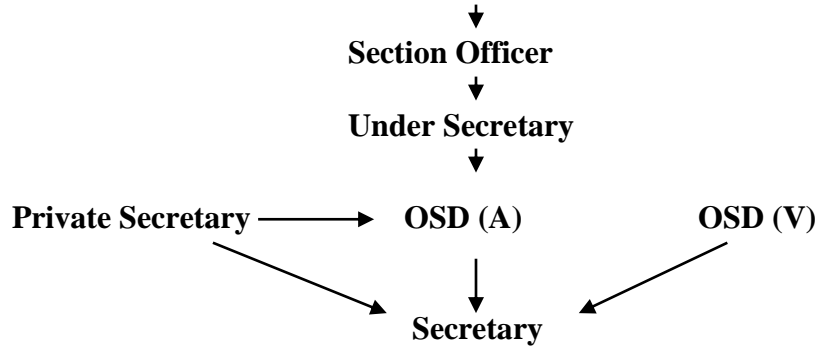
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

(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.

The Channel of supervision are:



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
24. Swamy's Compilation on House Building Allowance

Calendar Memorandum of Association of Universities

1. Calendar volume -1 (The Act, Statutes and Ordinances), University of Delhi, 2004
2. Calendar 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 RashtriyaPatrakarita 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.	Secretary to the Vice-President of India	23017210	21610796
2.	Private Secretary to the Vice-President of India	23016344 23016422	-
3.	Officer on Special Duty to the Vice-President of India	23016344 23016422	
4.	Shri Arvind Kapoor Under Secretary	23018684	24640471
5.	Shri Pawan Singh Bist Under Secretary	23022322	-
6.	Assistant Private Secretary	23017124	-
7.	Assistant Private Secretary	23017124	-
8.	Smt. Sarita Chauhan Section Officer	23018684	-
9.	Shri Chandan Deekshith Goli Section Officer	23018210	-
10.	Shri Ashish Anand Section Officer	23015065	-

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 01.07.2022 are given as under:

S.No.	Name	Designation	Pay Excluding Allowances (i.e. TA, HRA, DA)
1.	Dr. I.V. Subba Rao	Secretary	225000
2.	Shri Ashok Dewan	OSD	193800
3.	Shri D. Prasanth Kumar Reddy	Private Secretary	134500
4.	Shri K. Vikrant	OSD	86100
5.	Shri Arvind Kapoor	Under Secretary	115500
6.	Smt. Pawan Singh Bist	Under Secretary	76200
7.	Smt. Sarita Chauhan	Section Officer	65000
8.	Sh. Chandan Deekshith Goli	Section Officer	63100
9.	Shri Ashish Anand	Section Officer	58600
10.	Smt. Pranathi Bhargavi P.	Assistant Private Secretary	65000
11.	Shri Ajay Kumar Gade	Assistant Private Secretary	63100
12.	Shri Vishu Choudhary	Assistant	50500
13.	Shri Jawahar Lal	PA to Secretary	78800
14.	Shri Dinesh Yadav	Reception Officer	39900
15.	Ms. Srivalli	UDC	41000
16.	Shri Ajay Kumar	UDC	41000
17.	Shri Rajeev Shekhar	T.O.	41000
18.	Ms. Sunita Xess	T.O.	37200
19.	Shri Deep Chandra	T.O.	34000
20.	Shri Shekhar Kumar	T.O.	32000
21.	Shri Aman Kumar	LDC	22400
22.	Shri Mohit Rathee	LDC	21100
23.	Shri Mitesh Kumar Yadav	LDC	26800
24.	Shri Sitaram Meena	LDC	20500
25.	Shri Amit Kumar	LDC	20500
26.	Shri Sudipto Karjee	Chief Cook	60400
27.	Smt. Radhika Agasti	Head Cook	29600
28.	Shri Rajbir Singh	Staff-car-Driver	45400
29.	Shri Raj Kumar	Staff-car-Driver	44100
30.	Shri Vinod Solanki	Staff-car-Driver	41600
31.	Shri Tulsi Das	Staff-car-Driver	41600
32.	Shri Balbir Singh	Staff-car-Driver	39800
33.	Shri M. Lava Kumar	Staff-car-Driver	39800
34.	Shri Rajkumar Badgujar	Staff-car-Driver	37500
35.	Shri Dheerajpal Singh	Staff-car-Driver	38300
36.	Shri Ashok Kumar	Staff-car-Driver	25200
37.	Shri Umesh	Staff-car-Driver	21700
38.	Mohd. Aslam	Despatch Rider	37200
39.	Smt. J A Lakshmi	Personal Attendant	23100
40.	Shri Mewa Lal	MTS (Record Sorter)	39400
41.	Shri Narain Singh	MTS (Jamadar)	39400

42.	Shri Anil Bist	MTS (Peon)	18500
43.	Ms. Madhvi	MTS (Peon)	36100
44.	Shri Ankur	MTS (Peon)	34000
45.	Shri Virender Sharma	MTS (Peon)	30200
46.	Shri Sunil Kumar	MTS P(Bearer)	32000
47.	Shri Shahnawaz Ahmed	MTS (Bearer)	32000
48.	Shri Anil Singh	MTS (Bearer)	30200
49.	Shri Ramesh Singh	MTS (Bearer)	24900
50.	Shri Afsar Ahmed	MTS (Masalchi)	35000
51.	Shri Manmohan Singh	MTS (Masalchi)	32000
52.	Shri Sanny	MTS (Chowkidar-cum Frash)	23500
53.	Shri Raju	MTS (Safaiwala)	42200
54.	Shri Ajay Kumar	MTS (Safaiwala)	34000
55.	Shri Sujeet Kumar	MTS (Safaiwala)	19700

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)

Sl. No.	Sub-Head	R.E. 2021-22 (In thousands of rupee)	B.E. 2022-23 (In thousands of rupee)	Expenditure proposed to be made on the following items
1.	Salary	450,00	520,00	For expenditure on salaries during the year.
2.	Wages	20,00	25,00	For expenditure on wages (Daily Wagers).
3.	OTA	2,50	5,00	Expenditure for payments to Non-Gazetted officials for performing official duties beyond office hours.
4.	Medical Treatment	17,00	15,00	Payments towards medical reimbursement to officials.
5.	Travel Exp. (D)	3,00	5,00	Expenses on account of travel on duty by the Staff independently or while accompanying Hon'ble Vice President on tours within India.
6.	Travel Exp. (F)	20,00	40,00	Expenses on account of travel on duty by the Staff independently (Advance Visits) or while accompanying Hon'ble Vice President on International tours.
7.	Office Expenses	170,00	200,00	This includes all contingent expenses for running of the Secretariat, purchase of Stationery, Furniture, Postage Stamps, Purchase and Maintenance of Office Machines and Equipments, Telephones, Uniforms, Staff Cars, Three-wheeler etc.
8.	O.A.E.	35,00	40,00	For expenditure on functions, catering, hospitality, gifts and gratuities.
9.	O. Charges (IT)	6,00	6,50	For expenditure on purchase of computers and IT related equipments.
10.	Discretionary Grants	7,50	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	731,00	864,00	

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.

**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.	Shri Pawan Singh Bist Under Secretary	No.6, Maulana Azad Road, New Delhi	23022322	pawan.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.

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.		Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23793478/ 23015065

Transparency Officer:

Sr. No.	Name and Designation	Address and Telephone Number
1.		Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23793478/ 23015065

Central Public Information Officer (CPIO):

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

Assistant Central Public Information Officer (ACPIO):

Sr. No.	Name and Designation	Address and Telephone Number
1.	Shri Chandan Deekshith Goli Section Officer	Vice-President's Secretariat No.6, Maulana Azad Road, New Delhi. Tel. : 23015065 Email : chandangoli.edu@nic.in

Former Central Public Information Officer (CPIO):

Sr. No.	Name	Duration
1.	Shri Mahitab Singh	22/02/2011 to 31/08/2016
2.	Smt. Hurbi Shakeel	01/09/2016 to 30/06/2022

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.