

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 and also the Drawing and Disbursing Officer (DDO)-supervises the Section Officers.
 - (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

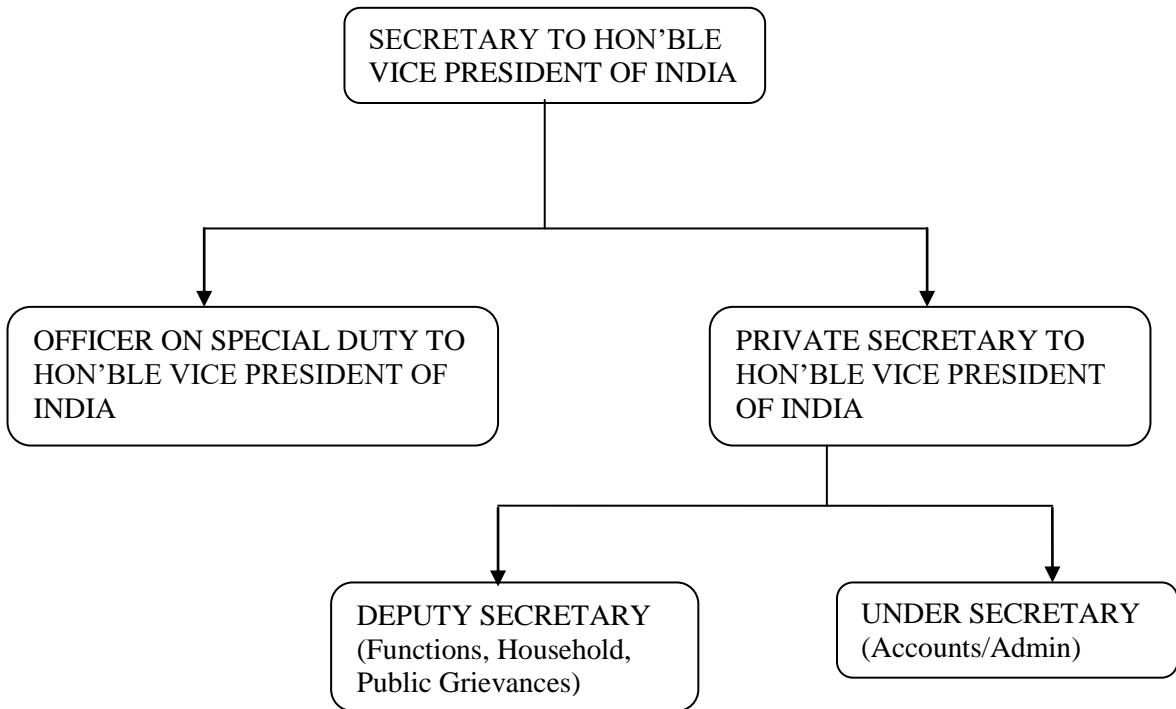
**I. Reception Officer /Upper Division Clerk/ Telephone Operators/
Lower Division Clerk**

- 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. | Shri Sunil Kumar Gupta | Secretary to the Vice-President of India – Co-terminus | Administrative head of the Vice-President’s Secretariat. |
| 2. | Shri Sujeet Kumar | 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. |
| 3. | (i) Shri Rajesh N. Naik | Officer on Special Duty to the Vice President of India – Co-terminus | Attached with Vice President of India |
| | (ii) Shri Abhyuday Singh Shekhawat | Officer on Special Duty to the Vice President of India – Co-terminus | Attached with Vice President of India |
| 4. | (i) Smt. Sarita Chauhan | Under Secretary | General Administration, Establishment, Account, DDO, Budget preparation and Supervision over the Section Officers. |
| | (ii) Shri Rajesh Kumar Sharma | Deputy Secretary | University Matters, Representations, RTI cases, Protocol related duties, Household Staff. |
| 5. | (i) Shri Sanjay Verma | Assistant Private Secretary – Co-terminus | Assists PS |
| | (ii) Vacant | Assistant Private Secretary – Co-terminus | Assists PS |
| 6. | (i) Shri Vishu Kumar Choudhary | 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, Functions/events. |
| | (iii) Shri Ashish Anand | Section Officer | Recruitment Rules, Maintain Discipline Register, attendance of VPS Staff, NDMC staff, Management of Vehicles & Drivers and MTS. |

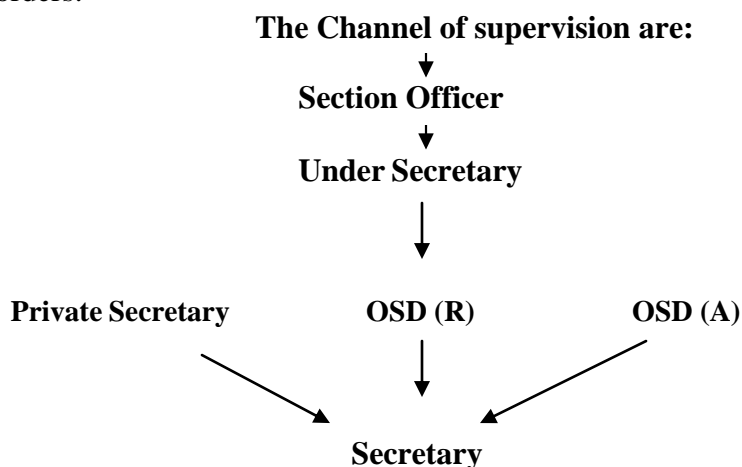
ORGANOGRAM



**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
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. | Shri Sunil Kumar Gupta Secretary to the Vice-President of India | 23094941 23094942 | - |
| 2. | Shri Sujeet Kumar Private Secretary to the Vice-President of India | 23094951 23094952 | - |
| 3. | Shri Rajesh N. Naik Officer on Special Duty to the Vice-President of India | 23094944 | - |
| 4. | Shri Abhyuday Singh Sekhawat Officer on Special Duty to the Vice-President of India | 23094953 | - |
| 5. | Shri Rajesh Kumar Sharma Deputy Secretary | 23094947 | - |
| 6. | Smt. Sarita Chauhan Under Secretary | 23094946 | - |
| 7. | Shri Sanjay Verma Assistant Private Secretary | 23094954 | - |
| 8. | Shri Chandan Deekshith Goli Section Officer | 23094948 | - |
| 9. | Shri Ashish Anand Section Officer | 23094949 | - |
| 10. | Shri Vishu Kumar Choudahry Section Officer | 23094950 | - |

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 | B.E. 2023-24 (In thousands of rupee) | B.E. 2024-25 (In thousands of rupee) | Expenditure proposed to be made on the following items |
|----------------|--------------------------|---|---|---|
| 1. | Salary | 3,25,00 | 3,60,00 | For expenditure on salaries during the year. |
| 2. | Wages | 25,00 | 25,00 | For expenditure on wages (Daily Wagers). |
| 3. | Rewards | 3,50 | 3,50 | For payment of bonus, cash awards for Hindi Pratiyogita etc. |
| 4. | Medical Treatment | 15,00 | 20,00 | Payments towards medical reimbursement to officials. |
| 5. | Allowances | 2,16,50 | 2,75,00 | For expenditure on allowances during the year. |
| 6. | Leave Travel concessions | 10,00 | 12,00 | Travel expenses on LTC. |
| 7. | Training Expenses | 1,00 | 1,00 | Expenses/fee paid to the training institutes and other expenses for participating in the training/workshops |
| 8. | Travel Exp. (D) | 12,00 | 20,00 | Expenses on account of travel on duty by the Staff independently or while accompanying Hon'ble Vice President on tours within India. |
| 9. | Travel Exp. (F) | 40,00 | 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. |
| 10. | Office Expenses | 2,09,50 | 3,00,00 | 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. |
| 11. | Printing and Publication | 5,00 | 12,00 | It will include expenses on printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including ebooks, e-magazines, digital printing, pen drive, CD, etc. |
| 12. | Digital equipment | 10,00 | 12,00 | It will include expenses to be classified as revenue expenditure on procurement or development of hardware and software |

| | | | | |
|-----|---------------------------|----------------|-----------------|---|
| 13. | Fuels and Lubricants | 18,00 | 25,00 | Petrol, oil, lubricants expenses on vehicles for office use. |
| 14. | Advertising and Publicity | 1,00 | 1,00 | It will include expenses including commission to agents for sales and printing of publicity material on advertising and publicity through various media such as print media, TV media or outdoor media or internet or mobile network or other audio-visual publicity or fairs and exhibition. |
| 15. | Professional Service | 1,00 | 1,00 | It will include expenses on engagement of professionals, consultants, artists, banks, etc |
| 16. | Repairs and Maintenance | 10,00 | 15,00 | Expenses on repair and maintenance of machinery and equipment. |
| 17. | 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. |
| 18. | Motor Vehicle | 12,00 | 15,00 | Purchase of vehicles for office use |
| 19. | Machinery and Equipment | 4,00 | 4,00 | Purchase of Office machines and Equipment cost of which exceeds the threshold limit of one lakh rupees or 3 year of useful life, either of the two. |
| 20. | ICT Equipment | 3,00 | 10,00 | Procurement of information, computer, Telecommunications equipments such as computer hardware and telecommunication devices like computer, laptops, projectors etc. And computer software exceeding threshold limit of one lakh rupees or 3 years of useful life, data and television. |
| 21. | Furniture & Fixtures | 1,00 | 1,00 | It will include expenditure on purchase of furniture and fixture for office use and functional use exceeding the threshold limit of 1 Lakh and 3 years of useful life, wither of the two. |
| 22. | Other Fixed Assets | 1,00 | 1,00 | It will include procurement of other fixed assets like library books and publications, trees, crops and plants, whose natural growth and regeneration is under the direct control, responsibility and management |
| | TOTAL | 9,31,00 | 11,61,00 | |

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 01.04.2024 are given as under:

| S.No. | Name | Designation | Pay Excluding Allowances (i.e. TA, HRA, DA) |
|-------|-------------------------------|-----------------------------|---|
| 1. | Shri Sunil Kumar Gupta | Secretary | 112500 |
| 2. | Shri Sujeet Kumar | PS to VPI | 134500 |
| 3. | Shri Rajesh Narayan Naik | OSD | 134500 |
| 4. | Shri Abhyuday Singh Shekhawat | OSD | 81200 |
| 5. | Smt. Pawan Singh Bist | Under Secretary | 80600 |
| 6. | Smt. Sarita Chauhan | Under Secretary | 71800 |
| 7. | Sh. Chandan Deekshith Goli | Section Officer | 67000 |
| 8. | Shri Ashish Anand | Section Officer | 62200 |
| 9. | Shri Vishu Choudhary | Section Officer | 55200 |
| 10. | Shri Sanjay Verma | Assistant Private Secretary | 57800 |
| 11. | Shri Prateek | Assistant | 49000 |
| 12. | Shri Dinesh Yadav | Reception Officer | 42300 |
| 13. | Ms. Srivalli | UDC | 44100 |
| 14. | Shri Ajay Kumar | UDC | 44100 |
| 15. | Shri Rajeev Shekhar | T.O. | 44100 |
| 16. | Ms. Sunita Xess | T.O. | 38300 |
| 17. | Shri Deep Chandra | T.O. | 35000 |
| 18. | Shri Shekhar Kumar | T.O. | 33000 |
| 19. | Shri Aman Kumar | LDC | 23800 |
| 20. | Shri Mohit Rathee | LDC | 22400 |
| 21. | Shri Mitesh Kumar Yadav | LDC | 28400 |
| 22. | Shri Sitaram Meena | LDC | 21100 |
| 23. | Shri Amit Kumar | LDC | 21100 |
| 24. | Shri Mohit | LDC | 20500 |
| 25. | Shri Sudipto Karjee | Chief Cook | 62200 |
| 26. | Shri Raj Kumar | Staff-car-Driver | 45400 |
| 27. | Shri Vinod Solanki | Staff-car-Driver | 42800 |
| 28. | Shri Tulsi Das | Staff-car-Driver | 42800 |
| 29. | Shri Balbir Singh | Staff-car-Driver | 42800 |
| 30. | Shri M. Lava Kumar | Staff-car-Driver | 41000 |
| 31. | Shri Rajkumar Badgujar | Staff-car-Driver | 38600 |
| 32. | Shri Dheerajpal Singh | Staff-car-Driver | 41000 |
| 33. | Shri Ashok Kumar | Staff-car-Driver | 26000 |
| 34. | Mohd. Aslam | Despatch Rider | 38300 |
| 35. | Shri Mewa Lal | MTS | 40600 |
| 36. | Shri Narain Singh | MTS | 40600 |
| 37. | Shri Anil Bist | MTS | 19700 |
| 38. | Ms. Madhvi | MTS | 37200 |
| 39. | Shri Ankur | MTS | 36100 |
| 40. | Shri Virender Sharma | MTS | 32000 |
| 41. | Ms. Jyoti | MTS | 18000 |
| 42. | Shri Sunil Kumar | Bearer | 33000 |
| 43. | Shri Shahnawaz Ahmed | Bearer | 33000 |
| 44. | Shri Anil Singh | Bearer | 32000 |
| 45. | Shri Ramesh Singh | Bearer | 26000 |
| 46. | Shri Afsar Ahmed | Masalchi | 36100 |
| 47. | Shri Manmohan Singh | Masalchi | 35300 |
| 48. | Shri Sanny | MTS | 24200 |
| 49. | Shri Raju | Safai Karamchari | 43500 |
| 50. | Shri Ajay Kumar | Safai Karamchari | 36100 |
| 51. | Shri Sujeet Kumar | Safai Karamchari | 20900 |
| 52. | Shri Santosh Kumar | Personal Attendant | 19900 |

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 Rajesh Kumar Sharma Deputy Secretary | 108, Churuch Road, New Delhi | 23094947 | rajeshk.s@sansad.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, 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 Abhyuday Singh Shekhawat OSD to HVPI | Vice-President's Secretariat 108, Churuch Road, New Delhi. Tel. : 23094953/ 23094954 |

Central Public Information Officer (CPIO):

| Sr. No. | Name and Designation | Address and Telephone Number |
|---------|--|--|
| 1. | Shri Rajesh Kumar Sharma Deputy Secretary | Vice-President's Secretariat 108, Churuch Road, New Delhi. Tel. :23094947 Email : rajeshk.s@sansad.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 108, Churuch Road, New Delhi. Tel. : 23094948 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.