

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 assists 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. **UNDER SECRETARY** – There are two Under Secretaries in the Secretariat, their duties are as under:-
 - (a) **Under Secretary (Admn. & House Hold)**:- Looks after General Administration, Accounts, Establishment & Budget and also the Drawing and Disbursing Officer (DDO). Also responsible for University matters, managing the Household staff, and Supervision of vehicles & drivers.
 - (b) **Under Secretary (Functions, Procurement & Supply)**:- Looks after protocol related duties, RTI cases, as well as provision and procurement of household items.

- E. **Assistant Private Secretary-** Assists Private Secretary & OSD
- F. **Section Officer** – There are two Section officers in the Secretariat, their duties are supervisory in nature. They broadly supervise the activities related to the following:
- a. Administration and Accounts
 - b. Dak and Dispatch,
 - c. Hospitality and household,
 - d. Allied Services matters,
 - e. University related matters,
 - f. Functions and Tours,
 - g. RTI and Petitions
 - h. Any other miscellaneous work assigned by Senior Officers

G. **Assistant-** Presently, there is one assistant in this Secretariat who deals with noting and drafting of proposals and communications. Apart from this, he is involved in the management of E-Office in the office, matters related to administration and accounts, and any other duties that the officers may assign.

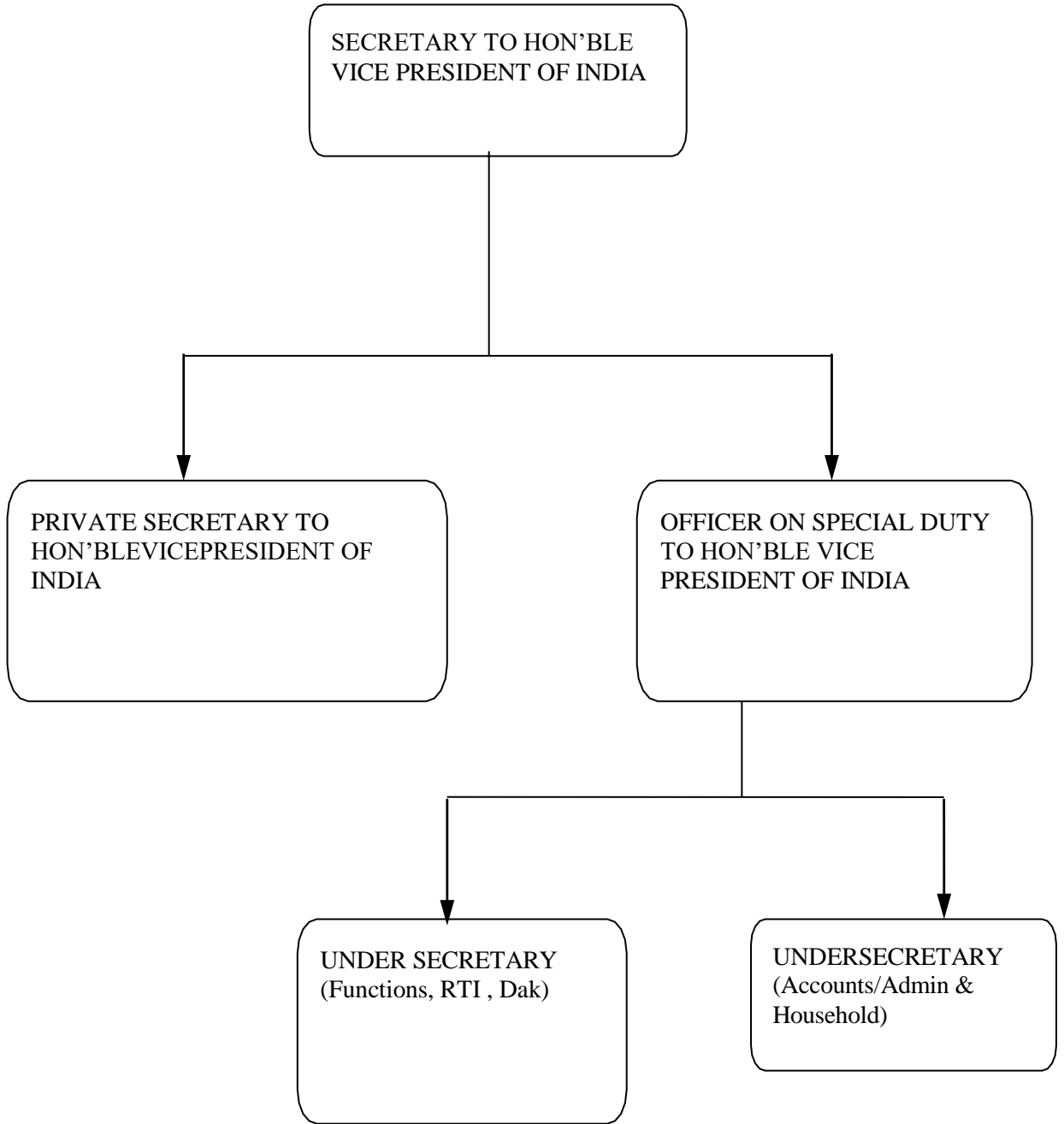
**H. Reception Officer/Upper Division Clerk/Telephone Operators/
Lower Division Clerk**

- Responsibilities of Cashier
- Matters related to transportation
- Accounting
- Putting up Bills
- Organisation of events in the Enclave
- Liasioning with allied services like CPWD etc,
- Any other duties assigned by the officials

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 Rajesh N. Naik	Officer on Special Duty to The Vice-President of India– Co-terminus	Attached with Vice President of India
3.	Shri Abhyuday Singh Shekhawat	Officer on Special Duty to The Vice President of India– Co-terminus	Attached with Vice-President of India
4.	Shri Chandan Deekshith Goli	Under Secretary	General Administration, Establishment, Account, DDO, Budget preparation, Management of Household and Supervision of University matters.
5.	Smt. Sarita Chauhan	Under Secretary	Protocol (Tours and Functions), Right to Information (CPIO), and Petitions.
6.	Shri Vikrant Badsra	Assistant Private Secretary– Co-terminus	Assists PS
7.	Shri Chirayu Thakkar	Assistant Private Secretary– Co-terminus	Assists PS
8.	Shri Vishu Kumar Choudhary	Section Officer	Advance Protocol, Liaisoning, ACPIO and looking into public grievance's timely disposal.
9.	Shri Ashish Anand	Section Officer	Recruitment Rules, Maintain Discipline Register, attendance of VPSS staff, NDMC staff, Management of Vehicles & Drivers and MTS, Administration/Accounts Income Tax/SC/ST/OBC Roster.

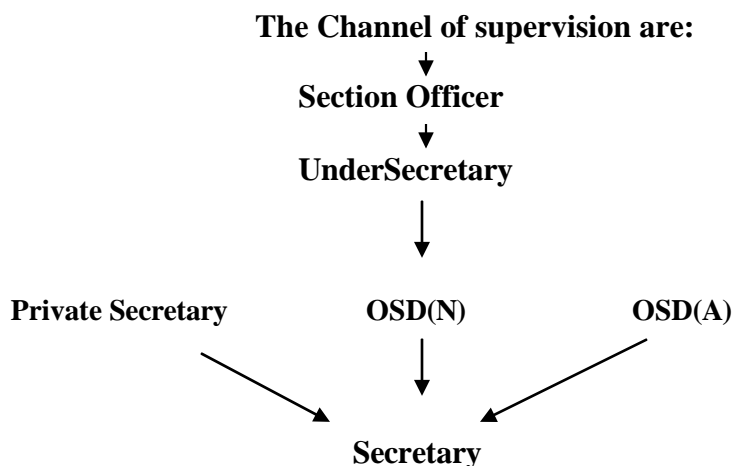
ORGANOGRAM



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 Section4(1)(b)(v)of the Right to InformationAct,2005)

SERVICERULES

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–Genera IFinancial 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. CalendarVolume-1(IncorporatingthePanjabUniversityActandRegulations),2005
3. Memorandum of Association of Gandhi gram Rural Institute
4. The Pondicherry UniversityAct,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 Sunil Kumar Gupta Secretary to the Vice-President of India	23094941 23094942	-
2.	(vacant) 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	23094954	-
5.	Shri Chandan Deekshith Goli Under Secretary	23094948	-
6.	Smt. Sarita Chauhan Under Secretary	23094946	-
7.	Shri Vikrant Badesra Assistant Private Secretary	23094977	-
8.	Shri Chirayu Thakkar Assistant Private Secretary	-	-
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 REPORT SON 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 e-books, 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 3year 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 06.01.2024 are given as under:

S.No.	Name	Designation	Pay Excluding Allowances (i.e. TA, HRA, DA)
1.	Shri Sunil Kumar Gupta	Secretary	2,25,000
2.	Shri Rajesh Narayan Naik	OSD	1,38,500
3.	Shri Abhyuday Singh Shekhawat	OSD	83,600
4.	Smt. Sarita Chauhan	Under Secretary	74,000
5.	Sh. Chandan Deekshith Goli	Under Secretary	67,700
6.	Shri Ashish Anand	Section Officer	64,100
7.	Shri Vishu Choudhary	Section Officer	56,900
8.	Shri Vikrant Badesra	Assistant Private Secretary	56,100
9.	Shri Chirayu Thakkar	Assistant Private Secretary	56,100
10.	Shri Prateek	Assistant	50,500
11.	Shri Dinesh Yadav	Reception Officer	43,600
12.	Ms. Srivalli	UDC	45,400
13.	Shri Ajay Kumar	UDC	45,400
14.	Shri Rajeev Shekhar	T.O.	45,400
15.	Ms. Sunita Xess	T.O.	39,400
16.	Shri Deep Chandra	T.O.	36,100
17.	Shri Shekhar Kumar	T.O.	34,000
18.	Shri Aman Kumar	LDC	24,500
19.	Shri Mohit Rathee	LDC	23,100
20.	Shri Mitesh Kumar Yadav	LDC	29,300
21.	Shri Sitaram Meena	LDC	21,700
22.	Shri Amit Kumar	LDC	21,700
23.	Shri Mohit	LDC	21,100
24.	Shri Sudipto Karjee	Chief Cook	64,100
25.	Shri Raj Kumar	Staff-car-Driver	47,600
26.	Shri Vinod Solanki	Staff-car-Driver	44,100
27.	Shri Tulsi Das	Staff-car-Driver	44,100
28.	Shri Balbir Singh	Staff-car-Driver	44,100
29.	Shri M. Lava Kumar	Staff-car-Driver	42,800
30.	Shri Rajkumar Badgujar	Staff-car-Driver	39,800
31.	Shri Dheerajpal Singh	Staff-car-Driver	42,200
32.	Shri Ashok Kumar	Staff-car-Driver	27,100
33.	Mohd. Aslam	Despatch Rider	39,400
34.	Shri Mewa Lal	MTS	41,800
35.	Shri Narain Singh	MTS	41,800
36.	Shri Anil Bist	MTS	20,300
37.	Ms. Madhvi	MTS	38,300
38.	Shri Ankur	MTS	37,200
39.	Shri Virender Sharma	MTS	33,000
40.	Shri Sunil Kumar	Bearer	34,000
41.	Shri Shahnawaz Ahmed	Bearer	34,000
42.	Shri Anil Singh	Bearer	33,000
43.	Shri Ramesh Singh	Bearer	28,400
44.	Shri Afsar Ahmed	Masalchi	37,200
45.	Shri Manmohan Singh	Masalchi	36,400
46.	Shri Sanny	MTS	24,900
47.	Shri Raju	Safai Karamchari	44,800
48.	Shri Ajay Kumar	Safai Karamchari	37,200
49.	Shri Sujeet Kumar	Safai Karamchari	21,500
50.	Shri Santosh Kumar	Personal Attendant	20,500

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, PRODUCED 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 ALIBRARY 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 Sarita Chauhan Under Secretary	108,ChruchRoad, New Delhi	23094946	sarita.chauhan@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 (inA-4orA-3sizepaper) 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 format 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.	Smt Sarita Chauhan Under Secretary	Vice-President's Secretariat 108, Churuch Road, New Delhi. Tel. : 23094946 Email: sarita.chauhan@nic.in

Assistant Central Public Information Officer (ACPIO):

Sr.No.	Name and Designation	Address and Telephone Number
1.	Shri Vishu Kumar Choudhary Section Officer	Vice-President's Secretariat 108, Churuch Road, New Delhi. Tel. : 23094950 Email: vishu.choudhary@gov.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
3.	Pawan Singh Bisht	04/07/2022 to 31/08/2022
3.	Shri Rajesh Sharma	01/09/2022 to 10/11/2022

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

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

NIL

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 QUASIJUDICIAL 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.