

Manual-2
Powers & Duties of Officers and Employees

Chief Vigilance Officer

Chief Vigilance Officer heads the Vigilance Division and acts as an advisor in all matters pertaining to vigilance. He is the Nodal officer for interaction with CVC and CBI. Duties of CVO can be broadly classified into three categories viz. i) Preventive Vigilance ii) Punitive Vigilance iii) Surveillance and detection viz.

- Taking steps to prevent improper practices and commission of misconducts etc.
- Examining the files/proposal received from the Secretary(Vigilance) and decides/orders further course of action in a matter. Processing Investigation reports for further consideration of the Disciplinary Authority concerned. Referring the matters to CVC for advice wherever necessary.
- Collecting Intelligence about corrupt practices committed (or) likely to be committed by the Govt. servants. Investigating or causing an investigation to be made into allegations reported to him.

Secretary (Vigilance)

Assists the Chief Vigilance Officer in discharging his duties. Examines the enquiry reports of V&AC-Police unit on the Complaints / Petitions as well as the Inquiry Report on the Disciplinary Proceedings, as put up by the Under Secretary (Vigilance) and refer it to the Chief Vigilance Officer for orders. Reviews the pending Departmental proceedings with the Heads of Departments to ensure timely disposal of cases. He also ensures timely submission of report to CVC. Ensures compliance of orders of Chief Vigilance Officer by all concerned.

Under Secretary (Vigilance)

Examines files/proposal received from the Superintendent (Vigilance) and referring them to the Secretary (Vigilance). Enforces timely disposal of files and submission of reports to the Secretary(Vigilance)/CVO. Issue of Vigilance clearance to the Departments for the purpose of Promotions, financial upgradation under MACP, Confirmation, Retirement, NOC for passport / going abroad. He carries out the orders of the Secretary (Vigilance)/Chief Vigilance Officer. Submits QPR to CVC with the approval of the Secretary (Vigilance)/Chief Vigilance Officer.

Superintendent:

Overall incharge of the Section, supervising the work of all the Dealing Assistants. Examining the files put up by the Dealing Assistants and referring them to the Under Secretary (Vigilance).

Dealing Assistant -A1

Issue of vigilance clearance for various purposes such as Promotion/ Confirmation/ Financial upgradation under MACP or ACP/ Retirement / Resignation, NOC to go abroad / passport etc. in respect of all Departments / Offices / Boards/ Corporations.

Dealing Assistant -A2

- Processing Vigilance cases in respect of the following Departments :
 1. Public Works Department
 2. Electricity Department
 3. Police/Fire Service/Jail
 4. Revenue/Registration/Survey/HRI/Excise
 5. Commercial Taxes
- C.V.C Communications (General)
- Government of India Communications (General)
- CBI matters (General)
- Assembly / Parliamentary questions & other related matters
- RTI matters pertaining to the above subjects
- Submission of reports to MHA to the above subjects

Dealing Assistant – A3

- Processing Vigilance cases in respect of the following departments :
 1. Animal Husbandry
 2. Education
 3. Agriculture
 4. Elections
 5. Stationery and Printing
 6. Town & Country Planning
 7. Science, Technology & Env't.
 8. Co-operation
 9. Fisheries
 10. Civil Supplies
 11. Labour
 12. D.A.T
 13. Information & Publicity
- Submission of Quarterly Performance Reports to CVC
- Submission of Quarterly Returns reg. Civil/Electrical/Horticulture Works etc.
- RTI matters pertaining to the above subjects
- Submission of reports to MHA on the above subjects

Dealing Assistant - A4

- Processing Vigilance cases in respect of the following departments :
 1. Local Administration
 2. Health
 3. Chief Secretariat
 4. Industries
 5. Social Welfare / Women & Child Development
 6. Planning & Research
 7. Law Department
 8. Art & Culture
 9. Information Technology
 10. Port
 11. Economics & Statistics
 12. Tourism
 13. Transport/Govt. Automobile Workshop
- Review of Annual property returns of officials
- Establishment matters of Vigilance & Anticorruption – Police unit.
- RTI matters pertaining to the above subjects
- Submission of reports to MHA to the above subjects

Dealing Assistant -A5

- Processing / compilation of complaints / forwarding of complaints to various Departments/ Secretaries / Superintendent of Police VAC.
- Processing of online complaints related to CVC and other correspondences.
- RTI matters pertaining to the above subjects.

Dealing Assistant -A6

- Receipt & Despatch
- Maintenance of file movement register & monitoring of file movement
- Typing

V&AC-Police unit, Puducherry

Sl. No.	Rank	Nature of Work performed
1.	Supdt. of Police	Overall supervision of work of V&AC-Police unit, Puducherry and carrying out the orders of the Chief Vigilance Officer.
2	Inspector	Dealing offences related to Government and Public Servants under Vigilance & Anti-Corruption , Cheating & Misappropriation and others time to time directed by CVO / SP (VAC)
3	SI	Dealing offences related to Government and Public Servants under Cheating & Misappropriation and others time to time directed by CVO / SP (VAC) including Court Proceedings
4	ASI to PC	Enquiry of petitions on the Offences related to Government and Public Servants under Vigilance & Anti-Corruption, Cheating & Misappropriation and others time to time directed by CVO / SP (VAC) including Court Proceedings
		Maintaining of all records, CCTNS, e-office, processing of office routines including despatch
		Court Correspondence
		Assisting Steno and UDC
		Receipt of all complaints.
5	Steno	Assisting SP in all activities to execute the duties of Head of Office.
6.	UDC	Establishment matters of V&AC-Police unit.