

Constitutional context

District Administration

Financial Administration

Parliamentary committees

[Loksabha site reference](#)

INTRODUCTION

1. The work done by the Parliament in modern times is not only varied and complex in nature, but also considerable in volume. The time at its disposal is limited. It cannot, therefore, give close consideration to all the legislative and other matters that come up before it. A good deal of its business is, therefore, transacted in Committees of the House, known as Parliamentary Committees. Parliamentary Committee means a Committee which is appointed or elected by the House or nominated by the Speaker and which works under the direction of the Speaker and presents its report to the House or to the Speaker and the Secretariat for which is provided by the Lok Sabha Secretariat.

2. By their nature, Parliamentary Committees are of two kinds: Standing Committees and Ad hoc Committees. Standing Committees are permanent and regular committees which are constituted from time to time in pursuance of the provisions of an Act of Parliament or Rules of Procedure and Conduct of Business in Lok Sabha. The work of these Committees is of continuous nature. The Financial Committees, DRSCs and some other Committees come under the category of Standing Committees. Ad hoc Committees are appointed for a specific purpose and they cease to exist when they finish the task assigned to them and submit a report. The principal Ad hoc Committees are the Select and Joint Committees on Bills. Railway Convention Committee, Joint Committee on Food Management in Parliament House Complex etc also come under the category of ad hoc Committees.

[A note on introduction to Parliamentary committees](#)

[Estimates committee](#)

[Public Accounts Committee](#)

[Committee on Public Undertakings](#)

Sr. no	Committee	No. of members	Tennure	Loksabha members	Rajyasabha members
1	Estimates committee	30	1 year	30	0
2	Public Accounts Committee	22	1 year	15	7
3	Committee on Public Undertakings	22	1 year	15	7

C & AG

<https://cag.gov.in/>

Constitutional Provisions

<https://cag.gov.in/content/constitutional-provisions>

Duties, Powers and Conditions of service act

<https://cag.gov.in/content/duties-power-and-conditions-services-act>

Vision Mission and Values

VISION

The vision of SAI India represents what we aspire to become: We strive to be a global leader and initiator of national and international best practices in public sector auditing and accounting and recognised for independent, credible, balanced and timely reporting on public finance and governance.

MISSION

Our mission enunciates our current role and describes what we are doing today: Mandated

by the Constitution of India, we promote accountability, transparency and good governance through high quality auditing and accounting and provide independent assurance to our stakeholders, the Legislature, the Executive and the Public, that public funds are being used efficiently and for the intended purposes.

CORE VALUES

Our core values are the guiding beacons for all that we do and give us the benchmarks for assessing our performance, Independence, Objectivity, Integrity, Reliability, Professional Excellence, Transparency, Positive Approach

Organisational Chart

<https://cag.gov.in/content/organisation-chart>

Former CAG

<https://cag.gov.in/former-cag>

History of CAG

<https://cag.gov.in/content/cag-india-analytical-history-1947-1989>

Regional Training Institutes

<https://cag.gov.in/content/regional-training-institutes>

INTOSAI

<http://www.intosai.org/news.html>

Citizen's Charter

Recognizing

The right of the pensioners to receive prompt settlement of their pensionary benefits and provident fund balance dues

Conscious of

Our responsibility as scrutinizing and authorizing authority

In Evidence

Of our commitment to provide and maintain the highest quality of service

We Resolve

To authorize pensionary benefits and provident fund dues within two months of receipt of the cases complete in all respects.

To address the concerned authorities, in respect of deficiencies and defects within one month; and, to keep the beneficiaries informed of such action.

To acknowledge receipt of all complaint cases within one week.

To furnish final replies to complaints relating to retirement benefits within two months of their receipt.

To furnish final replies to correspondence relating to discrepancies in general provident fund accounts within three months of receipt.

We further Resolve

To suitably disseminate knowledge and information on the procedures and processes to all 'stake holders'.

Contemporary Issues in Indian Administration

Integrity in Administration - Lokpal, Lokayukta and CVC

[Lokpal, Lokayukta](#) - Economic Times Article

CVC

<http://www.cvc.nic.in/>

[Introductory note](#)

About Central Vigilance Commission

1. When and Why did the Government set up a body like CVC?

The Central Vigilance Commission was set up by the Government in February, 1964 on the recommendations of the Committee on Prevention of Corruption, headed by Shri K. Santhanam, to advise and guide Central Government agencies in the field of vigilance.

2. What is the background of Central Vigilance Commission?

CVC is conceived to be the apex vigilance institution, free of control from any executive authority, monitoring all vigilance activity under the Central Government and advising various authorities in Central Government organizations in planning, executing, reviewing and reforming their vigilance work.

Consequent upon promulgation of an Ordinance by the President, the Central Vigilance Commission has been made a multi member Commission with "statutory status" with effect from 25th August, 1998.

3. What is the present status of the Central Vigilance Commission?

The CVC Bill was passed by both the houses of Parliament in 2003 and the President gave its assent on September 11, 2003. Thus the Central Vigilance Commission Act 2003 (No 45 of 2003) came into effect from that date.

The Commission shall consist of:

A Central Vigilance Commissioner - Chairperson;

Not more than two Vigilance Commissioners - Members;

Vide GOI Resolution on "Public Interest Disclosure and Protection of Informer" dated April

2004, the Government of India has authorized the Central Vigilance Commission as the "Designated Agency" to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action.

Faq

Which Ministry/Department controls the CVC?

The CVC is not controlled by any Ministry/Department. It is an independent body which is only responsible for the Parliament.

Powers and Functions as per the CVC Ordinance 1998, which was in existence till 7th January 1999.

FUNCTIONS AND POWERS OF THE CENTRAL VIGILANCE COMMISSION

8. (1) The functions and powers of the Commission shall be to-

(a) exercise superintendence over the functioning of the Delhi Special Police Establishment insofar as it relates to the investigation of offences alleged to have been committed under the Prevention of Corruption Act, 1988;

(b) inquire or cause an inquiry or investigation to be made on a reference made by the Central Government wherein it is alleged that a public servant being an employee of the Central Government or a corporation established by or under any Central Act, Government company, society and any local authority owned or controlled by that Government, has committed an offence under the Prevention of Corruption Act, 1988;

(c) inquire or cause an inquiry or investigation to be made into any complaint against any official belonging to such category of officials specified in sub-section (2) wherein it is alleged that he has committed an offence under the Prevention of Corruption Act, 1988;

(d) grant approval or otherwise for the conduct of investigation into allegations of corruption under the Prevention of Corruption Act, 1988 against the persons mentioned in section 6A of the Delhi Special Police Establishment Act, 1946 in accordance with the regulations made in this behalf;

(e) review the progress of investigations conducted by the Delhi Special Police Establishment into offences alleged to have been committed under the Prevention of Corruption Act, 1988;

(f) review the progress of applications pending with the competent authorities for sanction of

prosecution under the Prevention of Corruption Act, 1988;

(g) tender advice to the Central Government, corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by the Central Government on such matters as may be referred to it by that Government, said Government companies, societies and local authorities owned or controlled by the Central Government or otherwise;

(h) exercise superintendence over the vigilance administration of the various Ministries of the Central Government or corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by that Government.

(2) The persons referred to in clause (c) of sub-section (1) are as follows:-

(a) Group 'A' officers of the Central Government;

(b) such level of officers of the corporations established by or under any Central Act, Government companies, societies and other local authorities, owned or controlled by the Central Government, as that Government may, by notification in the Official Gazette, specify in this behalf:

Provided that till such time a notification is issued under this clause, all officers of the said corporations, companies, societies and local authorities shall be deemed to be the persons referred to in clause (c) of sub-section (1).

9. (1) The proceedings of the Commission shall be conducted at its headquarters.

(2) The Commission shall observe such rules of procedure in regard to the transaction of the business as may be provided by regulations.

(3) The Central Vigilance Commissioner, or, if for any reason he is unable to attend any meeting of the Commission, the seniormost Vigilance Commissioner present at the meeting, shall preside at the meeting.

(4) No act or proceeding of the Commission shall be invalid merely by reason of-

(a) any vacancy in, or any defect in the constitution of, the Commission; or

(b) any defect in the appointment of a person acting as the Central Vigilance Commissioner or as a Vigilance Commissioner; or

(c) any irregularity in the procedure of the Commission not affecting the merits of the case.

10. (1) In the event of the occurrence of any vacancy in the office of the Central Vigilance Commissioner by reason of his death, resignation or otherwise, the President may, by notification, authorise one of the Vigilance Commissioners to act as the Central Vigilance

Commissioner until the appointment of a new Central Vigilance Commissioner to fill such vacancy.

(2) When the Central Vigilance Commissioner is unable to discharge his functions owing to absence on leave or otherwise, such one of the Vigilance Commissioners as the President may, by notification, authorise in this behalf, shall discharge the functions of the Central Vigilance Commissioner until the date on which the Central Vigilance Commissioner resumes his duties.

11. The Commission shall, while conducting any inquiry referred to in clauses (b) and (c) of sub-section (1) of section 8, have all the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 and in particular, in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of any person from any part of India and examining him on oath;
- (b) requiring the discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copy thereof from any court or office;
- (e) issuing commissions for the examination of witnesses or documents; or
- (f) any other matter which may be prescribed.

12. The Commission shall be deemed to be a civil court for the purposes of section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973 and every proceeding before the Commission shall be deemed to be a judicial proceeding within the meaning of sections 193 and 228 and for the purposes of section 196 of the Indian Penal Code.

Powers and Functions

as per the CVC Ordinance 1999, lapsed on 4th April, 1999
The Function and powers of the commission shall be to----

exercise superintendence over the functioning of the Delhi Special police Establishment insofar as it relates to the investigation of offences alleged to have been committed under the Prevention of Corruption Act, 1988;

inquire or cause an inquiry or investigation to be made on a reference made by the Central Government wherein it is alleged that a public servant being an employee of the Central Government or a corporation established by or under any central act, Government company, society and any local authority owned or controlled by that Government, has

committed an offence under the Prevention of Corruption Act, 1988;
inquire or cause an inquiry or investigation to be made into any complaint against any official belonging to such category of officials specified in sub-section (2) wherein it is alleged that he has committed an offence under the Prevention of Corruption Act, 1988;
review the progress of investigations conducted by the Delhi Special Police Establishment into offences alleged to have been committed under the Prevention of Corruption Act, 1988;
review the progress of applications pending with the competent authorities for sanction of prosecution under the Prevention of Corruption Act, 1988;
tender advice to the Central Government, corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by the Central Government on such matters as may be referred to it by that Government, said Government companies, societies, local authorities owned or controlled by the Central Government or otherwise;
exercise superintendence over the vigilance administration of the various Ministries of the Central Government or corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by that Government.
The persons referred to in clause (c) of subsection(1) are as follows:-

Group 'A' officers of the Central Government ;
such level of officers of the corporations established by or under any Central Act, Government companies, societies and other local authorities, owned or controlled by the Central Government, as that Government may, by notification of the Official Gazette, specify in this behalf;
Provided that till such time a notification is issued under this clause, all officers of the said corporations, companies, societies and local authorities shall be deemed to be persons referred to in clause (c) of subsection(1).
The proceedings of the Commission shall be conducted at its headquarters.

The Commission shall observe such rules of procedure in regard to the transaction of the business as may be provided by regulations.

The Central Vigilance Commissioner, or, if for any reason he is unable to attend any meeting of the Commission, the senior most Vigilance Commissioner present at the meeting, shall preside at the meeting.

No act or proceeding of the Commission shall be invalid merely by reason of---

any vacancy in, or any defect in the constitution of, the Commission ; or
any defect in the appointment of a person acting as Central Vigilance Commissioner or as a Vigilance Commissioner; or
any irregularity in the procedure of the Commission not affecting the merits of the case.
In the event of the occurrence of any vacancy in the office of the Central Vigilance Commissioner by reason of his death, resignation or otherwise, the President may, by notification, authorise one of the Vigilance Commissioner to act as the Central Vigilance Commissioner until the appointment of a new Central Vigilance Commissioner to fill such vacancy.

When the Central Vigilance Commissioner is unable to discharge his functions owing to absence on leave or otherwise, such one of the Vigilance Commissioners as the President may, by notification, authorise in this behalf, shall discharge the functions of the Central Vigilance Commissioner until the date on which Central Vigilance Commissioner resumes his duties.

The Commission shall, while conducting any inquiry referred to in clause (b) and (c) of sub-section (1) of section 8, have all the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 and in particular, in respect of the following matters namely:-

summoning and enforcing the attendance of any person from any part of India and examining him on oath;
requiring the discovery and production of any document;
receiving evidence on affidavits;
requisitioning any public record or copy thereof from any court or office;
issuing commissions for the examinations of witnesses or documents; and
any other matter which may be prescribed.

The Commission shall be deemed to be a civil court for the purpose of section 195 of chapter XXVI of the Code of Criminal Procedure, 1973 and every proceeding before the Commission shall be deemed to be a judicial proceeding within the meaning of sections 193 and 228 and for the purpose of section 196 of the Indian Penal Code.

Powers and Functions as per the CVC Resolution, in force now.

The Central Vigilance Commission shall have the following functions and powers, namely.-

To inquire or cause an inquiry or investigation to be made on a reference made by the central Government wherein it is alleged that a public servant being an employee of the Central Government or a corporation, established by or under any Central Act, Government company, society and any local authority owned or controlled by that Government, has committed an Offence under the Prevention of Corruption Act- 1988.

To cause an inquiry or investigation to be made into any complaint against any official belonging to the, following category of officials, namely:-

Group 'A' Officers of the Central Government;
such level of officers of the Corporations established by or under any Central Act, Government companies, societies and other local authorities, owned or controlled by the Central Government, as that Government may, by notification in the Official Gazette, specify in this behalf,

wherein it is alleged that such official has committed an offence under the Prevention of Corruption Act, 1988;

review the progress of applications pending with the competent authorities for sanction of prosecution under the Prevention of Corruption Act 1988;
tender advice to the Central Government, corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by the Central Government on such matters as may be referred to it by that Government, said Government companies, societies and local authorities owned or controlled by the Central Government or otherwise;
exercise superintendence over the vigilance administration of the various Ministries of the Central Government or corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by that Government.
The proceedings of the Commission shall be conducted at its present headquarters.

The Commission shall observe such rules of procedure and the principles of the natural justice in regard to transaction of its business.

The Central Vigilance Commissioner, or, if for any reason he is unable to attend any meeting of the Commission, the senior most Vigilance Commissioner present at the meeting, shall preside at the meeting.

What is the importance of the CVC's Annual Report?

The Annual Report of the CVC not only gives the details of the work done by it but also brings out the system failures which leads to corruption in various Departments/Organisations, system improvements, various preventive measures and cases in which the Commission's advises were ignored etc.

Can the CVC investigate a case against anybody?

Firstly, the CVC is not an investigating agency. The CVC either get the investigation done through the CBI or through the Departmental Chief Vigilance Officers. Secondly, the CVC orders investigation in to cases of officials of Central Government Departments/Companies/Organisations only.

Is the CVC empowered to enquire into the corruption cases?

The Commission is empowered to enquire or cause inquiries to be conducted in to offences alleged to have been committed under the Prevention of Corruption Act, 1988 by certain categories of public servants. The following categories of public servants are within the advisory jurisdiction of the Commission

(a) Group "A" officers of the Central Government

(b) such level of officers of the corporations established by or under any Central Act, Government companies, societies and other local authorities, owned or controlled by the Central Government, as that Government may, by notification in the Official Gazette, specify in this behalf;

Roles & Functions

Exercise superintendence over the functioning of the Delhi Special Police Establishment (CBI) insofar as it relates to the investigation of offences under the Prevention of Corruption Act, 1988; or an offence under the Cr.PC for certain categories of public servants – section 8(1)(a);

Give directions to the Delhi Special Police Establishment (CBI) for superintendence insofar as it relates to the investigation of offences under the Prevention of Corruption Act, 1988 – section 8(1)(b);

To inquire or cause an inquiry or investigation to be made on a reference by the Central Government – section 8(1)(c);

To inquire or cause an inquiry or investigation to be made into any complaint received against any official belonging to such category of officials specified in sub-section 2 of Section 8 of the CVC Act, 2003 – section 8(1)(d);

Review the progress of investigations conducted by the DSPE into offences alleged to have been committed under the Prevention of Corruption Act, 1988 or an offence under the Cr.PC – section 8(1)(e);

Review the progress of the applications pending with the competent authorities for sanction of prosecution under the Prevention of Corruption Act, 1988 – section 8(1)(f);

Tender advice to the Central Government and its organizations on such matters as may be referred to it by them – section 8(1) (g);

Exercise superintendence over the vigilance administrations of the various Central Government Ministries, Departments and Organizations of the Central Government – section 8(1)(h);

Shall have all the powers of a Civil court while conducting any inquiry – section 11;

Respond to Central Government on mandatory consultation with the Commission before making any rules or regulations governing the vigilance or disciplinary matters relating to the persons appointed to the public services and posts in connection with the affairs of the Union or to members of the All India Services – section 19.

The Central Vigilance Commissioner (CVC) is the Chairperson and the Vigilance Commissioners (Members) of the Committee, on whose recommendations, the Central Government appoints the Director of Enforcement – section 25.

The Committee concerned with the appointment of the Director of Enforcement is also empowered to recommend, after consultation with the Director of Enforcement appointment of officers to the posts of the level of Deputy Director and above in the Directorate of Enforcement – section 25;

The Central Vigilance Commissioner (CVC) is also the Chairperson and the Vigilance Commissioners (Members) of the Committee empowered to recommend after consultation with Director (CBI), appointment of officers to the post of the level of SP and above except Director and also recommend the extension or curtailment of tenure of such officers in the DSPE (CBI) - Section 26 and Section 4C of DSPE Act, 1946.

Organization Structure

The Central Vigilance Commission has its own Secretariat, Chief Technical Examiners' Wing (CTE) and a wing of Commissioners for Departmental Inquiries (CDI).

Secretariat

The Secretariat consists of a Secretary, four Additional Secretaries, thirty Directors/Deputy Secretaries (including two Officers on Special Duty), four Under Secretaries and office staff.

Chief Technical Examiners' Wing (CTE)

The Chief Technical Examiner's Organisation constitutes the technical wing of the Central Vigilance Commission (India) and is manned by two Engineers of the rank of Chief Engineers (designated as Chief Technical Examiners) with supporting engineering staff. The main functions assigned to this organisation are:

Technical audit of construction works of Governmental organisations from a vigilance angle;

Investigation of specific cases of complaints relating to construction works;

Extension of assistance to CBI in their investigations involving technical matters and for evaluation of properties in Delhi; and Tendering of advice/assistance to the Commission and Chief Vigilance Officers in vigilance cases involving technical matters.

Commissioners for Departmental Inquiries (CDIs)

There are fourteen posts of Commissioners for Departmental Inquiries (CDI) in the Commission, 11 in the rank of Director and 03 in the rank of Deputy Secretary. The CDIs function as Inquiry Officers to conduct Oral inquiries in departmental proceeding initiated against public servants.



SH. N. VITTAL

03/09/1998 to 02/09/2002

Jurisdiction

Commission's Jurisdiction under CVC Act

Members of All India Service serving in connection with the affairs of the Union and Group A officers of the Central Government

Officers of the rank of Scale V and above in the Public Sector Banks

Officers in Grade D and above in Reserve Bank of India, NABARD and SIDBI

Chief Executives and Executives on the Board and other officers of E-8 and above in Schedule 'A' and 'B' Public Sector Undertakings

Chief Executives and Executives on the Board and other officers of E-7 and above in Schedule 'C' and 'D' Public Sector Undertakings

Managers and above in General Insurance Companies

Senior Divisional Managers and above in Life Insurance Corporations

Officers drawing salary of Rs.8700/- p.m. and above on Central Government D.A. pattern, as on the date of the notification and as may be revised from time to time in Societies and other Local Authorities

Integrity Index Development (IID)

With a view to implement its mandate the Central Vigilance Commission (CVC) wishes to adopt a strategy which will ensure transparent, accountable and efficient governance. One such tool is the Integrity Index for public organisations which will be based on bench marking of governance processes by internal and external stakeholders. The CVC believes that integrity, long term sustainability and profitability are all closely linked and can help public organisations create islands of excellence in the medium to long term while achieving all the objectives.

CVC has appointed the Indian Institute of Management Ahmedabad to undertake a research-based approach to create an integrity index that various organizations can use to

measure themselves and which will evolve with changing needs.

Project Scope

- i) Define what constitutes Integrity of Public Sector Organizations
- ii) Identify the different factors of Integrity and their inter-linkages
- iii) Create an objective and reliable tool that can measure the performance of organizations along these above factors
- iv) Validate the findings over a period of time to improve upon the robustness of the tool that measures Integrity
- v) Create an internal and external ecosystem that promotes working with Integrity where public organizations lead the way.

At the initial phase, 25 CPSUs will undergo the exercise of computing their Integrity index.

Framework for Integrity Index

An online tool for computing Integrity Index has been launched on 15th November, 2017 (Portal).

All 25 organizations have been assigned a unique user name and password so that they can enter data pertaining to their organizations.

Data is sought in three formats:

Organizational data in a questionnaire mode.

Details of Customized processes that are unique to the organization and are matured within the organization; a minimum of three and a maximum of five are required.

Perception Survey from Six categories of stakeholders (society, shareholders, customers, suppliers, employees and vigilance team).

Roles and Functions

Who are the Chief Vigilance Officers?

The Chief Vigilance Officers are extended hands of the CVC. The Chief Vigilance Officers are considerably higher level officers who are appointed in each and every Department/Organisation to assist the Head of the Department/Organisation in all vigilance matters.

What are the selection and appointment procedures for the Chief Vigilance Officers?

Selection and Appointment

The Chief Vigilance Officers constitute an important link between the organizations concerned and the Central Vigilance Commission (as also the CBI). The following procedures have been laid down/evolved in the matter of appointment of CVOs:

Prior approval of the Commission for appointment of an officer as CVO;

As far as possible, the Chief Vigilance Officers should be from outside the Organization in which he is to be appointed. The initial tenure of full-time CVO in PSUs is for three years extendable by two years in the same organisation with the approval of the Commission or upto a further period of three years on transfer to another PSU on completion of initial tenure of three years in the previous PSU.

In cases where the scale of operation of a particular organization does not justify creation of a full-time post, an officer within the organization sufficiently senior in rank to be able to report directly to the Chief Executive or vigilance matters may be considered for such appointments;

The officer to be given additional charge of the post of CVO should not be one whose normal duties involve dealing with matters sensitive from vigilance point of view (like recruitment, purchase, etc.);

Once an officer has worked as CVO in an organization, he should not go back as CVO to the same organization again;

An officer who is appointed from outside as CVO in Central Public Undertaking shall not be permanently absorbed in the same organization on expiry or in continuation of his tenure as CVO in that organization; and

The "Vigilance" and "Security" function in an organization should be separated as both the activities are equally demanding and the discharge of "security" functions by a Chief Vigilance Officer only leads to dilution of supervision on vigilance matters. However, an exception has been made in respect of the hotel industry.

What is the role and functions of Chief Vigilance Officers?

Role and functions of Chief Vigilance Officers

Even though detection and punishment of corruption and other malpractices are certainly important, what is more important is taking preventive measures instead of hunting for the guilty in the post corruption stage. Therefore, the role and functions of CVOs has been broadly divided in to two parts, which are (I) Preventive and (II) Punitive.

On the preventive side

The CVOs undertake various measures, which include:

To examine in detail the existing Rules and procedures of the Organisation with a view to eliminate or minimise the scope for corruption or malpractices;

To identify the sensitive/corruption prone spots in the Organisation and keep an eye on personnel posted in such areas;

To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices;

To maintain proper surveillance on officers of doubtful integrity; and

To ensure prompt observance of Conduct Rules relating to integrity of the Officers, like

The Annual Property Returns;

Gifts accepted by the officials

Benami transactions

Regarding relatives employed in private firms or doing private business etc.

On the punitive side:

To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring

consultation with the Central Vigilance Commission, a decision as to whether the case had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to his administrative head, i.e. Secretary in the case of Ministries/Departments and Chief Executive in the case of public sector organisations;

To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer alongwith the charge-sheet;

To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent promptly;

To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics are adopted by the accused officer or the Presenting Officer;

To ensure that the processing of the Inquiry Officer's Reports for final orders of the Disciplinary Authority is done properly and quickly;

To scrutinise final orders passed by the Disciplinary Authorities subordinate to the Ministry/Department, with a view to see whether a case for review is made out or not;

To see that proper assistance is given to the C.B.I. in the investigation of cases entrusted to them or started by them on their own source of information;

To take proper and adequate action with regard to writ petitions filed by accused officers;

To ensure that the Central Vigilance Commission is consulted at all stages where it is to be consulted and that as far as possible, the time limits prescribed in the Vigilance Manual for various stages are adhered to;

To ensure prompt submission of returns to the Commission;

To review from time to time the existing arrangements for vigilance work in the Ministry/Department for vigilance work subordinate officers to see if they are adequate to ensure expeditious and effective disposal of vigilance work;

To ensure that the competent disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire;

To ensure that cases against the public servants on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time;

To ensure that the period from the date of serving a charge-sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.

[Annual Report 2017](#)

References

1. [An article](#)

Citizen and Administration

Citizen's Charter

Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances and Pensions
Government of India 

<https://goicharters.nic.in/>

Citizen's Charters - links

The main objective of the exercise to issue the Citizen's Charter of an organisation is to improve the quality of public services. This is done by letting people know the mandate of the concerned Ministry/ Department/ Organisation, how one can get in touch with its officials, what to expect by way of services and how to seek a remedy if something goes wrong. The Citizen's Charter does not by itself create new legal rights, but it surely helps in enforcing existing rights. This website provides the details of Citizen's Charter of various Ministries/ Departments/ Organisations of the Government of India.

A Citizens' Charter represents the commitment of the Organisation towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. Department of Administrative Reforms and Public Grievances, in the Ministry of Personnel, Public Grievances and Pensions, Government of India, in its efforts to provide more responsive and citizen-friendly governance coordinates the efforts to formulate and operationalise Citizens' Charters. Various Central Government Ministries/ Departments/ Organisations have brought out their Citizens' Charters. With a view to ensure effective implementation of Citizens' Charter, Nodal Officers have been appointed in the concerned Central Government Ministries/ Departments/ Organisations.

[Handbook of Citizen's Charters](#)