



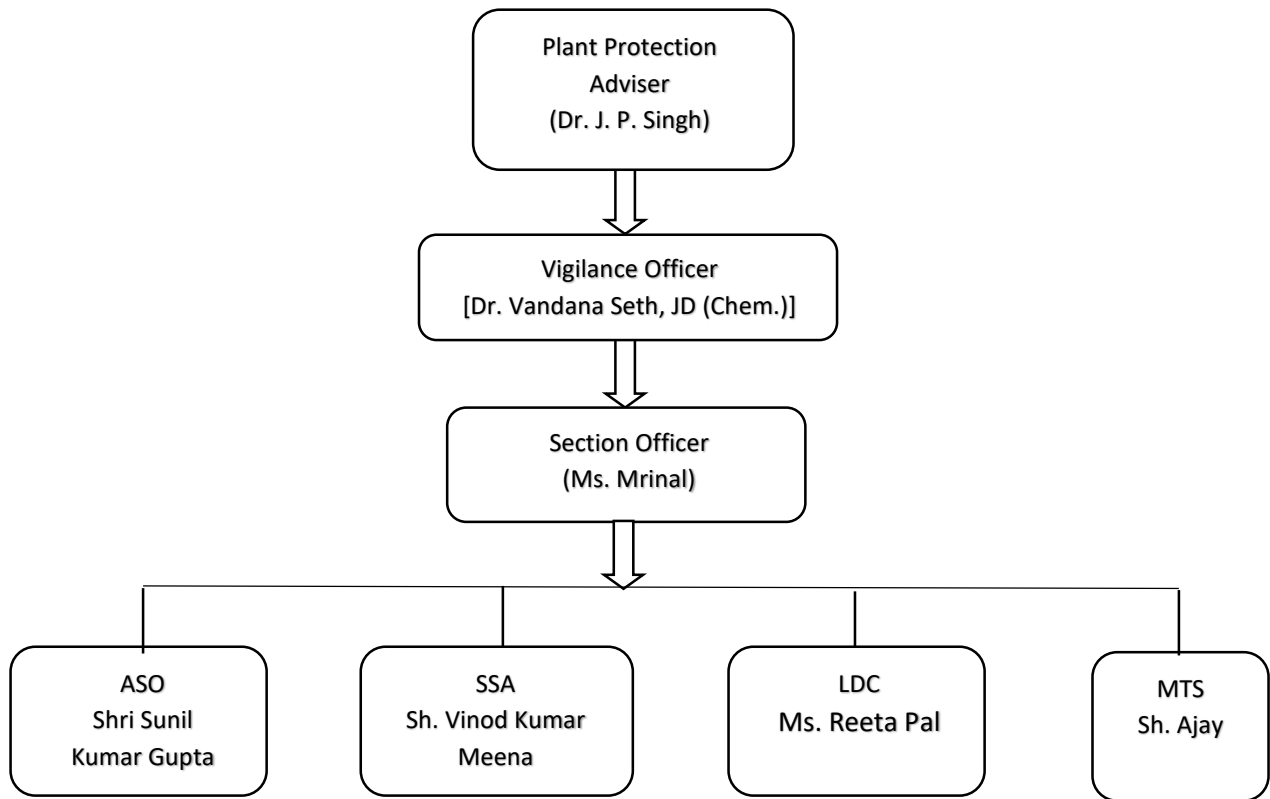
सत्यमेव जयते

Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad (Haryana)-121001

READY RECKONER

VIGILANCE SECTION
DPPQ&S, FARIDABAD

Organization Chart of Vigilance Section of DPPQ&S



CONTACT DETAILS OF OFFICERS/OFFICIALS IN VIGILANCE SECTION

Sl. No.	Name	Designation	Tele No.	Address
1.	Vacant	Vigilance Officer	01292476334	DPPQS, OLD CGO BUILDING, Faridabad-121001
2.	Ms. Mrinal	S.O.	01292476332	-do-
3.	Sh. Sunil Kumar Gupta	ASO	-do-	-do-
4.	Sh. Vinod Kumar Meena	SSA	-do-	-do-
5.	Smt. Reeta Pal	LDC	-do-	-do-
6.	Sh. Ajay	MTS	-do-	-do-

WORK ALLOCATED TO VIGILANCE SECTION

The following works have been allocated to Vigilance Section: -

1. Vigilance matters of Section: -
 - I. Complaints and disciplinary proceedings against Officers/Officials under the vigilance jurisdiction of the Directorate.
 - II. Appeals / Review / Revision Petitions in r/o Officers/Officials of Gr. 'B' & 'C' of the Directorate and CSS/CSSS/CSCS/CSOL/SSS posted in the Directorate
 - III. Vigilance Clearance in r/o all Officers/Officials of the Directorate.
 - IV. Custodian/maintenance of APAR dossiers in r/o all the officers/officials of the Directorate of General Central Service and of CSS/CSCS/CSSS/CSOL/SSS also.
 - V. Coordination Work with DA&FW, CSOL etc. in vigilance matters.
 - VI. Vigilance inspections of attached /subordinate offices.
 - VII. Preventive Vigilance.

2. Any other works assigned from time-to-time from PPA.

**WORK DISTRIBUTION AMONGST THE OFFICERS/STAFFS UNDER
VIGILANCE SECTION**

Vacant, VO

- Vigilance Officer (VO) heads the Vigilance Section of the Directorate is primarily responsible for the enforcement of anti-corruption measures of the Government of India in the Directorate and for implementation of the instructions/ guidance issued by the Central Vigilance Commission, New Delhi for the maintenance of integrity in the public services. She acts as an advisor to the Disciplinary Authority in all matters pertaining to vigilance. She also provides a link between this Directorate and the PP Division/AV Unit, DA&FW on one hand and this Directorate and the Central Bureau of Investigation on the other. Vigilance functions to be performed by the VO are of wide sweep and include collecting intelligence about the corrupt practices committed, or likely to be committed by the employees of this Directorate; investigating or causing an investigation to be made into verifiable allegations reported to her; processing investigation reports for further consideration of the disciplinary authority concerned; referring the matters to the Commission for advice wherever necessary through DA&FW; taking steps to prevent improper practices or commission of misconduct; examining audit; inspection and other reports from the point of vigilance angle, etc. As in charge of Vigilance Unit, she is the Nodal Officer to coordinate and monitor action on complaints and allegations of corruption.

Ms. Mrinal, S.O.

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. She will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. She will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.
- She will ensure maintaining of peace and discipline by all the staff members.
- She is the custodian of APAR dossier in r/o all the officers/officials of the Directorate of GCS/CSS/CSSS/CSCS/CSOL/SSS etc.
- Any other work of importance, assigned by the higher authorities.

Shri Sunil Kumar Gupta, Assistant Section Officer

- All the complaints related to vigilance matter.
- All disciplinary proceedings i.e. issue of charge sheet, penalty in r/o Gr. 'B' & 'C' Officer
- Preparation of draft Charge sheet in r/o Gr. 'A' Officers of the Directorate for onward transmission to DA&FW.
- Certification of Vigilance Clearance.
- Any other work of importance, assigned by the higher authorities.

Sh. Vinod Kumar Meena, Senior Secretariat Assistant (SSA)

- Maintenance of Annual Immovable Property Return (AIPR) in r/o all Officers of the Directorate.
- Maintenance of Annual Performance Appraisal Report (APAR) in r/o clerical cadre of General Central Service and in r/o Officers/Officials of CSS/CSCS/CSSS/SSS/CSOL.
- Vigilance Status in r/o clerical cadre of General Central Service and in r/o Officers/Officials of CSS/CSCS/CSSS/SSS/CSOL.
- Any other work of importance, assigned by the higher authorities.

Ms. Reeta Pal, LDC

- Maintenance of Annual Performance Appraisal Report (APAR) in r/o Technical Cadre (Gr. 'A', 'B' & 'C' Officers) of General Central Service.
- Vigilance Status in r/o Technical Cadre (Gr. 'A', 'B' & 'C' Officers) of General Central Service.
- Any other work of importance, assigned by the higher authorities.

Sh. Ajay, MTS

- Diary & Movement of receipts.
- Maintenance of file Register / file Movement Register /Diary Register /Peon Book.
- Carrying of Section files to officers/ photocopying of Papers.
- Docketing of Files.
- Sealing of letters covers of the Section.
- Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book for the Section.
- Stationery related matters.
- Maintaining of CL Records of Officials/staff of Vigilance
- Any other work of importance, assigned by the higher authorities

Controlling Officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave of staff. However, following internal link officer system will function: -

Sl. No.	Name of the official	1st Link	2nd Link
1	Shri Sunil Kr. Gupta, ASO	Ms. Reeta Pal, LDC	Sh. Vinod Kumar Meena, SSA
2	Sh. Vinod Kumar Meena, SSA	Ms. Reeta Pal, LDC	Sh. Sunil Kr. Gupta, ASO
3.	Ms. Reeta Pal, LDC	Sh. Vinod Kumar Meena, SSA	Sh. Sunil Kr. Gupta, ASO
