

F. No. I-17012/2/2023- Vig. /62
GOVERNMENT OF INDIA
PRESS INFORMATION BUREAU
(VIGILANCE SECTION)

New Delhi, dated 16 February, 2024

Office Memorandum

Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act- Issue of guidelines for the year 2023-2024 - reg.

The undersigned is directed to refer to Admn.I Sections's O.M. No.I-11013/1/2024-Admn.I dated 31.01.2024 on the subject mentioned above.

2. So far as Vigilance Section is concerned, the requisite information is enclosed in the prescribed proforma.

Encl: As above.

*This issues with the approval of
Competent authority.*

Ajitha
16/2/24
(Ajitha Ravindran)
Section Officer (Vig.)

Section Officer (Admn.I)
PIB (Hqrs.)

✓ Copy to: - NIC, PIB for uploading on PIB website.

S No.	Item		Remarks/Reference Points(Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	(v) Process of redress of grievances	PIB receives grievance petitions from the Ministry of I&B through CPGRAMS portal. The grievances, after initial examination by Vigilance Section, are further forwarded to the concerned Section/Unit for direct redressal within 30 days under intimation to Vigilance Section. Finally, with the approval of Competent Authority, the grievance petitions are disposed by uploading the reply in CPGRAMS portal.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	Title and nature of the record/manual/ Instructions ii List of Rules, regulations, instructions manuals and records.	c) CCS (Conduct) Rules. d) CCS (CCA) Rules b) CVC Vigilance Manual
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	iii.Categories of documents v.Custodian of documents/categories	c) Departmental Security instructions. d) APAR & Property returns of all Gazetted & Non- Gazetted staff
1.11	No. of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	05 (Common proceedings against four) (Both the proceedings Sub-judice) 00
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(ii) Grievance redressal mechanism	Same as in 1.4 above.

F. No. I-17012/2/2023- Vig.
GOVERNMENT OF INDIA
PRESS INFORMATION BUREAU
(VIGILANCE SECTION)


New Delhi, dated ^{05/6} June, 2023.

Office Memorandum

Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act-
Issue of guidelines for the year 2022-2023 - reg.

The undersigned is directed to refer to Admn.I Sections's I.D. No.I-11013/1/2023-Admn.I dated 31.05.2023 on the subject mentioned above and to say that the requisite information has already been furnished. However, the copy of the same is enclosed herewith for reference.

Encl: As above.


(Rachna)
Section Officer(Vig.)


Section Officer(Admn.I)
PIB(Hqrs.)

Joyant
6/6/2023

Copy to NIC for uploading the Vigilance Section's O.M. of even no. dated 25.05.2023



O/C

ISSUED
6/6/23


S. No. 2(I)

(19)

F. No. I-17012/2/2023- Vig.
GOVERNMENT OF INDIA
PRESS INFORMATION BUREAU
(VIGILANCE SECTION)

New Delhi, dated 25th May, 2023.


Office Memorandum

Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act-
Issue of guidelines for the year 2022-2023 - reg.

The undersigned is directed to refer to Admn.I Sections's O.M. No.I-
11013/1/2023-Admn.I dated 22.05.2023 on the subject mentioned above.

2. So far as Vigilance Section is concerned, the requisite information is
enclosed in the prescribed proforma.

Encl: As above.


25/5/23

(Rachna)
Section Officer(Vig.)

Section Officer(Admn.I)
PIB(Hqrs.)

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Jayant
25/6/23

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S. No.	Item		Remarks/Reference Points(Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	(v) Process of redress grievances.	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 30 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instructions	a) CCS (Conduct) Rules. b) CCS (CCA) Rules
		(ii) List of Rules, regulations, instructions manuals and records	a) Manual on Disciplinary Proceedings.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	a) Departmental Security instructions b) APAR & Property returns of all Gazetted & Non-Gazetted staff
1.11	No. of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]	No. of employees against whom disciplinary action has been	03
		(i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	00
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 30 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.