

Right to Information Act 2005 **Secretariat - Vigilance Department**

Disclosure of information under Section 4 (1) (b) of the Act.

1. Organisational and functional details of the Vigilance Department.

The Vigilance Department is functioning under the control of the Principal Secretary (Home & Vigilance). The work of the department is distributed among 5 sections and an Office Section.

The work in the Vigilance Department is distributed as specified below in such a manner that the allegations relating to various Departments/Corporation/Board etc. coming under the administrative control of a Department are allotted to a particular section in the Vigilance Department and follow up action taken.

Vigilance (A) Department

All India Services, Home Department (Police, Vigilance, Fire and Rescue Services, Jail.) Taxes Department, Kerala State Financial Enterprises, Lotteries Department, Excise, Registration, Agricultural Income Tax, Commercial Taxes. Transport Department (Motor Vehicles, KSRTC.) Housing Department.

Vigilance (B) Department

Education Department (General Education, Higher Education, Technical Education) Universities, Printing and Stationery. Food, Civil Supplies and Consumer Affairs Department, Industries Department, Industries & Commerce, Mining and Geology, Agriculture Department (Soil Conservation, Kerala State Coconut Development Corporation.) Animal Husbandry Department, Dairy Development, Meat Products of Kerala, Co-operation Department.

Vigilance (C) Department

All establishment papers relating to Vigilance and Anti-Corruption Bureau. Allegations relating to Health & Family Welfare Department (Health Services Department, Medical Education, Drugs Control, Indian Systems of Medicine, Ayurveda Colleges, Homoeopathy) Kerala State Pollution Control Board, KHRWS, Fisheries & Ports Department (Fisheries Department, Port Department, Harbour Engineering Department, Matsyafed.) All papers relating to Kerala Lok Ayukta, Vigilance Tribunal, Thiruvananthapuram/Kozhikode, Enquiry Commissioner and Special Judge, Thiruvananthapuram/ Thrissur/Kozhikode.

Vigilance (D) Department

Local Self Government Department (Corporation, Municipalities) Finance Department (Local Fund Audit, Treasury, Kerala Financial Corporation, State Insurance Department.) Labour and Rehabilitation Department (Factories & Boilers, Employment & Training, ESI.) Law Department (Law Officers, Advocate General's Office.) Planning & Economic Affairs Department, SC/ST Development Department. Water Resources Department (Department of Irrigation, Water Authority, Ground Water) Power Department (Kerala State Electricity Board.) Local Self Government Department (KILA, Panchayaths etc.) Science, Technology and Environment Department, NORKA, Social Welfare Department.

Vigilance (E) Department

Papers relating to Commission of Enquiries into allegations against Ministers, MPs, MLAs under PC Act. Revenue Department (Land Revenue, Legal Metrology, Survey and Land Records.) Public Works Department, Tourism Department, Cultural Affairs Department, Devaswoms and Wakf, Preparation of guidelines, Collection of Statistical data, Departmental Vigilance, General Review of the Department, Watching of reports of Certificate regarding property Statement, Local Self Government (Rural Development) Department, Personnel and Administrative Reforms

Department, IMG, Secretariat including Administrative Secretariat, Finance Department, Law Department, Information and Public Relations Department, Legislature Secretariat, Forest and Wild Life Department, Miscellaneous papers of the department, other subjects not specifically allotted to other Seats/Sections.

2. The power and duties of officers and employees of the Vigilance Department.

The power and duties of officers and employees of the Secretariat are applicable to the officers and employees of the Vigilance Department.

3. Procedure followed in the decision making process.

The cases are generally processed at the Section level and the files are submitted to the Under Secretary to Government/ Additional Secretary/Principal Secretary/ Minister as per the nature of requirement of the case. The cases shall be disposed of at the appropriate level based on the provisions contained in the Rules of Business or Secretariat Instruction and Kerala Secretariat Office Manual.

The Department discharges its functions in accordance with the instruction contained in the Kerala Secretariat Office Manual, Secretariat Instruction, Rules of Business and other Rules and regulation issued by Government from time to time.