

Name of Division/Section: Vigilance Section, FRI, D.Dun

1. Maintenance of all records duly catalogued and indexed a manner and the form which facilitates the right to information under this Act	
<u>List of Files with subject</u>	Seven
(i) Confidential Cases files	1. File No. 13011/1/2016-Vig 2. File No. 13011/1/2018-Vig 3. File No. 14013/1/2019-Vig 4. File No. 13011/5/2019-Vig 5. File No. 13011/7/2019-Vig 6. File No. 13011/8/2019-Vig 7. File No. 31011/3/2019-Vig
(ii) Vigilance Clearance report	File No. 31018/1/2019-Vig
(iii) Progress report in Hindi	File No. 30013/6/96-Vig
(iv) Report to the CTE Organisation	File No. 31011/1/2017-Vig
2. Function and duties of each employees working in your division	1. Shri Rajesh Bhatia, Assistant (i) Diary-Despatch (ii) Deal all type of complaints & disciplinary cases pertaining to FRI, D.Dun. 2. Shri Ram Lakhan, MTS - Distribution of dak
3. Financial/Adminstrartion power of an employee in your Division	Nil
4. Procedure to be followed, decision making including supervision and accountability	Procedure followed as per CCS(CCA) Rules, 1965 and CCS(Cunduct) Rules, 1964 etc.
5. Statement of categories of documents that are held by it or under its control	---
6. Consultancy work carried out in your Division	Nil
7. Directory of employees with name and designation and telephone number	Directory uploaded in the website.
8. Budget allocated during the current and expenditure incurred	To be furnished by GCR FRI, D.Dun
9. Particulars of facilities to citizens for public use.	N.A.