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Government Of National Capital Territory Of Delhi

{DIRECTORATE OF VIGILANCE}

4th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

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No.F.01/28/DOV/Admn./2021/ 3767-3812

Dated: 09/04/2024

Office Memorandum

In supersession of Office Memorandum of even number dated 18.10.2021, a revised list of sensitive departments and posts under the jurisdiction of UT Administration of National Capital Territory of Delhi is prepared on the basis of information provided by various Departments under UT Administration of National Capital Territory of Delhi and using broad criteria as detailed below;

- Where large number of complaints are received involving vigilance angle.
- Number of Departmental Proceedings have been initiated on vigilance matters.
- Public dealing in day to day functioning.
- Department engaged in regulatory functions.
- Department engaged in Regulation and Collection of public revenue.
- Where there is likelihood of coloured exercise of discretion or excessive discretion.
- Departments issuing license/ Permission/Permits/ NOC/Recognitions and such activities known by any name.
- Any other information on nature of working of department suggesting high incidence of corruption.

The list of sensitive Departments as well as posts is vital requirement for operation of Agreed List and Doubtful Integrity List. The officials figuring in these lists are NOT to be posted in sensitive Departments/posts.

2. Accordingly, after due diligence and on the basis of inputs received from various departments, following Departments and Posts/ Desks are identified as "Sensitive Department" & "Sensitive Posts / Desks", in Departments/ Organizations under UT Administration of National Capital Territory of Delhi.

Sr. No.	Departments/Autonomous Bodies where most of the posts/desks are Sensitive	Sr. No.	Departments/Autonomous Bodies where specific posts/desks are Sensitive
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1.	Revenue Department	1.	Public Works Department :- All CEs, All SEs and Director (H) in circle office and PMs, All EEs and DD(H) in division office, All AEs AD(H) in Sub-Division and projects, All JEs and SOs in Sections and projects. In addition as detailed under: A. Posts in HQ. (i) DDG (HR-I) DDG(HR-II), DDG(Pers.), Director (Pers.) alongwith their staff associated with transfer and posting (ii) CE (CSQ) (E) along with SEs (C), EEs (C), AEs(C) {except EE (C & M) & EE (HQ) } (iii) CE (CSQ) (E) along with SEs(E), EEs(E), AEs(E) {except EE (HQ) } (iv) All posts in Vigilance Unit B. Posts in HQ of PWD, (i) Dy. CVO, Dy. Director (Vig.) alongwith their staff posted in their respective unit. (ii) Director (Pers.) alongwith their staff associated with

		<p>transfer and posting.</p> <p>C. Posts in Directorate General/SDG/ADG offices (i) CE, SE, EE, AE, JE alongwith their Staff associated with enlistment of contractual and transfer & posting.</p> <p>D. Posts in QA Units (i) CE (Works cum TLQA) posted in the office of SDG along with their staff associated with QA works, (ii) SE (Works cum TLQA) EE (QA) and AE(QA) in the office of ADG along with their staff associated with QA works. (iii) SE (Works cum TLQA) EE (QA) and AE(QA) in Head Quarter of PWD, GNCTD alongwith their staff associated with QA works.</p> <p>E. Posts in Zone/Circle/Division/Sub-Division/Section (i) All CEs in Zone and CPMs, (ii) All SEs in Circle Office and PMs, (iii) Director (H), (iv) all EEs and DD(H) in Division offices and Projects, (v) all AEs and AD(H) in Sub-Division offices and Projects, (vi) All JEs and SOs in Section and Projects; looking after the works of construction and/or maintenance in CPWD and PWD, GNCTD.</p> <p>F. AE (P), Division Accountants, Auditors, Cashier, Draughtsman in Division offices of CPWD and PWD, GNCTD</p> <p>G. AE (P), EE (P) and SE(P) in Circle/Zone offices of CPWD and PWD, GNCTD</p> <p>H. En-cadred posts of CE, SE, EE, AE, and JE in valuation Cells and MoEF.</p>
2.	Trade & Taxes Department	2. I&FC: All Ex-Cadre posts, Admin. / Procurement / Accounts / Vigilance desk..
3.	Department of Excise, Entertainment & Luxury Tax.	3. DAMB:- VC(DAMB), Secy. (DAMB), Secretaries in APMCs, EEs & AEs/JEs.
4.	Weights & Measurement Department:-	<p>4. Delhi Transport Corporation:-</p> <p>1. <u>All posts of Vigilance.</u></p> <p>2. <u>All posts of Personnel(PLD).</u></p> <p>3. <u>All posts of Accounts, Finance, PF, Pension, Bill Section & Audit.</u></p> <p>4. <u>All posts dealing with Processing, Evaluation, Execution, Financial / Billing of tenders / contacts / quotations / procurements / purchase / selling of goods & services at all pre and post stages of the process for MA-I/MS-II, SBU, Publicity, IT/Communication, Civil, Estate and all other departments.</u></p> <p>5. <u>Depots, Regions & Enquiry Office:</u> Group-I & II posts :- all posts. Group-III posts – All staff posted / dealing in schedule section, control room, AI(T) section, pay / wages, cash section, ticket section, stores, local purchase, workshop, checking, time-keepers, CNG testing, PUCC, Pass section and all posts dealing with financial matters.</p>
5.	Food, Supplies & Consumer Affairs Department:-	<p>5. All Hospitals / Autonomous Institutions / organizations under Health & Family Welfare Department:-</p> <p>1. MDs/MSs/ of Hospital & Head of Institutions</p>

			2. Central Procurement Cell / Purchase Committee / Licensing / Registration. 3. Nursing Cell, DAK. 4. Store Officials 5. Purchase Officials / Procurement Desk officials. 6. DGEHS & Nursing Home Cell. 7. Admin. / Vigilance / Accounts / Vigilance Desks.
6.	Transport Department	6.	Urban Development Department:- 1. MLALAD Branch 2. Mukhyamantri Sadak Punarniman Yojna, which deal with the release of funds.
7.	Labour Department:-	7.	Directorate of Agricultural Marketing:- 1. Director (AM). 2. Store officials 3. Admn. officials. 4. Tender/Supply/Contract/Procurement desk officials. 5. Accounts Branch officials.
8.	Registrar of Cooperative Societies	8.	DSIIDC:- All Engineering Cadre Officers, Chief Manager [Relocation / Industrial Promotion Division / Housing / CWC / IMFL / PSK / IEM / REM / GM(ICSIL)].
9.	Education Department Except Teaching Cadre posts other then Principal/Vice Principal	9.	Directorate General of Home Guards :- 1. Commandant (HG) 2. A.A.O/Jr. Staff Officer/Store Superintendent/Distt. Staff Officer/ Company Commdr./Inspecting Officer/Store Supervisor 3. Store Keeper/Kot Incharge/Naik/Naik Armourer/Armourer
10.	Services Department	10.	Finance Department:- All posts in HQ, All PAOs, Account functionaries posts in deptt.(s) namely- Transport, Hospital, Revenue, Education, T&T, F&S, Excise, PWD, H&FW, GAD, I&FC, WCD, DSW, Account functionaries posted on deputation with DSIIDC, DJB, DTL, DTTDC, DFC, DAMB and such Corporations.
11.	Department of Food Safety :-	11.	Information Technology Department:- 1. All posts of J.D.(IT) 2. All posts of Senior System Analyst, System Analyst and Data Processing Assistants in Revenue Deptt., Education Deptt., "Excise, Entertainment & Luxury Tax Deptt.", Trade & Taxes Deptt., Transport Deptt., DSSSB, Deptt. of Food Supplies & Consumer Affairs, Central Jail, Public Works Department, etc. 3. All Admin, accounts and officials dealing with tenders/supply etc.
12.	Department of Environment	12.	Development Department :- 1. Project Director (RD) 2. Jt. Director (Agr./PO (IADP) 3. Director (Animal Husbandry) 4. All Dy. Directors(Devl Deptt.) 5. All Distt. Animal Husb. Officers. All officials dealing with day to day public activities.
13.	Delhi Pollution Control Committee.	13.	A & U Tibbia College and Hospital:- 1. Principal /Vice Principal 2. MS /DMS

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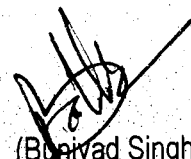
			3.Executive Officer 4.SO/AO/AAO 5.Store Officer / Estate Officer 6.Purchase committee / Purchase officer/Nodal Officer (GEM) 7.All MD/MS of Hospital, Deputy MS, Officials posted at Central Procurement Cell/Purchase Committee, Officials dealing with administration.
14	Delhi Warehouse Corporation	14.	Office of the Director General of Prisons:- <u>Following posted in Jails</u> 1. DG/IG/DIG. 2. Superintendent. 3. RMO/MO/SMO. 4. Dy. Superintendent -I. 5. All officials dealing with Admin / Store / Accounts / Procurement Desks.
15	Delhi Urban Shelter Improvement Board	15.	1. All Deputation posts in Municipal Corporation of Delhi for all categories of officials on deputation from GNCTD. 2. All officials dealing with permits, Licensing, enforcement, audit, vigilance, permissions / Regularities function etc. 3. All officials handling Cash, dealing with Admin., Store, Accounts, Procurement desks etc.
16	Delhi Consumer's Co-Operative Wholesale Store Ltd.	16.	1. All Deputation posts in New Delhi Municipal Council for all categories of officials on deputation from GNCTD. 2. All officials dealing with permits, Licensing, enforcement, audit, vigilance, /permissions / Regularities function etc. 3. All officials handling Cash, dealing with Admin., Store, Accounts, Procurement desks etc.
17	Delhi State Civil Supplies Corporations Ltd.(DSCSC)	17.	Social Welfare Department :- Director (SW), Joint Director (Admn./Vigilance), DDO & HOO of all Old Age / Blind / Girl College Hostel / Asha Jyoti / Asha Deep / Asha Kiran Homes / Rehabilitation Centers.
		18.	Department of Women and Child Development:- Director, Joint Director, IFA / Controller of Account, Dy. Director / Sr. Supdt / DPO, Assistant Director, Dy. Controller of Accounts, System Analyst, Accounts Officer, Assistant Commissioner of Police (Deputation), Asstt. Accounts Officer, Supdt/CDPO/Assistant Director.
		19.	All the post in DTTE/DTU/ DIPSRU and their affiliated Institutions dealing with admin, recruitments/ appointment, caretaking and Store / Accounts / Procurement Desks, etc.
		20.	General Administration Department :- Officers/officials posted in Co-ordination Branch / Accounts Branch / Caretaking Branch
		21.	Directorate of Family Welfare:- 1. Director, DFW. All Officials posted in Admin / Procurement / Accounts / Store / Vigilance Branch.
		22.	Fire Department:- Director Fire Services, Chief Fire Officer, Deputy Chief Fire Officer, Divisional Officer and Assistant Divisional Officer and officials posted in field/desk dealing with NOC/Permissions, Admin. / Procurement / Accounts / Vigilance desk.

		23. Delhi Police: 1. Spl.C.P./Jt. C.P. 2. DCP (Traffic, Licenses, Law & Order, Admin / HR). 3. All officials dealing with Account / Admin / Procurement / Licensing /Vigilance Desks. 4. SHOs.
		24. Directorate of Information & Publicity:- Posts of Director & Deputy Director, Admin. / Procurement / Accounts / Vigilance desk.
		25. Chief Election Office, Delhi :- officer/official posted in Procurement/Caretaking Section.

3. Other than the above Departments/Organizations, all posts / desks dealing with Admin, Accounts, Procurement, Licensing, Enforcement, Audit, Vigilance, Stores, Permit / Permissions as well as any continuous posting above 5 years at any post / desk is deemed Sensitive in all the departments / organizations including above. All such officers / officials shall necessarily be transferred out and should not be brought back through other modes of any kind to deal with the said work unless after a cooling off period of three years in other desk / division / department / organization.

4. The cadre controlling authorities are requested to operate the list of sensitive departments / posts as per instructions applicable for officials appearing in Agreed List/ Doubtful Integrity List. As far as ex-cadre posts in Departments/Autonomous Bodies are concerned, the concerned HOD/Administrative Head are requested to implement the aforesaid instructions as applicable and they shall be responsible for compliance of instruction in letter and spirit. The respective Cadre Controlling Authorities and HODs of ex-cadre departments/posts are required to ensure mandatory rotation of officials from sensitive departments/posts as per guidelines of CVC circulated from time to time.

5. This issues with the approval of Hon'ble Lieutenant Governor, Delhi.



(Bunyad Singh)
Assistant Director (Vigilance)

No.F.01/28/DOV/Admn./2021/ 3767-3812

Dated:09/04/2024

Copy forwarded for information and necessary action to:-

1. Principal Secretary to Hon'ble Lieutenant Governor, Delhi, Rajniwas, Delhi-54.
2. Staff Officer to Chief Secretary, Delhi, Delhi Secretariat, New Delhi.
3. Additional Chief Secretary, Home Department, Delhi Secretariat, New Delhi.
4. Addl. Chief Secretary-cum-Divisional Commissioner, Revenue Department, 5, Sham Nath Marg, Delhi, 54.
5. Addl. Chief Secretary, Labour Department, 5, Sham Nath Marg, Civil Lines, Delhi.
6. Addl. Chief Secretary-cum-Director, Urban Development, 9th-10th Level, Delhi Secretariat, Delhi-02
7. Pr. Secretary, Environment & Forest, Delhi Secretariat, New Delhi
8. Pr. Secretary, Finance Department, Delhi Secretariat, New Delhi.
9. Pr. Secretary, Services Department, Delhi Secretariat, New Delhi.
10. Pr. Secretary-cum-Commissioner, Transport Department, 5/9 Under Hill Road, Delhi.
11. Pr. Secretary, Public Works Department, MSO Building, ITO, Delhi.
12. Pr. Secretary, I&FC, L.M. Bund Office Complex, Shastri Nagar, Geeta Colony, New Delhi.
13. Pr. Secretary, Registrar of Cooperative Society, Sansad Marg, New Delhi.
14. Pr. Secretary, Planning Department, Delhi Secretariat, New Delhi.

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15. Pr. Secretary, General Administration Department, 2nd Level, A Wing, Delhi Secretariat, New Delhi-02
 16. Pr. Commissioner, Trade & Taxes Department, Vyapar Bhawan, IP Estate, New Delhi.
 17. Secretary, H&FW Department, Delhi Secretariat, New Delhi.
 18. Secretary, Information Technology Department, Delhi Secretariat, New Delhi.
 19. Secretary, Education Department, Old Secretariat, Delhi.
 20. Secretary, Information & Publicity Department, Old Secretariat, Block-9, Delhi-54.
 21. Secretary-Cum-Commissioner, F&S, K-Block, Vikas Bhawan, New Delhi-110002.
 22. Secretary, Social Welfare, Balmiki Basti, Vikram Nagar, New Delhi.
 23. Secretary, DAMB, Old Secretariat, Delhi.
 24. Secretary Legal Metrology, W&M Deptt., Vikas Bhawan, IP Estate, New Delhi.
 25. Secretary-Cum-Commissioner, Development Department, 5/9, Under Hill Road, Delhi-110054
 26. Secretary, Department of Training & Technical Education, Muni Maya Ram Marg, Pitam Pura, New Delhi-34
 27. Secretary, Deptt. of Women and Child Development, Mahrana Pratap ISBT Complex, Kashmere Gate, Delhi-6.
 28. Commissioner, Excise Department, L & N Block, Vikas Bhawan, Delhi.
 29. Commissioner, Department of Food Safety, 8th floor, Mayur Bhawan, Connaught Place, New Delhi -01.
 30. Commissioner, Municipal Corporation of Delhi, SP Mukharjee Civic Centre, Minto Road, Delhi.
 31. Commissioner, Delhi Police, Delhi Police Headquarters, Jai Singh Road, New Delhi.
 32. Vice-Chairman, NDMC, Palika Kendra, Parliament Street, New Delhi-110001
 33. Chairman, Delhi Pollution Control Committee, 4th and 5th Floor, ISBT Building, Kashmere Gate, Delhi-06
 34. Vice Chancellor, Delhi Technological University, Shahbad Daulatpur, Main Bawana Road, Delhi-110042.
 35. Vice-Chancellor, DIPSRU, Mehrauli-Badarpur Road, Puspvihar Sector 3 New Delhi 110017
 36. Managing Director, DTC, I.P. Estate, New Delhi-110002.
 37. Managing Director, DSIDC Ltd. N-36, Bombay Life Building, Connaught Circus, New Delhi - 01
 38. Director, Delhi Fire Services, Headquarter, Connaught Lane, New Delhi.
 39. Director, FSL, Madhuban Chowk, Sector 14, Rohini, Delhi-110085
 40. Director General of Home Guards, Nishkamsewa Bhawan, CTI Complex Raja Garden New Delhi-110027
 41. Director, A & U Tibbia College & Hospital, Ajmal Khan Road, Karol Bagh, New Delhi - 110005.
 42. Director General, Central Jail, Prisons Head Quarter, Near Lajwanti Garden Chowk, Janak Puri, New Delhi.
 43. Director, Dte. of Family Welfare, 'B' & 'C' Wing, 7th Floor, Vikas Bhawan - II, Civil Lines, New Delhi-54.
 44. Administrator, Delhi Consumer's Co-operative Wholesale Store Ltd., Karampura Road, Moti Nagar, N. Delhi.
 45. CEO, DUSIB, Punrawas Bhawan, I.P. Estate, New Delhi-02
 46. Chief Electoral Officer, Old St. Stephen's College Building, Kashmere Gate, Lothian Rd, Delhi-06.


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