

# Manual 1 janization, functions and duties

Section 4(1)(b)(i)]

# 1. Aims and objectives of the organization:-

Fact finding, prevention of corruption, to maintain punctualities in NDMC employees, to enforce rules and regulations, to stop harassment to public, to ensure smooth functioning of offices, to bring work culture, to check violation of conduct rules.

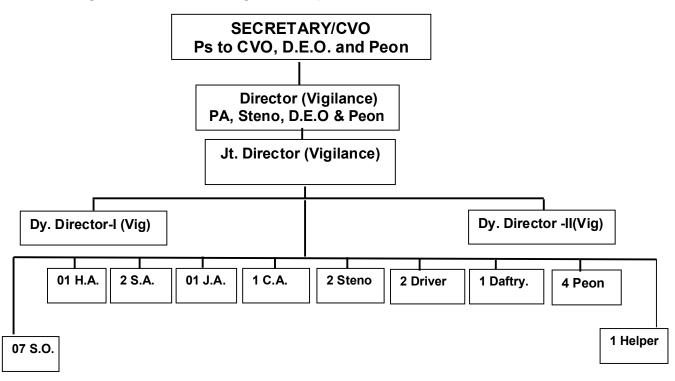
#### 2. Mission/Vision

To eradicate corruption.

### 3. Brief History and background for its establishment.

Right from the inception of NDMC, Vigilance Deptt. was established to check corruption and to maintain discipline amongst its employee, to hear their grievances.

#### 4. Organization Chart of Vigilance Department :-



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## 6. <u>Duties to be performed to achieve the mission.</u>

Same as above in para-1

#### 7. <u>Details of services rendered</u>:-

Same as above in para-1.

### 8. <u>Citizens interaction:-</u>

No direct interaction but as and when a complaint is received, the interaction is there.

#### 9. Postal Address of the main office, attached/subordinate office/field units etc.

Room No. 7009 and 7012, 7<sup>th</sup> Floor, Vigilance Deptt., N.D.M.C., Palika Kendra New Delhi.

#### 10. Map of Office location:-

Palika Kendra, Parliament Street, New Delhi-110001.

#### 11. Working Hours both for office and public :-

Working Hours: 9.00 AM to 5.30 PM and Public Hours 3.00 to 4.00 PM.

#### 12. Public interaction, if any:-

The public should come to Joint Director (Vig.), Director (Vig.) and then to C.V.O.

# 13. <u>Grievance redress mechanism</u>:-

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