

AWARDS AND DECORATIONS

Bharat Ratna Award

10.1 Bharat Ratna is the highest civilian honour of the country. It is awarded for exceptional service towards advancement of art, literature and science and in recognition of public service of the highest order. Instituted in the year 1954, this award has been conferred on 40 persons so far. Bharat Ratna was last conferred on Ms. Lata Mangeshkar and Ustad Bismillah Khan in the year 2001.

Padma Awards

10.2 Padma Awards are conferred in three categories, namely, Padma Vibhushan, Padma Bhushan and Padma Shri. These awards are given for distinguished service in various fields of activities, such as, art, literature, education, sports, medicine, social work, science & engineering, trade & industry, etc., including service rendered by Government servants.

10.3 The decoration of Padma Vibhushan is awarded to a person for exceptional and distinguished service in any field; the decoration of Padma Bhushan is awarded for distinguished service of high order and the decoration of Padma Shri is awarded for distinguished service in any field. All persons without distinction of race, occupation, position or sex are eligible for these awards.

10.4 Every year, recommendations received from the State Governments, Union territory Administrations, Ministries/ Departments of the Central

Government, Institutes of Excellence, recipients of Bharat Ratna/Padma Vibhushan award, VIPs (including Ministers, Members of Parliament, Members of Legislative Assemblies), private individuals, organisations, and even self-recommendations, are placed before the Padma Awards Committee for its consideration. The recommendations of the Padma Awards Committee are submitted to the Prime Minister and the President for their approval and the awards are announced on the eve of Republic Day every year.

10.5 Padma Awards announced on the eve of Republic Day, 2008 will be conferred by the President of India in two Inrestiture Ceremonies to be held at Rashtrapati Bhavan on May 5 and 10, 2008. The awards will be conferred on 119 persons, which include 13 Padma Vibhushan awardees, 35 Padma Bhushan awardees and 71 Padma Shri awardees. Out of 119 recipients, 20 are women. The names of these persons are available on the Ministry's website (<http://mha.gov.in>)

Gallantry Awards

10.6 The Ashoka Chakra series of Gallantry awards are announced on Republic Day and Independence Day every year. Recommendations in respect of civilian citizens are invited by the Ministry of Home Affairs from all State Governments/ UT Administrations and Ministries/Departments of the Central Government twice every year. Recommendations approved by the Ministry are forwarded to the Central Honours and Awards Committee of the Ministry of Defence for its consideration.

10.7 In an Investiture Ceremony held at Rashtrapati Bhawan, New Delhi on April 11, 2007 the President conferred Gallantry Awards on seven civilian citizens besides the defence personnel. Two of them were awarded Kirti Chakra and the remaining five were awarded Shaurya Chakra.

10.8 The President has approved the names of three civilians for "Kirti Chakra" award on Independence Day, 2007. They will be decorated with the award in an investiture ceremony to be held in May, 2008.

Jeevan Raksha Padak Awards

10.9 Jeevan Raksha Padak awards were instituted in the year 1961. As the name of the award suggests, it is given for saving someone's life.

10.10 The awards are given in three categories, namely, Sarvottam Jeevan Raksha Padak, Uttam Jeevan Raksha Padak and Jeevan Raksha Padak. Sarvottam Jeevan Raksha Padak is awarded for conspicuous courage under the circumstances of very great danger to the life of the rescuer; Uttam Jeevan Raksha Padak is awarded for courage and promptitude under circumstances of great danger to the life of the rescuer and Jeevan Raksha Padak is awarded for courage and promptitude under circumstances of grave bodily injury to the rescuer in an act or series of acts of human nature in saving life from drowning, fire, accident, electrocution, landslide, animal attack, etc.

10.11 Persons of either sex in all walks of life are eligible for these awards except members of Armed Forces, Police Forces and of recognised Fire Services if the act is performed by them in the course of duty. The awards are also given posthumously.

10.12 Recommendations are invited every year from all State Governments/UT Administrations and Ministries/Departments of the Government of India.

These are considered by an Awards Committee. The recommendations of the Awards Committee are approved by the Prime Minister and the President.

10.13 The investiture ceremony for these awards is held in the respective State Capitals of the awardees, where the awardee is presented a medallion and a Certificate signed by the Union Home Minister. Besides, the awardees are given a lump-sum monetary allowance at the rate of Rs.75,000 for Sarvottam Jeevan Raksha Padak, Rs. 45,000 for Uttam Jeevan Raksha Padak and Rs. 30,000 for Jeevan Raksha Padak.

10.14 For the year 2007, the President has approved the names of 45 persons for Jeevan Raksha Padak awards, these include, 4 persons for Sarvottam Jeevan Raksh Padak, 7 for Uttam Jeevan Raksha Padak and 34 for Jeevan Raksha Padak.

VIGILANCE MACHINERY

10.15 The Vigilance Section of the Ministry of Home Affairs functions under Joint Secretary (Administration), who has also been designated as the Chief Vigilance Officer (CVO) of the Ministry. He is assisted by a Deputy Secretary and an Under Secretary in the discharge of his functions. Besides processing disciplinary and corruption cases, Vigilance Section also coordinates vigilance activities in the attached and subordinate offices of the Ministry, such as Central Police Forces, Central Police Organisations, Union territory Administrations, etc.

10.16 The measures taken within the Ministry to strengthen preventive vigilance are summed up as below: -

- CVO maintains close liaison with all attached/subordinate offices to ensure completion of various tasks relating to vigilance work.
- The Annual Action Plan issued by the Department of Personnel and Training

(DOP&T), the nodal agency for administrative vigilance, is scrupulously implemented in the Ministry. All attached/subordinate offices in the Ministry are asked to implement the Plan effectively and report the progress every quarter to the Ministry. Regular reviews of the vigilance activities in the subordinate formations of the Ministry are undertaken and reports sent to the DOP&T at the end of every quarter.

- All periodical reports prescribed by the Central Vigilance Commission and the DOP&T are sent to the concerned authorities in time.
- Some Divisions in the Ministry like Freedom Fighters & Rehabilitation Division, Foreigners Division and Procurement Wing, having substantial public interface, are kept under close watch and periodic surprise inspections are conducted.
- All officers and members of staff working in sensitive Sections/Divisions are required to fill up a special security questionnaire periodically and positive vetting is done in their

cases through the Intelligence agencies. It serves as an effective tool in ensuring that only persons with unimpeachable integrity are posted at sensitive places in the Ministry.

- Liaison is maintained with the Heads of the Divisions, which have been categorised as sensitive Divisions to ensure that a close watch is kept on the activities of the officials working in such Divisions.
- Progress on disposal of complaints received from various sources and pendency of disciplinary/vigilance cases is regularly monitored by the CVO.
- With a view to curbing development of vested interests, staff in the Ministry is rotated amongst various divisions.
- List of officers whose integrity is doubtful is maintained and periodically updated.

10.17 Vigilance Awareness Week was observed from November 12-16, 2007. A workshop was also



Union Home Secretary administering pledge to the officers and staff of the Ministry during Vigilance Week

organised to discuss vulnerable areas in the Ministry and identify appropriate solutions.

10.18 The Ministry keeps a watch over all cases pending at different stages, including the cases pending in its attached and subordinate offices, so that such cases are disposed of in time bound manner.

10.19 Statistics in respect of vigilance and disciplinary cases dealt with in the Ministry of Home Affairs and its attached and subordinate offices during the year 2007-2008 (up to December 31, 2007) are at **Annexure-XXI**.

Right to Information (RTI) Act, 2005

10.20 Under the provisions of the Right to Information Act, 2005 the Ministry has initiated the following actions :

- An RTI Section has been set up to collect, collate and forward the information to the Central Information Commission (CIC).
- Details of the Ministry's functions along with its functionaries etc. have been placed on Ministry's official website as required under section 4(1) (b) of the Act.
- All Deputy Secretary/Director level officers have been designated as Central Public Information Officers (CPIOs) under section 5(1) of the Act, in respect of the subjects being handled by them.
- All Joint Secretaries have been designated as Appellate Authorities in terms of section 19 (1) of the Act, in respect of Deputy Secretaries/Directors working under them and designated as CPIOs.
- The annual return under section 25 of the Act for the year ended March, 2007 in respect of this Ministry and its attached and subordinate

offices and Delhi Police has been uploaded on the website of this Ministry and given on-line to the CIC.

- An application form for seeking information under the Act has been placed on the Ministry's website, which can be downloaded by an applicant.
- To facilitate the receipt of applications under the RTI Act, 2005 a provision has been made to receive the applications at the reception counter of this Ministry in each of its three buildings viz. North Block, Lok Nayak Bhavan and Jaisalmer House. The applications so received are further transferred by the RTI Section to the CPIOs/Public Authorities concerned.
- 8,311 applications were dealt with during 2006-07, as against 1,316 applications dealt with during the previous year.

OFFICIAL LANGUAGE

10.21 An Official Language Division is functioning in the Ministry to implement the provisions of the Official Languages Act, 1963, as amended in 1967, Official Languages Rules, 1976, as amended in 1987 and other administrative instructions issued on the subject from time to time. The Division ensures compliance with the official language policy of the Government in the Ministry of Home Affairs (proper) and its attached and subordinate offices.

Implementation of the Official Language Policy

10.22 Keeping in view the large size of the Ministry, 18 Official Language Implementation Committees have been constituted at the Division level, each headed by the Joint Secretary of the Division concerned. All Officers of the rank of Section

Officer and above up to the rank of Director of the Division concerned are members of the respective Committee. The Quarterly Progress Reports regarding progressive use of Hindi in official work received from Sections/Desks of the respective Divisions are reviewed in these meetings and remedial measures suggested to avoid recurrence of the shortcomings.

Compliance with the Section 3(3) of the Official Languages Act, 1963, as amended in 1967 and correspondence in Hindi

10.23 Section 3(3) of the Official Languages Act, 1963, as amended in 1967, is being complied with fully and all the documents covered under this section are being invariably issued bilingually. All the letters received or signed in Hindi, irrespective of the fact from where they are received,

are being replied to in Hindi. Efforts are being made to increase correspondence in Hindi with the offices of the Central Government, State Governments, UT Administrations and the general public in the regions 'A' and 'B'.

Official Language Inspections

10.24 Official Language inspections were carried out in 09 offices under the Ministry located outside Delhi. The Committee of Parliament on Official Language also inspected 08 offices of the Ministry in which the Ministry was represented by the Joint Secretary (Administration/Co-ordination.)/Director (Official Language) of the Ministry. 35 Sections of the Ministry have also been inspected by the personnel of the Official Language Division. Besides, 07 offices under the Ministry located in Delhi have been inspected.



Minister of State for Home addressing the Regional Official Language Conference at Haridwar



Annual Official languages Award Distribution Ceremony, November 14, 2007

Hindi Day/Hindi Fortnight

10.25 Hindi Fortnight was organised in the Ministry from September 14 to 28, 2007. Various Hindi competitions and programmes such as a Hindi Workshop and an informative lecture by an eminent Hindi scholar, Professor Dr. K.D. Paliwal were organised in which 242 personnel of the Ministry participated. Hindi speaking as well as non-Hindi speaking personnel of the Ministry participated in a larger number in the competitions and the programmes in comparison with that of the last year. Out of the above 242 participants, 85 participants were given cash prizes and certificates by Home Secretary in the Annual Official Language Prize Distribution Function organised on November 14, 2007.

Training in Hindi Typing/Hindi Stenography

10.26 Out of a total of 91 Lower Division Clerks, 51 are trained in Hindi typewriting at present. Similarly, out of a total of 162 Stenographers, 75 are trained in Hindi Stenography.

Hindi Workshop

10.27 Two Hindi workshops were organised in the months of June and September, 2007 to encourage employees to do their official work in Hindi. Forty employees were nominated to participate in these workshops.

Incentive Scheme

10.28 An incentive scheme to encourage officers and employees to do their work in Hindi is in vogue for the last many years in the Ministry. 10 cash prizes are awarded under the scheme every year. The entries for the year 2006-07 were evaluated/finalised and 10 cash prizes along with certificates have been given away by Home Secretary in the Annual Official Language Prize Distribution Function held on November 14, 2007.

Rajbhasha Shield Yojna

10.29 'Rajbhasha Shield Yojna', an incentive scheme for the attached/subordinate offices of the

Ministry for encouraging them to use Hindi more and more in their official work, has been in existence for the last many years. Entries for the year 2006-07 have been received and the same are being evaluated/finalised.

REDRESSAL OF PUBLIC GRIEVANCES

10.30 An Internal Grievances Redressal Machinery (IGRM), functioning in this Ministry, attends to all grievances promptly. 1,019 grievances were received and attended to during the period from April 1, 2007 to December 31, 2007.

10.31 The Joint Secretary (Coordination and Public Grievances) has been nominated as Director of Public Grievances. The name, designation, room number, telephone number, etc. of Director of Public Grievances have been displayed at the reception counter.

10.32 A Public Grievance Officer has been nominated in each Division as the Nodal Officer who monitors the progress of the redressal of Public Grievances relating to the respective Division.

PARLIAMENTARY BUSINESS

10.33 The Ministry of Home Affairs deals with a wide range of subjects, which are complex as well as sensitive in nature thereby warranting constant parliamentary attention. This is reflected in the legislative and non-legislative business of the Parliament when it is in Session, as also in the recommendations of various Parliamentary Committees referred to this Ministry for taking action. This Ministry has been organising regular meetings of the Consultative Committee. Inputs are also provided for the resolutions, etc. adopted by the Inter-Parliamentary Union, a high level International forum for political multilateral negotiations.

10.34 "The Sashastra Seema Bal Bill, 2007"

introduced by the Ministry in the Parliament has been passed on November 28, 2007 in Rajya Sabha and on December 1, 2007 in Lok Sabha. Following legislative proposals of this Ministry, introduced in the Lok Sabha/Rajya Sabha between April 1, 2007 to December 31, 2007, are under consideration of the Parliament:

- The Private Detective Agencies (Regulation) Bill, 2007
- The Sixth Schedule to the Constitution (Amendment) Bill, 2007
- The Constitution (One Hundred and Seventh Amendment) Bill 2007 (Amendment of Articles 244 and 332 of the Constitution of India)

10.35 This Ministry held the following four meetings of the Consultative Committee during the year 2007-08 (up to December 31, 2007) under the Chairmanship of the Union Home Minister:

Sl. No.	Dates of Meetings of the Consultative Committee	Agenda item discussed in the meeting
1	May 4, 2007	National Policy on Criminal Justice
2	July 10, 2007	National Policy on Criminal Justice
3	July 17, 2007	National Policy on Criminal Justice
4	November 29, 2007	Central Law Enforcement Agency

10.36 The Departmental-related Parliamentary Standing Committee on Home Affairs submitted its recommendations in its 126th Report (on the Demands for Grants of this Ministry for 2007-08) to the Parliament on April 26, 2007. The Action Taken on the recommendations contained in this Report was submitted to the Secretariat of the Committee

as per schedule. As required under Rule 389 of the Rules of Procedure and Conduct of Business in Lok Sabha and Rule 266 of the Rules of Procedure and Conduct of Business in Rajya Sabha, statements have been made by the Home Minister in both the Houses of Parliament regarding the progress made towards implementation of the recommendations contained in the 126th Report of the Committee.

DEPARTMENTAL ACCOUNTING ORGANISATION

AUDIT OBJECTIONS/PARAS

10.37 Departmental Accounting Organisation (DAO) is responsible for payments, accounting, reporting of Ministry's Budget through a Principal Accounts Office (PrAO) and a network of Pay & Accounts Offices (PAOs). Payments and accounting are computerised by using the standard COMPACT software designed by the Office of Controller General of Accounts (CGA) and developed by National Informatics Centre (NIC). The integrated financial information is available on a web based software e-lekha, which has the capability of generating real time reports. The DAO also assists the Integrated Finance in budget formulation, budget execution and budget reporting, supported by Centre of Excellence in Internal Audit in CGA. Modern risk based audit of scheme have been initiated to aid the implementing divisions in improving efficiency and effectiveness of schemes.

10.38 The Demands for Grants of the Ministry of Home Affairs (MHA) include budgetary requirements of various Central Police Forces (CPFs), Central Police Organisations (CPOs), Union Territories (UTs) (with and without legislature), Registrar General of India, Department of Official Language, etc. While the internal audit of CPFs/CPOs and all other Units is carried out by an Internal Audit Organisation of MHA under Chief Controller of Accounts and Internal Audit Parties of the Forces

under Internal Financial Adviser of the respective Forces, statutory audit is carried out by the Office of Comptroller & Audit General (C&AG).

10.39 In the first instance, after carrying out the audit of expenditure, the inspection reports (IRs) indicating the audit observations are made available to the concerned Units/Organisations, which in time make efforts to settle the observations. C&AG in its Report submitted to Parliament, presents audit paras against which Action Taken Notes are required to be prepared by MHA.

10.40 In order to settle the audit paras promptly, the status of pendency is monitored at the highest level on quarterly basis, where representatives of Director General (Audit) are also invited in the meetings. The receipt and liquidation of audit paras is a continuous process. As on January 1, 2007, there were 8 such audit paras pending in this Ministry. During the period from January 1, 2007 to December 31, 2007, 15 new paras were received, bringing the total to 23. Out of this, 9 paras have been settled during the period, leaving a balance of 14 paras outstanding as on December 31, 2007.

10.41 As on January 1, 2007, the number of outstanding IR paras in respect of all organisations under the control of MHA was 3,559. During the period from January 1, 2007 to December 31, 2007, the total numbers of Audit Objections/Paras settled and received were 1,453 and 1,659 respectively. Thus, as on December 31, 2007, the number of outstanding IR paras was 3,765. To monitor the progress of settlement of these Paras, ad-hoc committees have been constituted in the Ministry. The position in respect of each organisation is at **Annexure-XXII**.

10.42 A summary of important audit observations made by C&AG and their latest status is at **Annexures-XXIII and XXIV** respectively.
