

Vice-President's Secretariat

New Delhi

Guidelines for processing petitions received in the Vice-President's Secretariat

1. All petitions received in the Vice-President's Secretariat will be classified as under:
 - (a) Actionable Petitions
 - (b) Non-actionable Petitions
2. The classification of the petitions as actionable and non-actionable will be done on the following basis:
 - A. Actionable Petitions:
 - (i) Petitions containing specific grievances
 - (ii) Petitions alleging corruption in any Ministry/Department/Organization of GoI/State Government or against any public service
 - (iii) Petitions containing significant suggestions
 - (iv) Petitions seeking appointment with the Hon'ble Vice-President
 - B. Non-actionable Petitions:
 - (i) Anonymous petitions
 - (ii) Unsigned Petitions
 - (iii) Petitions not addressed directly to Vice-President of India or officers of V.P. Secretariat, but only a copy is endorsed to VPI or V.P. Secretariat.
 - (iv) Petitions containing comments without any specific grievances.
 - (v) Requests for nominations to different commissions, bodies, awards, posts, financial assistance (other than discretionary grants under specified conditions)
 - (vi) Petitions asking for favours in the nature of items mentioned below or of similar nature:
 - (a) Routine requests for admission to schools/colleges/Universities.
 - (b) Routine requests for allotment of land/house/flat etc.
 - (c) Routine requests for securing jobs, transfer of postings, quarters etc.
 - (vii) Letters written in foul indecent language.
 - (viii) Meaningless letters which are vague in nature and incomprehensible/illegible.
 - (ix) Petitions containing frivolous suggestions.
 - (x) Petitions of repetitive in nature (received from the same person) on which action had already been taken by this Secretariat.
- Note:** In case of any doubt on the categorization of any particular petition, US concerned will decide if it is to be acted upon or not.
3. All non-actionable petitions will be filed and no acknowledgement will be sent for these petitions.
