D-47011/3/2013-ADMIN.
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Kartavya Bhawan-02, New Delhi
Dated the 16th November, 2026

Office Order No.304/2026

Subject: Appointment of Transparency Officer, 1st Appellate Authorities (FAA), Central Public Information Officers (CPIOs) and Assistant Public Information Officers (APIO) in the Department as per the provisions of the RTI Act, 2005- reg.

In supersession of all the earlier office orders regarding appointment of Transparency Officer or 1st Appellate Authorities (FAA) or Central Public Information Officers (CPIOs) or Assistant Public Information Officers (APIO) in the Department as per the provisions of the RTI Act, 2005, the Competent Authority in the Department of Chemicals and Petrochemicals in exercise of power conferred under Section 4, 5(1), 5 (2) and 19(1) of Right to Information Act, 2015, hereby appoint the under mentioned officers as Transparency Officer, FAA, CPIO, APIO:-

A. CPIO and Appellate Authority

S. No.	Subjects	CPIO	First Appellate Authority
1.	All matters related to Finance & Budget.	Sh. Satender Prasad, US	Sh. Anil Kumar, DS
2.	Economic policy inputs on the development of chemical and petrochemical sectors; Formulation of sectoral policy, Foreign Trade Policy, as well as taxes and duties related to industry, including but not restricted to safeguard and anti-dumping duties; Preparation of Monthly DO & Monthly Summary; Examination of multilateral and bilateral issues; Planning and Gender Budgeting on behalf of the Department; Coordination with NITI Ayog; any other item where economic intelligence is required, PG Portal.	Sh. Dipak Kumar Das, Dir.	Ms. Divya Parmar, EA
3.	General Administration of the Department, IT Procurements, Website maintenance.	Sh. Suresh Lakra, US	Sh. Ganesh Singh, DS
4.	All Establishment matters and Cash Section	Sh. Suresh Lakra, US	Sh. Ganesh Singh, DS

5.	All Matters related to HIL, (India) Ltd., Annual reports related to HIL (India) Ltd. All matters related to HOCL, and HFL, etc. Annual reports of PSUs, Coordination within division and with PC division.	Sh. Dina Nath, US	Sh. Manish Mishra, DS
6.	All matter related to IT and cyber security	Sh. Suresh Lakra, US	Sh. W. B. Santhosh, Dir.
7.	All matters relating to Bhopal Gas Disaster Rehabilitation, Welfare Commissioner, CPDS and all promotional matters including India Chem & Department events, Public Grievances, E-Samiksha, etc., PMOPG portal, Matters relating to Make in India, Public Procurement.	Shri Dipak Singh, SO	Sh. Anurag Chandra, DS
8.	Budget Proposals and new HS code Proposals, Industries (Development and Regulation) Act and other licenses., International Conventions-Stockholm, Rotterdam, Matters related to Pesticides, CIB&RC and DA&FW, ECHA PIC notifications.	Sh. Abhishek Sahgal, SO	Dr. Rohit Misra, JIA
9.	PM Gati Shakti National Master Plan, R&D scheme, Chemical Park Scheme, QCOs and BIS related matters, Viksit Bharat, Vision@2047, PCPIRs, Chemical Park, Coordination of Group of Secretaries Action Plan, Input-Output norms,	Ms. Niharika Singh, DD	Dr. Rohit Misra, JIA
10.	Investment Promotion Cell, Data and trend analysis, PLI/ OPEX scheme, Minimum Import Price (MIP), Anti-Dumping duties related matters, SCOMET Proposals, Australia group, CWC related matters, NCB/Narcotics related matters, Global Framework of Chemicals and other industries' issues.	Ms. Jaya Mewara, AIA	Sh. Anurag Chandra, DS
11.	Environment related issues, NITI Aayog related matters, Chemical & Petrochemicals Advisory Forum, Matters related to Dyes-stuffs products, Chlor-Alkali, Circular Economy, Record of chemicals accidents, all issues related to Disaster Management and Chemical safety, Safety training programme, Industry-Academia web portal, FTA related matters, Project import, Non-tariff measures related matters.	Ms. Suman Mehta, SO	Sh. W. B. Santhosh, Dir.
12.	All matters related to Central Institute of Petrochemicals Engineering and Technology (CIPET) and Skill Development	Sh. Sudhir Kumar Tevatia, US	Mr. Mrinal Chawla, DS
13.	All matters related to new Scheme of Petrochemicals including National Awards,	Sh. Satender	

	Plastic Parks, Centre of Excellence, Poly India	Prasad, US	
14.	PC-I Section:- Institute of Pesticide Formulation and Technology (IPFT), Erstwhile IPCL, Petrofils Cooperative Limited. PC (Tech):- Seminars, Meetings, Logo and Financial Support, Monitoring of applications for R&D recognition referred by DST. Plastic Waste Management Rules, Extended Producer Responsibility, Matters related to MoEFCC	Sh. Chandan Kumar, US	Ms. Vandana, Director
15.	Implementation of Bureau of Indian Standards Act,2016, Quality Control Orders, Standardization Cell, Coordination with BIS and Textile Advisory Council, Other Miscellaneous Work;	Ms. Vandana, Director	Shri G. Venkatesh, Joint Secretary (Petrochemicals)
16.	Recommendations related to restricted/ licensed articles under import policy and other references received from DGFT e.g. Advance Authorization, Fixation of Input Output norms etc. Foreign Trade Policy, Free Trade Agreements, Creation of new HS Code; Analysis of Import Export data related to Petrochemicals, Matters related to Import Surge, Budget proposals related to Petrochemicals Sector, Data analysis w.r.t. Foreign Trade Agreement, All matters related to Petrochemical Policy and new initiatives related to Petrochemicals, Petrochemicals Perspective Plan, Disaster Management Plan, Other Miscellaneous Work;	Sh. Bijaya Kumar Maharana, DIA	Ms. Vandana, Director
17.	All matters related to Vigilance	Ms. Suman Mehta, SO	Sh. Manish Mishra, DS
18.	All matters related to the Official Language	Sh. Rakesh Kumar Jha, DD (OL)	Sh. Anil Phulwari, DDG
19.	Matters relating to data of Chemicals and Petrochemical Units; Updating the Directory of Chemical units; Preparation of final IIP Tables; Annual Report; Up-Gradation of PMS Software; Chemical and Petrochemical Statistics at a Glance	Sh. Devendra Kumar Singh, Sr. Statistical Officer	Sh. Gyanendra Pratap Singh, Dir
20.	Matters related to Parliament Questions and Assurances, Issues related to Standing	Smt. Manju	Sh. Dipak Kumar Das, Dir.

	Committee/consultative Committee.	Singh, US	
21.	Litigation cases on LIMBS Portal, RTI cases, Reports on Projects/ Programmes/ Schemes /inauguration or foundation stone laying etc to PMO & others Ministries, Preparing/sending/uploading of Monthly/ Quarterly /Yearly Report /Returns of on subject related various portals viz CIC Portal etc., Shram Award, Padma Award, and others; Media Division related activities, Draft Cabinet Notes from other Ministries/Departments/ Cabinet Secretariat, References received from Cabinet Sectt., PMO and other Ministries/ Departments, Matters related to Republic Day/Independence Day, Preparation and updation of induction material of the Department, Special campaign for disposal of pending matters, Preparation of Annual Report and related work, Holding of SoM. Issues related to Pragati portal and e-Samiksha, material on important issues for inclusion in speech of PM & President.	Ms. Manju Singh, US	Sh. Anil Phulwari, DDG

B. Transparency Officer (Section 4)

Sh. Anil Phulwari, DDG	As per Section 4 of the RTI Act,2005

C. Central Assistant Public Information Officer {Section 5 (2)}

Smt. Manju Singh, US	As per Section 5 (2) of the RTI Act,2005

2. This issues with the approval of Secretary (C&PC).

16/11/2026

(Suresh Lakra)
Under Secretary to the Government of India
Tel. No. 24015658

To,
All Concerned Officers, D/o C&PC.

Copy to:-

1. PSO to Secretary (C&PC).
2. Sr. PPS to JS&FA, M/o C&F
3. RTI Cell, D/o C&PC
4. Tech. Director, NIC, D/o C&PC, with the request to upload this order on the website of the Department.