

Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Voluntary disclosure under RTI Act 4(1)(b) in respect of Administration
Division of Department of Chemicals & Petrochemicals

1.1 (i) Name and address of the Organization

Department of Chemicals and Petrochemicals
Shastri Bhawan, Dr. Rajendra Prasad Road,
New Delhi.

There are three PSUs under the administrative control of this Department

- a) HOCL(<https://www.hoclindia.com/>)
- b) HFL(<http://www.hfl.co.in/>)
- c) HIL India Ltd (<http://www.hil.gov.in/>)

There are two Autonomous Institution under the administrative control of this Department

- a) CIPET (<https://www.cipet.gov.in/>)
- b) IPFT(<http://www.ipft.gov.in/>)

(ii) Head of the Organization

Secretary

(iii) Vision, Mission and Key Objectives

- (a)** To formulate and implement policy and programs for achieving growth and development of the Chemical and Petrochemical sectors in the country;
- (b)** To foster the spirit of public-private partnership for overall development of above mentioned sectors of the industry.

(iv) Functions and Duties

The work allocated to Department of Chemicals and Petrochemicals as per the Allocation of Business Rules, is listed as under:

- a. Insecticides excluding the administration of The Insecticides Act, 1968 (46 of 1968);
- b. Dye-stuffs and Dye-Intermediates;
- c. All organic and inorganic chemicals, not specifically allotted to any other Ministry or Department;

- d. Planning, development and assistance to all industries dealt with by the Department;
- e. Bhopal Gas Leak Disaster-Special Laws relating thereto;
- f. Petrochemicals;
- g. Industries relating to production of non-cellulosic synthetic fibers (Nylon Polyesters, Acrylic etc.);
- h. Synthetic Rubber; and
- i. Plastics including fabrication of plastic and moulded goods

The Department has five major divisions viz. Chemicals, Petrochemicals, Administration, Statistics & Monitoring (S&M) and Economic Division. The Internal Finance Division is common to the three Departments in the Ministry of Chemicals and Fertilizers. There are three Central Public Sector Undertakings (CPSU) in the chemical sector namely Hindustan Organic Chemicals Ltd. (HOCL), HIL (India) Limited and Hindustan Fluorocarbons Limited (HFL), which is a subsidiary of HOCL. The autonomous institutes under this Department are Central Institute of Petrochemicals Engineering & Technology (CIPET) and Institute of Pesticides Formulation Technology (IPFT).

(v) Organization Chart

Available at <https://chemicals.gov.in/organisation-chart>

1.2 The powers and duties of its officers and employees

Secretary: Secretary (Chemicals & Petrochemicals) is the administrative head of the Department. He is the principal adviser to the Minister on all matters of policy and administration within the Department of Chemicals & Petrochemicals.

Joint Secretary and Financial Advisor: For proper guidance to the Department on all financial matters of the Department of Chemicals & Petrochemicals, an Integrated Finance Division is functioning under the control of Joint Secretary & Financial Adviser, who is common to all the three Departments in the Ministry. IFD is entrusted with the responsibility of examining cases and proposals of the Department in accordance with the instructions and orders issued by Ministry of Finance from time to time.

Joint Secretary and its equivalent: For smooth functioning, the Department has been divided into five Wings placed under the control three Joint Secretaries, one Deputy Director General (DDG) and one EA. These officers are entrusted with the responsibility in respect of all business falling within their division's subjects.

Director / Deputy Secretary: Each Wing have been further divided into Divisions. These Divisions are placed under the charge of Director / Deputy Secretary. Director / Deputy Secretary are responsible for the disposal of Government business dealt within the division under his charge.

Under Secretary and its equivalent: The Divisions are further divided into branches placed under the administrative control of an Under Secretary. The branch consists of one or more sections. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes routine work under the delegated areas at his own level, but he takes the orders of Deputy Secretary/ Director or higher officers on important matters.

Section Officer: He/She is overall in-charge of a Section and is responsible for guiding the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Section officer disposes the work of Section with the help of staff (Assistant Section Officers, Senior Secretariat Assistants and Junior Secretariat Assistants) posted in the section.

Assistant Section Officers & Senior Secretariat Assistants: Assistant Section Officers & Senior Secretariat Assistants —These are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

Personnel staff / Stenographers/ Personal Assistants/ Personal Secretary/ Principal Private Secretary / Senior Principal Private Secretary / Principal Staff Officer:

Principal Staff Officer / Sr. Principal Private Secretary/Principal Private Secretary/Private Secretary/Personal Assistant/ Stenographer—These personal staff are attached to Senior Officers and to handle work such as mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give able assistance to the Officers. The Personal Assistants are expected to maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her and generally assisting the officer in such a manner as he/she may direct.

1.3 The procedure followed in the decision making process, including channels of supervision and accountability;

Cases are processed as per extant Government's instructions and put up to higher Officers for orders/approval. Thereafter, the same are communicated to the concerned. Decisions are taken at the level of Directors/ Deputy Secretaries/ Joint Secretary and equivalent officers such as DDG and EA/ Secretary/ Hon'ble Minister of State (Chemicals & Fertilizers)/ Hon'ble Minister (Chemicals & Fertilizers) depending upon the nature of each case and the powers delegated to/vested in them.

1.4 The norms set by it for the discharge of its functions;

The Department discharges its functions as per the extant rules of the Government on various matters and as per the procedure enumerated in Central Secretariat Manual of Office Procedure, which can be accessed in the following link:

https://www.darpg.gov.in/sites/default/files/CSMOP_0_0.pdf

1.5 The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The Department follow the various instructions issued by Govt. time to time on the subjects they are dealing with.

1.6 A statement of the categories of documents that are held by it or under its control

All Divisions concerned in the Department hold all relevant documents as of their concern.

vii. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

The Department has issued citizen charter regarding arrangement that exist for consultation with members of public.

1.7 A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Administration Division has the following Internal Committees:

- i. Committee on GeM.
- ii. Committee on Redressal of complaints relating to Sexual Harassment of women at workplace.
- iii. NPS Oversight Committee

These are internal Committees and its meetings are not open to public. However, the minutes of the meeting of these Committees are accessible to public, on demand.

1.8 Directory of its officers and employees

Telephone Directory of Department of Chemicals & Petrochemicals is available on the website of the Department. It may be accessed at

<https://chemicals.gov.in/who-who>

1.9 The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations(as on 31.08.2025):-

S.No.	Employee Name (Sh/Ms)	Designation	Pay Level	Basic Pay (as on 31.07.2025)
1.	Nivedita Shukla Verma	Secretary	17	225000
2.	Deepak Mishra	Joint Secretary	14	218200
3.	Deepankar Aron	Joint Secretary	14	218200
4.	Ganga Kumar	Deputy Director General	14	182700
5.	Divya Parmar	Economic Advisor	14	172200
6.	Gyanendra Pratap Singh	Director	13	130600
7.	K P Balaji	Principal Staff Officer	13	134500
8.	Vandana	Director	13	134500
9.	W.B. Santhosh	Director	13	126800
10.	Anurag Chandra	Deputy Secretary	12	83600
11.	Ganesh Singh	Deputy Secretary	12	109100
12.	Mrinal Chawla	Deputy Secretary	12	88700

13.	S K Rabbani	Deputy Secretary	12	109100
14.	A Ajitha	Pr. Private Secretary	11	76200
15.	Brij Lal	Pr. Private Secretary	11	96600
16.	Chandan Kumar	Under Secretary	11	76200
17.	Chitvan Singh Dhillon	Deputy Director	11	74000
18.	Deepi Prasad	Pr. Private Secretary	11	78500
19.	Manju Singh	Under Secretary	11	99500
20.	Naveen Kumar Rajan	Under Secretary	11	91100
21.	Rakesh Kumar Jha	Deputy Director (official Language)	11	93800
22.	Rohit Misra	Deputy Industrial Adviser	11	80900
23.	Bijaya Kumar Maharana	Deputy Industrial Adviser	11	78500
24.	Satender Prasad	Under Secretary	11	91100
25.	Shibu Das	Under Secretary	11	83300
26.	Sudhir Kumar Tevatia	Under Secretary	11	80900
27.	Deepak Singh	Section Officer	10	63100
28.	Harish Kumar	Section Officer	10	67000
29.	Jaya Mewara	Assistant Industrial Adviser	10	57800
30.	Preeti Garg	Section Officer	10	73200
31.	Sachin Kumar Poria	Section Officer	10	67000
32.	Satyapal	Assistant Director	10	87400
33.	Sharad Kumar Verma	Section Officer	10	63100
34.	Simmy	Section Officer	10	63100
35.	Aman Dahiya	Section Officer	8	58600
36.	Kheem Singh Chauhan	Section Officer	8	56900
37.	Mahaveer Prasad Gupta	Private Secretary	8	52000
38.	Manu	Section Officer	8	62200
39.	Nitin Sakarwal	Section Officer	8	58600
40.	Manju Kumari	Section Officer	8	58600
41.	Suman Mehta	Section Officer	8	62200
42.	Parvesh Rani	Section Officer	8	62200
43.	Rakhi Kumari	Private Secretary	8	46200
44.	Sony Kumari	Private Secretary	8	52000
45.	Amit Kumar Bharti	Assistant Section Officer	7	46200
46.	Ankit Singh	Assistant Section Officer	7	46200

47.	Anzar Ansari	Second P A	7	46200
48.	Aruna Sokariya	Personal Assistant	7	49000
49.	Bablu Kumar Verma	Assistant Section Officer	7	53600
50.	Devendra Kumar Singh	Senior Statistical Officer	7	55200
51.	Dhanaraj Mina	Assistant Section Officer	7	44900
52.	Gopal Kumar Roy	Assistant Section Officer	7	60400
53.	Hemant Kumar Meena	Assistant Section Officer	7	44900
54.	Lokesh Kumar Meena	Assistant Section Officer	7	46200
55.	Manoj Kumar Jha	Assistant Section Officer	7	53600
56.	Meena Surendra	Assistant Section Officer	7	47600
57.	Meghraj Meena	Assistant Section Officer	7	47600
58.	Mukesh Bhatia	Assistant Section Officer	7	60400
59.	Nancy	Assistant Section Officer	7	44900
60.	Niraj Ranjan	Assistant Section Officer	7	60400
61.	Pavan Singh	Personal Assistant	7	46200
62.	Puran Chand	Assistant Section Officer	7	47600
63.	Ramesh Kumar Sharma	Assistant Section Officer	7	53600
64.	Sahil	Assistant Section Officer	7	46200
65.	Sanjay Prajapat	Assistant Section Officer	7	52000
66.	Satish Kumar	Assistant Section Officer	7	60400
67.	Shashi	Personal Assistant	7	46200
68.	Subhash Yadav	Assistant Section Officer	7	55200
69.	Sushant Kumar	Assistant Section Officer	7	44900
70.	Vinay Kumar Meena	Assistant Section Officer	7	44900
71.	Vishal Singh	Assistant Section Officer	7	44900
72.	Yugraj Singh	Senior Translation Officer	7	52000
73.	Ankur Debnath	Junior Statistical Officer	6	39900
74.	Rakesh Kumar	Junior Statistical	6	46200

		Officer		
75.	Roli Verma	Junior Translation Officer	6	38700
76.	Archit Raj	Stenographer Grade D	4	27100
77.	Banti Singh Chakrawarty	Stenographer Grade D	4	26300
78.	Bhupender Singh	Staff Car Driver	4	27900
79.	Ishika Jadoun	Stenographer Grade D	4	27100
80.	Mohd Shakib	Stenographer Grade D	4	27100
81.	Satpal Singh	Multi Tasking Staff	4	48900
82.	Surendra Singh	Staff Car Driver	4	27900
83.	Bhuneshwar Sah	Multi Tasking Staff	3	36100
84.	Bikram Singh	Multi Tasking Staff	3	40600
85.	Brij Lal Sharma	Multi Tasking Staff	3	39400
86.	K V Davis	Multi Tasking Staff	3	39400
87.	Om Prakash	Multi Tasking Staff	3	40600
88.	Pawan Kumar	Multi Tasking Staff	3	40600
89.	Ram Nath	Multi Tasking Staff	3	39400
90.	Suresh Kumar	Multi Tasking Staff	3	37200
91.	Uma Shankar Prasad	Multi Tasking Staff	3	36100
92.	Bindeshwari Prasad	Multi Tasking Staff	2	39400
93.	Mohd Asif	Junior Secretariat Assistant	2	23100
94.	Pawan Rathore	Staff Car Driver	2	21700
95.	Ram Kumar Singh	Multi Tasking Staff	2	39400
96.	Ravinder Singh	Despatch Rider	2	23800
97.	Sandeep Kumar	Staff Car Driver	2	21700
98.	Sourav Ghosh	Junior Secretariat Assistant	2	23100
99.	Sushil Kumar Chourasia	Staff Car Driver	2	25200
100.	Vineet Kumar	Multi Tasking Staff	2	26800
101.	Abhay Singh Chauhan	Multi Tasking Staff	1	19100
102.	Pratima Raw	Multi Tasking Staff	1	18000
103.	Rahul Nagar	Multi Tasking Staff	1	20900
104.	Sandeep Kaushik	Multi Tasking Staff	1	22800
105.	Sourabh Thakur	Multi Tasking Staff	1	19100
106.	Tapeswar Nath Dubey	Multi Tasking Staff	1	19100
107.	Ujjawal	Multi Tasking Staff	1	22100
108.	Uma	Multi Tasking Staff	1	19100

1.10 : Name, Designation and other particulars of public information Officer

Available at :-

https://chemicals.gov.in/sites/default/files/rti/CPIO_and_FAA_order_dated_10122024.pdf

1.11 : No. of employees against whom Disciplinary action has been proposed/taken

Pending for Minor penalty or Major Penalty proceedings- **Nil**

1.12 : Programmes to advance understanding of RTI

The nominated officers from time to time for the various cadre training programs etc.

1.13 : Transfer policy and transfer orders

Officials are transferred from time to time. No regular rotation of officials is done as the Department is very small and no post is declared sensitive.

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2. Budget and Programme

Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department

a) Details of Foreign and Domestic Tours in r/o Minister of State (C&F) from 2023-24 to 2025-26

i) Foreign Tours

S. No.	Name & Designation	Tour details	
1	Shri Bhagwanth Khuba, Hon'ble MoS (C&F)	Bengaluru – Amsterdam-Hyderabad 5.11.2023 to 10.11.2023	703158

ii) Domestic Tours

S. No.	Name & Designation	Tour Details	Expenditure
1	Shri Bhagwanth Khuba, Hon'ble MoS (C&F)	Bengaluru to Bidar 5.4.2023	5994
		Bidar to bengaluru 9.4.2023	9630
		Bengaluru to Bidar 16.4.2023	10746
		Hyderabad-Delhi-Hyderabad 18.4.2023 - 19.4.2023	65578
		Bengaluru 19.4.2023	32721
		Hyderabad-Bengaluru 24.4.2023	5001
		Bengaluru -Hyderabad 24.4.2023	3009
		Hyderabad-Bengaluru 27.4.2023	3069
		Bengaluru-Bidar 28.4.2023	4797
		Hyderabad-Bengaluru 30.4.2023	6101
		Bengaluru-Bidar 1.5.2023	6364
		Hyderabad-Delhi-Hyderabad 11-12.5.2023	53431
		Bidar to bengaluru 14.5.2023	22687
		bengaluru - delhi 15.5.2023	33355
		Guwahati 17.5.2023	49563
		hyderabad-bengaluru 22.5.2023	6842
		bengaluru-delhi 22.5.2023	33355
		delhi-hyderabad 26.5.2023	26641
		Hyderabad - delhi 27.5.2023	30172
		Delhi - Bengaluru 28.5.2023	39618
		Bengaluru - Vijayawada 29.5.2023	8722
		Vijaywada- Hyderabad 29.5.2023	5059

		Hyderabad - Bengaluru 31.5.2023	4848
		Bengaluru -Hyderabad 31.5.2023	6801
		Hyderabad - Bengaluru 4.6.2023	23705
		Bengaluru - Hyderabad 5.6.2023	9312
		Hyderabad - Delhi 5.6.2023	49328
		Delhi -cochin 7.6.2023	32878
		Cochin - Hyderabad 9.6.2023	6836
		Hyderabad - Coimbatore 10.6.2023	7004
		Hyderabad - Cochin 13.6.2023	5082
		Cochin - Delhi 12.6.2023	51331
		Delhi - Bengaluru 12.6.2023	22898
		Bengaluru - Hubbli 13.6.2023	4816
		Hubbli - Hyderabad 13.6.2023	4926
		Cochin - Bengaluru 15.6.2023	3418
		Bengaluru - Bidar 16.6.2023	4716
		Hyderabad - Delhi 25.6.2023	48208
		Delhi - Bengaluru 29.6.2023	32977
		Bengaluru - Bidar 30.6.2023	5510
		Hyderabad - Delhi 2.7.2023	30732
		Delhi - Bengaluru 4.7.2023	31937
		Bengaluru - Bidar 5.7.2023	6814
		Bidar - Bengaluru 11.7.2023	4670
		Bengaluru - Bidar 13.7.2023	5414
		Hyderabad - Delhi 16.7.2023	25522
		Delhi - Hyderabad 21.7.2023	25969
		Hyderabad - Mumbai 22.7.2023	19353
		Mumbai - Delhi 24.7.2023	21575
		Delhi - Goa 28.7.2023	41369
		Goa - Delhi 31.7.2023	28742
		Delhi - Hyderabad 4.8.2023	29136
		Hyderabad - Delhi 6.8.2023	25522
		Delhi - Hyderabad 11.8.2023	24849
		Hyderabad - Delhi 14.8.2023	30396
		Delhi- Bengaluru 15.8.2023	32161
		Bengaluru - Mumbai 17.8.2023	31256
		Mumbai - Ahmedabad 18.8.2023	14932
		Ahmedabad - Hyderabad 19.8.2023	9559
		Hyderabad - Delhi 21.8.2023	30956
		Delhi - Hyderabad 23.8.2023	25735
		Hyderabad - Mangaluru 25.8.2023	10424
		Bengaluru - Visakhapatnam 26.8.2023	8030
		Visakhapatnam - Delhi 28.8.2023	30683
		Delhi - Bengaluru 29.8.2023	32721

	Bengaluru - Coimbatore 30.8.2023	4204
	Cochin - Hyderabad 3.9.2023	5764
	Hyderabad - Delhi 5.9.2023	25522
	Delhi - Hyderabad - Delhi 10-11.9.202	74727
	Delhi - Hyderabad 13.9.2023	47199
	Hyderabad - Vijaywada 16.9.2023	6993
	Vijayawada - Delhi 17.9.2023	30255
	Delhi - Udaipur 22.9.2023	20335
	Udaipur - Hyderabad 24.9.2023	9096
	Hyderabad - Bengaluru - Hyderabad 28.9.2023	21366
	Bidar - Bengaluru 4.10.2023	4827
	Bengaluru - Hyderabad 5.10.2023	22756
	Hyderabad - Delhi 10.10.2023	27035
	Delhi - Hyderabad 12.10.2023	25746
	Hyderabad - Kolkata 13.10.2023	16396
	Kolkata - Agartala 14.10.2023	9715
	Agartala - Kolkata 16.10.2023	4756
	Kolkata - Hyderabad 16.10.2023	6219
	Hyderabad - Delhi 30.10.2023	25579
	Delhi - Hyderabad 1.11.2023	25746
	Bidar- Bengaluru 4.11.2023	7333
	Bidar- Bengaluru 11.11.2023	5757
	Bengaluru - Hyderabad 11.11.2023	6464
	Bidar - Bengaluru 14.11.2023	18171
	Bengaluru - Hyderabad 15.11.2023	4226
	Hyderabad - Puducherry - Hyderabad 20.11.2023	15180
	Chennai - Mysure 22.11.2023	5399
	Kolhapur - Hyderabad 25.11.2023	6982
	Hyderabad - Delhi 27.11.2023	29809
	Bidar - Bengaluru 30.11.2023	8650
	Delhi - Hyderabad 29.11.2023	47474
	Bengaluru - Bidar 1.12.2023	17324
	Hyderabad - Nagpur 3.12.2023	6369
	Nagpur - Delhi 3.12.2023	8743
	Delhi - Hyderabad 8.12.2023	29661
	Hyderabad - Delhi 10.12.2023	25552
	Delhi- Hyderabad 15.12.2023	87968
	Hyderabad - Delhi 17.12.2023	25721
	Delhi - Hyderabad - Delhi 20-21.12.2023	58407
	Delhi - Pune 22.12.2023	32933
	Pune - Bengaluru 22.12.2023	12161
	Bengaluru - Hyderabad 24.12.2023	17036

		Hyderabad - Bengaluru 26.12.2023	8640
		Bengaluru - Cochin 28.12.2023	7044
		Hyderabad - Cochin - Hyderabad 26-30.12.2023	11178
		Delhi - Hyderabad 2.2.2024	9902
		Hyderabad - Delhi 5.2.2024	37764
		Delhi - Hyderabad 10.2.2024	25663
		Hyderabad - Delhi 16.2.2024	26240
		Delhi - Hyderabad 18.2.2024	23245
		Delhi - Mumbai 26.2.2024	26062
		Hyderabad - Delhi 22.2.2024	26240
		Mumbai - Bengaluru 27.2.2024	34492
		Bengaluru - Hyderabad 29.2.2024	13574
		Hyderabad - Bengaluru 8.1.2024	11338
		Bengaluru - Kolkata 8.1.2024	5982
		Kolkata - Guwahati 9.1.2024	5088
		Guwahati - Bengaluru 9.1.2024	12814
		Mangaluru-Bengaluru-Ahmedabad 10.1.2024	12365
		Ahemdabad - Delhi 11.1.2024	41252
		Delhi - Guwahati 12.1.2024	6965
		Guwahati - Hyderabad 12.1.2024	13372
		Hyderabad - Kolkata 24.1.2024	10463
		Kolkata - Dibrugarh 24.1.2024	8925
		Dibrugarh - Kolkata 25.1.2024	4955
		Kolkata - Delhi 25.1.2024	18827
		Delhi - Hyderabad 26.1.2024	25409
		Hyderabad - Bengaluru 27.1.2024	4980
		Hyderabad - Delhi 31.1.2024	29809
		Hyderabad - Delhi 2.3.2024	6831
		Delhi - Hyderabad 7.3.2024	28531
		Hyderabad - Delhi 9.3.2024	29843
		Delhi - Mumbai 10.3.2024	30398
		Mumbai - Delhi 11.3.2024	46776
		Delhi -Hyderabad 14.3.2024	24543
		Hyderabad - Pune 20.4.2024	6872
		Pune - Bengaluru 20.4.2024	5108
		Bengaluru -Hyderabad 22.4.2024	4182

b) Details of Foreign and Domestic Tours in r/o officials of the rank of Joint Secretary to the Government and above:

Foreign Tour Details 2023-24

Sl. No.	Name	Designation	Tour details	Total Expenditure
3	Shri Susanta Kumar Purohit	Joint Secretary	Geneva, Switzerland 1-5.5.2023	731175
4	Shri Susanta Kumar Purohit	Joint Secretary	Bonn, Germany 25.9.2023 - 29.9.2023	710761
5	Shri Deepak Mishra	Joint Secretary	Paris, France 29.5.2023 - 2.6.2023	168557
6	Shri Deepak Mishra	Joint Secretary	Nairobi, Kenya 13-19.11.2023	310201

Foreign Tour Details 2024-25

Sl. No.	Name	Designation	Tour details	Total Expenditure
1	Shri Deepak Mishra	Joint Secretary	Ottawa, Canada 23-29.4.2024	1277882
2	Shri Deepak Mishra	Joint Secretary	Busan, Korea 25.11.2024 - 1.12.2024	951568
3	Shri Deepankar Aron	Joint Secretary	Singapore & South Korea 13-17.8.2024	533287
4	Shri Deepankar Aron	Joint Secretary	Germany & Belgium 16-18.9.2024	949395

Foreign Tour Details 2025-26 (Till 31.07.2025)

Sl. No.	Name	Designation	Tour details	Total Expenditure
No JS and above officers have travelled on official foreign visit yet in 2025-26				

Domestic Tours (2023-24)

S.No.	Name	Designation	Place visited	Total expenditure
1.	Shri Arun Baroka	Secretary	Mumbai 25.4.2023 to 27.4.2023	107989
2.	Shri Deepak Mishra	Joint Secretary	Official visit to Rajkot on 22.4.2023	37071
3.	Shri Deepak Mishra	Joint Secretary	Mumbai 25.4.2023 to 27.4.2023	12458
4.	Shri Deepak Mishra	Joint Secretary	Chennai 9.5.2023 to 11.5.2023	45228
5.	Shri H Kam Suanthang	Joint Secretary	Official tour to Chennai CIPET from 10-11.5.2023	55920
6.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Ahmedabad from 14-16.5.2023	29678
7.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Vishakhapatnam/ Vijayawara from 14-16.6.2023	63578
8.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Bhubaneshwar from 12-14.7.2023	53015
9.	Shri Arun Baroka	Secretary	Chennai 21.6.2023 to 23.6.2023	74650
10.	Shri Arun Baroka	Secretary	Vishakhapatnam / Vijayawada 14.6.2023 to 15.6.2023	31174
11.	Shri Deepak Mishra	Joint Secretary	Chennai 21.6.2023 to 23.6.2023	41342
12.	Shri Arun Baroka	Secretary	Varanasi on 4.7.2023	15232
13.	Shri Arun Baroka	Secretary	Bhubaneshwar 12.7.2023 to 14.7.2023	75804
14.	Shri Arun Baroka	Secretary	Kolkata 23.7.2023 to 25.7.2023	51839
15.	Shri Arun Baroka	Secretary	Varanasi 7.7.2023 to 9.7.2023	31160
16.	Shri Arun Baroka	Secretary	Chennai 19.8.2023 to 20.8.2023	82815
17.	Shri Arun Baroka	Secretary	Bengaluru 24.8.2023 - 25.8.2023	88444
18.	Shri Deepak Mishra	Joint Secretary	Varanasi on 4.7.2023	32548
19.	Shri Deepak Mishra	Joint Secretary	Raipur 6.7.2023 to 7.7.2023	18516
20.	Shri Deepak Mishra	Joint Secretary	Kolkata 23.7.2023 to 25.7.2023	51503
21.	Shri Susanta Kumar Purohit	Joint Secretary	Official tour to Vishakhapatnam from 31.8.2023 to 1.9.2023	90682
22.	Shri Susanta Kumar Purohit	Joint Secretary	Official tour to Mumbai from 14-16.9.2023	58465
23.	Shri Deepak Mishra	Joint Secretary	Port Blair 3.9.2023 - 6.9.2023	76291
24.	Shri Deepak Mishra	Joint Secretary	Official visit to Gorakhpur from 3-4.10.2023	23085

25.	Shri Ganga Kumar	DDG	Official visit to Vadodara from 10-13.10.2023	75577
26.	Shri Ganga Kumar	DDG	Official tour to Bengaluru from 17-19.10.2023	67398
27.	Shri Susanta Kumar Purohit	Joint Secretary	Official tour to Mumbai from 6-7.11.2023	91054
28.	Shri Susanta Kumar Purohit	Joint Secretary	Official tour to Bhubaneshwar from 15-17.11.2023	66037
29.	Shri H Kam Suanthang	Joint Secretary	Amritsar from 24.11.2023 to 25.11.2023	40241
30.	Shri Susanta Kumar Purohit	Joint Secretary	Official tour to Vadodara on 23.12.2023	21054
31.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Vishakhapatnam from 9-10.1.2024	20385
32.	Shri Deepak Mishra	Joint Secretary	Chennai 30.11.2023 to 1.12.2023	30193
33.	Shri Deepak Mishra	Joint Secretary	Mumbai on 7.12.2023	59643
34.	Shri Deepak Mishra	Joint Secretary	Hyderabad 19.10.2023 - 20.10.2023	69266
35.	Shri Deepak Mishra	Joint Secretary	Jaisalmer 14.1.2024 - 16.1.2024	10124
36.	Shri Deepak Mishra	Joint Secretary	Official visit to Lucknow/Ayodhya from 29.31.12.2023	9128
37.	Shri Deepak Mishra	Joint Secretary	Official visit to Amroha on 9.1.2024	9840
38.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Vadodara from 18-19.1.2024	84505
39.	Smt. Divya Parmar	EA	Official visit to Jaisalmer from 13-16.1.2024	12782
40.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Mumbai 16-17.1.2024	104599
41.	Shri Susanta Kumar Purohit	Joint Secretary	Official visit to Vadodara from 8-9.2.2024	49838
42.	Shri Ganga Kumar	DDG	Official visit to Surat from 14-16.1.2024	26638
43.	Shri H Kam Suanthang	Joint Secretary	Udaipur 14.2.2024 to 16.2.2024	13080
44.	Shri H Kam Suanthang	Joint Secretary	Official tour to CIPET Gwalior on 4.3.2024	5352
45.	Smt. Nivedita Shukla Verma	Secretary	Bhubaneshwar 15.11.2023 to 17.11.2023	85909
46.	Smt. Nivedita Shukla Verma	Secretary	Vishakhapatnam 9.1.2024-10.1.2024	18345
47.	Smt. Nivedita Shukla Verma	Secretary	Chennai 30.11.2023 to 1.12.2023	63340
48.	Smt. Nivedita Shukla Verma	Secretary	Mumbai on 7.12.2023	42973
49.	Smt. Nivedita Shukla Verma	Secretary	Lucknow 17.10.2023 to 18.10.2023	18494
50.	Smt. Nivedita Shukla Verma	Secretary	Vadodara 8.2.2024 to 9.2.2024	43734
51.	Shri Manoj Sethi	JS & FA	Udaipur 14.2.2024 to 16.2.2024	13596

Domestic Tours (2024-25)

S.No.	Name	Designation	Tour details	Expenditure
1.	Smt. Nivedita Shukla Verma	Secretary	Bengaluru 13.8.2024 to 14.8.2024	64694
2.	Smt. Nivedita Shukla Verma	Secretary	Ahmedabad on 20.8.2024	52215
3.	Smt. Nivedita Shukla Verma	Secretary	Bhubaneshwar 5.9.2024 - 6.9.2024	54932
4.	Smt. Nivedita Shukla Verma	Secretary	Visakhapatnam 26.9.2024 - 27.9.2024	29702
5.	Smt. Nivedita Shukla Verma	Secretary	Guwahati 16.11.2024 - 17.11.2024	21782
6.	Smt. Nivedita Shukla Verma	Secretary	Hyderabad 5.11.2024 - 6.11.2024	62871
7.	Smt. Nivedita Shukla Verma	Secretary	Ahmedabad on 19.1.2025	22930
8.	Smt. Nivedita Shukla Verma	Secretary	Bengaluru 12.1.2025 - 14.1.2025	77798
9.	Shri Manoj Sethi	JS&FA	official tour to HOCL, Kochi from 22.4.2024 to 24.4.2024	66936
10.	Shri Manoj Sethi	JS&FA	Official visit to Mumbai from 16.10.2024 to 18.10.2024	91610
11.	Shri Deepak Mishra	Joint Secretary	Mumbai 28.2.2024 - 1.3.2024	81661
12.	Shri Deepak Mishra	Joint Secretary	Official tour to Bhopal on 7-8.6.2024	11279
13.	Shri Deepankar Aron	Joint Secretary	Dehradun 13.4.2024 - 17.4.2024	34658
14.	Shri Deepankar Aron	Joint Secretary	TA on transfer from Dehradun to New Delhi	273532
15.	Shri Deepankar Aron	Joint Secretary	Official visit to Ahmedabad from 19-20.8.2024	45689
16.	Shri Deepankar Aron	Joint Secretary	Official tour to Bhubaneshwar from 5-6.9.2024	54012
17.	Shri Deepankar Aron	Joint Secretary	Official visit to Vishakhapatnam from 26.9.2024 to 27.9.2024	45094
18.	Shri Deepankar Aron	Joint Secretary	Official visit to Mumbai from 16.10.2024 to 19.10.2024	83059
19.	Shri Ganga Kumar	DDG	Raipur 19.2.2024 - 20.2.2024	18111
20.	Shri Ganga Kumar	DDG	Bengaluru 8.3.2024	111587
21.	Shri Ganga Kumar	DDG	Ranchi 3.3.2024 - 5.3.2024	13785
22.	Shri Ganga Kumar	DDG	Mumbai 14.3.2024 to 18.4.2023	43830
23.	Shri Ganga Kumar	DDG	Bhubaneshwar 1.10.2024 - 3.10.2024	52329
24.	Shri Ganga Kumar	DDG	Official tour to Lucknow from 22-24.12.2024	25695
25.	Shri Deepak Mishra	Joint Secretary	Cochin /Thiruvananthapuram 7.8.2024 to 9.8.2024	39181
26.	Shri Deepak Mishra	Joint Secretary	Patna 30.8.2024 - 31.8.2024	44667
27.	Shri Deepak Mishra	Joint Secretary	Raipur 3.10.2024 - 5.10.2024	11659
28.	Shri Deepak Mishra	Joint Secretary	Mumbai 16.10.2024 - 18.10.2024	59290

29.	Shri Deepak Mishra	Joint Secretary	Guwahati 15.11.2024 - 16.11.2024	36022
30.	Shri Deepak Mishra	Joint Secretary	Official visit to CIPET, Ahmedabad from 15.1.2025 to 19.1.2025	31210
31.	Shri Deepak Mishra	Joint Secretary	Lucknow 7.3.2025 - 10.3.2025	21459
32.	Shri Deepankar Aron	Joint Secretary	Official visit to Kochi from 17.1.2025 to 19.1.2025	126780
33.	Shri Deepankar Aron	Joint Secretary	Official visit to Mumbai from 3-6 March 2025	71695

Domestic Tours (2025-26) (Till 31.07.2025)

S.No.	Name	Designation	Tour details	Expenditure
1.	Smt. Nivedita Shukla Verma	Secretary	Bhubaneshwar 11.4.2025 - 12.4.2025	44030
2.	Smt. Nivedita Shukla Verma	Secretary	Lucknow 16.6.2025 - 17.6.2025	16441
3.	Shri H Kam Suanthang	Joint Secretary	Jaipur 24.2.2025 - 25.2.2025	26131
4.	Shri Deepak Mishra	Joint Secretary	Official tour to Jaipur between 2-4 March 2025	7355
5.	Shri Deepak Mishra	Joint Secretary	Mumbai / Bhubaneshwar 9.4.2025 - 12.4.2025	68553
6.	Shri Deepak Mishra	Joint Secretary	Agartala 25.4.2025 - 26.4.2025	23151
7.	Shri Deepak Mishra	Joint Secretary	Official tour to Alappuzha, Kerala from 5-8 June, 2025	74556
8.	Shri Deepak Mishra	Joint Secretary	Official tour to Shillong from 28-30 April 2025	31369
9.	Shri Deepak Mishra	Joint Secretary	official visit to Kochi from 10-11 July, 2025	3000

(i) Information related to procurements.

The Department is using GeM platform for tender enquiries and award of work/service contract.

2.2 :- Manner of execution of subsidy programme

NIL

2.3 :- Discretionary and non-discretionary grants

Chemical Promotion and Development Scheme

BE 2024-25: Rs.5.50 crore

RE 2024-25: Rs.4.70 crore

(Rs.in lakh)			
Sl.No	Organisation	Subject	Amount
1.	CIPET	08 training programs on Chemical Safety for the Major Accident Hazard (MAH) Units during the FY 2024-25	56.00
2.	HIL	60 one-day training programmes for farmers	300.00
3.	CIPET	Two days National Conference on "Opportunities and Challenges for Petrochemical and Allied Sector in North Eastern Region" from 8-10 March, 2025.	6.26
4.	Indian Chemical Council	Training Program on Safety and Environment for MSME Units in the Chemical Sector	6.75
5.	Indian Chambers of Commerce	Chemcon Innovation Summit 2024-"Fostering Research - From Innovation to Industry 4.0"	5.00
6.	CIPET	16th International Conference on "Advancements in Polymeric Materials (APM) 2025	14.50
7.	FICCI	India Chem 2024	71.15
8.	Alkali Manufacturers Association of India	Conference on "Alkali industry - trends, developments and Outlook" to be held on 20-21 March, 2025 in Ahmedabad	6.60
9.	All India Plastics Manufacturer	Conference on EPR, Plastic Waste Management Rules & Recycling to be held on 23rd November, 2024 in Ahmedabad	3.00

	s Association of India		
		Total	469.26

2.6:- CAG & PAC paras

With reference to the Inspection Report on the audit of the Department of Chemicals and Petrochemicals for the year 2023-24, the reply to Para 6 (Part-II B) has been furnished to the Sr. Audit Officer, AMG-III, vide letter dated 17.07.2025..

CAG Paras: Draft ATN of 5 audit paras has already been uploaded by the Department for vetting.

Timeline for settlement of pending CAG paras: **30 days from the date of uploading the audit para by CAG on APMS Portal** 30 days from the date of uploading the audit para by CAG on APMS Portal.

3. Publicity and Public interface &
4. E Governance

All other information required to be voluntary disclosed under section 4 of the RTI Act, 2005 is made available on the website of the Department at various links given below:-

- a) <http://chemicals.gov.in/>
- b) <http://chemicals.gov.in/bhopal-gas-leak-law>
- c) <http://chemicals.gov.in/chemical-weapons-convention>
- d) <http://chemicals.gov.in/>

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.5	Such other information as may prescribed under section 4(i)(b)(xvii)	(ii)Details of applications received under RTI and information provided	From 1.1.2024 to 31.03.2025 Received:- 291 Disposed:- 284
		(iii)List of completed schemes/projects/Programmes	https://chemicals.gov.in/
		(iv)List of schemes/projects/programmes	https://chemicals.gov.in/
		(viii) Any other information such as a) Citizen's Charter	(a) Citizens' clients charter of the Department uploaded on the Department website in February, 2023. Location of citizens clients charter is:- http://chemicals.gov.in/citizen-charter
		b) Result Framework Document (RFD)	(b) This has been dis- continued.
		c) Six monthly reports on the	-
		d) Performance against the benchmarks set in the Citizen's Charter	Citizen clients charter of the Department uploaded on Half yearly basis.
4.6	Receipt & Disposal of RTI applications & appeals (F. No. 1/6/2011-IR)	(i) Details of RTI applications received and disposed	From 1.1.2024 to 31.03.2025 Received:- 291 Disposed:- 284
		(ii) Details of RTI appeals	From 1.1.2024 to 31.03.2025

	Dt.15.04.2013)	received and orders issued	Received:- 14 Disposed:- 13
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of parliament questions asked and replies given	https://sansad.in/rs/questions/questions-and-answers https://sansad.in/l/question/s/questions-and-answers

5. Information as may be prescribed

5.1	Such other information as may be Prescribed [F. No. 1/2/2016-IR dt. 17.8.2016, F. No. 1/6/2011 dt. 15.4.2023]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	https://chemicals.gov.in/right-to-information
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out: audit for the financial year 2023-24 is carried out on 15.06.2024 (b) Report of the audit carried out	Audit report of financial year 2023-24 is available on the https://chemicals.gov.in/right-to-information
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	(a) 27 th June, 2025 (b) Shri Ganga Kumar, Deputy Director General
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not constituted (31.12.2023)
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	No Committee has been constituted till 31 st December, 2023.

6. Information disclosed on own initiative.

6.1 : information disclosed so that public have minimum resort to use of RTI Act to obtain information

Maximum possible.

6.2 : Guidelines for Indian Government Websites (GIGGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)

(i) Whether STQC certification obtained and its validity;

Yes, valid up to 20.04.2026

(ii) Does the website show the certificate on the website?

Yes at the bottom right corner of the home page. The link is:

[https://chemicals.gov.in/sites/default/files/inline-files/Certificate of Department of Chemicals %26 Petrochemicals.PDF](https://chemicals.gov.in/sites/default/files/inline-files/Certificate%20of%20Department%20of%20Chemicals%20Petrochemicals.PDF)
