

**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(<http://www.hocl.gov.in> )
- 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/Organization-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 Officers of Joint Secretary level:** 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:** 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](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:-**

Sr. No.	Employee Name	Designation	Pay Level	Basic Pay As on 01.01.2024
1.	Nivedita Shukla Verma	Secretary	17	225000
2.	Deepak Mishra	Joint Secretary	14	211800+5800
3.	Divya Parmar	Economic Advisor	14	167200
4.	Ganga Kumar	Deputy Director General	14	177400
5.	H Kam Suanthang	Joint Secretary	14	162300
6.	Susanta Kumar Purohit	Joint Secretary	14	205600+5700
7.	Awijit Rakshit	Director	13	147000+1500
8.	K P Balaji	Principal Staff Officer	13	130600
9.	Kanishk Kant Srivastava	Director	13	142700+1500
10.	Rajendra Kumar Soni	Director	13	191800+2000
11.	Ram Sajeevan	Director	13	126800
12.	Swami Shanteshwar	Private Secretary	13	134500
13.	Shalini Mahajan	Joint Director	12	83600
14.	Shanker Choudhary	Deputy Secretary	12	119300

15.	A Ajitha	Pr. Private Secretary	11	71800
16.	Chitvan Singh Dhillon	Deputy Director	11	71800
17.	Brij Lal	Pr. Private Secretary	11	91100
18.	Deepi Prasad	Pr. Private Secretary	11	74000
19.	Mamta Malik	Pr. Private Secretary	11	74000
20.	Manju Singh	Under Secretary	11	93800
21.	Pamela Suresh Kumar	Under Secretary	11	96600
22.	Rakesh Kumar	Deputy Director (OL)	11	99500
23.	Rohit Misra	Deputy Industrial Adviser	11	76200
24.	Satender Prasad	Under Secretary	11	88400
25.	Shibu Das	Under Secretary	11	78500
26.	Sudhir Kumar Tevatia	Under Secretary	11	76200
27.	Sunil Kumar Singh	Under Secretary	11	78500
28.	Vishal Choudhary	Deputy Industrial Adviser	11	88400
29.	Himanshi Trivedi	Assistant Director	10	61300
30.	Shama Rana	Section Officer	10	84900
31.	Sachin Kumar Poria	Section Officer	10	63100
32.	Aparna Anand	Section Officer	10	63100
33.	Harish Kumar	Section Officer	10	63100
34.	Bijender	Section Officer	8	60400
35.	Kheem Singh Chauhan	Section Officer	8	53600
36.	Preeti Garg	Section Officer	8	64100
37.	Rahul Bharti	Section Officer	8	60400
38.	Gaurav Kumar Raj	Section Officer	8	56900
39.	Ramanuj Gautam	Senior Translation Officer	8	76500
40.	Devendra Kumar Singh	Senior Statistical Officer	7	53600
41.	Channabasappa D S	Second P A	7	47600
42.	Krishna Kumar Al	Second P A	7	47600
43.	Deepak Singh	Assistant Section Officer	7	60400
44.	Deepak Kumar	Assistant Section Officer	7	52000
45.	Ekta Barkhodia	Assistant Section Officer	7	56900
46.	Aman Dahiya	Assistant Section Officer	7	53600
47.	Bablu Kumar Verma	Assistant Section Officer	7	52000
48.	Gopal Kumar Roy	Assistant Section Officer	7	56900
49.	Manju Kumari	Assistant Section Officer	7	55200
50.	Manoj Kumar Jha	Assistant Section Officer	7	52000
51.	Manu	Assistant Section Officer	7	56900
52.	Mukesh Bhatia	Assistant Section Officer	7	56900
53.	Niraj Ranjan	Assistant Section Officer	7	56900
54.	Nitin Sakarwal	Assistant Section Officer	7	53600
55.	Parvesh Rani	Assistant Section Officer	7	56900

56.	Puran Chand	Assistant Section Officer	7	46200
57.	Satish Kumar	Assistant Section Officer	7	56900
58.	Sharad Kumar Verma	Assistant Section Officer	7	56900
59.	Simmy	Assistant Section Officer	7	56900
60.	Subhash Yadav	Assistant Section Officer	7	46200
61.	Vishal	Assistant Section Officer	7	55200
62.	Gaurav Katoch	Personal Assistant	7	47600
63.	Pooja	Personal Assistant	7	47600
64.	Raghuvendra Kumar	Personal Assistant	7	47600
65.	Sunil Kumar	Senior Translation Officer	7	70000
66.	Pavan Singh	Stenographer Grade D	6	37600
67.	Archit Raj	Stenographer Grade D	4	25500
68.	Ishika Jadoun	Stenographer Grade D	4	25500
69.	Mohd Shakib	Stenographer Grade D	4	25500
70.	Shashi	Stenographer Grade D	6	37600
71.	Rakesh Kumar	Junior Statistical Officer	6	44900
72.	Ankur Debnath	Junior Statistical Officer	6	37600
73.	Roli Verma	Junior Translation Officer	6	38700
74.	Naresh Kumar Malik	Junior Secretariat Asstt.	4	42200
75.	Rajbir Singh	Junior Secretariat Asstt.	4	44800
76.	Ram Prasad	Multi Tasking Staff	4	42200
77.	Gajraj Harpal	Multi Tasking Staff	4	42200
78.	Narendra Dhyani	Multi Tasking Staff	4	42200
79.	Satpal Singh	Multi Tasking Staff	4	46100
80.	Shakuntala	Multi Tasking Staff	4	43500
81.	Bikram Singh	Multi Tasking Staff	3	39400
82.	Brij Lal Sharma	Multi Tasking Staff	3	38300
83.	Jugal Kishore	Multi Tasking Staff	3	37200
84.	K V Davis	Multi Tasking Staff	3	37200
85.	Om Prakash	Multi Tasking Staff	3	39400
86.	Pawan Kumar	Multi Tasking Staff	3	39400
87.	Suresh Kumar	Multi Tasking Staff	3	36100
88.	Bhuneshwar Sah	Multi Tasking Staff	2	33000
89.	Bindeshwari Prasad	Multi Tasking Staff	2	37200
90.	Ram Nath	Multi Tasking Staff	2	36100
91.	Ram Kumar Singh	Multi Tasking Staff	2	37200
92.	Uma Shankar Prasad	Multi Tasking Staff	2	33000
93.	Vineet Kumar	Multi Tasking Staff	2	26000
94.	Ankit Singh	Multi Tasking Staff	1	18500
95.	Bhay Singh Meena	Multi Tasking Staff	1	18500

96.	Idhaya Chandran	Multi Tasking Staff	1	19100
97.	Mohd Asif	Multi Tasking Staff	1	20900
98.	Mohit Singh	Multi Tasking Staff	1	20900
99.	Rahul Nagar	Multi Tasking Staff	1	20300
100	Ravi Kumar Meena	Multi Tasking Staff	1	18500
101	Sandeep Kaushik	Multi Tasking Staff	1	21500
102	Sourav Ghosh	Multi Tasking Staff	1	20900
103	Ujjawal	Multi Tasking Staff	1	20900
104	Pratima Raw	Multi Tasking Staff	1	18000
105	Uma	Multi Tasking Staff	1	18000
106	Abhay Singh Chauhan	Multi Tasking Staff	1	18000
107	Tapeswar Nath Dubey	Multi Tasking Staff	1	18000
108	Saurabh Thakur	Multi Tasking Staff	1	18000
109	Ravinder Singh	Despatch Rider	2	23100
110	Sandeep Kumar	Staff Car Driver	2	21100
111	Surendra Singh	Staff Car Driver	2	25200
112	Sushil Kumar Chourasia	Staff Car Driver	2	24500
113	Bhupender Singh	Staff Car Driver	2	25200
114	Pawan Rathore	Staff Car Driver	2	21100

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

Available at :- <https://chemicals.gov.in/sites/default/files/rti/CPIOs.pdf>

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

(i)- Pending for Minor penalty or Major Penalty proceedings- **Nil**

(ii) – Finalized for Minor penalty or Major penalty proceedings-One (Major penalty imposed on Shri Subhash Yadav, ASO and will continue till 14.5.2024.

#### **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.



## 2. **Budget and Programme**

### 2.1:- Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc

Information available on – <https://chemicals.gov.in/demand-grants>

### 2.2 :- Foreign and domestic tours

(i) **Budget:-** Foreign Travel Expense – 35 Lakh for the FY 2023-24.

Domestic Travel Expense- 80 Lakh for the FY 2023-24.

(ii) **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;**

Foreign Tours by officers of the rank of Joint Secretary to the Government and above, as well as the heads of the Department of Chemicals & Petrochemicals during the years 2020-21, 2021-22, 2022-23 and 2023-24 (As on 15.02.2024).

#### **2020-21**

S. No.	Name and Designation	Places visited	Period of visit	No. of Members in the Official Delegation	Expenditure on the visit
1	No foreign tours in 20-21				

#### **2021-22**

S. No.	Name and Designation	Places visited	Period of visit	No. of Members in the Official Delegation	Expenditure on the visit
1.	No foreign tours in 21-22				

**2022-23**

S. No.	Name and Designation	Places visited	Period of visit	No. of Members in the Official Delegation	Expenditure on the visit
1	Vishal Choudhary, DIA	Geneva	06.06.2022 to 10.06.2022		131445
2	Shanteshwar Swami	Munich	11.05.2022 to 13.05.2022		188810
3	Vishal Choudhary, DIA	Rome	22.02.2023 to 24.02.2023		32816
4	Kanishk Kant Srivastava, Director	Japan	27.02.2023 to 01.03.2023		32772
TOTAL					385843

**2023-24**

S. No.	Name and Designation	Places visited	Period of visit	No. of Members in the Official Delegation	Expenditure on the visit
1	Vishal Choudhary, DIA	Rome	22.02.2023 to 24.02.2023		109624
2	Kanishk Kant Srivastava, Director	Japan	27.02.2023 to 01.03.2023		174667
3	Susanta Kumar Purohit, Joint Secretary	Geneva, Switzerland	01.05.2023 to 05.05.2023		568029
4	Vishal Choudhary, DIA	Geneva	6.6.2022 to 10.6.2022		150612
5	Dr. Shanteshwar Swami, PS to MOS	Munich, Germany	11.5.2022 to 13.5.2022		445484
6	Vishal Choudhary, DIA	Washington DC, New York	19.07.2023 to 20.07.2023		196690
7	Kanishk Kant Srivastava, Director	Paris	05.06.2023 to 07.06.2023		140353
8	Deepak Mishra, Joint Secretary	Paris	29.05.2023 to 02.06.2023		168557
9	Susanta Kumar Purohit, Joint Secretary	Bonn, Germany	25.9.2023 to 29.9.2023		504382
10	Awijit Rakshit, Director	Canberra, Australia	18.9.2023 to 19.9.2023		199212

11	Varun Singh Poonia, Dy. Industrial Advisor	Stockholm, Sweden	25.9.2023 to 29.9.2023		212520
12	Dr. Shanteshwar Swami, PS to MOS	Hague, The Netherlands	6.11.2023 to 8.11.2023		238495
13	Deepak Mishra, Joint Secretary	Nairobi, Kenya	13.11.2023 to 19.11.2023		310201
14	Vishal Choudhary, Dy. Industrial Advisor	Berlin, Germany	29.1.2024 to 2.2.2024		67180
TOTAL					3486006

**Domestic Tours during the year 2023-24 (as on 29.02.2024)**

<b>S.No.</b>	<b>Name (Shri/Smt.)</b>	<b>Place Visited</b>	<b>Period of Visit</b>	<b>Expenditure on Visit</b>
1.	Kanishk Kant Srivastava, Director	Mumbai	9-10 March, 2023	2696
		Mumbai	23-25 January, 2023	1696
2.	Vishal Choudhary, DIA	Mumbai	1-2 March, 2023	4032
3.	Susanta Kumar Purohit, Joint Secretary	Mumbai	28 Feb-2 March, 2023	3240
4.	Ganga Kumar, DDG	Patna	26-28 Feb, 2023	13320
5.	Vishal Choudhary, DIA	Vadodara	16 March, 2023	2552
6.	Aman Dahiya, ASO	Madurai	24-28 March, 2023	7111
7.	Shanker Choudhary, Dy. Secretary	Panchgani, Maharashtra	12-19 March, 2023	12668
8.	Krishna Kumar AI, 2nd PA to MOS (C&F)	Surat/Bengaluru alongwith MOS	17-20 November, 2022	3240
		Trivandrum/ Hyderabad/Bidar/ Bengaluru alongwith MOS	21-28 November, 2022	6440
		Hyderabad/Bidar/ Bengaluru	30 Nov-6 December, 2023	5960
		Hyderabad/ Bengaluru	10-27 February, 2023	13600
		Hyderabad	14-18 December, 2023	3760
		Hyderabad/ Tirupati /Bengaluru	23 Dec -10 January, 2023	15600
		Guwahati/ Hyderabad/ Bidar/ Bengaluru/ Coimbatore	11-25 January, 2023	14160
9.	Vishal Choudhary, DIA	Mumbai	9 March, 2023	3098

10.	Ram Sanjeevan, Director	Surat	16-18 April, 2023	3729
11.	Deepak Mishra, Joint Secretary	Rajkot	22 April, 2023	6933
12.	Sharad Kumar Verma, ASO Smt. Ekta Barkhodia, ASO Smt. Simmy, ASO	During study tour programme conducted by ISTM	1 May -9 June, 2023	60940
13.	Devendra Kumar Singh, SSO	Surat	16-18 April, 2023	2888
14.	Patil Naresh Dhyaneshwar, Research Officer	Surat	16-18 April, 2023	3141
15.	Channabasappa DS, 2nd PA to MOS(C&F)	Bengaluru/ Hyderabad accompanied MOS	10 Feb -15 March, 2023	27600
16.	Ms. Himanshi Trivedi, RO	Hyderabad to attend 15 weeks Foundation course	22 January -6 May, 2023	2889
17.	H Kam Suanthang, Joint Secretary	Chennai	10-11 May, 2023	3300
18.	Channabasappa DS, 2nd PA to MOS(C&F)	Bengaluru/ Hyderabad/ Cochin accompanied MOS	16-23 March 2023	5960
19.	Ankur Debnath, JSO	Surat	16-18 April, 2023	3400
20.	Channabasappa DS, 2nd PA to MOS(C&F)	Hyderabad accompanied MOS	3-6 February, 2023	2960
		Hyderabad accompanied MOS	26-28 January, 2023	2160
21.	Manoj Kumar Jha, ASO	Chennai	10-11 May, 2023	3048
22.	Krishna Kumar AL, 2nd PA to MOS(C&F)	Bengaluru/ Bidar	13-18 April, 2023	10340
		Bengaluru/ Hyderabad / Bidar	19 April -13 May, 2023	29678
23.	Patil Naresh Dhyaneshwar, RO	Kolkata	11-13 May, 2023	7608
24.	Rakesh Kumar, JSO	Kolkata	11-13 May, 2023	4998
25.	Susanta Kumar Purohit, Joint Secretary	Ahmedabad	14-16 May, 2023	2760

26.	Channabasappa DS, 2nd PA to MOS	Bengaluru/ Hyderabad / Bidar	24 March -11 May, 2023	41400
27.	Ganga Kumar, DDG	Goa & Kochi	21-26 May, 2023	6840
28.	Channabasappa DS, 2nd PA to MOS	Bengaluru/ Hyderabad / Bidar	12-15 May, 2023	2960
		Guwahati/ Hyderabad / Bengaluru	17-22 May, 2023	4800
29.	Patil Naresh Dhyaneshwar, RO	Goa & Kochi	19-26 May, 2023	800
30.	Susanta Kumar Purohit, Joint Secretary	Vishakhapatnam/ Vijayawada	14-16 June, 2023	3600
31.	Nitin Sakarwal, ASO	Chennai	21-23 June, 2023	4850
32.	Kanishk Kant Srivastava, Director	Ahmedabad	14-16 May, 2023	3460
		Vishakhapatnam/ Vijayawada	15-16 June, 2023	2950
33.	Susanta Kumar Purohit, Joint Secretary	Bhubaneshwar	12-14 July, 2023	3240
34.	Awijit Rakshit, Director	Chennai	21-26 June, 2023	10770
35.	Rahul Nagar, MTS	Local TA	May-June, 2023	2640
36.	Rakesh Kumar, Dy. Director	Dehradun	8-9 May, 2023	11760
37.	Ms. Himanshi Trivedi, RO	Attending 1st Chintan Shivir in NOIDA	27-28 July, 2023	3288
38.	Krishna Kumar AL, 2nd PA to MOS(C&F)	Bengaluru/ Vijayabada/ Hyderabad	28 May-5 June, 2023	7840
		Cochin/ Hyderabad /Coimbatore / Hubli/ Bidar	7-25 June, 2023	15560
		Bengaluru/ Bidar	29 June -22 July, 2023	25986
39.	Rahul Nagar, MTS	Local TA	July, 2023	1430
40.	Smt. Roli Verma, Junior Translator Officer	Study Tour to Udaipur	27-30 July, 2023	5662
41.	Ram Sajeevan,	Bengaluru	24-25 August,	2942

	Director		2023	
42.	Shibu Das, Under Secretary	Vishakhapatnam	30 August-3 September, 2023	3752
43.	Susanta Kumar Purohit, Joint Secretary	Vishakhapatnam	31 August-1 September, 2023	2040
44.	Ms. Shalini Mahajan, Joint Director	Attending Mid-Career Training Programme at Kozhikode	16-29 July, 2023	21945
45.	Patil Naresh Dhyaneswar, RO	Chennai & Port Blair	2-8 September, 2023	7145
46.	Susanta Kumar Purohit, Joint Secretary	Mumbai	14-16 September, 2023	3240
47.	Sudhir Kumar Tevatia, Under Secretary	Lucknow	27-31 August, 2023	5490
48.	Rahul Nagar, MTS	Local TA	August, 2023	1445
49.	Deepak Mishra, Joint Secretary	Gorakhpur	3-4 October, 2023	8951
50.	Kanishk Kant Srivastava, Director	Vishakhapatnam	31 August-1 September, 2023	2494
51.	Krishna Kumar AL, 2nd PA to MOS(C&F)	Hyderabad/ Bengaluru/ Mumbai/ Ahmedabad	11-21 August, 2023	23497
52.	Ramanuj Gautam, Sr. Translator Officer	Patna / Bhagalpur	28 September-5 October 2023	15644
53.	Rohit Misra, DIA	Vadodara	10-12 October, 2023	2270
		Vishakhapatnam	31 August-1 September, 2023	2350
54.	Ganga Kumar, DDG	Vadodara	10-11 October, 2023	1560
		Bengaluru	17-19 October, 2023	3240
55.	Devendra Kumar Singh, SSO	Vadodara/ Valsad / Mumbai	3-5 October, 2023	4976
56.	Rajendra Kumar Soni, Director	Bengaluru	10-16 September, 2023	7813
57.	Ms. Himanshi Trivedi, Assistant Director	Vadodara / Pune	3-5 October 2023	6988
58.	Shanteshwar Swami,	Mumbai/Kolkata/	13-17 October,	4000

	PS to MOS(C&F)	Agartala alongwith MOS(C&F)	2023	
59.	Rakesh Kumar, JSO	Vadodara	9-13 October, 2023	3926
60	Rahul Nagar, MTS	For delivering official letter to Govt. offices	September, 2023	1108
61.	Susanta Kumar Purohit, JS	Mumbai	6-9 November, 2023	2400
62.	Ms. Himanshi Trivedi, Asstt. Director	Chennai	6-9 November, 2023	688
63.	Awijit Rakshit, Director	Bengaluru	15-16 October, 2023	3767
		Mumbai	8-10 October, 2023	3369
64.	Varun Singh Poonia, DIA	During Training at Vadodara	31 July – 6 September, 2023	33058
65.	Harish Kumar, SO	Rewari, Haryana	18-19 November, 2023	7276
66.	Rohit Misra, DIA	Mumbai	6-7 November, 2023	3626
67.	Susanta Kumar Purohit, JS	Bhubaneshwar	15-17 November, 2023	3240
68.	Shibu Das, US	Kurnool, Andhra Pradesh	17 November, 2023	9486
69.	Devendra Kumar Singh, SSO	Mumbai	7-9 November, 2023	4550
70.	Awijit Rakshit, Director	Bhawaneshwar	9-10 November, 2023	3916
		Balasore	16-17 November, 2023	4181
71.	Channabasappa DS, 2 <sup>nd</sup> PA to MOS	Bengaluru	13-20 October, 2023	19853
		Bengaluru	15 August-13 September, 2023	30153
72.	Meghraj Meena, ASO	During training programme ASO of CGLE-2022		6236
73.	Shanker Choudhary, DS	Viajaywada	12-14 December, 2023	9194
74.	Rohit Misra, DIA	Vadodara	3-4 December, 2023	3596
75.	Susanta Kumar	Vadodara/Bharuch	23 December,	1200



	Purohit, JS		2023	
		Vishakhapatnam	9-10 January, 2024	2040
76.	Sudhir Kumar Tewaita, US	Chennai	30 November – 1 December, 2023	3430
77.	Deepak Mishra, JS	Lucknow	29-30 December, 2023	9128
		Amroha	9 January, 2024	9840
78.	Awijit Rakshit, Director	Chennai	30 November – 1 December, 2023	2513
		Bhubaneswar	3-5 January, 2023	4100
		Kolkata/ Balasore	10-12 January, 2024	4928
79.	Shanker Choudhary, DS	Jaisalmer	13-16 January, 2024	4548
80.	Susanta Kumar Purohit, JS	Vadodara	18-19 January, 2024	1560
81.	Smt. Divya Parmar, Economic Advisor	Jaisalmer	14-16 January, 2024	3240
82.	Susanta Kumar Purohit, JS	Mumbai	16-17 January, 2024	2040
83.	Ram Sajeevan, Director	Jaisalmar	15-19 January, 2024	1827
84.	Rohit Misra, DIA	Vadodara	18-20 January, 2024	2970
85.	Shibu Das, US	Vadodara	13-24 January, 2024	7892
86.	Shanteshwar Swami, PS to MOS	Kolkata, Mumbai, Dibrugarh	24-30 January, 2024	6700
87.	Krishna Kumar AL, 2 <sup>nd</sup> PA to MOS	Hyderabad, Magalore, Bengaluru, Vishakhapatnam	23-28 August, 2023	4560
		Bengluru, Coimbatore, Hyderabad	29 august – 5 September, 2023	6160
		Udaipur, Hyderabad, Bangalore	22 September – 10 October, 2023	15200
		Vijayawada, Hyderabad	13-17 September, 2023	3760
		Hyderabad, Kolkata, Agartala,	12 October – 27 November, 2023	37600

		Bangalore, Chennai		
		Hyderabad	10-11 September, 2023	1600
		Hyderabad	29 November -10 December, 2023	9600
88.	Shanker Choudhary, DS	Coimbatore	29 January – 2 February, 2024	10348
89.	Bijender, SO	Kochi, Kerala	31 January – 2 February, 2024	7911
90.	Channabasappa DS, 2 <sup>nd</sup> PA to MOS	Hyderabad	15-17 December, 2023	2160
		Hyderabad	20-21 December, 2023	1360
		Hyderabad, Bengaluru	22 December ,23 – 31 January, 2024	32000
91.	M/s Ashok Travel & Tours	Payment towards above domestic tour performed by officials of this Department	January, 2023	119109
92.	M/s Balmer Lawrie		February, 2023	373534
93.	M/s Ashok Travel & Tours		January-March 2023	654533
94.	M/s IRCTC		November,2022 to January 2023	263182
			January-February 2023	251701
			March 2023	63245
95.	M/s Balmer Lawrie		April 2023	402006
96.	M/s IRCTC		April 2023	70341
97.	M/s Ashok Travel & Tours		February-March 2023	118874
98.	M/s IRCTC		May-June, 2023	334859
99.	M/s Balmer Lawrie		May-August, 2023	872074
100.	M/s IRCTC		July – November, 2023	370605
			September- October, 2023	217492
101.	M/s Ashok Travel & Tours		August-November, 2023	798073
102.	M/s Balmer Lawrie		August-November, 2023	748139
TOTAL				6872290

### (iii) Information related to procurements.

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

### 2.3:- Manner of execution of subsidy programme

NIL

### 2.4:- Discretionary and non-discretionary grants

#### Chemicals Promotion Development Scheme

2017-18

BE Rs. 1.99

crore RE Rs.

1.99 crore

(Amount in Rs.)

S. No.	Event Details	Organizer	Amount
1	Conference on “Potential of plastics industry in Northern India with focus to Plastic culture and packaging” held on 18 <sup>th</sup> April, 2017 at Chandigarh	FICCI	2,00,000
2	Study on impact of FTAs on chemical and petrochemical sector by Indian Institute of Foreign Trade (IIFT), New Delhi	IIFT	8,72,000
3	5 <sup>th</sup> Industrial Green Chemistry World – Convention and Ecosystem (IGCW-2017) to be held during 5-6 October, 2017 at Mumbai	Green Chemistry Foundation	5,00,000
4	6 <sup>th</sup> International Phosgene Conference and workshop held on 31 <sup>st</sup> August, 2017 at Vadodara, Gujarat	Indian Chemical Council	1,90,000
5	International Conference on Advancements in Polymeric Materials (APM)-2018 – 9 <sup>th</sup> in series held during 2-4 February, 2018 at CIPET, Bhubaneswar	CIPET	60,00,000
6	4 <sup>th</sup> edition – Chemistry Everywhere Conference held on 28 <sup>th</sup> November, 2017 at New Delhi	Confederation of Indian Industry	2,00,000
7	Seminar on recognizing excellence of performance in various facets of chemical industry held on 29 <sup>th</sup> September, 2017 at Mumbai	Indian Chemical Council	2,40,000
8	4 <sup>th</sup> edition of CHEMINAR	Indian Chamber of Commerce	3,00,000

9	1 <sup>st</sup> instalment for 8 <sup>th</sup> National Awards for Technology Innovation in Petrochemicals and Downstream Plastic Processing Industry” for the year 2017-18	CIPET, Chennai	50,00,000
		Total	1,35,02,000

## 2.6:- CAG & PAC paras

There are no Civil CAG & PAC paras pending against the Department for settlement.

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**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 1.1.2023 to 31.12.2023 <b>Received:- 207 Disposed:- 202</b>
		(iii)List of completed schemes/projects/Programmes	<a href="https://chemicals.gov.in/">https://chemicals.gov.in/</a>
		(iv)List of schemes/projects/programmes	<a href="https://chemicals.gov.in/">https://chemicals.gov.in/</a>
		(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:- <a href="http://chemicals.gov.in/citizen-charter">http://chemicals.gov.in/citizen-charter</a>
		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 1.1.2023 to 31.12.2023 <b>Received:- 207 Disposed:- 202</b>
		(ii) Details of RTI appeals	From 1.1.2023 to 31.12.2023

	Dt.15.04.2013)	received and orders issued	<b>Received:- 8    Disposed:-</b> 8
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of parliament questions asked and replies given	<a href="https://parliamentofindia.nic.in/">https://parliamentofindia.nic.in/</a>

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## 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	<a href="http://chemicals.gov.in/rti">http://chemicals.gov.in/rti</a>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit of voluntary disclosure yet to be undertaken (31 <sup>th</sup> December, 2023)
		(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) 20 <sup>th</sup> December, 2023 (b) Ms. Divya Parmar, Economic Advisor
		(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 <sup>st</sup> December, 2023.

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## **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/online-files/Certificate\\_of\\_Department\\_of\\_Chemicals\\_%26\\_Petrochemicals.PDF](https://chemicals.gov.in/sites/default/files/online-files/Certificate_of_Department_of_Chemicals_%26_Petrochemicals.PDF)

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