

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

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)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Ministry of Chemicals and Fertilizers, Department of Chemical & Petrochemicals, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi.
		(ii) Head of the organization	Secretary
		(iii) Vision, Mission and Key objectives	<p>a. To formulate and implement policy and programmes for achieving growth and development of the Chemical and Petrochemical sectors in the country;</p> <p>b. To foster the spirit of public-private partnership for overall development of above mentioned sectors of the industry.</p>
		(iv) Function and duties	The work allocated to Department of Chemicals and Petrochemicals as per the Allocation of Business Rules, is listed as under:

			<p>a. Insecticides excluding the administration of The Insecticides Act, 1968 (46 of 1968);</p> <p>b. Dye-stuffs and dye-Intermediates.</p> <p>c. All organic and inorganic chemicals, not specifically allotted to any other Ministry or Department;</p> <p>d. Planning, development and assistance to all industries dealt with by the Department.</p> <p>e. Bhopal Gas Leak Disaster-Special Laws relating thereto;</p> <p>f. Petrochemicals</p> <p>g. Industries relating to production of non-cellulosic synthetic fibers (Nylon Polyesters, Acrylic etc.);</p> <p>h. Synthetic rubber; and</p> <p>i. Plastic including fabrication of plastic and moulded goods.</p> <p>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 (CPSUs) in the chemical sector namely Hindustan Organic Chemicals Ltd. (HOCL) (http://www.hocl.gov.in), HIL (India) Limited (http://www.hil.gov.in/) and Hindustan Fluorocarbons Limited (HFL) (http://www.hfl.co.in/), which is a subsidiary of HOCL and HFL is under closure. The autonomous institutes under this Department are Central Institute of Petrochemicals Engineering & Technology (CIPET) (https://www.cipet.gov.in/) and Institute of Pesticides Formulation Technology (IPFT) http://www.ipft.gov.in.</p>
		(v) Organization Chart	<p>Available at http://chemicals.gov.in/about-us/organisation-chart</p>
		(vi) Any other details-the genesis, inception, formation of the	

		department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>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.</p> <p>Additional 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 Additional Secretary & Financial Adviser. 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.</p> <p>Economic Advisor: The Economic Wing is headed by Economic Advisor in respect of Business allocated to Economic Division.</p> <p>Joint Secretary and Officers of Joint Secretary level: For smooth functioning, the Department has been divided into various Wings placed under the control two Joint Secretaries and one Deputy Director General (DDG). These officers are entrusted with the responsibility in respect of all business falling within their division's subjects.</p> <p>Director / Deputy Secretary: Each Wing have been further</p>

			<p>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.</p> <p>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.</p>
		(ii) Power and duties of other employees	<p>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.</p> <p>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.</p> <p>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, filling papers, making appointments, arranging meetings and collecting information so as to give</p>

			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 Officers in such a manner as he/she may direct.
		(iii) Rules/ orders under which powers and duty are derived and	As above
		(iv) Exercised	As above
		(v) Work allocation	As above
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	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/Senior Economic Adviser/ 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.
		(ii) Final decision making authority	Directors/ Deputy Secretaries/ Joint Secretary/Senior Economic Adviser/ Secretary/ Hon'ble Minister of State (Chemicals & Fertilizers)/ Hon'ble Minister (Chemicals & Fertilizers)
		(iii) Related provisions, acts, rules etc.	Directors/ Deputy Secretaries/ Joint Secretary/Senior Economic Adviser/ Secretary/ Hon'ble Minister of State (Chemicals & Fertilizers)/ Hon'ble Minister (Chemicals & Fertilizers)
		(iv) Time limit for taking a decisions, if any	Case to case basis.
1.4		(i) Nature of functions/ services offered	The Department discharges its functions as per the extant

	Norms for discharge of functions [Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	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	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	All Divisions of the Department follow the various instructions issued by Govt. time to time on the subjects they are dealing with.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (ii) Custodian of documents/categories	All Divisions concerned in the Department hold all relevant documents as of their concern.
1.7	Boards, Councils, Committees and other Bodies	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted	The Administration Division has the following Internal Committees: i. Committee on MyGov.

	constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iv) Term/ Tenure	ii. Committee on GeM. iii. Committee on Redressal of complaints relating to Sexual Harassment of women at workplace. 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.																																							
		(v) Powers and functions																																								
		(vi) Whether their meetings are open to the public?																																								
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		(viii) Place where the minutes if open to the public are available?																																								
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Telephone Directory of Department of Chemicals & Petrochemicals is available on the website of the Department. It may be accessed at https://chemicals.nic.in/about-us/whos-who																																							
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<table><tr><td>S. No.</td><td>Name & Designation (Shri/Smt./Ms.)</td><td>Basic Pay (as on 01.09.2022)</td></tr><tr><td>1.</td><td>Arti Ahuja, Secretary (C&PC)</td><td>2,25,000/-</td></tr><tr><td>2.</td><td>Susanta Kumar Purohit, JS</td><td>1,93,800/-</td></tr><tr><td>3.</td><td>D. K. Madan, Director</td><td>1,86,200+2000 (PP)</td></tr><tr><td>4.</td><td>R.K. Soni, Director</td><td>1,86,200+2000 (PP)</td></tr><tr><td>5.</td><td>H. K. Suanthang, Director</td><td>1,47,000/-</td></tr><tr><td>6.</td><td>K.K. Srivastava, Director</td><td>1,38,500/-</td></tr><tr><td>7.</td><td>S.S. Ramalinga, PS to MoS</td><td>1,30,600/-</td></tr><tr><td>8.</td><td>K.P. Balaji, PSO</td><td>1,23,100/-</td></tr><tr><td>9.</td><td>S.K. Navhale, Dy. Secretary</td><td>91,400/-</td></tr><tr><td>10.</td><td>Ram Sajeevan, Joint Director</td><td>86,100/-</td></tr><tr><td>11.</td><td>T.P.N. Singh, Under Secretary</td><td>1,05,600/-</td></tr><tr><td>12.</td><td>Rakesh Kumar, Deputy Director (Official Language)</td><td>96,600/-</td></tr></table>	S. No.	Name & Designation (Shri/Smt./Ms.)	Basic Pay (as on 01.09.2022)	1.	Arti Ahuja, Secretary (C&PC)	2,25,000/-	2.	Susanta Kumar Purohit, JS	1,93,800/-	3.	D. K. Madan, Director	1,86,200+2000 (PP)	4.	R.K. Soni, Director	1,86,200+2000 (PP)	5.	H. K. Suanthang, Director	1,47,000/-	6.	K.K. Srivastava, Director	1,38,500/-	7.	S.S. Ramalinga, PS to MoS	1,30,600/-	8.	K.P. Balaji, PSO	1,23,100/-	9.	S.K. Navhale, Dy. Secretary	91,400/-	10.	Ram Sajeevan, Joint Director	86,100/-	11.	T.P.N. Singh, Under Secretary	1,05,600/-	12.	Rakesh Kumar, Deputy Director (Official Language)	96,600/-
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			13.	Shankar Lal Bairwa	93,800/-
			14.	Panela S Kumar	93,800/-
			15.	Amar Singh Chauhan, PPS	91,100/-
			16.	Brij Lal, PPS	88,400/-
			17.	Vishal Choudhary, Deputy Industrial Advisor	85,800/-
			18.	Satender Prasad, US	83,300/-
			19.	Shyam Kumar, US	88,400/-
			20.	Manju Singh, US	85,800/-
			21.	Sunil Kumar Singh, US	71,800/-
			22.	Deepi Prasad	71,800/-
			23.	Vaishnavi K., APS to MoS	69,700/-
			24.	Mamta Malik	69,700/-
			25.	Savitri Anand, SO	82,400/-
			26.	Shama Rana, SO	80,000/-
			27.	Patil Naresh D., RO	61,300/-
			28.	Himanshi Trivedi, RO	59,500/-
			29.	Devendra Kumar Singh, SSO	50,500/-
			30.	Ramanuj Gautam, STO	70,000/-
			31.	Sunil Kumar, STO	68,000/-
			32.	Gopal Kumar Roy, ASO	55,200/-
			33.	Mukesh Bhatia, ASO	55,200/-
			34.	Niraj Ranjan, ASO	55,200/-
			35.	Satish Kumar, ASO	55,200/-
			36.	Bijender, ASO	55,200/-
			37.	Deepak Singh, ASO	55,200/-
			38.	Manu, ASO	55,200/-
			39.	Simmy, ASO	55,200/-
			40.	Aparna Anand, ASO	55,200/-
			41.	Harish Kumar, ASO	55,200/-
			42.	Ekta Barkhodia, ASO	55,200/-
			43.	Sachin Kumar Poria, ASO	55,200/-

			44.	Sharad Kumar Verma, ASO	55,200/-
			45.	Parvesh Rani, ASO	55,200/-
			46.	Rahul Bharti, ASO	55,200/-
			47.	Visha, ASO	53,600/-
			48.	Manju Kumari, ASO	53,600/-
			49.	Nitin Sakarwal, ASO	50,500/-
			50.	Aman Dahiya, ASO	50,500/-
			51.	Subhash Yadav, ASO	49,000/-
			52.	Suraj Bhan, ASO	53,600/-
			53.	Manoj Kumar Jha, ASO	49,000/-
			54.	Bablu Kumar Verma, ASO	49,000/-
			55.	Deepak Kumar, ASO	49,000/-
			56.	Channapasabba D.S., 2 nd PA	46,200/-
			57.	Krishna Kumar AL, 2 nd PA	46,200/-
			58.	Parvathi C, LDC	43,100/-
			59.	Samar Jeet Kumar, PA	44,900/-
			60.	Gaurav Katoch, PA	44,900/-
			61.	Pooja, PA	44,900/-
			62.	Raghuvendra Kumar, PA	44,900/-
			63.	Rakesh Kumar, JSO	42,300/-
			64.	Roli Verma, JTO	36,500/-
			65.	Pavan Singh, Steno	32,300/-
			66.	Shashi, Steno	31,400/-
			67.	Puran Chand, SSA	39,900/-
			68.	Naresh Kumar Malik, JSA	41,000/-
			69.	Rajbir Singh, JSA	43,500/-
			70.	Satpal Singh, MTS	44,800/-
			71.	Bishan Chand, MTS	41,000/-
			72.	Dharam Pal Singh, MTS	41,000/-
			73.	Shakuntala, MTS	41,000/-
			74.	Ram Prasad, MTS	38,300/-
			75.	Gajraj Singh	38,300/-

			76.	Narendra Dhyani	38,300/-
			77.	Om Prakash, MTS	37,200/-
			78.	Pawan Kumar, MTS	37,200/-
			79.	Jitender Kumar, MTS	37,200/-
			80.	Bikram Singh, MTS	37,200/-
			81.	Ram Kumar Singh	36,100/-
			82.	Suresh Kumar, MTS	34,000/-
			83.	Bindeshwari Prasad, MTS	36,100/-
			84.	Brij Lal Sharma, MTS	35,000/-
			85.	Jugal Kishore, MTS	35,000/-
			86.	K.V. Davis, MTS	35,000/-
			87.	Ram Nath, MTS	35,000/-
			88.	Bhuneshwar Sah, MTS	32,000/-
			89.	Uma Shankar Prasad, MTS	32,000/-
			90.	Vineet Kumar, MTS	23,500/-
			91.	Sandeep Kumar, MTS	20,900/-
			92.	Ujjawal, MTS	20,300/-
			93.	Sanjeev, MTS	20,300/-
			94.	Sourav Ghosh, MTS	20,300/-
			95.	Mohit Singh, MTS	20,300/-
			96.	Mohd. Asif, MTS	20,300/-
			97.	Mahendra Kumar Kumhar, MTS	20,300/-
			98.	Anil Kumar, MTS	20,300/-
			99.	Rahul Nagar, MTS	19,100/-
			100.	Jaikishan Bharambhatt, MTS	18,500/-
			101.	Sandeep Kumar, SCD	19,900/-
			102.	Pawan Rathore, SCD	19,900/-
			103.	Bhupender Singh, SCD	24,500/-
			104.	Surendra Kumar, SCD	24,500/-
			105.	Sushil Kumar Chourasia, SCD	23,100/-

			106. Ravindra Singh, DR	21,700/-	
			107. Idhaya Chandran, MTS	18,500	
		(ii) System of compensation as provided in its regulations	Not applicable.		
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Available at:- https://chemicals.nic.in/sites/default/files/46_0.pdf		
		(ii) Address, telephone numbers and email ID of each designated official.	Available at:- https://chemicals.nic.in/sites/default/files/46_0.pdf		
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been			
		(i) Pending for Minor penalty or major penalty proceedings	Pending for Minor penalty or Major Penalty proceedings- 1		
		(ii) Finalised for Minor penalty or major penalty proceedings	No.		
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The Department had organized 3 days training programmes on 26.2.2018 to 28.2.2018 and 16.4.2018 to 18.4.2018 at ISTM, New Delhi on various matters including RTI Act. In addition, the Department nominates officers from time to time for the various cadre training programmes etc.		
		(ii) Efforts to encourage public authority to participate in these programmes			
		(iii) Training of CPIO/APIO			

		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		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

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)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Available at : http://chemicals.gov.in/
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	<ul style="list-style-type: none"> Foreign Travel Expense – 30 Lakh for the FY 2022-23. Domestic Travel Expense- 40 Lakh for the FY 2022-23.

		<p>(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.</p> <ol style="list-style-type: none"> Places visited The period of visit The number of members in the official delegation Expenditure on the visit 	<p><u>FOREIGN TOURS</u> 2020-21 – No Foreign Tours 2021-22 – No Foreign Tours 2022-23 – (i) Dr. Vishal Choudhary, DIA visited at Geneva during 06 to 10.6.2022 Rs.1,31,445/-. (ii) Shri Shanteshwar Swami visited at Munich during 11 to 13.05.2022 Rs.1,88,810/-.</p> <p><u>DOMESTIC TOURS</u> i) Arti Ahuja, Secretary visited at Chandigarh during 6-8 May, 2022 Rs.1,216/-. ii) N.K. Santoshi, DDG, visited at Coimbatore/Ooty during 23-24 May, 2022 Rs.6,097/-. iii) N.K. Santoshi, DDG, visited at Agartala during 2-4 June, 2022 Rs.5,232/-. iv) N.K. Santoshi, DDG, visited at Srinagar during 10-12 June, 2022 Rs.3,240/-. v) N.K. Santoshi, DDG, visited at Ahmedabad during 14-16 June, 2022 Rs.3,905/-. vi) N.K. Santoshi, DDG, visited at Mumbai during 10-11 July, 2022 Rs.4,218/-. vii) N.K. Santoshi, DDG, visited at Chennai during 14-16 July, 2022 Rs.4,263/-. viii) Susanta Kumar Purohit, Joint Secretary visited at Mumbai, Ahmedabad and Bhopal during 14-15 June, 2022, 18th June, 2022 and 16 July, 2022 Rs.4,800/-</p>
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			ix) N.K. Santoshi, DDG, visited at Rajkot during 17-19 August, 2022 Rs.4,896/-. x) H. Kam Suanthang, Director visited at Chennai during 15-17 th August, 2022 Rs.869/-. xi) Susanta Kumar Purohit, Joint Secretary visited at Bhubaneshwar during 12-15th August, 2022 Rs.4,800/-.
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	The Department is using GeM platform for tender enquiries and award of work/service contract.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Nil
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	

2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<u>Chemicals Promotion Development Scheme :</u>			
				<u>2017-18 - BE Rs. 1.99 crore RE Rs. 1.99 crore</u>			
				S. No.	Programme	Organizer	Amount (In Rs.)
				1.	Conference on “Potential of Plastic Industry in Northern India with focus of Plastic Culture and Packaging” held on 18 th April, 2017 at Chandigarh	FICCI	2,00,000/-
				2.	Study on impact of FTAs on chemical and petrochemicals sector by Indian Institute of Foreign Trade (IIFT), New Delhi	IIFT	8.72.000/-
3.	5 th Industrial Green Chemistry World – Convention and Ecosystem (IGCW-2017) to be held during 5-6	Green ChemisTree Foundation	5,00,000/-				

				October, 2017 at Mumbai		
			4.	6 th International Phosgene Conference and workshop held on 31 st August, 2017 at Vadodara, Gujarat.	Indian Chemical Council	1,90,000/-
			5.	International Conference on Advancements in Polymeric Materials (APM) 2018-9 th in series held during 2-4 February, 2018 at CIPET Bhubaneswar	CIPET	60,00,000/-
			6.	4 th edition – Chemistry Everywhere Conference held on 28 th November, 2017 at New Delhi	Confederation of Indian Industry	2,00,000/-
			7.	Seminar on recognizing excellence of performance in various facts of chemical industry held on 29 th Sept.,	Indian Chemical Council	2,40,000/-

				2017 at Mumbai.		
				8.	4 th edition of CHEMINAR	Indian Chamber of Commerce
				9.	1 st instalment for 8 th National Awards for Technology Innovation in Petrochemicals and Downstream Plastic Industry” for the year 2017-18.	CIPET Chennai
						3,00,000/-
						50,00,000/-
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NIL			
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations				
2.6	‘CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	There are no Civil CAG & PAC paras pending against the Department for settlement.			

3. Publicity Band Public interface

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)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	Not Applicable
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
		Public- private partnerships (PPP)	Not Applicable
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable

		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not Applicable
		(ii) Outline the Public consultation process	Not Applicable
		(iii) Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Available at Home Department of Chemicals & Petro-Chemicals MoC&F Go!
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Report Department of Chemicals & Petro-Chemicals MoC&F Go!
		(ii) Printed format	Report Department of Chemicals & Petro-Chemicals MoC&F Go!
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Free of cost
		(ii) At a reasonable cost of the medium	Not applicable

4. E.Governance

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)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English/ Hindi
		(ii) Vernacular/ Local Language	Not Applicable
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Regularly
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	I. http://chemicals.gov.in/ II. http://chemicals.gov.in/bhopalgas-leak-law III. http://chemicals.gov.in/chemical-weapons-convention IV. http://chemicals.gov.in/schemes V. http://chemicals.gov.in/chemicals-promotion-development-scheme VI. Report Department of Chemicals & Petro-Chemicals MoC&F GoI
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.5	Such other information as may	(i) Grievance redressal mechanism	Centralised Public Grievance Redressal and Monitoring Systems

	be prescribed under section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	From 1.1.2018 upto 19-09-2022 RTI request:- 1266 RTI Disposed:- 1250
		(iii) List of completed schemes/ projects/ Programmes	http://chemicals.gov.in/schemes
		(iv) List of schemes/ projects/ programme underway	http://chemicals.gov.in/schemes
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	-
		(vi) Annual Report	https://chemicals.nic.in/document-report/annual-report
		(vii) Frequently Asked Question (FAQs)	--
		(viii) Any other information such as a) Citizen's Charter	Citizens' clients charter of the Department uploaded on the Department website in February, 2018. Location of citizens clients charter is:- http://chemicals.gov.in/citizen-charter
		b) Result Framework Document (RFD)	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 dt. 15.04.2013]	(i) Details of applications received and disposed	From 1.1.2018 to upto 19-09-2022 RTI request:- 1266 RTI Disposed:- 1250
		(ii) Details of appeals received and orders issued	From 1.1.2018 to upto 19-09-2022 Appeals :- 55 Disposed:- 54

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of parliament questions asked and replies given.	https://parliamentofindia.nic. in/
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5. Information as may be prescribed

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)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) https://chemicals.nic.in/sites/default/files/46_0.pdf (b) Shri S. Kartikayen, SO, CPIO, Sh. Sachin Kumar Poria, ASO (July 2019 to March 2020) Sh. Sunil Kumar Singh, US (March 2020 till date) Earlier from 1.1.2015 FAAs Shri Sunil Kumar Sharma, Director (Ch. I) {upto May, 2018}, Shri Sanjay Kumar Navhale, Dy. Sec. (Ch.I) (June 2018 – Sept. 2019); Dr. P.G.S. Rao, Director (Ch.I) {October 2019 to May 2020} and Shri Kanishk Kant Srivastava, Director (Ch.I) {May 2020 to till date}
		(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 from 28 th September, 2018
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	18 th April, 2022 Shri N.K. Santoshi, Deputy Director General.
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted	No Committee has been constituted (28 th September, 2018)

		(b) Name & Designation of the officers	
		(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 28 th September, 2018.

6. Information Disclosed on own Initiative

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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		<p>Guidelines regarding Chemicals Promotion and Development Scheme available at : http://chemicals.nic.in/chemicals-promotion-development-scheme</p> <p>Information disclosed so that public have minimum resort to use of RTI Act to obtain information.</p>
6.2	Guidelines for Indian Government Websites (GIGW) 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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>NO</p> <p>Not applicable</p>
