

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
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 programmes 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 fibres (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.

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.

Economic Advisor: The Economic Wing is headed by Economic Advisor in respect of business allocated to Economic Division.

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.

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/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.

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;

All Divisions of 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 MyGov.
- 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.

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/telephone-directory>

1.9 The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

1.10

S. No.	Name & Designation (Shri/Smt./Ms.)	Basic pay (in Rs. as on 01.09.2022)
1.	Arun Baroka, Secretary (C&PC)	2,25,000
2.	Susanta Kumar Purohit, Joint Secretary	193800
3.	Deepak Mishra, Joint Secretary	205600+5700 (personal Pay)
4.	Ganga Kumar, DDG	172200
5.	Divya Parmar, Economic Advisor	162300
6.	Rajendra Kumar Soni, Director	186200+2000 (personal Pay)
7.	H Kam Suanthang, Director	157600
8.	Kanishk Kant Srivastava, Director	138500
9.	Awijit Rakshit, Director	138500

10.	Swami S Ramalinga, PS to MoS	130600
11.	K P Balaji, PSO	126800
12.	Ram Sajeevan, Director	123100
13.	Shankar Choudhary, Deputy Secretary	105900
14.	Rakesh Kumar, Deputy Director (Official Language)	96600
15.	Pamela S Kumar	96600
16.	Amar Singh Chauhan, PPS	91100
17.	Brij Lal, PPS	88400
18.	Vishal Choudhary, Deputy Industrial Advisor	85800
19.	Satender Prasad, US	85800
20.	Manju Singh, US	91100
21.	Sunil Kumar Singh, US	71800
22.	Deepi Prasad, PPS	71800
23.	Mamta Malik	71800
24.	Shama Rana, SO	82400
25.	Deepthi Raj Raavi, SO	69000
26.	Preeti Garg, SO	62200
27.	Patil Naresh D, RO	61300
28.	Himanshi Trivedi, RO	59500
29.	Devendra Kumar Singh, SSO	52000
30.	Ramanuj Gautam, STO	70000
31.	Sunil Kumar, STO	68000
32.	Gopal Kumar Roy, ASO	55200

33.	Mukesh Bhatia, ASO	55200
34.	Niraj Ranjan, ASO	55200
35.	Satish Kumar, ASO	55200
36.	Bijender, ASO	55200
37.	Deepak Singh, ASO	55200
38.	Manu, ASO	55200
39.	Simmy, ASO	55200
40.	Aparna Anand, , ASO	55200
41.	Harish Kumar, ASO	55200
42.	Ekta Barkhodia, ASO	55200
43.	Sachin Kumar Poria, ASO	55200
44.	Sharad Kumar Verma, ASO	55200
45.	Parvesh Rani, ASO	55200
46.	Rahul Bharti, ASO	55200
47.	Vishal, ASO	53600
48.	Manju Kumari, ASO	53600
49.	Nitin Sakarwal, ASO	52000
50.	Aman Dahiya, ASO	52000
51.	Subhash Yadav, ASO	49000
52.	Suraj Bhan, ASO	55200
53.	Manoj Kumar Jha, ASO	50500
54.	Bablu Kumar Verma, ASO	50500
55.	Deepak Kumar, ASO	50500

56.	Channapasabba D S, 2 nd PA	46200
57.	Krishna Kumar AL, 2 nd PA	46200
58.	Parvathi C, LDC	43100
59.	Samar Jeet Kumar, PA	46200
60.	Gaurav Katoch, PA	46200
61.	Pooja, PA	46200
62.	Raghuvendra Kumar, PA	46200
63.	Rakesh Kumar, JSO	43600
64.	Ankur Debnath, JSO	36500
65.	Roli Verma, JTO	37600
66.	Pavan Singh, Steno	36500
67.	Shashi, Steno	36500
68.	Pranchal Yadav, Steno	25500
69.	Puran Chand, SSA	41100
70.	Naresh Kumar Malik, JSA	41000
71.	Rajbir Singh, JSA	43500
72.	Satpal Singh, MTS	44800
73.	Bishan Chand, MTS	42200
74.	Dharam Pal Singh, MTS	42200
75.	Shakuntala, MTS	42200
76.	Ram Prasad, MTS	38300
77.	Gajraj Singh,	38300
78.	Narendra Dhyani	38300

79.	Om Prakash, MTS	38300
80.	Pawan Kumar, MTS	38300
81.	Jitender Kumar, MTS	38300
82.	Bikram Singh, MTS	38300
83.	Ram Kumar Singh, MTS	36100
84.	Suresh Kumar, MTS	35000
85.	Bindeshwari Prasad, MTS	36100
86.	Brij Lal Sharma, MTS	35000
87.	Jugal Kishore, MTS	35000
88.	K V Davis, MTS	35000
89.	Ram Nath, MTS	35000
90.	Bhuneshwar Sah, MTS	32000
91.	Uma Shankar Prasad, MTS	32000
92.	Vineet Kumar, MTS	23500
93.	Sandeep Kumar, MTS	20900
94.	Ujjawal, MTS	20300
95.	Sanjeev, MTS	20300
96.	Sourav Ghosh, MTS	20300
97.	Mohit Singh, MTS	20300
98.	Mohd. Asif, MTS	20300
99.	Anil Kumar, MTS	20300
100.	Rahul Nagar, MTS	19700
101.	Sandeep Kumar, SCD	20500

102.	Pawan Rathore, SCD	20500
103.	Bhupender Singh, SCD	24500
104.	Surendra Singh, SCD	24500
105.	Sushil Kumar Chourasia, SCD	23800
106.	Ravindra Singh, DR	22400
107.	Idhaya Chandran, MTS	18500
108.	Niteshwar Kamat, MTS	18000
109.	Ankit Singh, MTS	18000
110.	Ravi Kumar Meena, MTS	18000
111.	Shivam Kumar, MTS	18000
112.	Bhay Singh Meena, MTS	18000

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

Available at:- <https://chemicals.gov.in/sites/default/files/46.pdf>

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

(i)- Pending for Minor penalty or Major Penalty proceedings- 1

(ii) – Finalised for Minor penalty or Major penalty proceedings- **NIL**

1.12: Programmes to advance understanding of RTI

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.

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/>

2.2 :- Foreign and domestic tours

(i) Budget:- Foreign Travel Expense – 30 Lakh for the FY 2022-23.

Domestic Travel Expense- 40 Lakh for the FY 2022-23.

(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 and 2022-23 (As on 14.09.2022).

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

Domestic Tours during the year 2022-23 (as on 14.09.2022)

S.N o.	Name (Shri/Smt.)	Place Visited	Period of Visit	Expenditure on Visit
1. 2.	Sanjay Krishna Navhale, DS	Jagdalpur, Raipur	20-23 March, 2022	4297
3. 4.	Sunil Kumar Singh, SO	Ahmedabad	23-25 March, 2022	2491
5.	Santeshwar Swami, PS to MOS	Ajmer	3 March, 2022	1035
6.	R K Soni, Director	Tiruchirappalli Chennai	20-23 March, 2022 6-9 April, 2022	8797
7. 8.	Varun Singh Poonia, DIA	Bhubaneshwar	25-28 April, 2022	340
9.	Kanishk Kant Srivastava, Director	Bhubaneshwar	25-28 April, 2022	4000
10.	Nitin Sakarwal, SO	Bhopal	5-7 May, 2022	3997
11. 12.	Arti Ahuja, Secretary	Chandigarh	6-8 May, 2022	1216
13. 14.	Harish Kumar, ASO	Bengalore, Mysore, Ooty, Coimbatore during training period	10-14 May, 2022	851
15. 16.	N K Santoshi, DDG	Coimbatore/Ooty	23-24 May, 2022	6097
17.	Channabasappa DS, 2 nd PA to MOS	Amritsar/Hyderabad	8-11 March, 2022	3200
18.		Bengaluru/Varanasi	31 March-3 April, 2022	3840
19. 20.		Aizwal/Bengaluru	28 April -3 May, 2022	4800
21. 22.		Mumbai	6-8, May, 2022	2160

23.	N K Santoshi, DDG	Agartala	2-4 June, 2022	5232
24.	Rahul Bharti, ASO	Guwahati/Shillong/Cherrapunji during training period	24-28 May, 2022	1242
25.	N K Santoshi, DDG	Srinagar	10-12 June, 2022	3240
26.	Ramanuj Gautam, STO	Coimbatore	22-25, May, 2022	1198
27.	Nitin Sakarwal, ASO	Pune	12-14 June, 2022	4794
28.	Channabasappa DS	Hyderabad/Dibrugarh/Bengaluru/Hyderabad	3-15 June, 2022	13700
29. 30.	Shanteshwar Swami, PS to MOS(C&F)	Varanasi	1-3 April, 2022	2700
31.	Shanteshwar Swami, PS to MOS(C&F)	Amritsar	8-9 March, 2022	2000
32.		Kolkata/Aizwal	28 April-1 May, 2022	4000
33.		Mumbai	6-8 May, 2022	2700
34.		Ajmer/Suratgarh	3-5 March, 2022	2000
35.		Ranchi	26 April, 2022	1000
36.	N K Santoshi, DDG	Ahmedabad	14-16 June, 2022	3905
37.	Shanteshwar Swami, PS to MOS(C&F)	Belagavi/Hyderabad	20-21 June, 2022	2000
38.	Channabasappa DS, 2 nd PA to MOS(C&F)	Hyderabad	19-21 June, 2022	2160
39.	K P Balaji, Sr. PPS	Srinagar during training period	22-28 May, 2022	1001
40.	Mahendra Kumar Kumhar, MTS	Election Duty during Bye Election 2022	July, 2022	4280
41.	Channabasappa DS, 2 nd PA to MOS	Bengaluru/Hyderabad/Coimbatore	26 June-10 July, 2022	10160
42.	N K Santoshi, DDG	Mumbai	10-11 July, 2022	4218
43.	Sanjay Krishna Navhale, DS	Pune/Vijayapur/Hyderabad	19-21 June, 2022	4755
44.	Channabasappa DS, 2 nd PA to MOS	Roorkee/Bengaluru	12-15 July, 2022	3413
45.	N K Santoshi, DDG	Chennai	14-16 July, 2022	4263
46.	Sharad Kumar Verma, ASO	Jabalpur	15-16 June, 2022	4064
47.	R K Soni, Director	Jaipur Ahmedabad Agartala Patna Srinagar Pune Chennai Guwahati	19-21 May, 2022 30 May-3 June, 2022 2-3 June, 2022 4-5 June, 2022 10-12 June, 2022 12-14 June, 2022 25-27 June, 2022	31716

			21-24 July, 2022	
48.	Ramanuj Gautam, STO	Mumbai	10-11 July, 2022	1226
49.	Rakesh Kumar, DD(OL)	Mumbai	10-11 July, 2022	1282
50.	Susanta Kumar Purohit, JS	Mumbai Ahmedabad Bhopal	14-15 June, 2022 18 June, 2022 16 July, 2022	4800
51.	Kanishk Kant Srivastava, Director	Bhopal	16 July, 2022	1000
52.	Vishal Choudhary, DIA	Vadodara	5 August, 2022	3300
53.	Aparna Anand, ASO	During Training period	23 May-24 June, 2022	529
54.	Vishal Choudhary, DIA	Vishakhapatnam	18-21 April, 2022	3630
55.	N K Santoshi, DDG	Rajkot	17-19 August, 2022	4896
56.	H Kam Suanthang, Director	Chennai	15-17 August, 2022	869
57.	Susanta Kumar Purahit, JS	Bhabaneshwar	12-15 August, 2022	4800
58.				193194/-

(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 Plasti culture and packaging" held on 18 th 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 th Industrial Green Chemistry World – Convention and Ecosystem (IGCW-2017) to be held during 5-6 October, 2017 at Mumbai	Green ChemisTre e Foundation	5,00,000
4	6 th International Phosgene Conference and workshop held on 31 st August, 2017 at Vadodara, Gujarat	Indian Chemic al 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 facets of chemical industry held on 29 th September, 2017 at Mumbai	Indian Chemic al Council	2,40,000
8	4 th edition of CHEMINAR	Indian Chambe r of Commerce	3,00,000
9	1 st instalment for 8 th 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.

3. Publicity and Public interface &
4. E Governance

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

- a) <https://chemicals.gov.in/>
- b) <https://chemicals.gov.in/bhopal-gas-leak>
- c) <https://chemicals.gov.in/organization-prohibition-chemical-weapons>
- d) <https://chemicals.gov.in/cpds>

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 1.1.2018 to 27.9.2018 Received:- 230 Disposed:- 214
		(iii)List of completed schemes/projects/Programmes	https://chemicals.gov.in/cpds https://chemicals.gov.in/centre-excellence https://chemicals.gov.in/plastic-park-scheme https://chemicals.gov.in/national-petrochemicals-awards
		(iv)List of schemes/projects/programmes	https://chemicals.gov.in/cpds https://chemicals.gov.in/centre-excellence https://chemicals.gov.in/plastic-park-scheme https://chemicals.gov.in/national-petrochemicals-awards

		(viii)Any other information such as	j) Citizens' clients charter of the Department uploaded on the Department website in February, 2018. Location of citizens clients charter is:- https://chemicals.gov.in/citizens-corner
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
4.6	Receipt & Disposal of RTI applications & appeals (F. No. 1/6/2011-IR dt.	d) Performance against the benchmarks set in the Citizen's Charter	Citizen clients charter of the Department uploaded on Half yearly basis.
		(i) Details of RTI applications received and disposed	From 1.1.2018 to 28.9.2018 Received:- 230 Disposed:- 214
		(ii) Details of RTI appeals	From 1.1.2018 to 27.9.2018

	15.04.2013)	received and orders issued	Received:- 14 Disposed:- 14
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/

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. 15.4.2013]	(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 (b) Report of the audit carried out	Third party audit of voluntary disclosure yet to be undertaken (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	(a) 5 th January, 2018 (b) Shri Rakesh Kumar Kamra, DDG.
		(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 (28.9.2018)
		(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.

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;

No

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

Not Applicable
