

Section 4(1)(b)(i):

Particulars of Organization, Functions and Duties of the Department of Investment and Public Asset Management:

Organization: The Department of Investment and Public Asset Management (DIPAM) is one of the Departments under the Ministry of Finance. The Department has no attached or subordinate office under its administrative control. The organization chart of the Department is at <https://dipam.gov.in/organisationalstructure>. The office of the Department of Investment and Public Asset Management is located in Blocks No. 11 & 14 of the CGO Complex, Lodhi Road, New Delhi.

Functions: In terms of the Government of India (Allocation of Business) Rules, 1961, as amended from time to time, DIPAM is entrusted with the following functions and duties:

1. (a) All matters relating to management of Central Government investments in equity including disinvestment of equity in Central Public Sector Undertakings.

(b) All matters relating to sale of Central Government equity through offer for sale or private placement or any other mode in the erstwhile Central Public Sector Undertakings.

Note: All other post disinvestment matters, including those relating to and arising out of the exercise of Call option by the Strategic Partner in the erstwhile Central Public Sector Undertakings, shall continue to be handled by the administrative Ministry or Department concerned, where necessary, in consultation with the Department of Investment and Public Asset Management (DIPAM).

2. Decisions on the recommendations of Administrative Ministries, NITI Aayog, etc. for disinvestment including strategic disinvestment.
3. All matters related to Independent External Monitor (s) for disinvestment and public asset management.
4. a. Decisions in matters relating to Central Public Sector Undertakings for purposes of Government investment in equity like capital restructuring, bonus, dividends, disinvestment of government equity and other related issues.
b. Advise the Government in the matters of financial restructuring of Central Public Sector Enterprises and for attracting investment through capital markets.
5. The Unit Trust of India Act, 1963 (52 of 1963) along with subjects relating to Specified Undertaking of the Unit Trust of India (SUUTI).

Section 4(1)(b)(ii):

Powers and Duties of officers and employees:

Secretary: Secretary (DIPAM) is the administrative head of the Department. He is the principal adviser to the Minister on all matters of policy and administration relating to the Department. He is assisted by one Additional Secretary, four Joint Secretaries and one Economic Adviser. The Department functions on the Desk Officer pattern and the disinvestment work is handled at the minimum level of Under Secretary.

Additional/ Joint Secretary: The Department has been divided into seven Divisions. The Divisions have been placed under the control of Additional Secretary/ Joint Secretaries/ Economic Adviser/Adviser(Cost). These officers are entrusted with the responsibility in respect of all business allocated to their Division. Additional Secretary has been designated as Chief Vigilance Officer of the Department. There is also an RTI cell for effective implementation of provision of section 4 of RTI Act.

Director / Deputy Secretary/Joint Director: There are 24 sanctioned posts of Directors / Deputy Secretaries in the Department who are responsible for disposal of Government business dealt within the Division under his/ her charge.

Under Secretary: There are 10 sanctioned posts of Under Secretaries. All of them [excluding US (Admin)] function on desk officer system and assist the concerned Director/ Deputy Secretary in the respective division.

Section Officers: The Department has 5 sanctioned posts of Section Officers to look after work relating to general administration, Parliament, Cash, R&I, Establishment matters, Library including RTI matters. There is also one Assistant Director (Official Language) who is in charge of the Hindi section. The Section officers and Assistant director (OL) report to Under Secretary (Admn).

Section 4(1)(b)(iii):

Procedure followed in decision-making

The Department functions on an officer oriented pattern. All matters relating to disinvestment transactions are handled by officers not below the rank of Under Secretary. The housekeeping functions including administration and establishment matters relating to the Department and its employees are handled through the conventional system at the Section level.

The Department follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making.

The Integrated Finance Unit monitors all financial and expenditure related proposals of the Department like appointment of consultants, foreign deputation/visits of officers etc. All budget related matters including issues concerning Standing Committee on Finance come within the

purview of this unit. The expenditure trend of the Department is consistently monitored by the IF unit.

Accountability: The Budget and functioning of the Department is subject to scrutiny of the Parliament particularly through the Standing Committee of Parliament on Finance. The functioning of the Department including decisions taken is subject to audit by the Comptroller and Auditor General of India.

Section 4(1)(b)(iv):

Norms set by the Department of Investment & Public Asset Management for the discharge of its functions.

The Department follows the norms set out for all Government of India offices by the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances.

Section 4(1)(b)(v):

Rules, Regulations, Instructions, Manuals and Records held by the Department of Investment & Public Asset Management or used by the employees of Department of Investment & Public Asset Management for discharging the allocated functions.

The Department follows the rules and regulations, instruction and manuals such as Fundamental and Supplementary Rules, prescribed and published by Minister of Personnel, Pension and Public Grievance;, service/establishment manuals and instructions and financial rules issued by Department of Expenditure like the General Financial Rules, the Delegation of Financial Power Rules, the Central Civil Services (Conduct) Rules, the Central Civil Services (Classification, Control and Appeal) Rules, the All India Services Rules, the General Provident Fund Rules etc applicable to Central Government Employees. No separate Rules and Regulations are framed by the Department.

Section 4(1)(b)(vi):

Categories of documents that are held by or are under the control of the Department of Investment & Public Asset Management:

The documents held by the Department of Investment & Public Asset Management are as follows:

I. Disinvestment

1. Files relating to various disinvestment transactions.
2. Annual Reports of the Department since year 2000-01.
3. Reports of the Disinvestment Commission (Report No. 1 to 25)

II Administration Division

- (a) Service books and personal files.
- (b) Files relating to posting, transfer, promotion, recruitment, retirement and Other service related Activities.
- (c) Records of general administration division relating to housekeeping, Purchase and supply of materials for office administration.
- (d) Internal telephone lists/directory of the officers and section of the Department.
- (e) Particulars of vehicles owned/hired by the department and the log-books.
- (f) Pay bill registers, pay rolls and other financial documents maintained by the DDO for drawing and disbursement of salary allowances and other payments due to the employees of this Department

III Publications

- Disinvestment in States (February, 2001)
- Disinvestment: Policy & Procedures (April, 2001)
- Privatization of ABL (June, 2001)
- Disinvestment of Lagan Jute Machinery Co. Ltd (June, 2001)
- Disinvestment of BALCO (June, 2001)
- Disinvestment of Modern Food Industries (India) Limited (June,2001)
- Understanding the Strategic Sale Agreement (March, 2002)
- Disinvestment in States (2nd Edition)(June,2002)
- Strategic Sale of Central Public Sector Undertakings –Valuation (July,2002)
- Disinvestment: Policy, Procedures and Progress(2nd Edition) (February,2003).
- White Paper on Disinvestment of Central Public Sector Enterprises.
- Handbook on Disinvestment through public offering, 2011

IV. Judgments

- High Court judgement dated 1 Dec 2010 relating to IPCL
- Supreme Court judgement dated 16 Sep 2003 relating to HPCL/BPCL
- High Court judgement dated 08 Jul 2003 relating to JESSOP & Co. Ltd.
- High Court judgement dated 08 Jan 2002 relating to VSNL
- Supreme Court judgement dated 10 Dec 2001 relating to BALCO

Section 4(1)(b)(vii):

Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of the Department's policy and implementation thereof:

The nature of the functions allocated to the Department does not envisage any interface with the public at large.

Section 4(1)(b)(viii):

Statement containing Boards, Councils or Standing Committees or other bodies under the Department of Investment & Public Asset Management:

The Department of Investment & Public Asset Management has no Board, Council or Standing Committee.

Section 4(1)(b)(ix):

A DIRECTORY OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF INVESTMENT & PUBLIC ASSET MANAGEMENT is at <https://dipam.gov.in/whos-who>

Section 4(1)(b)(x):

DETAILS OF MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS/EMPLOYEES OF DEPARTMENT OF INVESTMENT & PUBLIC ASSET MANAGEMENT is attached as **Annexure I**

Section 4(1)(b)(xi):

Budget allocated to agencies, particulars of all plans, proposed expenditure and reports on disbursements made.

The Department of Investment & Public Asset Management does not have any agency, attached or subordinate formation under it. The entire budget allocated to the Department is under non-plan.

The budget allocated to the Department in 2018-19, 2019-20, 2020-21 & 2021-22 is as per following details:

F.Y.	2019-2020	2020-21	2021-22	2022-23
B.E.	Rs.132.08 crore	Rs.132.11 crore	Rs.110.52 Crore	Rs.290.42 Crore
R.E.	Rs.132.08 crore	Rs.92.49 crore	Rs. 96.88 Crore	Rs.197.06 Crore

Section 4(1)(b)(xii):

Particulars of subsidy programmes:

The Department of Investment & Public Asset Management does not execute any subsidy programme.

Section 4(1)(b)(xiii):

Particulars of recipients of concessions, permits or authorizations granted by the Department of Investment & Public Asset Management.

-NIL-

Section 4(1)(b)(xiv):

Details of the information available to or held by it, reduced in electronic form.

The information relating to the functions/activities of the Department are displayed on Department's website < www.dipam.gov.in >

Section 4(1)(b)(xv):

Particulars of facilities available to citizens for obtaining information including working hours of the library or reading room.

The Department of Investment & Public Asset Management does not have a public library. The information relating to the Department and its activities can be accessed by the public through the Department's website < www.dipam.gov.in >

Section 4(1)(b)(xvi):

Particulars of Public Information Officers for the Department of Investment & Public Asset Management:

As per <https://dipam.gov.in/cpio-list>

Section 4(1)(b)(xvii):

Such other information as may be prescribed:

-NIL-

DETAILS OF MONTHLY REMUNERATION

S. No.	Name of Employee SHRI/SMT/ Dr. /Ms/Mr.	Designation	Pay Level as per 7th CPC	Basic Pay
1.	Tuhin Kanta Pandey	SECRETARY	17	225000
2.	Parama Sen	ADDITIONAL SECRETARY	15	224100
3.	Alok Pande	JOINT SECRETARY	14	218200
4.	Shailendra Kumar	JOINT SECRETARY	14	172200
5.	Manoj Kumar	JOINT SECRETARY	14	218200
6.	Rahul Jain	JOINT SECRETARY	14	157600
7.	Amit Ray	ECONOMIC ADVISOR	15	205100
8.	Rajesh Yadav	ADVISED COST	14	167200
9.	Sanjay Kumar	DIRECTOR	13	138500
10.	M Anitha	DIRECTOR	13	138500
11.	Rose Mary K. Abraham	DIRECTOR	13	142700
12.	Ravti Saran Verma	DIRECTOR	13	126800
13.	Jaya Priyadarshini Yarikipati	DIRECTOR	13	134500
14.	Chander Shekhar Prasad	DIRECTOR	13	126800
15.	Prankur Gupta	DEPUTY SECRETARY	13	126800
16.	Rajesh Kumar Singh	DEPUTY SECRETARY	12	102800
17.	P K Srivastava	DEPUTY SECRETARY	12	115800
18.	Tamanna Sinha	JOINT DIRECTOR	12	83600
19.	Shashi Rawat	UNDER SECRETARY	11	91100
20.	Neetu Malhotra	UNDER SECRETARY	11	93800
21.	Rajpal	UNDER SECRETARY	11	96600
22.	Onkar Singh	UNDER SECRETARY	11	78500
23.	Bhupendra Bhauguna	Under Secretary	11	96600
24.	Deepak Gupta	Under Secretary	11	96600
25.	Ajay Nagpal	Under Secretary	11	76200
26.	Amarjeet Singh	Under Secretary	11	76200
27.	Babita Saxena	UNDER SECRETARY	11	80900
28.	Kul Bhushan Singh	UNDER SECRETARY	11	93800
29.	Goonjan Kumar	DEPUTY DIRECTOR	11	74000
30.	Aishwarya Jain	ASSISTANT DIRECTOR	10	59500
31.	Rekha Rani Surya	ASSISTANT DIRECTOR (OL)	10	87400
32.	Khazan Chandra Joshi	PSO	13	126800
33.	Tarun Khera	PRINCIPAL PRIVATE SECRETARY	11	99500

34.	Kiran Birdi	PRINCIPAL PRIVATE SECRETARY	11	85800
35.	Santosh Kumar Singh	PRINCIPAL PRIVATE SECRETARY	11	88400
36.	Vinod Kumar Sharma	PRINCIPAL PRIVATE SECRETARY	11	71800
37.	Aroop Kumar Dhingra	PRIVATE SECRETARY	10	87400
38.	Shishya Pal	PRIVATE SECRETARY	10	92700
39.	Sandhya Ner	Principle PRIVATE SECRETARY	11	69700
40.	Mahendra Singh	SECTION OFFICER	10	82400
41.	Sumit Verma	SECTION OFFICER	10	71100
42.	Sulagna Saha	SECTION OFFICER	10	69000
43.	Saghir Ahmed	SECTION OFFICER	10	65000
44.	Nikhil Bhargav	SECTION OFFICER	8	58600
45.	Kumar Saurav	SECTION OFFICER	8	58600
46.	Parkash Chand	SECTION OFFICER	8	58600
47.	Sachin	SECTION OFFICER	8	56900
48.	Jaspal Singh	ASSISTANT SECTION OFFICER	7	55200
49.	Siddharth Chaudhary	ASSISTANT SECTION OFFICER	7	55200
50.	Anirudh Adigaur	ASSISTANT SECTION OFFICER	7	55200
51.	Vishakha Patiyal	ASSISTANT SECTION OFFICER	7	55200
52.	Rohit Kant	ASSISTANT SECTION OFFICER	7	55200
53.	Ashish Kumar Kataria	ASSISTANT SECTION OFFICER	7	49000
54.	Ajay Kumar Verma	ASSISTANT SECTION OFFICER	7	49000
55.	Neeraj Singh Pathania	ASSISTANT SECTION OFFICER	7	47600
56.	Rajat Kumar	ASSISTANT SECTION OFFICER	7	46200
57.	Anjana Rana	SENIOR TRANSLATION OFFICER	7	58600
58.	Akash Kumar	ASSISTANT SECTION OFFICER	7	44900
59.	Jatin Kumar Yadav	ASSISTANT SECTION OFFICER	7	44900
60.	Abhishek Abhijit	JUNIOR TRANSLATION OFFICER	6	35400

61.	Vijay Kumar	PA	7	46200
62.	Dilip Kumar	PA	7	46200
63.	Praveen Kumar	STENO GRADE -D	4	27100
64.	Mohd Zubair Alam	STENO GRADE D	4	26300
65.	Naval Kishore	MULTI TASKING STAFF	3	38300
66.	Pradeep Kumar	MULTI TASKING STAFF	3	35000
67.	Raju	MULTI TASKING STAFF	3	35000
68.	Umesh Kumar	MULTI TASKING STAFF	3	35000
69.	Narender Bhardwaj	MULTI TASKING STAFF	3	35000
70.	Mahesh Chand	MULTI TASKING STAFF	3	35000
71.	Balwan Singh	MULTI TASKING STAFF	3	35000
72.	Mohan Lal Mandloi	STAFF CAR DRIVER	4	36400
73.	Naresh Kumar	STAFF CAR DRIVER	5	41600