

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 Annexure I. 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. Financial policy in regard to the utilization of the proceeds of disinvestment channelized into the National Investment Fund.
6. 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 four Joint Secretaries. The Department functions on the Desk Officer pattern and the disinvestment work is handled at the minimum level of Under Secretary.

Joint Secretary: The Department has been divided into six Divisions. The Divisions have been placed under the control of Joint Secretaries. These officers are entrusted with the responsibility in respect of all business allocated to their Division. One of the Joint Secretaries 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: There are ten 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 ten sanctioned posts of Under Secretaries. All of them [excluding US (GA) & US(Estt)] 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 attached as **Annexure II**

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 III**

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 2015-16, 2016-17, 2017-18 and 2018-19 is as per following details:

F.Y.	2015-16	2016-17	2017-18	2018-19
B.E.	Rs.44.00 crore	Rs.40.00 crore	Rs.44.00 crore	Rs. 44.00 crore
R.E.	Rs.35.00 crore	Rs.35.00 crore	Rs.42.50 crore	Rs.146.15 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 **Annexure IV**

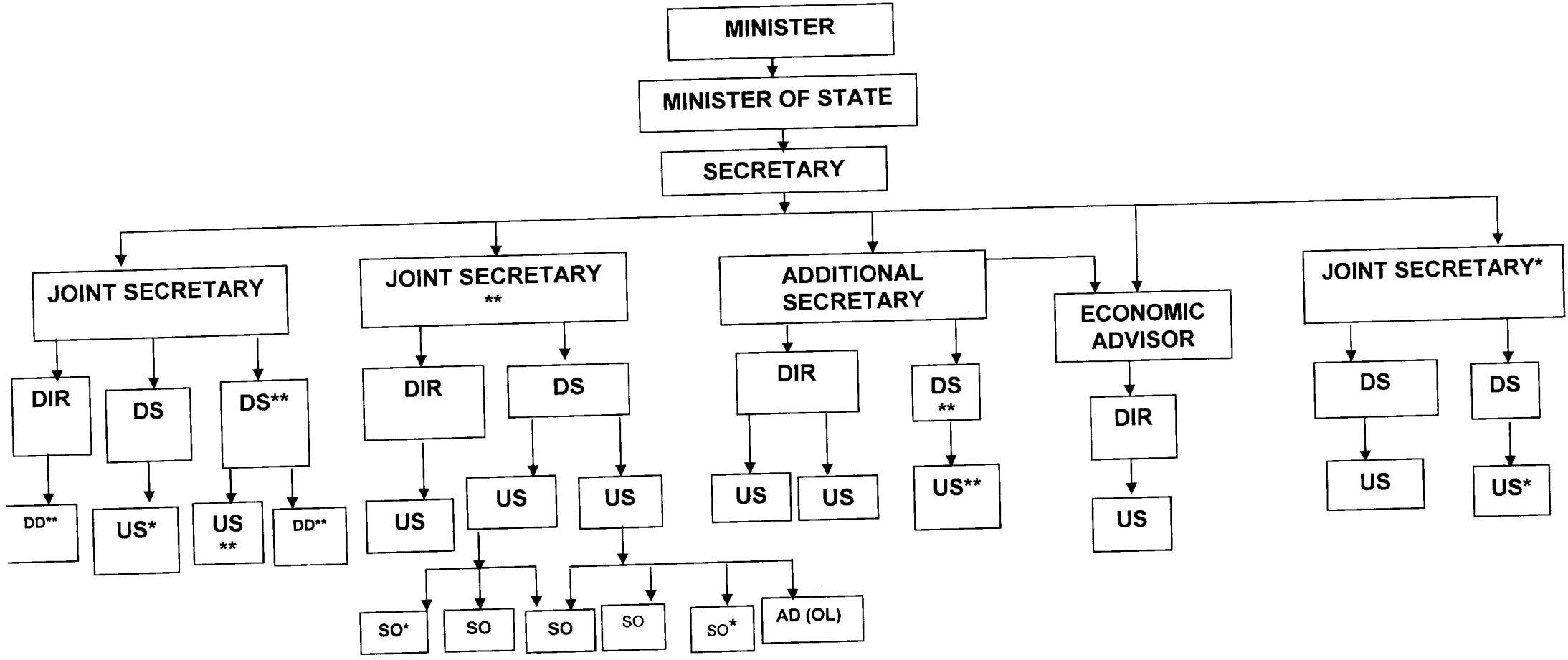
Section 4(1)(b)(xvii):

Such other information as may be prescribed:

-NIL-

ORGANISATIONAL STRUCTURE

DEPARTMENT OF INVESTMENT AND PUBLIC ASSET MANAGEMENT



* Vacant posts

**Officers with additional charge

Department of Investment and Public Asset Management

Updated List of the Employees of the DIPAM along with Official Address, Tel No. & Mobile No. as on 10.07.2019

S No	Name	Designation	Room No.	Tel. No. / Office	Intercom No.	Mobile No.	Resi Tel. No.
1.	Shri Atanu Chakraborty	Secretary	407, Block 14	24368040 FAX 24368043	400/300 /500	9599774063	24103004
	Shri Ravi Arora	PPS to Secretary	423, Block 14	24368040	450	9868170040	
	Shri Virender	Consultant	423, Block 14	24368040	451	9899311774	
2.	Dr. Dheeraj Bhatnagar	Additional Secretary	520, Block 14	24368037	424	9868910682	23070228
	Shri Tarun Khera	PPS to AS (DB)	519, Block 14	24368037	444	8826384934	---
3.	Vacant	Joint Secretary	414, Block 11	24368044 FAX 24368502	414/314	---	---
	Shri Lekh Raj	PPS to JS	416, Block 11	24368044 FAX 24368502	435	9971492080	---
4.	Shri N. V. Reddy	Joint Secretary	413, Block 11	24368776	413/313	9818511191	20816061
	Shri Vinod Sharma	PS to JS (NVR)	417, Block 11	24368776	432	9810345124	
5.	Smt Anuradha Thakur	Joint Secretary	423, Block 11	24368041 FAX 24368502	423/323	9816033816	
	Shri Mukul Batra	PS to JS(AT)	430, Block 11	24368041	430/330	9871022699	----
6.	Shri Kuntal Sensarma	Economic Advisor	415, Block 11	24366525 FAX 24366524	415/315	9899400945	26715122
	Shri Aroop Dhingra	PS to EA(KS)	416, Block 11	24366525	439	9599197142	----
7.	Shri Suresh Pentakota	Director	402, Block 11	24368521	402	9910487375	
	Shri Varun	DEO to Dir(SP)	402, Block 11	24368521	302	---	
8.	Shri Pankaj Gupta	Director	428, Block 11	24368038	428	9810840770	
	Shri Vijay Kumar	Steno to Dir (PG)	428, Block 11	24368038	328	9718935892	
9.	Shri Sidhil Sasi	Director	404, Block 11	24368345	404	9868725403	
	Shri Ankur Sagwan	DEO to Dir (SS)	404, Block 11	24368345	304	9810937807	
10.	Shri G. Parthasarathi	Director	408, Block 11	24366523	408	9650011255	
	Ms. Sarita	DEO to Dir (GP)	416, Block 11	24366523	308	---	
11.	Shri Dilip Shitoley	Technical Director, NIC	204, Block 11	24368784	204	8860065261	-----
12.	Smt. Sushma Jain	Deputy Secretary	429, Block 11	24368523	429/329	9313061505	
13.	Smt. Neera Sharma	Deputy Secretary	427, Block 11	24368522	427/327	9910335528	
14.	Shri Chunilal Ghosh	Deputy Secretary	403, Block 11	24368775	403/303	8586059654	
15.	Shri S K Mohanty	Deputy Secretary	220, Block 11	24366086	220	9810922957	
16.	Shri M.M. Dawla	Deputy Secretary	407, Block 11	24368039	407/307	9968213163	
17.	Shri V.P. Gupta	Consultant	517, Block 14	---	268	9968660001	
18.	Shri Jagdish Kumar	Deputy Director	431, Block 11	24368036	431/331	9868959836	
19.	Shri L.R. Pradhan	Under Secretary	202, Block 14	24368532	202	9868147029	----
20.	Shri Kumar Nityanand	Under Secretary	218, Block 11	24368768	218	9868332396	
21.	Shri Ragesh Kant	Under Secretary	203, Block 11	24368785	203	9540713738	-----
22.	Shri Aseem Kr. Jha	Under Secretary	205, Block 11	24368767	205	9818321281	
23.	Shri Raj Pal	Under Secretary	222, Block 11	24368531	222	9891237754	
24.	Shri Priya Ranjan	Under Secretary	217, Block 11	24368736	217	9868881285	
25.	Shri A.A. Rizwani	Under Secretary	221, Block 14	24360163	221	8586013984	
26.	Smt. Babita Saxena	Under Secretary	219, Block 14	---	219	9711361333	

Sl. No.	Name & Designation (S/Shri/Smt.)	Revised Pay & Level presently to be drawn after grant of increment in the 7 th CPC's pay structure as on 01.07.2019 (Level / Cell) (Rs.)
1.	2.	3.
1.	Atanu Chakraborty, Secretary	225000 (fixed) (17/1) (fixed)
2.	Dheeraj Bhatnagar Additional Secretary	211300 (15/6)
3.	N.V. Reddy, Joint Secretary	199600 (14/12)
4.	Smt. Anuradha Thakur, Joint Secretary	199600 +5500 PP (14/12)
5.	Kuntal Sensarma, Economic Adviser	172200 (14/7)
6.	Sidhil Sasi, Director	142700 (13/6)
7.	Suresh Pentakota, Director	147000 (13/7)
8.	Pankaj Gupta, Director	147000 PP 1500 (14/2)
9.	G. Parthasarathi	134500 (13/4)
10.	Sushma Jain, Deputy Secretary	112400 (12/13)
11.	Smt. Neera Sharma, Deputy Secretary	109100 (12/12)

12.	S.K. Mohanty, Deputy Secretary	102800 (12/10)
13.	M.M. Dawla, Deputy Secretary	99800 (12/9)
14.	Chunilal Ghosh, Deputy Secretary	94100 (12/7)
15.	Aseem Kumar Jha, Under Secretary	93800 (11/12)
16.	Rajpal, Under Secretary	85800 (11/9)
17.	L.R. Pradhan, Under Secretary	85800 (11/9)
18.	Kumar Nityanand, Under Secretary	96600 (11/13)
19.	Shri Ragesh Kant, Under Secretary	93800 (11/12)
20.	Shri Priya Ranjan, Under Secretary	83300 (11/8)
21.	Ashfaq Ali Rizwani, Under Secretary	85800 (11/9)
22.	Jagdish Kumar, Deputy Director	76200 (11/5)
23.	Lekh Raj, Pr.Private Secretary	88400 (11/10)
24.	Tarun Kherra, Pr.Private Secretary	88400 (11/10)
25.	Ravi Arora, Pr. Private Secretary	78500 (11/6)

26.	Rekha Rani Surya, Assistant Dir.(OL)	77700 (10/12)
27.	A. Srinivasulu, Section Officer	74300 (8/16)
28.	Mahendra Singh, Section Officer	70000 (8/14)
29.	Sumit Verma, Section Officer	58600 (8/8)
30.	Smt. Kiran Birdi, Private Secretary	75400 (10/11)
31.	Shri Mukul Batra, Private Secretary	63100 (10/5)
32.	Santosh Kumar Singh, Private Secretary	75400 (10/11)
33.	Vinod Kumar Sharma, Private Secretary	57800 (10/2)
34.	Shishya Pal, Private Secretary	74300 (8/16)
35.	Sandhya Ner, Private Secretary	55200 (8/6)
36.	Aroop Kumar Dhingra,, Private Secretary	74300 (8/16)
37.	Saghir Ahmed, Asstt.Section Officer	52000 (7/6)
38.	Kumar Saurav, Asstt.Section Officer	50500 (7/5)
39.	Nikhil Bhargav, Asstt.Section Officer	50500 (7/5)

40.	Indu Balayan, Asstt. Section Officer	50500 (7/5)
41.	Anirudh Adi Gaur, Asstt. Section Officer	49000 (7/4)
42.	Jaspal Singh, Asstt. Section Officer	49000 (7/4)
43.	Siddharth Chaudhary, Asstt. Section Officer	49000 (7/4)
44.	Vishakha Patiyal, Asstt. Section Officer	49000 (7/4)
45.	Anjana Rana, Jr. Hindi Translator	50500 (6/13)
46.	Shri Vijay Kumar, Steno Grade "D".	37600 (6/3)
47.	Shri Dilip Kumar, Steno Grade "D".	37600 (6/3)
48.	Naresh Kumar, Staff Car Driver (Grade – II)	35300 (4/12)
49.	Mohan Lal Mandloi, Staff Car Driver (Grade – II)	32300 (4/9)
50.	Naval Kishore, Multi Tasking Staff	33000 (2/18)
51.	Pradeep Kumar, Multi Tasking Staff	30200 (2/15)
52.	Raju, Multi Tasking Staff	30200 (2/15)
53.	Hari Sadhan Saha, Multi Tasking Staff	30200 (2/15)

54.	Umesh Kumar, Multi Tasking Staff	30200 (2/15)
55.	Balwan Singh, Multi Tasking Staff	30200 (2/15)
56.	Narendra Bhardwaj, Multi Tasking Staff	30200 (2/15)
57.	Mahesh Chand, Multi Tasking Staff	30200 (2/15)

F.No.32/9/2005-Admn.(Vol.II)
Government of India
Ministry of Finance
Department of Investment and Public Asset Management (DIPAM)

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Block No.11 & 14, CGO Complex,
Lodhi Road, New Delhi-110 003
Dated, the 15th July, 2019

OFFICE ORDER


In partial modification to the office order dated 18.05.2018, issued in respect of appointment of CPIOs and First Appellate Authority in the Department of Investment and Public Asset Management (DIPAM) and in exercise of power conferred by Sub-section(1) of Section 5 and Sub-section (1) of Section 19 of the Right to Information Act, 2005, following officers of DIPAM are designated as CPIO and First Appellate Authorities, in respect of work assigned to them, for the purpose of the RTI Act, 2005 with approval of the competent Authority:-

S.No.	Name & Designation of CPIOs	Name & Designation of the First Appellate Authority
(i)	Shri S. K. Mohanty Deputy Secretary	Smt. Anuradha Thakur Joint Secretary
(ii)	Shri M. M. Dawla Deputy Secretary	Smt. Anuradha Thakur Joint Secretary
(iii)	Shri Jagdish Kumar Deputy Director	Smt. Anuradha Thakur Joint Secretary
(iv)	Shri Ragesh Kant Under Secretary	Shri Venudhar Reddy Nukula Joint Secretary
(v)	Shri Kumar Nityanand Under Secretary	Shri Dheeraj Bhatnagar Additional Secretary
(vi)	Shri Aseem Kumar Jha Under Secretary	Smt. Anuradha Thakur Joint Secretary
(vii)	Shri L. R. Pradhan Under Secretary	Shri Kuntal Sensarma Economic Adviser
(viii)	Shri Raj Pal Under Secretary	Shri Dheeraj Bhatnagar Additional Secretary
(ix)	Shri Priya Ranjan Under Secretary	Shri Venudhar Reddy Nukula Joint Secretary
(x)	Shri A. A. Rizwani Under Secretary	Shri Venudhar Reddy Nukula Joint Secretary
(xi)	Smt. Babita Saxena Under Secretary	Shri Venudhar Reddy Nukula Joint Secretary

2. In case of absence of designated Officer(s) due to his/her proceeding on leave, tour or any other reason, the concerned link officers of the designated CPIOs or 1st Appellate Authority will perform the duties of concerned designated Officer(s) as CPIO or 1st Appellate Authority, as the case may be, in accordance with provisions of RTI Act. It may also be noted that in the event of re-allocation of work among officers of Department from time to time CPIOs and First Appellate Authorities and linked officers shall automatically act as CPIOs and FAAs in respect of their work.



3. Shri Ragesh Kant, Under Secretary will continue to be Nodal CPIO and in-charge of the RTI Cell. He will be responsible for receiving RTI applications and forwarding them to the concerned CPIOs. The concerned CPIOs shall be responsible for adhering to the time limit under the RTI Act and sending the replies directly to the applicant with a copy endorsed to the Nodal Officer. The Nodal CPIO shall be responsible for uploading RTI returns on the RTI Annual Return Information System.



(Ragesh Kant)

Under Secretary to the Government of India
Tel.No.24368785.

To

The Secretary,
Central Information Commission,
2nd Floor, B-Wing, August Kranti Bhavan,
Bhikaji Cama Place,
New Delhi – 110 066.

Copy to:-

1. AS
2. JS(Admn) / JS(AT)/ EA (KS)
3. DS(SKM)/ DS(MMD)
4. DD(JK)/ US(KN)/ US(RK)/ US(AKJ)/ US(RP)/ US(PR)/ US(AAR)/ US(BS)

Copy also for information to:-

- 1 DS(Admn)
- 2 SO(Admn.)



(Ragesh Kant)

Under Secretary to the Government of India
Tel.No.24368785.