

DEPARTMENT OF FINANCE/ DIRECTORATE OF DISINVESTMENT

PUBLIC INFORMATION OFFICER (PIO) INFORMATION PROFORMA

NAME OF THE DEPARTMENT: DEPARTMENT OF FINANCE/DISINVESTMENT
GOVERNMENT OF PUNJAB

S.No	Name of the Public Authority	Name of the present post held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address
1.	Sh. Nirmal Singh,	Joint Director (F&A)	Public Information Officer (PIO)	Directorate of Disinvestment, SCO 53-55, 2nd Floor, Sector 17D, Chandigarh. Tele- 2722050 Fax- 0172-2714453 e-mail- pbdisinvest@hotmail.com

Note: This Directorate has no field office in District Head Quarter or anywhere in Punjab.

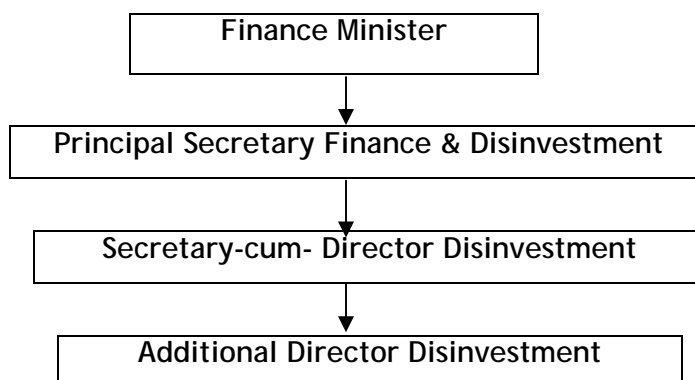
RIGHT TO INFORMATION ACT

Section 4(1)(b)(i) of R.T.I. Act, 2005

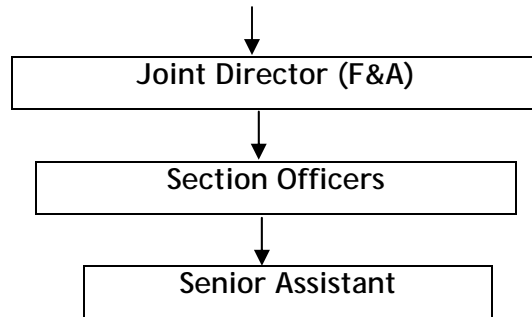
Organization, functions and duties;

The Govt. of Punjab decided in June 2002 that process of Disinvestment should be implemented through a new Directorate of Disinvestment to be set up in the Department of Finance. Accordingly, the existing Bureau of Public Enterprises in the Department of Finance was converted into Directorate of Disinvestment by orders issued vide endst. No. 10(7) 3/02-5FE-IV/6340, dated 11.7.2002.

The organizational set-up of the Directorate of Disinvestment is as under: -



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All the Disinvestment work in the Directorate of Disinvestment is handled at officers' level with minimum supporting staff.

The following functions have been allocated to this Directorate: -

1. All matters relating to disinvestment of State Govt. equity from Public Sector Units and their related subsidiaries.
2. Decisions on the recommendations of the Disinvestment Commission on the modalities of disinvestment.
3. Implementation of disinvestment decisions including appointment of Advisors, pricing of shares and other terms and conditions of disinvestment.
4. All matters relating to Disinvestment Commission.
5. Public Sector Units for purposes of disinvestment of Govt. equity only.
6. All matters presently assigned to B.P.E;
7. Settlement of disputes between the Public Sector Enterprises inter-se and between Public Sector Enterprises and the Government (excluding disputes on sales tax and excise) and
8. Any other matter referred by the State.

The functions of erstwhile Bureau of Public Enterprises have also been assigned to the Directorate of Disinvestment. The Directorate also performs the following functions: -

- (i) Matters relating to investment by the Govt. of Punjab in the Public Sector Undertakings and the Apex Cooperative Societies, including setting up of new Public Sector Undertakings.
- (ii) All matters relating to the audit reports of the Public Sector Undertakings including matters concerning the Committee on Public Sector Undertakings of the Punjab Vidhan Sabha, Accountant General and the Comptroller & Auditor General of India.
- (iii) Review and evaluation of the working of the Public Undertakings including scrutiny of the balance sheet and the annual accounts.

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- (iv) Formulation of broad policy guidelines relating to personnel policies including pay scales, Travelling allowance/Dearness allowance, House Rent allowance, economy in expenditure, payment of minimum dividend on the investments, payment of guarantee fee, maintenance of accounts and other financial matters, like plans and budget estimates of the Public Undertakings.

Section 4(1)(b)(ii) of R.T.I. Act, 2005

Powers and duties of its officers and employees:

Principal Secretary Finance & Disinvestment:

The following powers/functions are being exercised on behalf of this Directorate:-

1. All matters relating to initiate process of Disinvestment of Public Sector Undertakings/Apex Co-operative Institutions.
2. Financial powers as defined in Punjab Financial Rules.

Director Disinvestment:

The following powers/functions are being exercised on behalf of this Directorate:-

1. All matters relating to disinvestment process
2. To implement all the policies framed by the Department of Personnel as well as Department of Finance.
3. Financial powers as defined in Punjab Financial Rules.
4. Appointing/punishment authority in case of class III and Class IV.
5. All cases if GPF (Refundable/Non-Refundable) including payment of interest in respect of non-gazetted employees.
6. All cases relating to pay fixation, T.A., CCA, Grant of Assured Career Progression Scheme in respect of Class III and Class IV.
7. All cases relating to leave granted in relation to normal rules in respect of Class III and Class IV.
8. Cases of Loan and advances sent to Bank of Punjab.
9. Permission in respect of sale/purchase of Movable and Immovable property in respect of Class III and Class IV.
10. Medical Claims beyond Rs. 5001 to 25,000/-.
11. Sending of pension cases to Accountant General, Punjab in respect of Class III and Class IV.

Additional Director Disinvestment:

He exercises the following powers/functions on behalf of this Directorate -

1. Administrative Approval of Minor Expenditure.

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2. Disposal of advice cases of Public Sector Undertakings/Apex Cooperative Institutions with observations, if any,
3. Disposal of matter regarding Committee on Public Sector Undertakings.
4. To act as Director in the Board of Directors of various Public Sector Undertakings.
5. Monitoring of Various Information such as Guarantees, Loan, Equity, Profit & Loss, Dividend etc. of Public Sector Undertakings/Apex Cooperative Institutions.

Joint Director (F&A):

He exercises the following functions on behalf of this Directorate -

1. Disposal of all matters relating to Audit Paras of Public Sector Undertakings/Apex Cooperative Institutions.
2. Collecting and Maintaining of Various Information such as Guarantees, Loan, Equity, Profit & Loss, Dividend etc. of Public Sector Undertakings/Apex Cooperative Institutions.

Section 4(1)(b)(iii) of R.T.I. Act, 2005

The procedure following in the decision/making process, including channels of supervision and accountability:

The Directorate of Disinvestment serve as the Secretariat for the Cabinet Committee. All the cases of this Directorate are dealt by Section Officers and are submitted to Joint Director (F&A). The Joint Director (F&A) then puts up the cases to higher officers for consideration and orders.

The Directorate of Disinvestment draws up proposal on the basis of recommendations of the Core Group of Officers chaired by the Chief Secretary to Govt. Punjab and put up to the Cabinet Committee for its consideration. The Committee has been empowered by the Council of Ministers to take final decision on issues presented before it. While discussing various measures and at the time of final decision on proposal, the Cabinet Committee, in its discretion, can include any member of the Council of Ministers, especially the Minister-in-charge of the concerned Department. Principal Secretary Finance & Disinvestment is the Convener of this Committee.

Section 4(1)(b)(iv) of R.T.I. Act, 2005

The norms set by it for the discharge of its functions:

The following norms are set for the discharge of functions:-

Actions by Section Officer:

The Section Officer:

- a) Go through the receipt and separate urgent receipt from the rest;
- b) Deal with the urgent receipts first;
- c) Check enclosures and, if any found missing, indicate action to obtain it;
- d) Bring the receipt on to a current file if one already exist or get a new file opened, get a file number assigned and indicate file number on it
- e) Assign the receipt serial number (s) and page number (s);
- f) Docket the receipt and reproduce, on the notes portions of the file, remarks if any, made by an officer on the receipt.
- g) With the help of file register (s), indices, precedent books, standing guard files, reference folder etc. locate and collect other file papers if any referred to in the receipt, or having a bearing on the issues raised therein;
- h) When a single reference is quoted in a fresh receipt and that reference is on another file, prepare a copy of that reference and put up with the fresh receipt.
- i) Bring the matter to the notice of Deputy Controller (F&)/Next Higher Authority when he is unable to trace a specific reference with the record Clerk either in the index;
- j) Identify and examine the issue involved in the case and record a note;
- k) Arrange the reference proper in the case properly;
- l) Where necessary, attach a label indicating the urgency grading appropriate to the case;
- m) Put up the case to the appropriate Higher officers; and
- n) Indicate the date of submission.

The Section Officer should specifically mention, in the initial background note, the following three heads before proceeding with narrating case facts and opinions;

- a) Previous papers
- b) Precedents,

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c) Policies rules/instructions

The Section Officer should not keep in fresh receipt for more than six days. However, the receipts bearing 'Urgent' or 'Immediate' grading etc. are to be disposed of within three days and the day respectively.

Action by Joint Director (F&A) :

The Joint Director (F&A):

- a. Scrutinize the note of Section Officer;
- b. Finally dispose of routine cases;
- c. Take immediate routine action;
- d. Record, where necessary, a note setting out his own comments and suggestions;
- e. Submit the case to the appropriate officers; and
- f. Indicate the level of disposal in the margin;

Action by Higher Officers: -

Officer to whom receipts are submitted will:

- a. Go through the receipts and initial them;
- b. Remove receipts which they may like to dispose off without assistance from the subordinate staff or to submit to Higher Officers; and;
- c. Where necessary, give direction regarding line of action to be taken on other receipts

Section 4(1)(b)(v) of R.T.I. Act, 2005

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

The Directorate of Disinvestment uses the following rules, regulations manuals etc.:-

- (A) Punjab Civil Services Rules,
- (B) Punjab Financial Rules, Volume I & II,
- (C) Punjab Budget Manual,
- (D) Punjab Punishment and Appeals Rules,
- (E) Punjab Conduct Rules, 1966,
- (F) Service Rules,
- (G) Company Act, 1956,
- (H) Service Manual,
- (I) Finance Department's Finance Manual,

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- (J) Manual of Instructions of this Directorate and various instructions issued by Government from time to time,
- (K) Procedures/Policies framed/adopted by GOI regarding Disinvestment in Public Sector Undertakings.

Section 4(1)(b)(vi) of R.T.I. Act, 2005

A statement of the categories of documents that are held by it or under its control:-

This Directorate holds the following records:

- (A) Financial and Technical bids,
- (B) Assets Valuation Report,
- (C) Service Books of employees,
- (D) Personal files of employees,
- (E) Cash Book of this Directorate,
- (F) Office files.

Section 4(1)(b)(vii) of R.T.I. Act, 2005

The particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or administration thereof :

No such arrangement exists in the Directorate of Disinvestment.

Section 4(1)(b)(viii) of R.T.I. Act, 2005

A statement of the boards, council, committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advise and as to whether meetings of those boards, council committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

The following committees have been constituted for facilitating the process of Disinvestment:

- (A) Inter Departmental Committee,
- (B) Core Group of Officers on Disinvestment,
- (C) Cabinet Committee on Disinvestment.

These committees are not open to the public and the minutes of such meetings are not accessible for public.

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Section 4(1)(b)(ix) of R.T.I. Act, 2005

A directory of its officers and employees:-

At present this Directorate has strength of 18 officers/officials. The detail of Officers/Officials with designation, residential address and contact numbers etc. is as under :-

Sr. No.	Name of the Officer/ Official	Designation	Residential Address	Telephone
1.	Sh. Jaspal Singh, IAS	Director	# 3155, Sector 39-D, Chandigarh	2628411
2.	Additional Director	Vacant		
3.	Sh. Nirmal Singh	Jt. Director (F&A)	# 488, Phase 3B1, SAS Nagar Mohali	(O) 2722050 (M) 9914300488
4.	Sh. Lakhjit Singh	PA/ Director	# 1432,/ 2nd Floor, Sec. 40-B, Chd.	(M) 98551 94222
5.	Sh. Sanjeev Kumar	Section Officer	# 3397/1, Sec. 47-D, Chd.	(M) 98724 03397
6.	Sh. Sushil Kumar Dhiman	Section Officer	# 31/6 Near Govt. High School Lohgarh, Zirakpur.	(R)01762657731 (M) 9988639190
7.	Smt. Swaran Kaur	Sr. Scale Steno	5305-B/Sec.38 (West), Chd.	(R) 2625165
8.	Smt. Jagdish Kaur,	Sr. Assistant	# 3415, Sector 45-D, Chd	(M) 98147 03415
9.	Smt. Khushwant Kaur	Jr. Scale Steno	1282, Phase-V, Mohali	(M) 99150 83489
10.	Smt. Shashi Bala	Jr. Assistant	3124/24-D, Chandigarh	(R) 2716185
11.	Sh. Rajveer Singh	Cashier	# 553, Sector 22-A, Chd.	(M) 9463197024
12.	Sh. Davinder Singh Bisht	Peon	H.No. 4597, Sector 46-D, Chd.	
13.	Sh. Bachan Singh	Peon	# 2610/A, Sec. 39-C, Chd.	(M) 94170 47394
14.	Sh. Kalyan Singh	Peon	H.No. 196, Vill. Kajheri,U.T. Chd.	
15.	Sh. Baljit Singh	Peon	Vill Tanda Karor, Teh: Kharar SAS Nagar Mohali	

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DIRECTORATE OF DISINVESTMENT
Section 4(1)(b)(x) of R.T.I. Act, 2005

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

<u>Name of the Officers/officials</u>	<u>Scale of Pay</u>	<u>Total monthly emoluments(Rs.)</u>
Sh. Nirmal Singh, Joint Director (F&A)	Rs. 15600-39100 (Grade Pay Rs.6600)	53,029.00
Sh. Sanjeev Kumar, Section Officer	Rs. 10300-34800 (Grade Pay Rs.4600)	39,413.00
Sh. Sushil Kumar Dhiman, Section Officer	Rs. 10300-34800 (Grade Pay Rs.4400)	29,476.00
Sh. Lakhjit Singh, Personal Assistant	Rs. 10300-34800 (Grade Pay 4200)	29,329.00
Smt. Jagdish Kaur, Senior Assistant	Rs. 10300-34800 (Grade Pay Rs.4200)	30,843.00
Smt. Swaran Kaur, Senior Scale Steno	Rs.10300-34800 (Grade pay Rs.3800)	28,271.00
Smt. Shashi Bala, Junior Assistant	Rs. 5910-20200 (Grade Pay Rs.2800)	20,775.00
Smt. Khushwant Kaur, Junior Scale Stenographer	Rs. 5910-20200 (Grade pay Rs.2800)	17,657.00
Sh. Rajveer Singh, Clerk	Rs. 5910-20200 (Grade Pay Rs.2400)	18,337.00
Sh. Bachan Singh, Peon	Rs. 4900-10680 (Grade Pay Rs.1650)	13,276.00
Sh. Kalyan Singh, Peon	Rs. 4900-10680 (Grade Pay Rs.1650)	15,249.00
Sh. Devinder Singh Bisht, Peon	Rs. 5910-20200 (Grade Pay Rs.1900)	15,300.00

Section 4(1)(b)(xi) of R.T.I. Act, 2005

The budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made:

The Directorate does not execute any plan or non-plan schemes. The expenditure incurred is only on establishment.

Section 4(1)(b)(xii) of R.T.I. Act, 2005:

The manner of execution subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes:

The Directorate of Disinvestment does not execute any subsidy programmes.

Section 4(1)(b)(xiii) of R.T.I. Act, 2005

Particulars of recipients of concessions, permits or authorization granted by it :

Not applicable

Section 4(1)(b)(ix) of R.T.I. Act, 2005

Details in respect of information available to or held by it, reduced in an electronic form :

The complete information relating to Disinvestment has already been hosted on the website of this Directorate i.e. pbdisinvest.nic.in. In addition, information on the Share Capital, Profit and Loss, outstanding Guarantee, State Govt. Loan etc. of the Public Sector Undertakings have also been hosted on this website. The website is being updated from time to time.

Section 4(1)(b)(xv) of R.T.I. Act, 2005

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

No such facility is available in this Directorate.

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Section 4(1)(b)(xvi) of R.T.I. Act, 2005

The name, designation and other particulars of the Public Information Officers :

The details of the Public Information Officer are given below:

Officer Address : Nirmal Singh, Jt. Director (F&A)
Directorate of Disinvestment
SCO. No. 53-55, Sector 17-D, Chandigarh-160017.

Telephone Nos. 0172-2722050, Fax-0172-2714453

Residential Address :

488, Phase 3B-I,
SAS Nagar Mohali

Section 4(1)(b)(xvii) of R.T.I. Act, 2005

Such other information, as may be prescribed:

The first appeal shall lie with the Secretary Expenditure and Director Disinvestment.

The contact details are as below:

Sh. Jaspal Singh, IAS,
Secretary Expenditure and Director Disinvestment

Office Address :

Directorate of Disinvestment,
SCO 53-55, Sector 17D,
Chandigarh - 160017

Telephone Nos :

0172-2727411 (O), 0172-2628411 (R)

Fax- 0172-2714453

Residential Address :

House No. 3155, Sector 39-D,
Chandigarh.