

DIRECTORATE OF DISINVESTMENT

PROFORMA

NAME OF THE DEPARTMENT :- **Finance (Directorate of Disinvestment)**

Sr. 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	Office Phone No.	Office FAX No.	Office E-mail
1.	Smt. Jaspreet Talwar, IAS	Additional Director	Public Information Officer (PIO)	SCO.No. 53-55, 2 nd Floor, Sector 17-D, Chandigarh	0172-2727411	0172-2714453	pbdinvest@glidenet.in

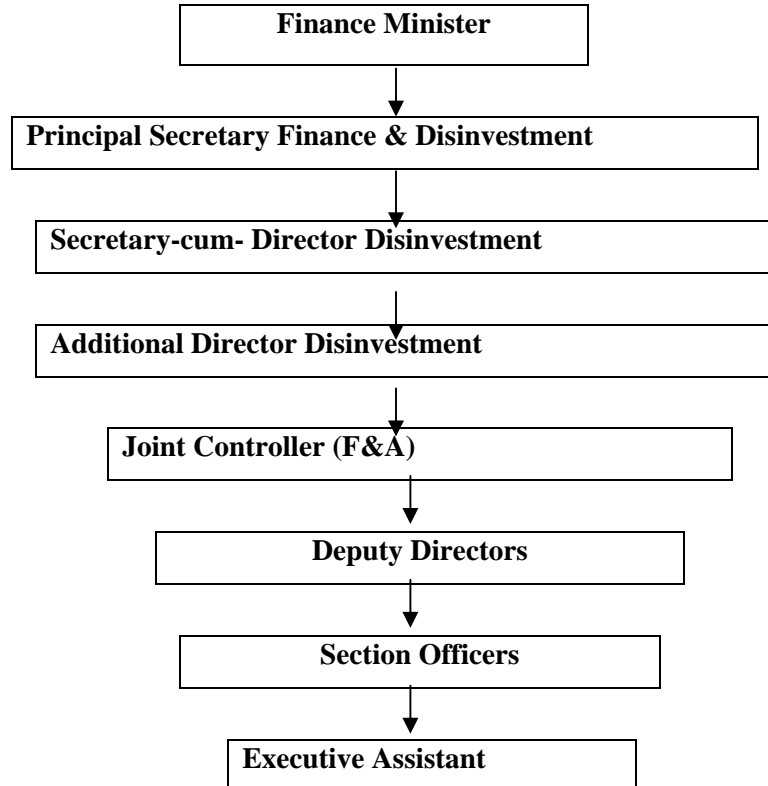
Note: This Directorate has no field office in Distt. Head Quarter or any where in Punjab.

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: -



DIRECTORATE OF DISINVESTMENT

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.
- (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:

He exercises the following powers/functions 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:

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

1. All matters relating to disinvestments 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 of 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 Moveable 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.

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

The procedure followed in the decision-making process, including channels of supervision and accountability:

The Directorate of Disinvestment serves as the Secretariat for the Cabinet Committee. All the cases of this Directorate are submitted by Section Officers to respective Assistant Controllers (F&A). Thereafter, Assistant Controllers (F&A) submit the cases to Joint Controller (F&A) after comments where necessary. The Joint Controller (F&A) then puts up the cases to higher officers for consideration and orders.

The Directorate of Disinvestment draws up proposals on the basis of recommendations of the Core Group of Officers chaired by the Chief Secretary to Govt. Punjab and puts up to the Cabinet Committee for its consideration. The Committee has been empowered by the Council of Ministers to take final decisions 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 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: -

Action by Section Officer: -

The section officer will: -

- 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 Assistant Controller (F&A)/ Next Higher Authority when he is unable to trace a specific reference with the help of Record Clerk either in the indices or in the;

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.
- (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 persons 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 meeting are not accessible for public.

DIRECTORATE OF DISINVESTMENT

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 17 Officers/Officials. However, a list containing the detail of Officers/officials with designation, residential Address and contact numbers etc. is enclosed.

<u>Name of the Officer/ Official</u>	<u>Designation</u>	<u>Residential Address</u>	<u>Telephone</u>
Sh. Sanjay Kumar, IAS	Director	# 908, Sector 39-A, Chandigarh	(O) 2727411 (R) 2699298 (Sectt) 2742554 (M)9814073164
Smt. Jaspreet Talwar, IAS	Addl. Director	#3555, Sector 23-D Chandigarh	(O) 2727411 (M)9876013013 (Sectt.)2742351
Sh. S.K.Handa,	Joint Controller (F&A)	# 290, Sec. 22-A, Chd	(R) 2727185 (M) 9872207185
Sh. Jagmohan Singh Jaggi	Deputy Controller (F&A)	# 2182, Sector 37C, Chandigarh	(R) 2694282 (M)9872642182
Sh. Sanjeev Kumar	Section Officer	# 3397/1, Sec. 47-D, Chandigarh	(R) 3053787 (M)9872403397
Sh. Sushil Kumar Dhiman	Section Officer	# 19 Near Govt. High School Lohgarh, Zirakpur	(R)01762295319 (M)9872582424
Sh. Jatinder Singh	Section Officer	#2559/37-C, Chandigarh	(R) 2692561 (M)9814602559
Sh. Rattan Chand	Section Officer	Kharar	(M)9855407606
Sh. Lakhjit Singh	EA	# 1432,/ 2nd Floor, Sec. 40-B, Chandigarh	(R) 2685391 (M)9855194222
Smt. Jagdish Kaur,	Sr. Assistant	# 3415, Sector 45-D, Chandigarh	(M)9814703415
Smt. Swaran Kaur	Jr. Scale Steno	5305-B/Sec.38 (West), Chandigarh	2625165
Ms. Khushwant Kaur	Steno-Typist	# 1282 Phase V Mohali	9915083489
Smt. Shashi Bala	Jr. Assistant	3124/24-D, Chandigarh	2716185
Sh. Rajveer Singh	Clerk	# 553, Sector 22-A, Chandigarh	9855622553
Sh. Davinder Singh Bisht	Peon	#4597B, Sector 46, Chandigarh	
Sh. Jang Singh	Peon	# 204 Vill. Khuda Ali Sher, U.T. Chandigarh	3200493
Sh. Bachan Singh	Peon	# 2610A, Sector 39-C Chandigarh	9417047394
Sh. Kalyan Singh	Peon	H.No. 196, Vill. Kajheri,U.T. Chandigarh	

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. S.K. Handa, Joint Controller (F&A)	Rs. 10025-15100	29,205.00
Sh. Jagmonan Singh Jaggi, Deputy Controller (F&A)	Rs. 7880-11660	30,591.00
Sh.Sanjeev Kumar, Section Officer	Rs. 7220-10980	24,804.00
Sh. Sushsil Kumar Dhiman, Section Officer	Rs. 7000-10980	17,528.00
Sh. Rattan Chand, Section Officer	Rs. 7220-11320	24,156.00
Sh. Jatinder Singh, Section Officer	Rs. 7220-11320	25,827.00
Sh. Lakhjit Singh, Executive Assistant	Rs. 6400-10640	20,185.00
Smt. Jagdish Kaur, Senior Assistant	Rs. 6400-10640	18,568.00
Smt. Shashi Bala, Senior Clerk	Rs. 4400-7000	13,653.00
Smt. Swaran Kaur, Junior Scale Steno	Rs. 5480-8925+60 Spl.All.	16,596.00
Smt. Khushwant Kaur, Steno-typist	Rs. 4020-6200	10,251.00
Sh. Rajveer Singh, Clerk	Rs. 3120-5180	12,462.00
Sh. Bachan Singh, Peon	Rs. 2720-4260	8,848.00
Sh. Kalyan Singh, Peon	Rs. 2720-4260	9,769.00
Sh. Devinder Singh Bisht, Peon	Rs. 3120-5180	10,679.00
Sh. Jang Singh, Peon	Rs. 3120-5180	12,034.00

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 expenditures 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 of subsidy programmes including the amounts allocated and the details 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)(xiv) 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 of reading room, if maintained for public use;

No such facility is available in this Directorate.

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:

Smt. Jaspreet Talwar, IAS

Additional Director Disinvestment

Office Address: Directorate of Disinvestment

SCO No. 53-55, Sector-17D

Chandigarh-160017

Telephone Nos. 0172-2727411

Fax- 0172-2714453

9876013013 (M)

Residential Address:

3555, Sector 23-D,

Chandigarh

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 Principal Secretary, Disinvestment.

The contact details are as below:

Sh. D.S.Kalha, IAS

Principal Secretary Disinvestment

Office Address:

Room No. 16,

8th Floor,

Punjab Civil Secretariat,

Sector-1,

Chandigarh -160001

Telephone Nos.:

0172-2742316 (O)

0172-2547417 (R)

Fax- 0172-2747547

Residential Address :

House No. 510,

Sector- 16

Chandigarh