

**CONTENTS OF THE
INFORMATION HANDBOOK
Under
RIGHT TO INFORMATION ACT, 2005
[DEPARTMENT OF PUBLIC ENTERPRISES
GOVERNMENT OF ASSAM]**

**Chapter - 1
INRODUCTION**

THE RIGHT TO INFORMATION ACT, 2005

The Right to Information Act of the Parliament received assent of His Excellency the President of India on 15th June 2005. The Right to Information Act 2005 (No. 22of 2005) is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission & State Information Commissions and for matters connected therewith or incidental thereto. The Act, which has come into force from 12-10-2005 extends to whole of India except the State of Jammu & Kashmir.

THE INFORMATION HANDBOOK

The Information Handbook of the Department of Public Enterprises of Government of Assam is a proactive disclosure of Information published under the provision of obligation of public authority as per section 4(b) of the Right to Information Act, 2005.

INTENDED USERS OF THE HANDBOOK

The handbook is meant for the members of public interested in knowing the role of the Department of Public Enterprises of Government of Assam

ORGANIZATION OF INFORMATION IN THE HANDBOOK

The handbook contains the following manuals:

- 1.Functions & duties of Department of Public Enterprises of Government of Assam
- 2.Duties of officers & employees of Department of Public Enterprises of Government of Assam
- 3.Rules, Regulations, Instructions, Manuals & Records for discharging functions
- 4.Any arrangement for consultation with, or representation by members of public in relation to formulation of policies or implementation thereof
- 5.Categories of documents held by the Department of Public Enterprises of Government of Assam
- 6.Boards, Committees and other bodies constituted as part of the Department of Public Enterprises of Government of Assam
- 7.Particulars of Public Information Officer
- 8.Procedure followed in decision making process
- 9.Directory of officers & employees of Department of Public Enterprises of Government of Assam
- 10.Monthly remuneration received by officers & employees of Department of Public Enterprises of Government of Assam and system of compensation as provided in regulation

11. Budget allocated to the Department of Public Enterprises of Government of Assam
12. Manner of execution of any subsidy program
13. Particulars of recipients of any concessions, permits or authorization granted by the Department of Public Enterprises of Government of Assam
14. Norms set by the Department of Public Enterprises of Government of Assam for discharge of its functions
15. Information available in electronic form
16. Facilities available to citizens for obtaining information
17. Other useful information

DEFINITIONS OF TERMS USED IN THE HANDBOOK

18. *Appropriate Government* means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly
 - a. by the Central Government or the Union territory administration, the Central Government
 - b. by the State Government, State Government
 - i. *Information* means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log-books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be assessed by a public authority under any other law for the time being in force.
19. *Public Authority* means any authority or body or institution of self-government established or constituted
 - a. by or under the Constitution
 - b. by any other law made by Parliament
 - c. by any other law made by State Legislature
 - d. by notification issued or order made by the appropriate Government and includes any
 - ~ Body owned, controlled or substantially provided by the appropriate Government
 - ~ Non-Government organization substantially financed directly or indirectly by funds provided by the appropriate Government
 - i. *State Information Commission* means the State Information Commission constituted under sub-section (1) of Section 15
 - ii. *State Public Information Officer* means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of Section 5

CONTACT PERSON

Sri P. K. Tamuli ACS
Joint Secretary to the Government of Assam
Department of Public Enterprises
Secretariat Complex : Block 'C' : 3rd Floor
Dispur : GUWAHATI 781 006

PROCEDURE & FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HANDBOOK

Section of the Act	Fees
6(1)	Rs. 10/- per application through which request for obtaining information is to be made
7(1)	Rs. 2/- for each page created or copied in A-4 or A-3 size paper
	Actual charge or cost price of a copy in larger size paper
	Actual cost or price for samples or models
	For inspection of records, no fee for the first hour and a fee of Rs.5/- for each 15 minutes (or fraction thereof) thereafter
7(5)	Rs.50/- per diskette or floppy
	Price fixed for printed publication at printed price or Rs.2/- per page of photocopy for extracts from the publication

The above fees shall be by way of cash against proper receipt or by demand draft or banker's cheque payable to the Authorized Officer of the public authority. 'Authorized person' means a person nominated by the State Public Information Officer & Assistant State Public Information Officer as defined under Section 2(m) of the 'Right to Information Act,2005' or 'Appellate Authority' under Section 19(1) of the 'Right to Information Act,2005'

Ref : Above as per Notification No. AR.78/2005/142 Dated 02-01-2006 of the Administrative Reforms & Training Department of Government of Assam under 'Assam Right to Information (Regulation of Fee And Cost) Rules, 2005'

Chapter - 2 (Manual - 1)

Functions & duties of Department of Public Enterprises of Government of Assam

CREATION OF THE DEPARTMENT OF PUBLIC ENTERPRISES

The Department of Public Enterprises was created by the Government of Assam vide Notification No. ABP.133/76/pt.1/4 on the 8th July 1976 of the Appointment Branch of the Appointment (B) Department

OBJECTIVES OF THE DEPARTMENT OF PUBLIC ENTERPRISES

- 20.To exercise supervision and control over the commercial and management aspects of the Public Enterprises
- 21.To help evolve and implement the overall policy of the State Government for the efficient management and control of the State's Public Enterprises
- 22.To ensure compliance with statutory obligations by the Public Enterprises
- 23.To monitor the performance of the Public Enterprises and to initiate remedial actions, wherever necessary
- 24.To examine and approve the new projects, schemes, programs and plans of the Public Enterprises having regard to the full economic implementation of the investments proposed in terms of market demand, operating cost, investment pattern and benefit cost analysis in consultation with other departments as may be necessary
- 25.To arrange performance appraisal and control systems for project under the Public Enterprises and to evaluate the performance of the projects
- 26.To have the annual accounts of the Public Enterprises analyzed and to take necessary post-audit actions
- 27.To deal with policy and manpower planning and management expertise as required at the Government level, covering in particular, recruitment, selection, appointment and training of Executive personnel in the Public Enterprises and to organize an industrial management cadre in the State

- 28.To guide and assist the Public Enterprises in regard to their operations and objectives as may be necessary for the State Government in dealing with the outside agencies
- 29.To co-ordinate the functions and operations of the different Public Enterprises in the State

MISSION OF THE DEPARTMENT OF PUBLIC ENTERPRISES

To make the State Public Sector healthy

DUTIES & FUNCTIONS OF THE DEPARTMENT OF PUBLIC ENTERPRISES

- 30.To discharge the duties & functions laid-down in the objectives
- 31.To discharge the roles defined in the Rules of Executive Business 1968 with amendment of 2003 viz.
- Before setting-up any public sector undertaking, each administrative department will have to consult Public Enterprises Department and obtain its views
 - All appointments to the Board of Directors and appointments of Chief Executives of Public Sector Undertakings should be done in consultation with Public Enterprises Department
 - Whenever capital investment of more than Rs.15 Lakh is made in public sector industries, the clearance of Public Enterprises Department should be obtained
 - Audited accounts, monthly & quarterly reports of the public sector units should be sent to the Public Enterprises Department to enable it scrutinize each unit's performance and to suggest corrective measures
 - In cases of full or partial disinvestments in any state public sector undertaking, the administrative department shall consult the Public Enterprises Department

LOCATION OF THE DEPARTMENT OF PUBLIC ENTERPRISES

Secretariat Complex : Block 'C' : 3rd Floor :Dispur : GUWAHATI 781 006

<u>Working Hours</u>	:	10 AM to 4-15 PM (Winter)
		10 AM to 5-00 PM (Summer)
<u>Holidays</u>	:	As per State Government declared holiday list

ORGANOGRAM OF THE DEPARTMENT OF PUBLIC ENTERPRISES

[As available in the website dpeasom.gov.in]

Chapter - 3 (Manual - 2)

Duties Of Officers & employees

	Designation	Duties – To deal with
Officers	Joint Secretary & Director	32.Matters relating to Committee on State Public Sector Enterprises 33.Matters relating to Scheduled Castes & Scheduled Tribes Commissions 34.Service Rules of State Public Sector Undertakings 35.Matters relating to Administrative Reforms Commission 36.Matters relating to 20 Point, 14 Point & 15 Point programs 37.Attendance Register/ Casual Leave register/ Arrear list/ Record room 38.Human Right Commission matters 39.Social Safety Net & Other Asian Development Bank matters 40.Policy matters viz. Memorandum of Understanding, Lease etc. 41.Analysis of Balance Sheets of State Public Sector Undertakings 42.Agenda & Minutes of Board of Directors of State Public Sector Undertakings 43.Matters on Right to Information Act 44.Any matters assigned by Principal Secretary/ Commissioner & Secretary/ Secretary

ia t	Deputy Secretary	<p>45. Finance Commission matters</p> <p>46. Pay Commission of State Public Sector Undertakings and any references on their pay-scale matters</p> <p>47. Constitution of Board of Directors of State Public Sector Undertakings, Remuneration etc. of Chairpersons & Directors of State Public Sector Undertakings</p> <p>48. Important Government circulars etc.</p> <p>49. Shram Award matters</p> <p>50. Issue of orders of the Department</p> <p>51. Governor's address & Finance Minister's Budget Speech, Rules of Executive Business</p> <p>52. Matters relating to recruitment, selection in State Public Sector Undertakings and Empowered Committee for State Public Sector Undertakings</p> <p>53. Economy measures ordered by Finance etc. Departments</p> <p>54. Annual Confidential Reports, Disciplinary matters & Other establishment matters</p> <p>55. Public Enterprises Selection Board matters</p> <p>56. Submission of returns on Assembly questions, Parliamentary questions, Assembly passes etc.</p> <p>57. Matters relating to Public Accounts Committee, Public Undertaking Committee, Estimate Committee & Other Assembly Committees.</p> <p>58. Matters on Public Interest Litigation, all Court matters</p> <p>59. Matters on Voluntary Retirement Scheme</p> <p>60. Matters on Secretary's Committee meetings</p> <p>61. Screening Committee/ Public Investment Board matters</p> <p>62. Matters relating to website of Department of Public Enterprises</p> <p>63. Closure of State Public Sector Undertakings</p> <p>64. Revival, Merger, Disinvestment matters of State Public Sector Undertakings</p> <p>65. Accounts matters of State Public Sector Undertakings</p> <p>66. Matters on Companies Act</p> <p>67. Inspection Report</p> <p>68. Annual Report</p> <p>69. Matters on Plan/ Non-Plan proposal, Budget, Utilization & Expenditure Statements</p> <p>70. Purchase of Office Stationary, Equipments, Library Books, Vehicle Maintenance and of Other provisions in the Budget</p> <p>71. Any other works assigned from time to time</p>
	Deputy Secretary (duties of Under Secretary)	<p>72. Post creation, Retention, Appointment, Duty Allocation, Training, Annual Confidential Report, Leave, Pension matters of all Gazetted Officers of the Department of Public Enterprises, including Technical Wing and Traveling Allowance Bills - issue of ceilings thereof</p> <p>73. Other establishment matters of Technical Wing of the Department of Public Enterprises</p> <p>74. Issue of sanctions on matters of Department of Public Enterprises</p> <p>75. All ceiling matters</p> <p>76. Audit matters of expenditures incurred by the Department of Public Enterprises</p> <p>77. Any other works assigned from time to time</p>
O f f i c e r s : T e c h	Adviser (P)	<p>78. All Asian Development Bank matters</p> <p>79. Closure/ Revival/ Merger/ Disinvestment matters of State Public Sector Undertakings</p> <p>80. Public Investment Board matters</p> <p>81. Accounts of State Public Sector Undertakings</p> <p>82. Annual Report/ Companies Act</p> <p>83. Any matters referred to by Principal Secretary/ Commissioner & Secretary/ Joint Secretary/ Deputy Secretary</p>
	Deputy Adviser (F)	<p>84. Committee on State Public Sector Undertakings</p> <p>85. Analysis of Balance Sheets of State Public Sector Undertakings</p> <p>86. Agenda & Minutes of Board of Directors of State Public Sector Undertakings</p> <p>87. Any other works assigned from time to time</p>

ni ca l W in g O f f i c e r s : S e c r e t a r i a t	Junior Economist	88.Revival/ Merger/ Disinvestment matters of State Public Sector Undertakings 89.Inspection Report 90.All general matters relating to State Public Sector Undertakings 91.Accounts matters of State Public Sector Undertakings, matters relating to Companies Act, Companies (Amendment) Act & Other Acts governing the State Public Sector Undertakings 92.All matters relating to improvement of State Public Sector Undertakings 93.Review & Performance Reports, Status Report of State Public Sector Undertakings 94.Matters on Voluntary Retirement Scheme 95.Screening Committee/ Public Investment Board matters 96.Any other works assigned from time to time
	Management Officer (Management)	97.Asian Development Bank, Foreign Direct Investment, External Aid etc. matters 98.Matters on Public Interest Litigation, all Court matters, Human Rights matters 99.Matters on Right to Information Act 100.Matters on Public Sector Reform Policy, Medium Term Fiscal Reform Program, Policy matters viz. Memorandum of Understanding, Lease etc. 101.Private Sector participation/ Social Safety Net Program 102.Matters relating to recruitment, Selection in State Public Sector Undertakings & Empowered Committee for State Public Sector Undertakings 103.Public Enterprises Selection Board matters 104.Matters relating to website of Department of Public Enterprises 105.Any other works assigned from time to time
	Statistical Officer	106.Matters relating to Public Accounts Committee, Public Undertaking Committee, Estimate Committee & Other Assembly Committees 107.Matters relating Scheduled Castes & Scheduled Tribes Commissions Finance Commission matters 109.Pay Commission of State Public Sector Undertakings and any references on their pay-scale matters 110.Service Rules of State Public Sector Undertakings 111.Constitution of Board of Directors of State Public Sector Undertakings, Remuneration etc. of Chairpersons & Directors of State Public Sector Undertakings 112.Matters relating to Administrative Reforms Commission, Facilitation, Citizens' Charter etc.& any Other Commission 113.Matters relating to Assam Accord, 20 Point, 14 Point & 15 Point Programs 114.Shram Award matters 115.Governor's address & Finance Minister's Budget Speech, Rules of Executive Business 116.Any other works assigned from time to time
Ref : Order No. PE.54/1998/5 Dated 30-08-2005		

Designation		Duties - To deal with
Senior Administrator	1	117.All matters relating to revival of State Public Sector Undertakings 118.Issue of sanction of house rent for rented office building, security bills, electricity & telephone bills 119.Matters relating to Scheduled Castes & Scheduled Tribes Commissions 120.Inspection Report/ Committee Reports on State Public Sector Undertakings 121.Submission of returns on Assembly questions, Parliamentary questions, Assembly passes etc. 122.Agenda & Minutes of Board of Directors of State Public Sector Undertakings 123.Any other works assigned from time to time

tive Assist ant	2	<p>124.Asian Development Bank, Foreign Direct Investment, External Aid etc. matters</p> <p>125.Matters relating to Public Accounts Committee, Public Undertaking Committee, Estimate Committee & Other Assembly Committees</p> <p>126.Audit & Accounts matters relating to State Public Sector Undertakings, C & AG Reports (Finance, Re-appropriation, Civil, Commercial), Vigilance matters.</p> <p>127.Matters on Plan/ Non-Plan proposal, Budget, Utilization & Expenditure Statements</p> <p>128.Finance Commission matters</p> <p>Committee on State Public Sector Undertakings</p> <p>130.Any other works assigned from time to time</p>
	3	<p>131.All general matters relating to State Public Sector Undertakings e.g. sick undertakings, arrear in CPF contribution, disciplinary matters, representation of Union of State Public Sector Undertakings, Reference from Government of India, Other Departments, Institutions, Societies etc.</p> <p>132.Pay Commission of State Public Sector Undertakings and any references on their pay-scale matters</p> <p>133.Service Rules of State Public Sector Undertakings</p> <p>134.Accounts matters of State Public Sector Undertakings, matters relating to Companies Act, Companies (Amendment) Act & Other Acts governing the State Public Sector Undertakings</p> <p>135.Any other works assigned from time to time</p>
Senior Admin istrativ e Assista nt	4	<p>136.Matters on Public Interest Litigation, all Court matters, Human Rights matters</p> <p>137.Matters on closure & improvement of State Public Sector Undertakings</p> <p>138.Constitution of Board of Directors of State Public Sector Undertakings, Remuneration etc. of Chairpersons & Directors of State Public Sector Undertakings</p> <p>139.Post creation, Retention, Appointment, Duty Allocation, Training, Annual Confidential Report, Leave, Pension matters of all Gazetted Officers of the Department of Public Enterprises, including Technical Wing and Traveling Allowance Bills – issue of ceilings thereof</p> <p>140.Other establishment matters of Technical Wing of the Department of Public Enterprises</p> <p>141.Review & Performance Reports, Status Report of State Public Sector Undertakings</p> <p>142.Any other works assigned from time to time</p>
	5	<p>143.Merger/ Disinvestment matters of State Public Sector Undertakings</p> <p>144.Purchase of Office Stationary, Equipments, Library Books, Vehicle Maintenance and of Other provisions in the Budget not assigned to others</p> <p>145.Issue of sanctions against above</p> <p>146.All ceiling matters</p> <p>147.Audit matters of expenditures incurred by Public Enterprises Department</p> <p>148.Matters relating to Administrative Reforms Commission, Facilitation, Citizens' Charter etc.& any Other Commission not assigned specially to others</p> <p>149.Any other works assigned from time to time</p>
	6	<p>150.To deal with important Government Circulars</p> <p>151.Arrear list, improvement in filing system, recording files & dispatch to Record Room</p> <p>152.Website of Public Enterprises Department</p> <p>153.Matters relating to Assam Accord, 20 Point, 14 Point & 15 Point Programs</p> <p>154.Shram Award matters</p> <p>155.Sanction of house building advance & advances for vehicle for officers & staff of Public Enterprises Department including Technical Cell</p> <p>156.Any other works assigned from time to time</p>
	7	<p>157.Matters on Public Sector Reform Policy, Medium Term Fiscal Reform Program</p> <p>158.Policy matters viz. Memorandum of Understanding, Lease etc.</p> <p>159.Private Sector participation/ Social Safety Net Program</p> <p>160.Any other works assigned from time to time</p>
Junior Admin istrativ e Assista nt	1	<p>161.Matters on Voluntary Retirement Scheme</p> <p>162.Governor's address & Finance Minister's Budget Speech, Rules of Executive Business</p> <p>163.Screening Committee/ Public Investment Board matters</p> <p>164.Public Enterprises Selection Board matters</p> <p>165.Matters relating to recruitment, Selection in State Public Sector Undertakings & Empowered Committee for State Public Sector Undertakings</p> <p>166.Any other works assigned from time to time</p>
	2	<p>167.Attendance Register/ Casual Leave register</p> <p>168.Economy measures ordered by Finance etc. Departments</p> <p>169.Annual Confidential Reports, Disciplinary matters & Other establishment matters not assigned to others</p> <p>Matters on Secretary's Committee meetings</p> <p>171.Any other works assigned from time to time</p>

Typists	1	172. Typing 173. Issue / Receipt of 'Dak' & File movement
	2	174. Typing
Ref : Order No. PE.69/2004/3 Dated 24-09-2004		

Chapter – 4(Manual – 3) **Rules, Manuals, Records for discharging functions**

The Department of Public Enterprises is a Secretariat Department and is guided by Rules of the State Government in force e.g.

- 175. Rules of Executive Business
- 176. Fundamental Rules
- 177. Service Rules
- 178. Financial Rules
- 179. Disciplinary Rules
- 180. Leave Rules
- 181. Pension Rules etc.

For discharging roles as a nodal Department for the State Public Sector Undertakings under administrative control of various State Government Departments, Guidelines on various matters are followed e.g.

- 182. Guidelines for Public Investment Board / Screening Committee for deciding investment proposals in State Public Sector Undertakings, as and when referred to by the administrative departments
- 183. Guidelines for Public Enterprises Selection Board for selection of top executives in State Public Sector Undertakings, as and when referred to by the administrative departments
- 184. Guidelines for Empowered Committee for State Public Sector Undertakings for rationalization of their human resources
- 185. Guidelines on appointment of Chairpersons & Directors in State Public Sector Undertakings
- 186. Guidelines on entitlements to part-time Chairpersons of State Public Sector Undertakings
- 187. Guidelines on role of part-time Chairpersons of State Public Sector Undertakings
- 188. Guidelines on re-employment of retired persons in State Public Sector Undertakings
- 189. Guidelines on pay revision in State Public Sector Undertakings
- 190. Guidelines on Voluntary Retirement Scheme for employees of State Public Sector Undertakings & Social Safety Net program, Business Incubation Unit
- 191. Guidelines on disciplinary Rules
- 192. Guidelines on holding meetings of Board of Directors of State Public Sector Undertakings and submission of Annual Report to Assembly
- 193. Guidelines on Companies Act 1956; Companies (Amendment) Act 2000; Clearing of arrears in finalization of accounts of State Public Sector Undertakings
- 194. Guidelines on deciding performance development, closure / merger / disinvestments in State Public Sector Undertakings
- 195. Guidelines on Borrowing & One Time Settlement of liabilities of State Public Sector Undertakings
- 196. Guidelines on purchase of vehicles by State Public Sector Undertakings
- 197. Guidelines on execution of Memorandum of Understanding between Administrative Departments & State Public Sector Undertakings etc.

The Department of Public Enterprises also publishes compilation of Status Reports on State Public Sector Undertakings, which contain information on different aspects of State Public Sector Undertakings e.g.

- 198.Performance statistics on different parameters
- 199.Notes / Minutes / Recommendations on matters on State Public Sector Reforms
- 200.Investment decisions of Public Investment Board
- 201.Board of Directors of State Public Sector Undertakings
- 202.Status of Accounts of State Public Sector Undertakings

The compilations on guidelines & status reports on State Public Sector Undertakings are published in print and available for references. Further, important guidelines, records, statistics are available in the website of the department www.dpeassam.nic.in

Chapter - 5 (Manual - 4)

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

There is no policy to consult the members of the public in formulation of policies by the Department of Public Enterprises, except that the policies are formulated with the approval of the Minister in charge of the Department and / or the Cabinet of Ministers.

In certain cases, the members of the public are invited to participate in formulation of recommendations relating to the State Public Sector Undertakings.

The State Public Sector Undertakings being under the administrative control of various departments, the policies formulated for the State Public Sector Undertakings are implemented by the concerned administrative departments

Chapter - 6 (Manual - 5)

Documents held under the control of the Department of Public Enterprises

The Department of Public Enterprises held the documents as listed at Chapter - 4 (Manual - 3).

Chapter - 7 (Manual - 6)

Boards, Committees constituted

The following Boards & Committees are constituted which meet as per requirement and minutes of the meetings are issued. The members of the public other than any included in their constitution can not participate in the meetings unless specifically invited.

Srl.	Name of the Board / Committee	Constituted with	Role of the Board / Committee
1	Public Investment Board	203.Chief Secretary as Chairperson 204.Financial Commissioner as Member 205.Planning & Development Commissioner as Member 206.Secretary, Industries Department as Member 207.Hill Development Commissioner as Member 208.Commissioner / Secretary of administrative Department concerned as Member 209.Secretary, Public Enterprises Department as Member Secretary	To recommend / decide investment proposals in State Public Sector Undertakings
2	Screening Committee	210.Planning & Development Commissioner / Development Commissioner for Hill Areas 211.Financial Commissioner 212.Secretary of administrative Department concerned 213.Secretary, Public Enterprises Department [The Senior most to Chair]	To recommend / decide investment proposals in State Public Sector Undertakings up to a limit of Rs. 50.00 Lakh
3	Public Enterprises Selection Board	1. Chief Secretary as Chairperson 2. Special Commissioner & Special Secretary, Planning & Development Department as Member 3. Commissioner & Secretary, Finance Department as Member 4. Special Secretary / Secretary, of administrative Department concerned as Member 5. Commissioner & Secretary, Personnel Department as Member 6. An expert on management of Public Enterprises to be nominated by Chairperson as Member 7. Secretary, Public Enterprises Department as Member Secretary	To select top Executives for the State Public Sector Undertakings
4	Empowered Committee for State Level Public Enterprises	1. Chief Secretary / Additional Chief Secretary as Chairperson 2. Commissioner & Secretary, Finance Department as Member 3. Commissioner & Secretary, Planning & Development Department as Member 4. Commissioner & Secretary, Public Enterprises Department as Member Secretary	To rationalize human resource in State Public Sector Undertakings
5	Committee on State Public Sector Undertakings	1. Dr. P.K.Choudhury, Ex-OIL Executive as Chairman 2. Sri Abhijit Barooah, President FINER as Member 3. Sri Dileswar Tanti, Ex Minister as Member 4. Principal Secretary, Planning & Development Department or his Representative as Member 5. Commissioner & Secretary, Finance Department or his Representative as Member 6. Commissioner & Secretary, administrative Department concerned 7. Sri P. K. Das, Deputy Adviser (Finance) Public Enterprises Department as Secretary	To recommend measures of improvement / closure / merger / disinvestments in State Public Sector Undertakings

Chapter - 8 (Manual - 7)

Particulars of Public Information Officer

Sl	Name	Designation	STD Code	Ph. No.		FAX	e-mail	Address
				Office	Home			
1	Sri P.K. Tamuli	Joint Secretary to the Govt. of Assam	0361	-	2222099 (Personal)	-	-	Department of Public Enterprises, Block "C", 3 rd Floor, Secretariat Complex : Dispur, Guwahati 781006

APPELLATE AUTHORITY

Sl	Name	Designation	STD Code	Ph. No.		FAX	e-mail	Address
				Office	Home			
1	Sri J.S.L. Vasava	Commissioner & Secretary to the Govt. of Assam	0361	2261040	2360053			Department of Public Enterprises, Block "C", 3 rd Floor, Secretariat Complex : Dispur, Guwahati 781006

Chapter - 9 (Manual - 8)

Procedure followed in decision making process

214. The decision making are guided by different Rules, Manuals, Guidelines etc. as listed in Chapter - 4 (Manual - 3).
215. The Department of Public Enterprises has a website dpeassam.nic.in which contains information on important matters and interested members of public may view these.
216. The decisions on routine matters are taken at the level of Principal Secretary / Commissioner & Secretary / Secretary of the Department
217. On matters of policies, depending on the laid down procedures, decisions are taken at the level of Chief Secretary / Minister in charge of the Department/ Chief Minister / the State Cabinet.
218. The organogram in Chapter - 2 (Manual - 1) indicates the route of decision making process.

Chapter - 10 (Manual - 9)
Directory of Officers & Employees

Sl	Name	Designation	STD Code	Ph. No.		FA	A s o n 3 0- 1 2- 2 0 0 5	mail	Address
				Office	Home				
1	Sri H.M.Cairae	Principal Secretary	0361	2237006	2360072				Department of Public
2	Sri J.S.L.Vasava	Commissioner & Secretary	0361	2261040	2360053				Enterprises, Block "C",
3	Sri R.N.Sharma	Secretary	0361	2260784	2360426				3 rd Floor, Secretariat
4	Sri P.K.Tamuli	Joint Secretary	0361	-	2222099 (Personal)				Complex Dispur, Guwahati
5	Sri P.K.Nath	Deputy Secretary	-	-	-				781 006
6	Sri P.K.Saki	Financial Adviser	-	-	-				
7	Sri R.Goswami	Superintendent	-	-	-				
8	Sri K.M.Sharma	Senior Administrative Assistant	-	-	-				
9	Sri B.K.Bordoloi	Senior Administrative Assistant	-	-	-				
10	Sri T.N.Das	Senior Administrative Assistant	-	-	-				
11	Sri H.C.Kalita	Senior Administrative Assistant	-	-	-				
12	Sri K.C.Das	Junior Administrative Assistant	-	-	-				
13	Sri S.Rajbangshi	Junior Administrative Assistant	-	-	-				

14	Smti S.Saikia	Junior Administrative Assistant	-	-	-		
15	Smti I.Purkayastha	Junior Administrative Assistant	-	-	-		
16	Smti S.R.Neog	Typist	-	-	-		
17	Smti S.L.Kalita	Typist	-	-	-		
TECHNICAL WING							
18	Sri A.K.Das	Adviser (Production)	0361	2237015	2662329 (Personal)		arundas48@rediffmail.com
19	Sri P.K.Das	Deputy Adviser (Finance)	-	-	-		
20	Mrs. P.Devi	Junior Economist	-	-	-		
21	Sri A. Goswami	Management Officer	-	-	-		
22	Sri K.K.Kalita	Statistical Officer	-	-	-		

Chapter - 11 (Manual - 10)

Monthly Remuneration received by Officers & Employees

As in December 2005

Sl	Name	Designation	Monthly remuneration (Gross)	Compensation / Compensatory Allowance	Procedure to determine the remuneration as given in the regulation
1	Sri H.M.Cairae	Principal Secretary	48,130/-		As per pay structure of the Government
2	Sri J.S.L.Vasava	Commissioner & Secretary	44,976/-		
3	Sri R.N.Sharma	Secretary	29,278/-		
4	Sri P.K.Tamuli	Joint Secretary	22,461/-		
5	Sri P.K.Nath	Deputy Secretary	17,014/-		
6	Sri P.K.Saki	Financial Adviser	14,969/-		
7	Sri R.Goswami	Superintendent	19,539/-		
8	Sri K.M.Sharma	Senior Administrative Assistant	14,969/-		
9	Sri B.K.Bordoloi	Senior Administrative Assistant	14,540/-		

10	Sri T.N.Das	Senior Administrative Assistant	14,540/-	
11	Sri H.C.Kalita	Senior Administrative Assistant	16,133/-	
12	Sri K.C.Das	Junior Administrative Assistant	8,649/-	
13	Sri S.Rajbangshi	Junior Administrative Assistant	7,731/-	
14	Smti S.Saikia	Junior Administrative Assistant	8,420/-	
15	Smti I.Purkayastha	Junior Administrative Assistant	10,410/-	
16	Smti S.R.Neog	Typist	7,130/-	
17	Smti S.L.Kalita	Typist	6,679/-	
TECHNICAL WING				
18	Sri A.K.Das	Adviser (Production)	26,884/-	
19	Sri P.K.Das	Deputy Adviser (Finance)	24,758/-	
20	Mrs. P.Devi	Junior Economist	16,133/-	
21	Sri A.Goswami	Management Officer	12,327/-	
22	Sri K.K.Kalita	Statistical Officer	19,539/-	

Chapter - 12 (Manual - 11)

Budget Allocation

The Department of Public Enterprises does not implement any scheme on developmental, construction, technical works. The budget provisions for the Department are for infrastructural support on salary, traveling expenses, office expenses, office equipments, maintenance, publication, rent rate & taxes etc.only

Chapter - 13 (Manual - 12)

Execution of subsidy program

The Department of Public Enterprises does not implement any subsidy scheme.

Chapter - 14 (Manual - 13)

Particulars of concessions, permits or authorization granted by Department of Public Enterprises

The Department of Public Enterprises does not provide any concessions, permits or authorization.

Chapter – 15 (Manual – 14)

Norms for discharge of functions

The Department of Public Enterprises follows different Rules, Manuals, Guidelines etc. as listed in Chapter – 4 (Manual – 3).

Chapter – 16(Manual – 15)

Information available in electronic form

The Department of Public Enterprises has a website www.dpeassam.nic.in

Chapter – 17(Manual – 16)

Facilities available to citizens for obtaining information

- 219.Through news paper
- 220.Notice Board
- 221.Inspection of office records
- 222.System of issuing copies of documents
- 223.Printed manuals
- 224.Website www.dpeassam.nic.in

Chapter – 18 (Manual – 17)

Other Useful Information

Application procedure for requesting information

- a.To apply in writing in English or Assamese or Hindi to the Public Information Officer, specifying the particulars of the information sought for.

2. Pay fees as prescribed in Chapter – 1

Time limit to get the information

- 225.Thirty days from the date of application
- 226.forty eight hours for information concerning the life & liberty of a person
- 227.If the interests of a third party are involved, the time limit will be forty days to allow time to the party to make representation.

Ground for rejection

- 228.If it is covered by exemption from disclosure under Section 8 of the Right to Information Act.
- 229.If it infringes copyright of any person other than the State under Section 9 of the Right to Information Act.

Appeal

Any person who does not receive a decision on request for information within the stipulated time or if aggrieved by the decision of the Public Information Officer may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to the Appellate Authority, provided that such officer may admit the appeal after the expiry of the period of thirty days, if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

Where an appeal is preferred against an order made by Public Information Officer to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

The appeal shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.