**PURSUANT TO SECTION 4 (1) (B) OF THE RIGHT TO INFORMATION ACT, 2005, THE FOLLOWING INFORMATION WITH REGARD TO THE OFFICE OF OFFICIAL LIQUIDATOR IS HEREBY PUBLISHED: -**

Information as required under section 4(1) (b) of the Right  to Information Act, 2005.

**1(A)** **The particulars of the organization:**

The particulars of the organization: The Official Liquidator, Delhi is appointed by the Central Government under section 448 of the Companies Act, 1956 and is functionally attached to the Hon’ble High Court of Delhi. The office of the Official Liquidator, Delhi is under the administrative charge of the Regional Director, Ministry of Corporate Affairs, Northern Region, Delhi. The Regional Director (NR), 2nd Floor ,Paryavaran Bhawan, CGO Complex Lodi Road, New Delhi-110003 who supervises the functioning of the office of the Official Liquidator on behalf of the Central Government. The Official Liquidator is entrusted with the duty of conducting the affairs of the companies under liquidation in accordance with the provisions of the Companies Act, 1956 read with Companies (Court) Rules, 1956 and is further subject to the orders of the Hon’ble High Court issued from time to time on the applications filed by or against the Official Liquidator and on the report filed by the Official Liquidator. The office of the Official Liquidator is situated at 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

**1(B) Functions and duties:**

The Official Liquidator is attached to the High Court, Delhi and discharges his functions and exercise the powers as envisaged under the provisions of Section 457 of the Companies Act subject to the orders of the Hon’ble High Court , from time to time.

Regarding the powers/functions refer to Section 457 of the Companies Act 1956 and ruled made there under.

**2. Powers and duties of  the Officers and employees**:

The Official Liquidator (OL) is assisted by Deputy Official Liquidator (DOL) and Assistant Official Liquidator (AOL). The subordinate staff assist the officer concern to comply with the relevant provisions of the Companies act and Rules made thereunder. The brief description of duties entrusted to the Officers and section heads is as under:

**ALLOCATION OF WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Officer | Name of the  Dealing Assistant | Section |
| 1 | Sh. Ashok Kumar Mahapatra,  Official Liquidator  Direct Tel. 24693315, Telephone No. 24693392-93-94, Email: ol.delh@mca.gov.in | 1.  Sh. Krishan Kumar, Assistant  2.  Sh. D.S. Meena, STA  3. Sh. Arvind Bharti, JTA  4. Sh. Rakesh Sinha, JTA  5. Sh. Mohan Singh Kataria, UDC  6. Ms. Manisha Umrao, UDC | TC-I, TC-II, TC-III, TC-IV, TC-V, Esstt, NBFC, Accounts |
| 2. | Sh. Vineet Rai ,  Deputy Official Liquidator,  Intercom No. 215 | 1.   Sh. Krishan Kumar, Assistant  2.     Sh. D.S. Meena, STA  3. Sh. Arvind Bharti, JTA  4. Sh. Mohan Singh Kataria, UDC  6. Ms. Manisha Umrao, UDC | TC-I, TC-IV, TC-V, DDO, Esstt, NBFC, |
| 3. | Sh. V. Harish, Asstt. Official Liquidator,  Intercom  No. 216 | 1. Sh. Sh. D.S. Meena, STA 2. Sh. Arvind Bharti, JTA 3. Sh. Rakesh Sinha, JTA | TC-II, TC-III, Accounts, RTI Matters |
|  |  |  |  |

3.  **Procedure followed in respect  of decision making process:** The works, files, reports are generally initiated subordinate staff including Cp Staff and contractual staff. The same is put up to the Official Liquidator through officers concern. However, each person/staff/officer who initiated /process the assignment is responsible and accountable to the extent of his/her contribution to a particulars case/matters.

4**. Norms for discharge of functions:**

The office of Official Liquidator complies with the statutory provisions of the Companies Act, 1956 and Companies (Court) Rules, 1959 and/or the orders of the Hon’ble High Court of Delhi in exercise of its powers conferred under the Companies Act and in discharge of its duties.  
  
5.  **Acts, Rules, regulations, instructions, manuals and records used by the employees for discharge of their functions:**

The Companies Act, 1956mand rules made there under.

General Financial  Rules framed by the Central Government

Central Civil Services (Pension) Rules, 1972

CCS (Conduct) Rules, 1955

Ministry of Corporate Affairs, Field Offices Recruitment Rules, 2011 and Administrative circulars/ Orders of the Ministry of Corporate Affairs

6.  **Categories of documents:**

The documents held by the office are those received from the various companies under liquidation, claimants, litigants, governments, the Official Liquidator’s Reports submitted to the Hon’ble High Court from time to time and other Courts and orders passed by the Hon’ble High Court, valuation reports obtained from approved valuers in respect of the assets of various companies (in Liquidation).

7.  **The arrangements that exist for the consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof.**

  ( Not applicable, since the liquidation proceedings of the Companies under liquidation are undertaken as per the orders of the Hon’ble High Court from time to time.)  
  
8**.  Boards, Councils, Committees and other bodies consisting of two or more persons constituted by it.  Additionally, information as to whether the meetings of these are open to the public, or minutes of meetings are accessible to the public**.

The office of Official Liquidator has constituted the following committee:-

1. Gem Committee for purchase of goods/items through GEM Portal
2. Local Purchase Committee for purchase of goods/services not available in GEM Portal
3. Sexual Harassment Committee

The Office of Official Liquidator, in discharge of its functions, holds meetings from time to time with secured/unsecured creditors, workmen, financial institutions, banks, other Government institutions such as DRT, etc., for carrying forward liquidation proceedings in respect of companies in liquidation and the minutes of these meetings/ liquidation proceedings in respect of specific companies can be obtained upon making application to the CPIO of the office of the Official Liquidator, Delhi. The purchase functions of the office of the Official Liquidator are  being discharged by a purchase committee.

9.   **Directory of Officers and employees:**

|  |  |
| --- | --- |
| S. No. | Name of the Officer |
| 1 | Sh. A.K. Mahaparta, Official Liquidator, Intercom No. 201  Direct Tel. 24693315, Telephone No. 24693392-93-94, Email : ol.delh@mca.gov.in |
| 2. | Sh. Vineet Rai , Deputy Official Liquidator, Intercom No. 215 |
| 3. | Sh. V. Harish, Asstt. Official Liquidator, Intercom No. 216 |

10.   **Monthly remuneration received by officers and employees:**

May be referred to the list attached as per Annexure – “A”.   
  
11.    **Budget allocation and expenditure:**

The position of budget allocation vis a vis actual expenditure for the financial years 2022-2023 is as under: ( In Rupees )

|  |  |  |
| --- | --- | --- |
| Expenditure Head | Budget Allocation for the financial year 2022-23 | Actual expenditure for the financial year 2022-23 |
| 2022-2023 | 2022-2023 |
| Salary | 13300000 | 13218649 |
| DTE | 300000 | 61492 |
| OE | 2800000 | 1245349 |
| Medical | 300000 | 203960 |
| OAE | 20000 | 00 |
| OTA | 00 | 00 |
| SAP | 150000 | 138400 |

12.       **The manner of execution of subsidy program including the amount allocated and the details and beneficiaries of such program.**

             Not applicable.          
  
13.       **Particulars of recipient of concession permits or authorization granted:**

             Not applicable.

14**.       Details of the information available to or held by it reduced in an electronic form:**

            The information in respect of companies under liquidation, dissolved under compulsory winding up and under voluntary winding up, public notices for sale, for invitation of claims and for declaration of dividend to creditors, settlement of List of Creditors, etc. are placed in the website of this office.

15.       **Particulars of First Appellate Authority, Central Public Information Officer and Assistant Central Public Information Officer :-**

|  |  |
| --- | --- |
| First Appellate Authority | Sh. Vineet Rai, Deputy Official Liquidator, Delhi High Court, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. |
| Central Public Information Officer (CPIO)/Nodal Officer | Sh. V. Harish, Asstt. Official Liquidator, Delhi High Court, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. |
| Assistant Central Public Information Officer (ACPIO) | Sh. Rakesh Sinha, JTA, Delhi High Court, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 |

Annexure- ’A’

OFFICERS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr No. | Name of the Officer | Official and Designation | Basic Pay | Gross Pay |
| 1 | Shri   A.K. Mahapatra | Official Liquidator | 142700 | 206862 |
| 2 | Shri Vineet Rai | Dy. Official Liquidator | 76200 | 135666 |
| 3 | Sh. V. Harish, | Asstt. Official Liquidator | 67000 | 120486 |

Annexure- ’A’

STAFF MEMBERS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr  No. | Name of the Officer | Official and Designation | Basic Pay | Gross Pay |
| 1 | Sh. D. S. Meena | Sr. Technical Assistant | 58600 | 101658 |
| 2 | Sh. Krishan Kumar | Assistant | 62200 | 107598 |
| 3 | Sh. Arvind Bhartiya | Junior Technical Assistant | 50500 | 74658 |
| 4 | Sh. Rakesh Sinha | Junior Technical Assistant | 43600 | 76908 |
| 5 | Ms. Manisha Umrao | Upper Division Clerk | 41600 | 73608 |
| 6 | Sh. Mohan Singh Kataria | Upper Division Clerk | 37500 | 66843 |
| 7 | Sh. Amit Sharma | MTS | 19700 | 34449 |
| 8 | Ms. Anandi Devi | MTS | 26000 | 49188 |
| 9 | Sh. Breham Prakash | MTS | 36100 | 64533 |

Annexure- ’A’

COMPANY PAID STAFF:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr  No. | Name of the Officer | Official and Designation | Basic Pay | Gross Pay |
| 1 | Sh. R.K. Vashist | Liqn. Asstt. | 49000 | 88818 |
| 2 | Sh. . Vijay Tiwari | Liqn. Asstt. | 39900 | 73803 |
| 3 | Sh.. Harish Joshi | Liqn. Asstt. | 38700 | 71823 |
| 4 | Ms. Seema Dogra | Liqn. Asstt. | 38700 | 71823 |
| 5 | Sh.. Gulab Singh | Liqn. Asstt. | 38700 | 71823 |
| 6 | Ms. Seema Bansal | Liqn. Asstt. | 37600 | 70008 |
| 7 | Ms. Pratibha Sharma | Liqn. Asstt. | 35900 | 67203 |
| 8 | Ms. Simmi Ahuja | Liqn. Asstt. | 35900 | 67203 |
| 9 | Sh. Anil Aggarwal | Liqn. Asstt. | 35900 | 67203 |
| 10 | Ms. Anju Dahiya | Liqn. Asstt. | 35900 | 67203 |
| 11 | Sh. Pradeep Bhardwaj | Liqn. Asstt. | 35900 | 67203 |
| 12 | Ms. Sonu Saigal | Liqn. Asstt. | 35900 | 67203 |
| 13 | Ms. Rajni Bala | Liqn. Asstt. | 35900 | 67203 |
| 14 | Sh. Manjeeet Singh | Liqn. Asstt. | 35900 | 67203 |
| 15 | Ms. Kusum Bhatt | Liqn. Asstt. | 35900 | 67203 |
| 16 | Sh. Ramesh Chandra | Liqn. Asstt. | 35900 | 67203 |
| 17 | Sh. Dharmendra Shukla | Liqn. Asstt. | 35900 | 67203 |
| 18 | Sh.. Dinesh Khurana | Liqn. Asstt. | 35900 | 67203 |
| 19 | Sh.. Dinesh Arora | Liqn. Asstt. | 35900 | 67203 |
| 20 | Ms. Manju Kaushik | Liqn. Asstt. | 35900 | 67203 |
| 21 | Sh.. Rajesh Kumar | Liqn. Asstt. | 35900 | 67203 |
| 22 | Sh. Harish Kr. Takkar | Liqn. Asstt. | 33900 | 63903 |
| 23 | Sh. Jaman Singh | Driver | 34900 | 65553 |
| 24 | Sh. Sanjay Kumar Rao | Liqn. Asstt. | 27900 | 54003 |
| 25 | Sh. Wasim Raja | Liqn. Asstt. | 27900 | 54003 |
| 26 | Sh. Mohan Singh Bisht | Peon | 28700 | 55323 |
| 27 | Sh. Mukesh | Peon | 28400 | 54828 |
| 28 | Sh. Arvind Rai | Process Server | 28400 | 54828 |
| 29 | Sh. Manoj | Peon | 26800 | 52188 |
| 30 | Sh. Mahesh Kanojia | Process Server | 26800 | 52188 |
| 31 | Sh. Ramji Rai | Peon | 26800 | 52188 |
| 32 | Sh. Madan Singh Bisht | Peon | 26800 | 52188 |
| 33 | Sh. Ram Singh | Peon | 26800 | 52188 |
| 34 | Sh. Surjeet Singh | Peon cum Driver | 27600 | 53508 |
| 35 | Sh. Subratoo Mukherjee | Process Server | 27600 | 53508 |
| 36 | Sh. Yadvinder Sharma | Process Server | 26000 | 50868 |
| 37 | Sh. Tribhuvan | Peon | 26000 | 50868 |
| 38 | Sh. Madan Singh | Process Server | 26000 | 50868 |
| 39 | Sh. Ved Prakash | Peon | 26000 | 50868 |
| 40 | Sh. Bhudutt Sharma | Record Sorter | 26000 | 50868 |
| 41 | Sh. Arun Kumar | Peon | 26000 | 50868 |