

PURSUANT TO SECTION 4 (1) (B) OF THE RIGHT TO INFORMATION AC, 2005, THE FOLLOWING INFORMATION WITH REGARD TO THE OFFICE OF OFFICIAL LIQUIDATOR IS HEREBY PUBLISHED		
Sr. No.	Details of disclosure	Remarks
1	Name and address of the organization	O/O Official Liquidator, Ministry of Corporate Affairs, 8 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
2	Head of the organization	Official Liquidator
3	Vision, Mission and Key objectives	To be a facilitator of world class governance of corporate.* To transform regulatory environment for easy compliance. * To balance competing interests of various stakeholders; and * To build and strengthen institutions for achieving excellence in service delivery.
4	Function and duties	* To conduct the whole process of liquidation the Official Liquidator is appointed by the Hon'ble High Court and has to perform all the required things in respect of compulsory and Voluntary winding up of the company.** To settle claims of the stake holders and facilitates realization of the assets of the company. *** The Official Liquidator works under the supervision of RD (NR) on behalf of the Ministry of Corporate Affairs. **** To finally dissolve the company.
5	Organization Chart	i) i) Official Liquidator. ii) Dy. Official Liquidator iii) Asstt. Official Liquidator. iv) Senior Technical Asstt. v) Junior Technical Asstt. vi)Upper Division Clerks vii) Lower Division Clerks. viii) Multi Tasking Staff. ix) Company Paid Staff
6	Any other details-the genesis, inception, formation of the department and the HoD from time to time as well as the committees / Commissions constituted from time to time have been dealt	Not applicable
7	Powers and duties of officers (administrative, financial and judicial)	* To conduct the whole process of liquidation the Official Liquidator is appointed by the Hon'ble High Court and has to perform all the required things in respect of compulsory and Voluntary winding up of the company.** To settle claims of the stake holders and facilitates realization of the assets of the company. *** The Official Liquidator works under the supervision of RD (NR) on behalf of the Ministry of Corporate Affairs. **** To finally dissolve the company.
8	Power and duties of other employees	All legal matters/preparation of petitions, affidavits and appearances before the Court. li) Liaison with the Legal counsels. iii) To assist the DOL, AOL, STA/JTA in all technical matters.
9	Rules/ order under which powers and duty are derived and	Rules derived by the Companies Act, 1956/2013 and orders issued by the Central Government from time to time.
10	Exercised	Under Companies Act, 1956 , GFR and FR/SR.
11	Work allocation	As allocated by the Head of office from time to time.
12	Process of decision making identify key decision making points	Official Liquidator
13	Final decision making authority	Official Liquidator
14	Related provisions, acts, rules etc.	Process for decision making procedure on acts, rules etc. is undertaken by the Ministry.
15	Time limit for taking a decisions, if any	Depending upon the issue related.
16	Channel of supervision and accountability	To the Official Liquidator through the DOL/AOL
17	Nature of function /services offered	* To conduct the whole process of liquidation the Official Liquidator is appointed by the Hon'ble High Court and has to perform all the required things in respect of compulsory and Voluntary winding up of the company.** To settle claims of the stake holders and facilitates realization of the assets of the company. *** The Official Liquidator works under the supervision of RD (NR) on behalf of the Ministry of Corporate Affairs. **** To finally dissolve the company.
18	Norms/ standards for functions /service delivery	As per citizen Charter
19	Process by which these services can be accessed	As per citizen Charter
20	Time-limit for achieving the targets	As per citizen Charter
21	Process of redress of grievances	As per citizen Charter
22	Title and nature of the record/ manual/ instruction	Companies Act,1956/2013 and rules framed therein.
23	List of Rules, regulations, instructions manuals and records	Companies Act 1956/2013 and rules framed therein.
24	Acts /rules manuals etc.	Companies Act, 1956/2013 and rules framed therein.
25	Transfer policy and transfer orders	Transfer policy is formulated by Ministry/RD(NR) and transfer order are issued in accordance with it.
26	Categories of documents	Companies Act related documents.
27	Custodian of documents / categories	Official Liquidator
28	Name of Boards, Council, Committee etc.	Nil
29	Composition	Nil
30	Dates from which constituted	Nil
31	Term /Tenure	Nil
32	Powers and functions	Nil

33	Whether their meeting are open to the public?	Nil
34	Whether the minutes of the meetings are open to the public?	Nil
35	Place where the minutes if open to the public are available?	Nil
36	Name and designation	Directory of officers and employees S. No. of the Officer Designation phone No. Email ID 1. S. Meenakshi Official Liquidator Dir. 011-24693315 ol.delhi@mca.gov.in 2. Sh. Vineet Rai Dy. Official Liquidator Vineet.rai@mca.gov.i 3. Gaurav Dy. Official Liquidator Gaurav@mca.gov.in, (<i>Both the officers @ Sr. No. 2 & 3 were relieved on 10.12.2025 and 09.12.2025 respectively on the promotion order dt. 04.12.2025 of Ministry of corporate Affairs</i>) 4. Sh. Shravan Kumar Dy. Official Liquidator shravan.kumar@mca.gov.in 5. Ms. Lata Prajapati, CP lata.prajapati@mca.gov.in 6. Ms. Anupma Harkar, Steno, anupma.harkar@mca.gov.in 7. Arvind Bhartiya Junior Technical Assistant arvindbhartiya@mca.gov.in 8. Sh. Rajesh Kr. Puri, JTA rajesh.puri@mca.gov.in 9. Manisha Umrao, JTA manisha.umrao@mca.gov.in 10. Breham Prakash, MTS brehamprakash75@gov.in 11. Amit Sharma, amit.sharma01@gov.in Multi Tasking Staff 12. Anandi Devi Multi Tasking Staff anandi.devi@mca.gov.in
37	Telephone, fax and email ID	Directory of officers and employees S. No. of the Officer Designation phone No. Email ID 1. S. Meenakshi Official Liquidator Dir. 011-24693315 ol.delhi@mca.gov.in 2. Sh. Vineet Rai Dy. Official Liquidator Vineet.rai@mca.gov.i 3. Gaurav Dy. Official Liquidator Gaurav@mca.gov.in, (<i>Both the officers @ Sr. No. 2 & 3 were relieved on 10.12.2025 and 09.12.2025 respectively on the promotion order dt. 04.12.2025 of Ministry of corporate Affairs</i>) 4. Sh. Shravan Kumar Dy. Official Liquidator shravan.kumar@mca.gov.in 5. Ms. Lata Prajapati, CP lata.prajapati@mca.gov.in 6. Ms. Anupma Harkar, Steno, anupma.harkar@mca.gov.in 7. Arvind Bhartiya Junior Technical Assistant arvindbhartiya@mca.gov.in 8. Sh. Rajesh Kr. Puri, JTA rajesh.puri@mca.gov.in 9. Manisha Umrao, JTA manisha.umrao@mca.gov.in 10. Breham Prakash, MTS brehamprakash75@gov.in 11. Amit Sharma, amit.sharma01@gov.in Multi Tasking Staff 12. Anandi Devi Multi Tasking Staff anandi.devi@mca.gov.in
38	List of employees with Gross monthly remuneration	List of employees with Gross monthly remuneration S. No. Name & Designation Sh./Smt. Gross Salary Rs. 1. Smt. S. Meenakshi, OL Rs. 2,67,810/- 2. Vineet Rai, DOL. Rs. 1,78,132/- 3. Gaurav, DOL Rs. 1,78,132/- (<i>Both the officers @ Sl. No. 2 & 3 were drawing salary from the O/o OL, New Delhi as there was no separate Budget created for the New Offices where they were promoted & Posted</i>) 4. Shravan Kumar Rs. 1,48,992/- .5. Ms. Lata Prajapati, CP Rs. 1,19,240/- 6. Ms. Anupma Harkar, Steno, Rs. 1,45,372/- 7. Arvind Kumar Bhartiya, JTA Rs. 98,276/- 8. Sh. Rajesh Kr. Puri, JTA Rs. 92,544/- 9. Manisha Umrao, JTA Rs. 92,544/- 10. Brehem Prakash, MTS 79,760/- 11. Amit Sharma, MTS 42,553/-.
39	System of compensation as provided in its regulations	On line through PFMS
40	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Sh. Shravan Kumar, AOL (CPIO), Ms. Lata Prajapati, Company Prosecutor (APIO), Smt. S. Meenakshi , OL (FAA)
41	Address, telephone number and email ID of each designation official	Sh. Shravan Kumar, AOL shravan.kumar@mca.gov.in , 2. Ms. Lata Prajapati, Company Prosecutor lata.prajapati@mca.gov.in 3. Smt. S. Meenakshi, OL (FAA), s.meenakshi94@gmail.com
42	No. of employees against whom disciplinary action has been (i) pending	Nil
43	(ii) Finalized for Minor penalty or major penalty proceedings	Nil
44	Educational programmes	Nil
45	Efforts to encourage public authority to participate in these programs	CPIO is nominated for training as and when it is organized.
46	Training of CPIO/APIO	CPIO is nominated for training as and when it is organized.
47	Update & publish guidelines on RTI by the Public authorities concerned	CPIO is nominated for training as and when it is organized.
48	Transfer Policy And Transfer Order (F No. 1/6/2011-IR Dt. 15.4.2013)	Not applicable will be treated as fully met. Formulated by Ministry and transfer orders are issued in accordance with it.
49	Total Budget for the public authority	The budgetary allocation to this office for the year 2025-26 is Rs. 1,75,95,000/- (Non plan). The budget is only for meeting the administrative expenses, salaries traveling etc.
50	Budget for each agency and plan & programmes	The budgetary allocation to this office for the year 2025-26 is Rs. 1,75,95,000/- (Non plan). The budget is only for meeting the administrative expenses, salaries traveling etc.
51	Proposed Expenditures	The budgetary allocation to this office for the year 2025-26 is Rs. 1,75,95,000/- (Non plan). The budget is only for meeting the administrative expenses, salaries traveling etc.

52	Revised budget for each agency, if any	The budgetary allocation to this office for the year 2025-26 is Rs. 1,75,95,000/- (Non plan). The budget is only for meeting the administrative expenses, salaries traveling etc.
53	Report in disbursement made and place where the related reports are available	At Public Financial Management System (PFMS)
54	Budget	The budgetary allocation to this office for the year 2025-26 is Rs. 1,75,95,000/- (Non plan). The budget is only for meeting the administrative expenses, salaries traveling etc.
55	Foreign and domestic Tours by ministry and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The Period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit.	
56	Information related to procurement- (a) Notice/tender enquires, and corrigenda of any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded- in any such combination of the above-and, (d) The rate / rates and the total amount at which such procurement of works contract is to be executed.	
57	Name of the programme of activity	Nil
58	Objective of the programme	Nil
59	Procedure to avail benefits	Nil
60	Duration of the programme / scheme	Nil
61	Physical and financial targets of the programme	Nil
62	Nature / scale of subsidy amount allotted	Nil
63	Eligibility criteria for grant of subsidy	Nil
64	Details of beneficiaries of subsidy programme (number, profile etc.)	Nil
65	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions	Nil
66	Annual accounts of all legal entities who are provided grants by public authorities	Nil
67	Concessions, permits or authorizations granted by public authority	Nil
68	For each concessions, permit or authorization granted – (a) Eligibility criteria, (b) Procedure for getting the concession / grant and/ or permits of authorization, (c) Name and address of the recipients given concessions/ permits or authorization, (d) Date of award of concessions/ permits of authorizations.	Nil
69	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliaments.	
70		Nil
71	Relevant Acts, Rules, forms and other documents which are normally accessed by citizens	Policy formation/policy implementation is domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi
72	Arrangements for consultation with or representation by – (a) Members of the public in policy formulation / policy implementation, (b) Day & time allotted for visitors, (c) Contact details of information & Facilitation Counter (IFC) to provide publication frequently sought by RTI applicants.	Policy formation/policy implementation is domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi
73	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Nil
74	Public- private partnerships (PPP)- Details project reports (DPRs)	Nil
75	Public- private partnerships (PPP)- Concession agreements.	Nil
76	Public- private partnerships (PPP)- Operation and maintenance manuals	Nil
77	Public- private partnerships (PPP)- Other documents generated as part of the implementation of the PPP	Nil
78	Public- private partnerships (PPP)- information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Nil

79	Public- private partnerships (PPP)- information relating to outputs and outcomes.	Nil
80	Public- private partnerships (PPP)- The process of the selection of the private sector party (concessionaire etc.)	Nil
81	Public- private partnerships (PPP)- All payment made under the PPP project	Nil
82	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions / legislations taken in the previous one year	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
83	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more iterative- Outline the Public consultation process	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
84	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
85	Use of the most effective means of communication- internet (website)	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
86	Information manual/ handbook available in Electronic format	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
87	Information manual/ handbook available in Printed format	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
88	List of materials available Free of cost	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
89	List of material available At a reasonable cost of the medium	Policy formation/policy implementation is the domain of Ministry of Corporate Affairs, Head Quarter at Kartavya Bhawan, New Delhi.
90	English	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
91	Hindi	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
92	Vernacular/ Local Language	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
93	Last date Annual updation	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
94	Details of information available in electronic form	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
95	Name / title of the document /record/ other information	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
96	Location where available	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
97	Name & location of the faculty	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
98	Details of information made available	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
99	Working hours of the facility	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
100	Contact person & contact details (phone, fax email)	E-Governance matters do not pertain to field offices. It is the subject matter of Ministry of Corporate Affairs. Head Quarter at Kartavya Bhawan, New Delhi.
101	Grievance redressal mechanism	Grievances received are addressed and redressed.
102	Details of applications received under RTI and information provided	So 129 RTI applications and 13 appeals received and all were attended and replied.
103	List of completed schemes/ projects/ Programmes	Nil
104	List of scheme /projects/ programme underway	Nil

105	Details of all contracts entered into including name of the contractor, amount of contract and period of completion contract	Nil
106	Annual Report	Nil
107	Frequently Asked Question (FAQs)	Nil
108	Any other information such as – (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter	Citizen charter maintained and followed.
109	Details of application received and disposed	During the year 2025-26, 129 RTI applications received and disposed.
110	Details of appeals received and order issued	During the year 2025-26, 13 Appeals received, and Orders issued.
111	Details of questions asked and replies given	Questions received regarding compliance of various provisions of Companies Act and Administration matters were received, and replies given in time.
112	Name & details of –(a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	FAA Smt. S. Meenakshi, OL, CPIO Sh. Shravan Kumar, AOL,
113	Details of third party audit of voluntary disclosure –(a) Dates of audit carried out, (b) Report of the audit carried out	Nil
114	Appointment of Nodal Officer not below the rank of Joint Secretary / Additional HoD –(a) Date of appointment, (b) Name & Designation of the officers	Nil
115	Consultancy committee of key stake holders for advice on suo-motu disclosure – (a) Dates from which constituted, (b) Name & Designation of the officers	Nil
116	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI – (a) Dates from which constituted, (b) Name & Designation of the Officers	Nil
117	Item / information disclosed so that have minimum resort to use of RTI Act to obtain information	Information required are disclosed so that Public have minimum resort to use of RTI Act.
118	Whether STQC certification obtained and its validity	Nil
119	Does the website show the certificate on the Website?	Nil