



GOVERNMENT OF INDIA  
MINISTRY OF PETROLEUM & NATURAL GAS  
(EXPLORATION DIVISION)

Shastri Bhavan  
New Delhi-110001

Dated: March 26, 2012

Ref. No. O-19025/4/2001 (Pt. Vol.-II)

ORDER

It has been observed that preparation, finalization and signing of minutes of Management Committee meetings held in respect of exploration and producing blocks / fields are inordinately delayed. The delay in holding MC meetings and finalization of the minutes impact the progress of petroleum operations and also adherence to the timelines to conduct petroleum operations by the Contractor as required under the Production Sharing Contract (PSC).

2. The procedure for convening MC meetings and preparation & finalization of minutes/ resolutions along with time limit has been prescribed under various provisions of PSCs. However, it has been observed the same are not being adhered to strictly. In order to avoid any delay in finalization of minutes the timelines and procedures, which have been laid down in the respective PSCs especially 6.11, 6.13, 6.16 and 6.17 are required to be followed in letter and spirit.

3. If there is no agreement in MC on any issue, the Government Nominee shall record the objections and view points in the minutes / resolutions within the time limit prescribed in respective PSC. All important issues, which have to be approved by MC, have to be discussed in MC and should not be considered through submission. Accordingly, the Government nominee may decide if an issue proposed to be taken up by submission / circulation may be taken up for MC meeting discussion. Whenever, the Government Nominee considers necessary that the proposal requires legal, financial and technical examination, the Government Nominee shall record in the minutes / resolutions that the issue requires further examination and the same shall be taken up in next MC. The Government Nominees shall ensure that the issue is duly examined before the next MC meeting.

4. This issues with the approval of the competent authority.

(K. K. Sharma)

Under Secretary to the Govt. of India  
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To  
(i) Director General, Directorate General of Hydrocarbons, Noida  
(ii) Director (E I) / Director (E III) / Deputy Secretary (E II)  
(iii) PPS to Secretary (P&NG)/PPS to JS (E)  
(iv) Contract Cell (M.B. Doja, CG / Binol Vargese, SG)

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