

Work allocation amongst AS/AS&FA/Joint Secretaries and Economic Advisor in the Ministry of Petroleum and Natural Gas as on 1st July, 2014

1	AS	All matters except Exploration Division & Finance Division
2	AS&FA	<ol style="list-style-type: none"> 1. All matters related to IFD 2. Disinvestment Cases 3. Pension Schemes
3	Sr. Economic Adviser	<ol style="list-style-type: none"> 1. Matters related to FDI & WTO 2. Holding of Economic Editors' Conference. 3. Represent in the High Level Committee of Investment in Infrastructure, Committee on National Transport Development Policy and Institutional Mechanism on Definition of infrastructure etc. 4. Annual Plan/Five Year Plan 5. Climatic Change & National Clean Energy Policy.
4	JS(E)	<ol style="list-style-type: none"> 1. Exploration, development and production of crude oil/hydrocarbon 2. NELP/Pre-NELP issues 3. Contract Agreements, review of exploration Blocks. 4. Court Cases 5. Safety & Security issues 6. Acquisition of overseas assets 7. Monitoring of implementation of Production Sharing Contracts(PSC) 8. Audit of Exploration Blocks ;in consultation with IFD 9. Policy matters relating to private/public participation in E&P 10. Environment Clearance/Defence Clearance tc. 11. UNDP,R&D Projects related to E&P and Natural Gas Hydrate programme 12. All Establishment and administrative matters related to DGH,ONGC,OIL and OVL 13. Unconventional hydrocarbon:- Shale Gas/ Gas Hydrates/ Coal Bed Methane 14. Gas Pricing
5	JS(R) & CVO	<ol style="list-style-type: none"> 1. Matters related to Refineries 2. Import/export of crude oil and other petroleum products

		<ol style="list-style-type: none"> 3. Engineers India Ltd.(EIL) 4. Pricing of Petroleum products 5. Pipelines/ crude tanks 6. Petroleum Planning Analysis Cell(PPAC) 7. Matters related to ISPRL & Strategic storage of crude oils. 8. Matters related to Center for Higher Technology (CHT) 9. Establishment and Administrative Division 10.Vigilance Division including CVO 11.Matters related to Oil Industrial Safety Directorate (OISD) 12.Administration of P&MP Act,1962 and Product Pipeline Policy 13.Matters relating to CPCL 14.Auto Fuel Policy 15.Matters relating to Industrial Security/Safety in Refineries. 16.Matters relating to Official Language (Hindi) 17.Allocation of Domestic Crude Oil to refineries. 18.Policy matters relating to shipping of Crude oil and Petroleum products. 19.Issues related to subsidy.
6	JS(M)	<ol style="list-style-type: none"> 1. Distribution of Petroleum products (Distribution Division) 2. Marketing of LPG (Marketing Division) excluding pricing. 3. Dealership policy 4. Petroleum Conservation Research Association (PCRA) & all matters related to Renewable Energy [Bio-fuel, Ethanol Blending & Bio-Diesel(Jatropha) etc.] 5. Matters related to IBP, Balmer Lawrie, Balmer Lawrie Investment Ltd., Bienco Lawrie. 6. Essential Commodities Act 7. Prevention of adulteration/black marketing of Petroleum products 8. Parallel marketing 9. Grant of marketing rights 10.All Administrative matters related to IOCL, BPCL and HPCL (other than refineries) 11.VIP Cell

		<p>12. Parliament Unit</p> <p>13. Crisis Management Plan and Contingency Plan</p> <p>14. Allocation of SKO to States/UTs.</p> <p>15. Web Information Manager and work relating to Information Technology.</p>
7	JS(IC & GP)	<p>1. Promootion of bilateral and multi-lateral cooperation in the oil & gas sector with different countries</p> <p>2. Liaison with Indian Missions abroad and foreign missions at New Delhi</p> <p>3. Participation in the bilateral bodies such as Joint Commission Meeting (JCM), Inter Governmental Commission (IGC) & Joint Working Groups (JWG)</p> <p>4. Promotion of Indian participation trans-national in oil and gas pipeline</p> <p>5. Participation in energy dialogue with different countries</p> <p>6. Participation in International Energy Forum and International Energy Agency</p> <p>7. Initiate and encourage various measures to diversify our energy basket, acquisition of assets etc., ensure energy security for India.</p> <p>8. All matters related to GAIL</p> <p>9. Allocation, transportation and utilization of natural gas.</p> <p>10. Gas Policy & marketing</p> <p>11. Liquefied Natural Gas (LNG)</p> <p>12. All matters related to ENHYG</p> <p>13. All matters related to PNGRB</p>
8.	JS(Gen & CA)	<p>1. Appointment /confirmation of tenure of Chairman/CMDs/MDs and Board level of Oil PSUs in consultation with PESB, DPE and DoPT/ACC</p> <p>2. Appointment of Govt. Directors/Independent Directors in the Board of Oil PSUs</p> <p>3. Proposals related to grant of Minirtna/Maharatna/ Navratna status to Oil PSUs and upgratation of schedules</p> <p>4. General Coordination</p> <p>5. PG Cell/SCT Cell/RTI Cell</p> <p>6. Corporate Social Responsibilities (CSR)</p> <p>7. RFD</p> <p>8. Preparation of Annual Report</p>

		<p>9. Inter-Ministerial Cabinet Notes</p> <p>10. Convening of QPR</p> <p>11. Policy matters related to MoU</p> <p>12. IT Policy of Government of India, its implementation, e-governance and Cyber Security</p>
9.	Economic Advisor	<ol style="list-style-type: none"> 1. Economic inputs to all divisions of the Ministry 2. Economic analysis of the plans and programmes of the Ministry 3. Economic and Statistics Cell 4. Matters relating to FDI and WTO 5. Inter-national Committees like Energy Coordination Committee (ECC), Committee on Infrastructure etc. 6. Cabinet/COS/Policy notes initiated by other Ministries on energy and economic issues. 7. International Cooperation of multilateral nature on economic issues. 8. Climate change & National Clean Energy Policy 9. CAPEX of PSUs 10. Annual Plan/Five Year Plan. 11. G-20 Energy Working Group. 12. Integrated Energy Policy (IEP) 13. Holding of Economic Editors' Conference. 14. Represent in the High Level Committees on Investment in Infrastructure, Committee on National Transport Development Policy and Institutional Mechanism on Definition of Infrastructure etc.
10	Adviser(Finance)	<ol style="list-style-type: none"> 1. All matters related to Integrated Finance Division 2. Matters related to Rejiv Gandhi Institute of Petroleum Technology (RGIPT) 3. All matter related to OIBD