

ALLOCATION OF WORK IN THE MINISTRY OF PETROLEUM & NATURAL GAS

Principal Advisor	(i) Matters relating to FDI
	(ii) Holding of Economic Editors' Conference.
	(iii) Annual Plan/Five Year Plan.
	(iv) "Swachh Bharat Abhiyaan".
	(v) Economic inputs to all Divisions
	(vi) Economic analysis
	(vii) Economic & statistics cell
	(viii) Monitoring of CAPEX of PSUs
	(ix) Double taxation issues
	(x) Publication of Annual Bulletin on 'Indian Petroleum & Natural Gas Statistics' and Basic statistics on Indian Petroleum & Natural Gas
	(xi) Matters relating to National Data Sharing and Accessibility Policy (NDSAP-2012)
	(xii) Matters related to PPAC
	(xiii) Efficiency Parameters
	(xiv) Monitoring of all infrastructure projects of PSUs
	(xv) Material for Economic Survey
	(xvi) 10% Import Reduction (through Economic Advisor)
	(xvii) Quality Council of India (through Economic Advisor)

AS (vacant)	(i) All matters as indicated/documentated in 'Channel of Submission and Level of Final Disposal' (ii) Supervising all work related to CHT [through JS(R)]; RGIPT & Petroleum University in Andhra Pradesh [through JS (G)]. (iii) Policy matters related to MoU with PSUs
AS & FA	(i) All matters related to Integrated Finance Division. (ii) All audit related issues. (iii) Disinvestment Cases in consultation with respective Administrative Division. (iv) Pension Schemes in consultation with respective Administrative Division. (v) Matters related to Finance Commission (vi) Matters related to OADB

JS(R) & CVO	<ul style="list-style-type: none"><li>(i) Matters related to Refineries</li><li>(ii) Auto Fuel Policy</li><li>(iii) Matters related to EIL, OISD, CPCL, NRL, MRPL, CHT</li><li>(iv) Sectoral Innovation Council</li><li>(v) Administration of P&amp;MP Act, 1962</li><li>(vi) Petrochemicals</li><li>(vii) Crude Oil and Product pipelines (HSD, Petrol, SKO &amp; LPG)</li><li>(viii) Bulk supply of products (HSD, Petrol, SKO) upto marketing terminals including logistics by rail, road, shipping and pipeline.</li><li>(ix) Import/export of crude oil and other petroleum products</li><li>(x) Allocation of Domestic Crude Oil to refineries</li><li>(xi) Policy matters related to shipping of Crude oil &amp; Petroleum Products</li><li>(xii) Bio Fuel Cell (Bio Fuels, Waste to Energy, Renewable energy) and conservation</li><li>(xiii) Integrated Energy Policy(IEP); Climatic Change; National Clean Energy Policy and Clean Development Mechanism(CDM) Projects</li><li>(xiv) Vigilance</li><li>(xv) Flagship Programmes<ul style="list-style-type: none"><li>a) Make in India</li><li>b) Start-Up Cell</li><li>c) Skill Development</li><li>d) Ease of Doing Business</li></ul></li></ul>
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Exploration Division	(i)	Exploration, development and production of Oil and Gas/Hydrocarbon
	(ii)	Matters related to NELP/Pre-NELP Exploration and Production
	(iii)	Monitoring of implementation of Production Sharing Contracts(PSC)
	(iv)	Court cases/Arbitration regarding contracts for E&P Sector
	(v)	Audit of E&P Block
	(vi)	Taxation issues in E&P Sector
	(vii)	Policy matters relating to private/public participation in E&P
	(viii)	Environment Clearance/Defence Clearance etc. for E&P Blocks
	(ix)	UNDP, R&D Projects related to E&P
	(x)	All Establishment and administrative matters related to DGH, ONGC and OIL
	(xi)	Gas Pricing
	(xii)	Crisis Management/Contingency Plan related to Exploration & Production
	(xiii)	Unconventional hydrocarbon:- Shale Gas/ Gas Hydrates/Coal Bed Methane
	(xiv)	Royalty to States from E&P onshore operations
	(xv)	North East Vision

Consequent on promotion of Shri Diwakar Nath Misra, IAS(AM:2000), to the post of Joint Secretary, the work of Exploration Division is being looked after by Shri Amar Nath, IAS (UT:1994) along with Shri Diwakar Nath Misra, IAS(AM:2000), with the latter continuing to look after the charge of E-I and E-III branches of Exploration Division of this Ministry along with Flagship Programme-North East Vision.

JS(M)

- (i) Marketing & Distribution of Petroleum products
- (ii) Dealership policy, LPG Logistics & Marketing including plan to reduce cost of transportation.
- (iii) Essential Commodities Act; Prevention of adulteration/black marketing of petroleum products
- (iv) Parallel marketing; Grant of marketing rights
- (v) Allocation of SKO to States/UTs
- (vi) All matters related to IOCL, BPCL, HPCL (other than Refineries), PCRA; erstwhile IBP; Balmer Lawrie; Balmer Lawrie Investment Ltd. and Biecco Lawrie
- (vii) Crisis Management Plan(CMP) and Contingency Plan related to Marketing/Distribution of Petroleum Products
- (viii) CMP for countering cyber attacks and cyber terrorism
- (ix) Overall coordination of crisis management / contingency plan / disaster management for oil and gas
- (x) Corporate Social Responsibility(CSR)
- (xi) E-Gov, Information technology, Web Information Manager - all work relating to policy of Government of India its implementation, e-governance and cyber security.
- (xii) Parliament Unit of the Ministry
- (xiii) Administration and Establishment
- (xiv) Pricing of Petroleum Products and issues relating to petroleum subsidy
- (xv) General Coordination
- (xvi) PG Cell
- (xvii) SC/ST/OBC Cell
- (xviii) RTI Cell
- (xix) Result Framework Document(RFD)
- (xx) Preparation of Annual Report
- (xxi) Inter-Ministerial Cabinet Notes/COS notes not related to any specific Division
- (xxii) Matters related to Official Language (Hindi)
- (xxiii) All matters not assigned to any other Division

JS (GP)	<ul style="list-style-type: none"><li>(i) All matters related to GAIL and PNGRB;</li><li>(ii) Allocation, transportation and utilization of natural gas.</li><li>(iii) Gas Utilization Policy &amp; marketing</li><li>(iv) All matters related to Liquefied Natural Gas(LNG) &amp; CNG</li><li>(v) Management/Contingency Plan related to Gas marketing / gas pipelines</li><li>(vi) Coordination of specific issues of States</li><li>(vii) Coordination of specific issues with other Ministries through DS(GP)</li><li>(viii) Digital India Programme</li><li>(ix) Convening of QPR meetings</li><li>(x) Policy matters related to MoU with PSUs</li><li>(xi) All matters related to RGIPT &amp; Petroleum University in Andhra Pradesh</li><li>(xii) Mergers and Acquisition</li><li>(xiii) Corporate Affairs</li></ul>
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JS(IC)	<ul style="list-style-type: none"><li>(i) Bilateral and multi-lateral cooperation in the oil &amp; gas sector with different countries</li><li>(ii) Liaison with Indian Missions abroad and foreign missions at New Delhi</li><li>(iii) Participation in the bilateral bodies such as Joint Commission Meeting (JCM), International Energy Forum and International Energy Agency</li><li>(iv) Indian participation in trans-national oil and gas pipeline</li><li>(v) Participation in energy dialogue with different countries;</li><li>(vi) Participation in Energy Charter Treaty</li><li>(vii) WTO</li><li>(viii) Acquisition of E&amp;P assets abroad</li><li>(ix) International Committee like Energy Cooperation Committee(ECC)</li><li>(x) G-20 Energy Working Group</li><li>(xi) All matters relating to OVL, BPRL, Petrofed, Petrotech.</li><li>(xii) Matters related to ISPRL &amp; Strategic storage of crude oil</li></ul>
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Note: (1) All matters related to Joint Ventures will be dealt in the Divisions where matter of the parent company is dealt.

(2) Policy issues related to safety will be dealt by Refinery Division, issues related to individual incident regarding safety will be dealt by respective administrative Divisions.