

**CHANNEL OF SUBMISSION AND FINAL
LEVEL OF DISPOSAL IN THE MINISTRY
OF PETROLEUM & NATURAL GAS**

Index

S. No.	Division/Section	Page No.	Remarks
	Common Cases	3-5	
1.	Administrative & Refinery Division	6-19	
(i)	Establishment Section	6-8	
(ii)	Administration Section	9-11	
(iii)	Cash Section	12	
(iv)	PP Section	13	
(v)	OR Section	14	
(vi)	Supply Section	15	
(vii)	Conservation Cell	16	
(viii)	Official Language Section	17-18	
(ix)	Vigilance Section	19	
2.	Exploration Division	20-21	
3.	Marketing Division	22-26	
(i)	LPG Section	22	
(ii)	IOC & MC (OMC) Section	23	
(iii)	Parliament Cell	24	
(iv)	Distribution Section	25	
(v)	VIP	26	
4.	International Cooperation & Gas Pricing Division	27-29	
(i)	IC Section	27-28	
(ii)	GP Section	29	
5.	Finance Division	30	
6.	Economic & Statistics Division	31-32	
7.	General Coordination & Corporate Affairs Division	33-37	
(i)	General Coordination Section	33	
(ii)	Corporate Affairs Desk	34-35	
(iii)	PG & RTI Section	36	
(iv)	SCT Section	37	

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM & NATURAL GAS

COMMON/GENERAL CASES

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1.	Parliament Questions: i) Starred	US DS/Dir JS AS Secretary	Minister
	ii) Unstarred	US DS/Dir JS Secretary	Minister
	(iii) Parliament Assurance	US DS/Dir JS Secretary	Minister
2.	Matters under Rule 377/ Special Mention/Calling Attention/Short Notice Questions/Matters raised during zero hour	US DS/Dir JS AS Secretary	Minister
3.	RTI: Reply:	CPIO (US)	CPIO (US)
	Appeal:	Appellate Authority	Appellate Authority
4.	i. Court Case	SO US DS/Dir	JS/Secretary
	ii. Arbitration Case	(SO/US) DS/Dir JS	Secretary
	iii. Contempt	(SO/US) DS/Dir JS	Secretary
5.	MP/VIP references	US Dir JS	Minister
6.	Parliament/PMO/Cabinet Secretariat references	(SO/US) DS/Dir	JS/Secretary
7.	Parliament Standing Committee matters	(SO/US) DS/Dir JS Secretary	Minister
8.	Audit Para	(SO/US) DS/Dir JS	Secretary
9.	Material for Annual Report	US Director	JS
10	(i) Note for Cabinet	DS/Dir JS AS Secretary	Minister
	(ii) Comments on Cabinet notes received from other Ministries/Departments	US JS AS Secretary	Minister
11.	Monthly Returns	SO US Director	JS
12	Foreign Visits		
	(i) Minister	(i)SO/US DS/Dir JS AS&FA	PMO

		Secretary Minister	
	(ii) AS and above	(ii)SO US Dir JS AS &FA Secy.	Minister (through Screening Committee)
	(iii) JS	(iii)SO US Dir JS AS &FA Secy.	Minister
	(iv) Dir/DS/US	(iv)SO US Dir JS AS AS&FA	Secretary
13	Issue of financial sanctions after administrative approval of JS concerned & IFD	SO	US
14.	Foreign visit of PSUs Board Members/officials	(DS/Director) JS Secretary	Minister
15.	Laying of Annual Report of PSUs	SO DS/Director JS Secretary	Minister
16.	MOU of PSUs	DS/Director JS AS	Secretary
17.	Board Meeting of PSUs	(SO/US) DS/Director JS AS	Secretary
18.	Administrative matters related to PSUs	US DS/Dir JS Secretary	Minister
19.	Appointment of Occupier in PSUs under different acts	SO US DS/Dir	JS
20.	Monthly Report to Cabinet Secretariat	SO US DS/Dir	JS
21.	Matter related to tour of officials of Ministry in respect of Administrative/Court matters of OMCs.	SO US	DS/Director
22.	Progress Report on implementation of decisions of the Cabinet	US JS AS Secretary	Minister
23.	Finalizing and laying of Annual Report of the Ministry in the Parliament	US JS AS Secretary	Minister
24.	Results Framework Document	US JS AS Secretary	Minister

25.	Quarterly Performance Review Meeting	DS JS AS	Secretary
26.	Policy matters related to MoU with PSUs	SO DS JS Secretary	Minister
27.	IT Policy of Government of India, its implementation, e-governance and Cyber Security	SO US DS JS	Secretary
28.	Work relating to Web Information 2Manager	SO DS JS	Secretary
29.	Work relating to Sectoral Innovation Council	US JS AS	Secretary
30.	Crisis Management Plan (CMP) for countering cyber attacks and cyber terrorism.	US JS AS	Secretary

Note: All matters relating to Parliament, PMO, Cabinet Secretariat and Policy issues shall be routed through Additional Secretary.

ADMINISTRATION AND REFINERY DIVISION

ESTABLISHMENT SECTION

S. No.	Type of cases	Channel of submission	Level of final disposal
1.	Establishment cases of Gazetted Officers (other than CSSS) i) Committee of the Cabinet	Dir JS Secretary	Minister
	ii) Department of Personnel & Training	US Dir JS	Secretary
	iii) Departmental Promotion Committee	US Dir JS	Secretary
2.	All general Establishment matters relating to Gazetted Officer of M/o P&NG	SO US DS/ Dir	JS
3.	Framing of Recruitment Rules in respect of Gazetted Officers	SO DS/Dir AS	Secretary
4.	Allocation of work amongst officers in the M/o P&NG (i) Up to the level of US	SO US Dir	JS
	(ii) Above the level of US	Dir JS AS	Secretary
5.	Misc. matters in r/o Gazetted officers viz. grant of leave, forwarding of applications to UPSC, verification of character antecedents, medical examinations of the officers appointed through UPSC	SO US	Dir/DS
6.	References relating to Declaration of Home Town in r/o Gazetted Officers	SO US Director	JS
7.	Work relating to maintenance of service records/fixation of pay	SO US	US (HOO)
8.	All matters relating to appointment of the following categories of CSSS: i) Senior Principal Private Secretary	US JS Secretary	Minister
	ii) Principal Private Secretary	-do-	Minister
	iii) Private Secretary	SO US JS	Secretary
	iv) Personal Assistant (PA)	SO US Dir	JS
	v) Grade D Steno confirmation and promotion	SO US	Dir
9.	Matters relating to Assistants-Appointment,	SO US Dir	JS

	confirmation, promotion		
10.	Matters relating to UDCs & Technical staff like Investigators etc.-Appointment, confirmation, promotion	SO US	Dir
11.	Matters relating to LDCs-Appointment, confirmation, promotion	SO US	Dir
12.	Matters relating to:		
	i) Junior Hindi Translators	SO US Dir	JS
	ii)Senior Hindi Translators	SO US Dir	JS
	iii) Library Infor. Assistant Appointment, confirmation, promotion	SO US Dir	JS
13.	Matters relating to Staff Car Drivers/ Gest. Opt./Record Keeper/Dispatch Rider (Appt., Conf., Prom.)	SO US Dir	JS
14.	Posting/Transfer Group C Staff	SO US	Dir
15.	DPC for Group B & Group C staff	SO US	Dir
16.	Misc. Establishment matters in respect of non-gazetted staff- forwarding of applications to UPSC/SSC, verification of character antecedents and medical examinations etc.	SO	US
17.	Appointment/Extension of officers under Central Staffing Scheme down to the level of Addl. Secy./Joint Secretary/Director/Deputy Secretary	Dir JS Secy.	Minister
18.	Creation/Abolition of posts	Dir JS AS Secretary	Minister
19.	Monitoring of vacancy position of the posts to the level of :		
	i) Deputy Secretary and above	SO US	Dir
	ii) Upto Under Secretary	SO	US
20.	Continuation of Temporary posts	US Dir	JS
21.	Disciplinary actions against MTS	US	Dir
22.	Reservations matters for SC/ST/OBC and PH	US	Dir
23.	NOC for private foreign visit in respect of officers down to the level of DS/Dir.	Dir JS	Secretary
24.	NOC for private foreign visit (other officers/staff)	SO US Dir	JS
25.	Intimation of transaction in movable/immovable	SO/US Dir	Secretary

	properties by Class.I/Gr.øAø Officers	JS	
26.	Intimation of transaction in movable/immovable properties by Class.II/Gr.øBø Officers	SO US	Dir (HOD)
27.	Intimation of transaction in movable/immovable properties by Class.III/Gr.øCø Officers	SO	US (HOO)
28.	LTC Adv./Leave Encashment	US	DS/Dir
29.	Vacancy Reporting	US Dir	JS
30.	Approval of minutes of DPC meetings for promotion/upgradation upto the level of Under Secretary and equivalent	US Dir	JS
31.	Approval of minutes of DPC meetings for promotion/upgradation above the level of Under Secretary and equivalent	SO Dir. JS	Secretary
32.	Grant of Advances		
	(i) Upto Group B Officers	SO US	Dir
	(ii) Group A Officers	SO US Dir	JS
	(iii) In case of relaxation for advance	SO Dir JS	Secretary

Note: All matters relating to Parliament, PMO, Cabinet Secretariat and Policy issues shall be routed through Additional Secretary.

ADMINISTRATION SECTION

S. No.	Type of Cases	Channel of Submission	Level of Final Disposal
1	Sending of Half Yearly Report in respect of Top Secret Seal to MHA	SO US Dir	Secretary
2	Purchase of Laptop	Dir JS AS&FA	Secretary
3	Constitution of Purchase Committee to recommend to effect procurement of goods above Rs 15,000/- and upto Rs.1,00,000/- on each occasion.	SO US Dir	JS
4	Incurring Contingent Expenditure of Rs.2000/- pm in each case (Recurring) and Rs. 5,000/- in each case (Non-recurring).	SO	US
5	Procurement of Goods and Services upto the value of Rs.15,000/- on each occasion	SO US	Dir
6	Procurement of Goods and Services above the value of Rs.15,000/- and upto Rs One lacs on each occasion	SO US	Dir on recommendation of duly constituted Purchase Committee
7	Procurement of Goods and Services above Rs 1,00,000/-	SO US Dir	Dir as HOD (in consultation with IFD)
8.	Purchase of Goods on DGS&D rate contract (upto Rs. 2,00,000/-)	SO US	Dir as HOD (in consultation with IFD)
9	Purchase of Goods on DGS&D rate contract (Above the value of Rs. 2,00,000/-)	SO US Dir	Dir as HOD (in consultation with IFD)
10	Purchase of Goods on Annual Rate Contract(ARC)	SO US	Dir as HOD (after recommendation of ARC rates by duly constituted Tender Evaluation Committee)
11	Hiring of Cars (For Officers of the level of JS & above)	SO US Dir	JS after recommendation of the Tender Evaluation

			Committee and Concurrence of IFD
12	Canteen Bills	SO US	Dir
13	(i) Purchase of staff cars/Three wheeler	US Dir AS&FA	Secretary, P&NG
	(ii) Repair/maintenance of Government vehicles	SO US	Dir
14	(i) Allocation of Residential Telephones to entitled Officer	SO US	Dir
	(ii) Allocation of Residential Telephones to Non-entitled Officers (under 25% Limit/Quota)	SO US Dir	Dir as HOD (in consultation with IFD)
15	Telephone Charges (both Official & Residential)	SO US	Dir
16	Postal Charges	SO US	Dir
17	Enter into Annual Maintenance Contract (For Computers/Printers/UPS/AC etc)	SO US	Dir as HOD (in consultation with IFD)
	Enter into Annual Maintenance Contract (For equipments other than Computers/Printers/UPS/AC etc)	SO US	Dir as HOD
18	Forwarding of Application for issue of ID Cards (both Temporary & Permanent) to Non-Officials and Officials of other Organization.	SO US Dir	JS
	Forwarding of Application for issue of ID Cards (both Temporary & Permanent) to Officers/Officials of the Ministry.	SO	US/Dir
19	Forwarding of Application for Issue & Renewal of CGHS Card/ Allotment of Government Accommodation	SO	DS/Dir
20	Reimbursement of medical claim upto Rs. 2 Lakh	SO US	Dir
21	Reimbursement of medical claim above Rs.2 Lakh and upto Rs 5 Lakh	SO US	Dir with concurrence of IFD
22	Forwarding of medical reimbursement claim to Ministry of Health & Family Welfare for above Rs. 5 Lakh/ Complicate medical reimbursement cases	SO US Dir	JS
23	Permission For test/treatment on advice/ reference from CGHS Dispensary/AMA	SO	US

24	Allocation of Rooms	SO US Dir	JS
25	Disposal of old stocks	SO US Dir	JS
26	Transfer/Posting of Staff Car Drivers	SO	DS/Dir
27	Allocation of Staff Cars	SO US Dir	JS

CASH SECTION

S. No.	Type of cases	Chanel submission of	Level of final disposal
1.	Authorization to PAO for release of payment of Bills for Salary, DA Arrear, Leave encashment with LTC, payment of Computer/Motor/Scooter/House Building Advance, Retirement benefits, Honorarium, Medical Reimbursement, OTA claim, e.t.c. and Issue of LPC & Form-16	DDO	DDO
2.	Verification of claim submitted by MEA towards expenditure incurred by the Officers while on foreign tour.	DDO	DDO
3.	GPF Withdrawal/ Advance upto 75% of balance	DDO	Dir
4.	GPF Withdrawal/Advance upto 90% of balance	DDO Dir JS	Secretary
5.	Transfer of GPF balance of officer/staff to other Deptt./Ministry	DDO	Dir
6.	Final payment of G.P.F. on retirement	DDO	Dir
7.	Settlement of Domestic/ Foreign TA bills.	DDO	Dir
8.	Settlement of LTC Claim bills	DDO	Dir
9.	Reimbursement of Tuition Fee	DDO	Dir
10.	Bills in respect of reimbursement of conveyance charges to officers/staff.	DDO	Dir
11.	Payment of Festival Advance to the staff of the Ministry	DDO	Dir
12.	Settlement of Audit Paras	DDO	Dir

PP SECTION

S. No	Type of cases	Channel of Submission	Level of final disposal
1.	Pricing Policy of sensitive petroleum products i.e, Diesel (partially to retail consumers), Domestic LPG (Subsidized) & PDS Kerosene	JS AS Secretary	Minister/CCPA
2.	Payment of Subsidy claims under PDS Kerosene & Domestic LPG Subsidy Scheme, 2002 and Freight Subsidy claims under Freight Subsidy (For Far Flung Areas) Schemes, 2002 to IOC/BPC/HPC.	SO US	JS with IFD's concurrence
3.	Matters relating to issue of Cash Assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) by the Upstream Oil Companies and distribution amongst the PSU OMCs.	US Director JS	Secretary
4.	Matter relating to Excise Duties and Customs Duties on petroleum excluding disputes.	SO Director JS	Secretary
5.	Sales Tax and Local levies in respect of petroleum products excluding disputes.	SO Director JS	Secretary
6.	Supply of Information/advice to other Ministries of Government of India etc. in pricing matters.	SO US Dir	JS
7.	Contingent liability claims of Oil Companies for the APM period.	SO US JS	AS in consultation with IFD
8.	Budget proposals of the petroleum sector.	Director JS Secretary	Minister
9.	Allocation of domestic crude oil to IOC/HPC/BPC and ONGC/MRPL	Director JS AS	Secretary
10.	Dealers/Distributors Commission on sensitive petroleum products.	US Director JS Secretary	Minister
11.	Matters relating to Petroleum Planning & Analysis Cell (PPAC).	SO Director JS	Secretary
12.	Matters related Consultative/ Estimate Committees	US Director JS Secretary	Minister
13.	Miscellaneous matters	SO US Director	JS

OR SECTION

S. No.	Types of Cases	Channel of Submission	Level of final disposal	
1.	Policy matters & legal issues	US Dir. JS AS Secretary	Minister	
2.	Misc. representations from Industry/Other Divisions	SO US Director	Joint Secretary	
3.	ROU/ROW	Ordinary	SO US	DS/Director
		Extra Ordinary	SO US DS Director	Joint Secretary
4.	Essentiality Certificate in connection to import of equipments	SO US Director JS IFD	JS concerned	
5.	Foreign visits related to Board level Executives of Refinery	SO US JS IFD Secretary	Minister	
6.	Visits of Foreign Nationals in Refinery	SO US Director	Joint Secretary	
7.	Matters related to industrial security pertaining to Refineries	SO US Director	Joint Secretary	
8.	Laying of Annual Report to Lok Sabha/Rajya Sabha	SO US JS Secretary	Minister	
9.	Quarterly Performance Review (QPR of Refineries)	SO Director JS	Secretary	
10.	Memorandum of Understanding (MoU) between Refineries and MoP&NG.	SO US JS AS&FA	Secretary	
11.	Joint Venture Refinery Projects.	Director JS AS AS&FA Secretary	Minister	
12.	Normal Administrative matter of CHT/OISD	SO US Director	Joint Secretary	
13.	Constitution of SAC Appointment of ED of CHT/OISD	US Director JS Secretary.	Minister	
14.	Miscellaneous matters.	SO US Director	JS	

SUPPLY SECTION

S. No.	Type of cases	Channel of Submission	Level of final disposal
1.	Import of Crude Oil and other Petroleum Products		
a)	Policy matters relating to import of Crude oil and Petroleum Products.	Dir JS AS Secretary	Minister
b)	References from DGFT and others relating to import of Petroleum Products.	SO US Dir	JS
2.	Export of Crude Oil and Petroleum Products		
a)	Policy matters relating to export of surplus petroleum products.	Dir JS AS Secretary	Minister
b)	Supplies to Nepal, Bhutan and Bangladesh on Government to Government basis.	US Dir JS	Secretary
c)	References from DGFT and others on the subject.	SO US Dir	JS
3.	Policy matters with respect to Strategic Storage of Crude oil and ISPRL	US Dir JS AS	Secretary
4.	Policy Matters relating to shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by FOB/C&F basis.	Dir JS Secretary	Minister
5.	Consequential matters like Deputation/Delegation to Foreign countries relating to import/exports of crude oil and Petroleum Products.	Dir JS Secretary	Minister

CONSERVATION CELL

S. No.	Types of Cases	Channel of Submission	Level of final disposal
1.	Ethanol Blended Petrol (EBP) Programme		
(i)	Policy Decisions (Cabinet Notes)	Director JS AS Secretary	Minister
(ii)	Monitoring of implementation of the Programme/Policy Decisions	SO US Director	Joint Secretary
(iii)	Grievances/Representations on various issues relating to the EBP Programme	SO US Director	Joint Secretary
2.	Bio-diesel Programme		
(i)	Policy Decisions (Cabinet Notes)	Director JS AS Secretary	Minister
(ii)	Monitoring of implementation of the Programme/Policy Decisions	SO US Director	Joint Secretary
(iii)	Grievances/Representations on various issues relating to the Bio-diesel Programme	SO US Director	Joint Secretary
3.	Petroleum Conservation Research Association (PCRA) matters		
(i)	Appointment of ED, PCRA	SO US Director JS AS Secretary	Minister
(ii)	Policy Decisions on conservation of petroleum products	Director JS AS	Secretary
(iii)	Monitoring of Policy Decisions	SO US Director	Joint Secretary
(iv)	Grievances/Representations on various issues relating to the PCRA	SO US Director	Joint Secretary
4.	SFPL matters		
(i)	Grant-in-Aid to SFPL	SO US Director	JS with IFD's concurrence
(ii)	Proposals for Revised Estimates and Budget Estimates for SFPL	SO US Director	JS with IFD's concurrence
(iii)	Proposals for Supplementary Demands for Grants	SO US Director	JS with IFD's concurrence
(iv)	Various Miscellaneous issues relating to SFPL	SO US Director	Joint Secretary
5.	East Asia Summit (ECTF)		
(i)	Tour approval	SO US Director JS	Secretary
(ii)	Reporting and follow up	SO US Director	Joint Secretary
(iii)	Responding to various mails/queries of EAS Secretariat	SO US	DS/Dir

OFFICIAL LANGUAGE SECTION

S.No.	Type of cases	Channel of submission	Level of final disposal
1.	Submission of Quarterly Reports regarding progressive use of Hindi to department of Official Language	DD JD JS	JS
2.	Review of Quarterly Reports regarding progressive use of Hindi received from PSUs and sections of the ministry	DD JD	JD
3.	Annual Evaluation Report	DD JD JS	JS
4.	Constitution of Hindi Advisory Committee of MOP&NG	DD JD JS AS Secretary	Minister
5.	Meetings of Hindi Advisory Committee of MOP&NG	DD JD JS AS Secretary	Minister
6.	Meetings of Kendriya Hindi Samiti chaired by PM	DD JD JS AS Secretary	Minister
7.	Meeting of Central Official Language Implementation Committee	DD JD JS	JS
8.	Inspections of field offices of MOP&NG by Committee of Parliament on Official Language	DD JD JS	JS
9.	Action Taken Report on Assurances given to Committee of Parliament on Official Language	DD JD JS	JS
10.	Constitution of Official Language Implementation Committee	DD JD JS AS Secretary	Secretary
11.	Meetings of Official Language Implementation Committee	DD JD JS	JS
12.	Notification of Offices under Rule 10(4) of OL Rules, 1976	DD JD JS AS Secretary	Secretary
13.	Notification of Officers and staff under Rule 8(4) of OL Rules, 1976	DD JD JS	JS
14.	Notification of Sections for doing entire official work in Hindi	DD JD JS	JS

15.	Nomination for Hindi Typing, Hindi Shorthand and Hindi Training	DD JD JS	JS
16.	Conducting Hindi Workshops	DD JD JS	JS
17.	Organisation of Hindi Sammelans	DD JD JS	JS
18.	Rajbhasha Shield for promotion of Hindi in PSUs of MOP&NG	DD JD JS	JS
19	Official Language Inspections of field offices of MOP&NG by officers of OL wing of the ministry	DD JD JS	JS
20.	Translation of various documents	AD DD	DD

DD: Deputy Director
AD: Assistant Director
JD: Joint Director

VIGILANCE SECTION

S. No.	Type of cases	Channel of submission	Final Disposal
1	Examination and disposal of references received from CBI, CVC, PMO, Presidents Secretariat, Cabinet Secretariat	US DS JS SO US DS	Secretary JS
2	Forwarding of complaints against the officers of PSUs under the Ministry to CVOs for appropriate action/inquiry and report	SO US DS	JS
3	Processing of complaints in respect of staff/officers of Ministry	SO US DS	JS & CVO
4	Disciplinary case against Grade I officers and above	US DS JS Secy.	Minister
5	Disciplinary case against below Grade I officers	SO US DS JS	Secretary
6	Grant of vigilance clearance in respect of staff/officers of Ministry	SO US DS	JS & CVO
7	Grant of vigilance clearance in respect of Board level officers of PSUs under the Ministry	US DS JS	Secretary
8	Review of vital installations of PSUs	SO DS JS	AS
9	Forwarding of Inspection Reports of IB on the installations of PSUs to the CEOs of the PSUs	SO DS JS	AS
10	Computer Security/Cyber Security	SO US DS	JS & CVO
11	Warbook measures/Civil Defence Measures	US JS AS	Secretary
12	Monthly quarterly/Half yearly and Annual Reports to CVC/DOPT etc.	SO US DS	JS & CVO
13	Examination of Reports of the CVOs of PSUs on complaints/ allegations against Board level Officials of the PSUs	US DS	JS & CVO
14	Disposal of Reports of the CVOs of PSUs on complaints/ allegations against Board level Officials of the PSUs	DS JS AS Secy.	Minister
15	Disciplinary action against Board level Officers in PSUs under the Ministry	DS JS Secy.	Minister
16	Appointment/extension of tenure of CVOs of PSUs	SO US JS Secy.	Minister

EXPLORATION DIVISION

Sl. No.	Type of cases	Channel of submission	Level of final disposal
1	Policy Matters relating to E&P activities /Framing of Exploration Policy and related policy matters and All Cabinet Note relating to E&P and other activities/	Dir JS AS Secretary	Minister
2.	Study tours, conferences, foreign visits	(SO/US) DS/Dir JS Secretary	Minister
3.	Tender/Contract	(SO/US) DS/Dir JS Secretary	Minister
4.	i) Proposal for ECS	DS/Dir JS Secretary	ECS
	ii) Award of E&P Block	DS/Dir JS Secretary	Minister-CCEA
5.	Representation/Grievance matters	SO US DS/Dir	JS
6.	i) All Establishment matters of DGH/PSUs	SO US DS/Dir	JS
	ii) Appointment of DG, DGH	DS/Dir JS Secretary	Minister-ACC
7.	Coordination matter	SO US DS/Dir	JS
8.	MOD clearance for vessels and related security issues	SO US	DS/Dir
9.	COPU Report	(SO/US) DS/Dir JS	Secretary
10.	QPR & MOU of ONGC/OIL	(SO/US) DS/Dir JS	Secretary
11.	Safety & Security matters of ONGC & OIL	(SO/US) DS/Dir JS	Secretary
12.	Planning issues of ONGC/OIL (Five year plan) & (Annual Plan)	US DS/Dir JS	Secretary
13.	PEL/PML for Shale and other Hydrocarbon blocks		
	i. Grant	SO Dir JS	Secretary
	ii. Extension	SO Dir	JS
	iii. Relinquishment of Shale blocks	SO Dir	JS
14.	Royalty/Cess issue (including notification)	(SO/US) DS/Dir JS	Secretary
15.	Publication of notification under Section 3(1)/6(1) of the Petroleum & Minerals Pipelines (Acquisition of Right of user in land) Act, 1962	SO US DS/Dir.	JS

	for acquisition of Right of user (ROU) in land for laying underground pipeline		
16.	All Establishment matters of ONGC/OIL	SO US DS/Dir.	JS
17.	All PSC matters e.g. Exploration/Extension/ Measurement etc.	Matter being processed in another file	
18.	MC meetings		
	i. Discovered blocks	SO US DS/Dir.	JS
	ii. Producing Fields	(SO/US) DS/Dir JS	AS&FA
19.	Crude oil/Natural Gas Pricing	DS/Dir JS AS Secretary	Minister-CCEA
20.	Routine matter/representation of PSUs/DGH employees	SO US DS/Dir	JS/Secretary
21.	Board meeting proposal/minutes & other related issues	SO US DS/Dir	JS
22.	Policy Matters/Cabinet Note relating to E&P activities /Cabinet Note	JS AS Secretary	Minister
23.	Deleted (vide O.M. No.A-36011/1/2014-Estt dated 10 th December, 2014)		
24.	Relinquishment of Shale blocks	SO Dir	JS

*File with Audit/Financial implication will be routed through AS&FA on case to case basis.

MARKETING DIVISION

LPG SECTION

S. No.	Type of cases	Channel of submission	Level of Disposal
1.	Policy matters in respect of LPG distributorships (regular as well as RGGLV)	Director JS AS Secretary	Minister

OMC (IOC&MC) SECTION

S. No.	Type of cases	Existing Channel of submission	Level of Disposal
1	Policy matters in respect to Retail Outlets	Director JS AS Secretary	Minister

PARLIAMENT CELL

S. No.	Name of the proposal	Channel of submission	Final approving authority
1.	Inputs to be forwarded to Parliament of Consultative Committees	JS AS Secretary	Minister
2.	Nomination of officers to represent this Ministry in the Parliamentary Committee Meetings for out of Delhi (Study Tour).	SO DS/Director JS	AS
3.	Any other Parliamentary matter in which input is to be forwarded to Parliament (i) When approval from Secretary is required.	(i) SO/US DS/Director JS AS	Secretary
	(ii) When approval from Minister is required	(ii) JS AS Secretary	Minister

DISTRIBUTION SECTION

S. No.	Type of Cases	Channel of Submission	Level of disposal
1.	Policy matter relating to MDG/SKO/LDO dealers/Control Orders/Petroleum Rules/Petroleum Acts.	Director JS AS Secretary	Minister
* Where Policy is under challenge			
** Where substantive issues are involved in non-policy matters.			
2.	Allocation/Rationalization of PDS Kerosene to States/ Union Territories.		
	(i) Yearly Allocation	US Director JS Secretary	Minister
	(ii) Quarterly Allocation	SO Director JS	Secretary
3(a).	Monitoring of Petroleum products demand and supply in the country and relevant report to Cabinet Sectt. MHA.	SO US DS/Director	JS
3(b)	Disaster Management - Scarcity of petroleum products and dry-out of retail outlets.	US Director JS	Secretary
4.	Financial Grants to State UTs., under the scheme of Direct Transfer of Cash Subsidy on PDS Kerosene	SO Director JS	Secretary
5.	POL transportation by rail, road and sea.	SO Director JS	Secretary
6	Product storage depots and installations ó including common user terminals for POL storage.	US Director JS	Secretary
7(a).	Authorization for marketing of Aviation Turbine Fuel.		
	(i) Initial authorization	US JS AS Secretary	Minister
	(ii) Renewal of authorization	SO Director JS	Secretary
7(b).	Matter relating to ATF dues of Oil Marketing Companies with Airlines	SO Director JS	Secretary
8.	SKO Marker System.	SO DS /Director JS	AS

VIP SECTION

S. No.	Types of Cases	Channel of Submission	Level of final disposal
1.	Seeking Comments of Oil Marketing Companies on various VIP References	SO US	DS/Director
2.	Transfers of Replies/ Comments/VIP References to concerned Section in MOP&NG	SO DS/Dir	JS
3.	Monthly pendency reports of VIP References	US DS/Dir JS	Secretary

INTERNATIONAL COOPERATION DIVISION

IC SECTION

S. No	Type of Cases	Channel of Submission	Level of final approval
1	Joint Working Group between India and various countries on oil and Gas sector	US DS/Dir JS	Secretary
2	Inter-Governmental Commission (IGC) meeting between India and various countries oil and gas sector	US DS/Dir JS	Minister
3	Invitations for the conferences/meetings from various countries relating to Oil and Gas Sector for the rank of AS and above	Dir JS AS&FA Secretary	Minister
4	Matters related to IEF	US Dir	JS
5	Inputs sought by MEA/other Ministries	US Dir	JS
6	Reference for nominations of representatives from other Min./Deptt. for participation in various meetings abroad	SO Dir JS AS&FA Secretary	Minister
7	Administrative matters of OVL	US Dir	JS
8	Constitution of Empowered Committee of Secretaries(ECS)	US DS/Dir JS AS&FA Secretary	Minister

VARIOUS CASES IN THE SHALE GAS EXPLORATION AND EXPLOITATION

S. No.	Type of cases	Channel of submission	Level of final disposal
1	Technical, operational, and other impediments in execution Exploration and exploitation of Shale gas/ Relaxation of timelines/ Extension etc.	SO DS/Dir JS	Committee consisting of Director; DG, DGH and JS

VARIOUS CASES IN THE NATIONAL GAS HYDRATE PROGRAMME

1	Approval of R& D projects and drilling coring , logging etc under NGHP Expeditions	SO Dir JS	Secretary
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GAS PRICING SECTION

S. No.	Type of cases	Revised channel of submission	Level of Disposal
1	EGoM/Policy matters	DS/Director JS AS Secretary	Minister
2	Matters of allocation of gas	DS/Director JS AS Secretary	Minister
3	Appointments of Chairperson/Secretary/Members of PNGRB and appointment of Adviser (Security) in GAIL	US Director JS Secretary	Minister
4	Administrative matters of PNGRB	US Director JS	AS
5	Financial matters of PNGRB	SO Director JS	AS&FA
6	Laying of Annual Report of GAIL/PNGRB and notification of Regulations of PNGRB	US DS/Dir JS	Minister
7	Matters relating to PLL	US DS/Director JS	Secretary

COAL BED METHANE EXPLORATION AND EXPLOITATION

S. No.	Type of cases	Channel of submission	Level of final disposal
1	SCM for blocks	SO DS/Dir	JS
2	Overlap issues with coal block	US DS/Dir JS	Secretary
3	Gas Pricing	Dir JS AS&FA AS Secretary	Minister
4	Clearances of CBM blocks under ULP	US JS AS Secretary	Minister

FINANCE DIVISION

FINANCE-I

S. No.	Type of cases	Channel of submission	Level of Disposal
1.	Insofar as advice of IFD is concerned	US Advisor	AS&FA
2.	Administrative matters	DS/Advisor AS&FA Secretary	Minister

FINANCE-II

S. No.	Type of cases	Channel of submission	Level of Disposal
1.	All matters	US DS	AS&FA

ECONOMIC & STATISTICS DIVISION

Sl. No.	Types of cases	Channel of submission	Level of final disposal
1	Plan Formulation for the Ministry- Annual & Five Year Plans.	Director EA AS	Secretary
2	Trade Issues including World Trade Organization (WTO) and Plurilateral/ Bilateral Cooperation Agreements	Director EA AS	Secretary
3	Integrated Energy Policy (IEP)	Director EA AS	Secretary
4	Holding of Economic Editors' Conference	Director EA AS Secretary	Minister
5	Draft Notes for the Cabinet on Double Taxation Avoidance Agreement (DTAA) on Income & Capital etc.	Director EA AS Secretary	Minister
6	Monitoring of Infrastructure Projects of all Oil PSUs and furnish status report to Cabinet Secretariat (CCI Cell), PMO, NMCC, DEA and MoS&PI.	Director EA AS	Secretary
7	Climatic change, National Clean energy Policy and Renewable Energy Projects by PSUs.	Director EA AS	Secretary
8	Committee on Institutional Mechanism on Definition of Infrastructure, etc.	Director Sr. EA AS	Secretary
9	High Level Committee on Financing Infrastructure	Director Sr. EA AS	Secretary
10	Monitoring of Stalled/Delayed projects considered by Cabinet Committee on Investment (CCI) of Oil & Gas PSUs. & Pvt. Companies	Director EA AS Secretary	Minister
11	Monthly report on movement of prices of Petroleum Products and its contribution to inflation	Director Sr. EA	Secretary
12	G-20 Energy Working Group Issues	Director EA AS	Secretary
13	Material for 'Economic Survey' Department of Economic Affairs, Ministry of Finance	AD Director EA AS	Secretary
14	Monthly Reports to various Ministries/ Departments/ International Organizations	AD Director	EA

	on Petroleum Statistics.		
15	National Data Sharing and Accessibility Policy (NDSAP-2012) ó uploading of data on the Govt.ø website relating to P&NG Sector.	AD Director EA	AS
16	Supply of Statistics data on Petroleum Sector to various Ministries/Departments/ International Organizations.	AD	Director
17	Annual Bulletin on Indian Petroleum & Natural Gas Statisticsø	AD Director EA AS	Secretary

GENERAL AND CORPORATE AFFAIRS DIVISION

GENERAL COORDINATION SECTION

S. No.	Type of Cases	Channel of submission	Level of final disposal
1	Labour Legislation Acts/ Rules	US DS/Dir JS AS	Minister
2	Arrangements of invitation cards for Republic Day/Beating Retreat/ Independence Day for officials of the Ministry and its PSUs	SO US DS/Dir	JS
3	Monthly letter to Cabinet Secretary	JS AS	Secretary
4	Celebration of Sadbhawana Diwas and Quami Ekta Diwas etc. in respect of PSUs	SO DS/Dir	JS
5	Exhibition/Fairs, where there is involvement of the PSUs-Forwarding request to PSUs etc.	SO US DS/Dir	JS
6	Presentation of Awards to PSUs	US JS AS	Secretary
7	Matters pertaining to different States like Inter-State co-operation	US JS AS	Secretary
8	Administrative matters of RGIPT	US JS AS	Secretary
9	Cabinet note related to RGIPT	DS JS AS Secretary	Minister
10	Messages from Minister/MOS	US JS AS	Minister

CORPORATE AFFAIRS CELL

S. No.	Type of Cases	Channel of submission	Level of final disposal
1	Board-level appointments of Functional Directors, MDs, CMDs and Chairmen		
(a)	Intimate vacancy to PESB	US JS AS	Secretary
(b)	Forwarding of application of board-level functionaries to PESB	US JS AS	Secretary
(c)	Seeking VC as per PESB recommendation.	SO US	JS
(d)	Forward proposal to DOPT for ACC's approval	US JS AS Secretary	Minister
(e)	Issue of appointment order after ACC's approval	SO US	JS
2	Appointment of Government Directors on the Boards of Oil PSUs.	US JS AS Secretary	Minister
3	Appointment of Non-Official Part-Time Directors on the Boards of Oil PSUs.	US JS AS Secretary	Minister
4	Confirmation of all Board level appointees on the Boards of Oil PSUs.	US JS AS Secretary	Minister
5	Fixation of Pay and finalization of terms & conditions of all Board level appointees on the Boards of Oil PSUs.	SO US JS	AS&FA
6	Extension /non-extension all Board level appointees on the Boards of Oil PSUs.	US JS AS Secretary	Minister
7	Additional Charge of the Board level post	US JS AS Secretary	Minister
8	APARs of Board-level officers of Oil PSUs:		
(a)	CMD/Chairman for -Reviewø & -Acceptanceø	US JS AS Secretary	Minister
(b)	Functional Directors for -Reviewø	US JS AS	Secretary
(c)	Functional Directors for -Acceptanceø	US JS AS Secretary	Minister
9	Creation and upgradation of posts on Board of Oil PSUs	US JS AS Secretary	Minister

10	Conferment of Maharatna/ Navratna/ Miniratna status to PSUs under MoPNG	US	JS	AS	Secretary	Minister
11	Upgradation of Schedules of Oil PSUs	US	JS	AS	Secretary	Minister
12	Revamping of Board-level posts and other related work	US	JS	AS	Secretary	Minister
13	Permission for commercial employment after retirement of Board-level officers of Oil PSUs	US	JS	AS	Secretary	Minister

PG & RTI SECTION

Sr. No.	Type of Cases	Channel of submission	Level of final disposal
1	(i) Weekly Monitoring grievances of Public continuously and to review the overall pendency/ progress	SO US	DS
	(ii) Monthly Monitoring grievances of Public continuously and to review the overall pendency/ progress	SO US DS/Dir	JS
	(iii) Quarterly Monitoring grievances of Public continuously and to review the overall pendency/ progress	US DS/Dir JS	Secretary
2.	Grievances received through Deptt. of Administrative Reforms and Public Grievances	SO US DS	JS
3.	Grievances received through Cabinet Secretariat and Deptt. of Public Grievances (DPG)	SO US DS	JS
4.	Grievances received through President Secretariat, Prime Minister's Office and Chief Minister Office, Delhi	SO US DS	JS
5.	Circulation of all the important instructions/ orders received from Deptt. of Administrative Reforms and Public Grievances (DARPG) & Deptt. of Public Grievances (DPG) and also in respect of the Ministry	SO US	DS
6.	Grievances through CPGRAMS online from DARPG, DPG, President Sectt. and the Public	SO US DS	JS
7.	Monthly Performance Review Meeting	US DS JS	Secretary
8.	Amendments/ Changes in the existing Citizens Charter and related issues of specific nature	US DS JS	Secretary
9.	Citizen Charter and related general issues.	SO US DS	JS

SCT SECTION

Sr. No.	Type of Cases	Channel of submission	Level of final disposal
1	Matters pertaining to the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC.	DS JS AS	Secretary
2.	Tour Programme of Study Groups of the Parliamentary Committee on the Welfare of SC, ST & OBC	US DS JS	Secretary
3.	Matters relating to reservation & recruitment of posts for SC, ST, OBC & PWD in the Oil PSUs	US JS AS	Secretary
4.	Grievances received from employees belonging to SC, ST, OBC & PWD in the Oil PSUs	US JS AS	Secretary
5.	Special Annual Component Plan for SCs, STs & OBCs relating to all PSUs.	SO US DS	JS
6.	Corporate Social Responsibility (CSR)	US JS AS	Secretary
7.	Review of the Annual Reports furnished by Oil PSUs in matters relating to SC/ST/OBC & PWD	SO US DS	JS
8.	Review of Quarterly report regarding recruitment of Minorities.	SO US DS	JS
9.	Monthly Performance Review Meeting	US JS AS	Secretary
10	Annual Inspection of Rosters for Recruitment & Promotion for SC/ST/OBC/PWD in Oil PSUs & matters related thereto	SO US DS	JS
11.	Issues raised by Scheduled Castes Commission, Scheduled Tribes Commission & Other Backward Classes Commission pertaining to Oil PSUs	US JS AS	Secretary
