

General Section

Induction Material
Ministry of
Petroleum & Natural Gas

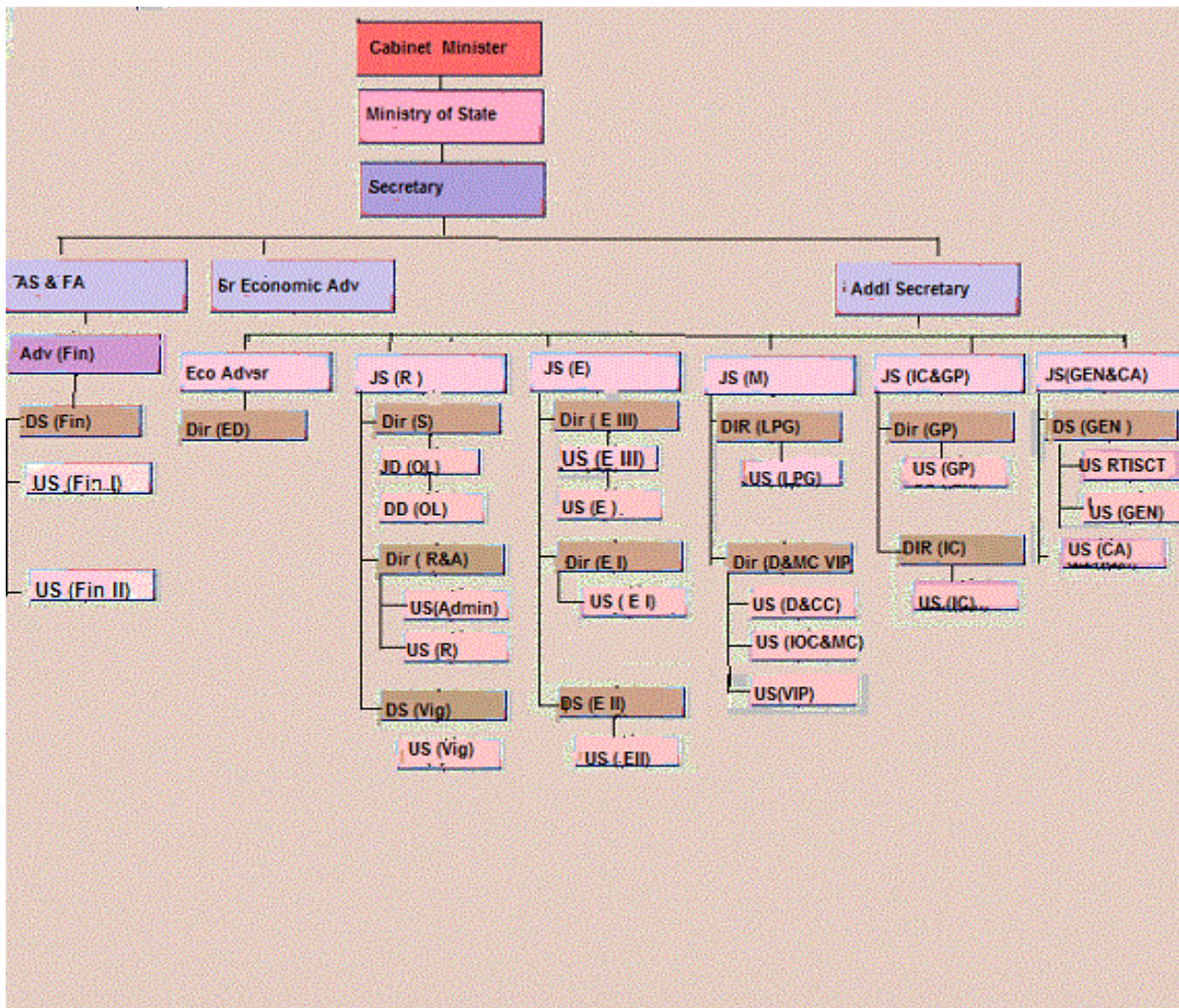
Updated by
General Coordination Section
(as on 15.05.2014)

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MINISTRY OF PETROLEUM AND NATURAL GAS (PETROLEUM AUR PRAKRITIK GAS MANTRALAYA)

1. Exploration for and exploitation of petroleum resources including natural gas and coal bed methane.
2. Production, supply, distribution, marketing and pricing of petroleum including natural gas, coal bed methane and petroleum products.
3. Oil refineries, including Lube Plants.
4. Additives for petroleum products.
5. Tube Blending and greases.
- 5A. (i) Blending and blending prescriptions for bio-fuels including laying down the standards for such blending; and
(ii) marketing, distribution and retailing of bio-fuels and its blended products.
6. Planning, development and control of, and assistance to, all industries dealt, with by the Ministry.
7. Planning, development and regulation of oilfield services.
8. Public sector projects falling under the subjects included in this list. Engineers India Limited and Indo-Burma Petroleum Company, together with its subsidiaries, except such project as are specifically allotted to any other Ministry / Department.
9. The Oilfields (Regulation and Development) Act, 1948 (53 of 1948).
10. The Oil and Natural Gas Commission (Transfer of Undertaking and Repeal) Act, 1993 (65 of 1993).
11. The Petroleum Pipelines (Acquisition of Right of User in Land) Act, 1962 (50 of 1962).
12. The Esso (Acquisition of Undertakings in India) Act, 1974 (4 of 1974).
13. The Oil Industry (Development Act, 1974 (47 of 1974).
14. The Burmah- Shell (Acquisition of Undertakings in India) Act, 1976 (2 of 1976).
15. The Caltex (Acquisition of Shares of Caltex Oil Refining (India) Limited Act, 1977 (17 of 1977).
16. Administration of the Petroleum Act, 1934 (30 of 1934) and the rules made thereunder.
17. Administration of Balmer Lawrie Investments Limited and Balmer Lawrie and Company Limited.



Work allocation amongst Addl. Secretary / Addl. Secretary & FA/ Senior Economic Adviser/ Joint Secretaries/ Economic Advisor/ Finance Division in the Ministry of Petroleum & NG.

AS

- (i) All matters except Exploration Division, matters related to Unconventional Gas (Shale/ CBM/ gas hydrate), OVL and Finance Division.

AS&FA

- (i) All matters related to IFD.
- (ii) All audit related issues.
- (iii) Disinvestment Cases in consultation with Administrative Division.
- (iv) Pension schemes in consultation with Administrative Division.
- (v) Matters related to Finance Commission.
- (vi) Matters related to OI DB.

Sr.EA

- (i) Matters related to FDI & WTO.
- (ii) Holding of Economic Editors' Conference.
- (iii) Represent in the High Level Committees on Investment in Infrastructure, Committee on National Transport Development Policy and Institutional Mechanism on Definition of Infrastructure etc.
- (iv) Annual Plan/ Five Year Plan.
- (v) Climatic Change & National Clean Energy Policy.

JS (E)

- (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 blocks.
- (vi) Taxation issues in E&P Sector.
- (vii) Policy matters related to private/ public participation in E&P.
- (viii) Environmental Clearance / Defence Clearance etc/ 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.

JS (R) & CVO

- (i) Matters related to Refineries.
- (ii) Import/ export of crude oil and other petroleum products.
- (iii) Engineers India Ltd (EIL).
- (iv) Pricing of petroleum products.
- (v) Petroleum Planning Analysis Cell (PPAC)
- (vi) Matters related to ISPRL and Strategic storage of crude oil.
- (vii) Matters related to Centre for Higher Technology (CHT).
- (viii) Establishment and Administrative Division of MoPNG.
- (ix) Vigilance Division including CVO.
- (x) Matters related to Oil Industrial Safety Directorate (OISD).
- (xi) Administrative of P&MP Act, 1962 and Product Pipeline Policy.
- (xii) Matters related to CPCL, NRL and MRPL.
- (xiii) Auto Fuel Policy.
- (xiv) PCPIR
- (xv) Matters related to industrial Security / Safety in Refineries.
- (xvi) Matters related to Official Language (Hindi)
- (xvii) Allocation of Domestic Crude Oil to refineries.
- (xviii) Policy matters related to shipping of Crude oil and Petroleum products.
- (xix) Issues related to petroleum subsidy.
- (xx) Petroleum Conservation Research Association (PCRA) & all matters related to Renewable Energy [Bio-Fuel, Ethanol Blending & Bio Diesel (Jatropha) etc.]
- (xxi) Cash Division.
- (xxii) Crisis Management / Contingency Plan related to Refineries and crude and product pipeline.

JS (M)

- (i) Distribution of Petroleum products (Distribution Division)
- (ii) Marketing of LPG (Marketing Division) excluding pricing / subsidy issues.
- (iii) Dealership policy.
- (iv) Matters related to erstwhile IBP, Balmer Lawrie Investment Ltd., Biecco Lawrie,
- (v) Essential Commodities Act.
- (vi) Prevention of adulteration / black marketing of Petroleum products.

- (vii) Parallel marketing
- (viii) Grant of marketing rights.
- (ix) All administrative matters related to IOCL, BPCL and HPCL (other than refineries).
- (x) VIP Cell.
- (xi) Parliament Unit.
- (xii) Allocation of SKO to States / UTs.
- (xiii) Crisis Management / Contingency Plan related to Marketing / Distribution of Petroleum products.
- (xiv) Overall coordination of Crisis Management / Contingency Plan / Disaster Management for Oil and Gas.

JS (IC &GP)

- (i) Bilateral and multi-lateral cooperation in the oil & gas sector with different countries.
- (ii) Liaison with Indian Missions abroad and foreign missions at New Delhi.
- (iii) Participation in the bilateral bodies such as Joint Commission Meeting (JCM).
- (iv) Indian participation in trans- national oil and gas pipeline.
- (v) Participation in energy dialogue with difference countries.
- (vi) Participation in International Energy Forum and International Energy Agency.
- (vii) Energy Charter Treaty.
- (viii) All matters related to GAIL.
- (ix) Allocation, transportation and utilization of natural gas.
- (x) Gas utilization Policy & marketing.
- (xi) Liquefied Natural Gas (LNG).
- (xii) All matters related to CNG.
- (xiii) All matters related to PNGRB.
- (xiv) Acquisition of E&P assets abroad.
- (xv) Unconventional hydrocarbon :- Shale Gas/ Gas Hydrates/ Coal Bed Methane.
- (xvi) Crisis Mangement / Contigency Plan related to Gas marketing / gas pipelines.

JS (Gen &CA)

- (i) Appointment / confirmation / extension of tenure of Chairman/ CMDs/ MDs and Board level of Oil PSUs in consultation with PESB, DPE and DoPT / ACC
- (ii) Appointment of Govt. Directors/ Independent Directors on the Board of Oil PSUs.

- (iii) Proposals related to grant of Miniratna / Maharatna / Navratna status to oil PSUs and upgradation of schedules.
- (iv) General coordination.
- (v) PG cell.
- (vi) SC/ST/OBC Cell.
- (vii) RTI cell
- (viii) Corporate Social Responsibility (CSR)
- (ix) Results Framework Document.
- (x) Preparation of Annual Report.
- (xi) Inter-Ministerial Cabinet / CoS notes not related to any specific Division.
- (xii) Convening of QPR Meetings.
- (xiii) Policy matters related to MoU with PSUs.
- (xiv) All matters related to Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
- (xv) Policy of Government of India, its implementation, e-governance and Cyber Security.
- (xvi) Web Information Manager.
- (xvii) Sectoral Innovation Council.
- (xviii) Crisis Management Plan (CMP) for countering cyber attacks and cyber terrorism.
- (xix) All matters not assigned to any other Division.

EA

- (i) Economic inputs to all Divisions of the Ministry.
- (ii) Economic analysis of plans and programmes of the Ministry.
- (iii) Economic & Statistics Cell.
- (iv) Matters related to FDI & WTO
- (v) International Committee like Energy Cooperation Committee (ECC). Committee on Infrastructure.
- (vi) Monitoring CAPEX of PSUs.
- (vii) Annual Plan / Five Year Plan.
- (viii) G-20 Energy Working Group.
- (ix) Integrated Energy Policy (IEP).
- (x) Holding of Economic Editor's Conference.
- (xi) Initiative relating to Renewable Energy.
- (xii) Double Taxation Issues.
- (xiii) Climatic change.
- (xiv) National Clean energy Policy and Clean Development Mechanism (CDM) Projects.
- (xv) Publication of Annual Bulletin on 'Indian Petroleum & Natural Gas Statistics' and ' Basic Statistics on Indian Petroleum & Natural Gas'.

- (xvi) Represent in the High Level Committee on investment in infrastructure, Committee on National Transport Development Policy, Institutional Mechanism on Definition of Infrastructure, etc.
- (xvii) Matters relating to National Data Sharing and Accessibility Policy (NDSAP-2012).

Finance Division

- (i) All Matters related to Integrated Finance Division.

List of Senior Officers in Ministry of Petroleum & Natural Gas

Sl.No.	Name	Designation	Telephone No.
1.	Shri Saurabh Chandra	Secretary	23383501 23383562
2.	Shri Rajive Kumar	Additional Secretary	23381052
3.	Dr.S.C.Khuntia	AS&FA-Finance Division	23381748
4.	Shri Ambrish Kumar	Senior Economic Advisor	24306146
5.	Shri Giridhar Armane	JS (E)-Exploration Division	23381832
6.	Shri R.K.Singh	JS (R&A)-Refinery & Administration	23386935
7.	Dr. Neeraj Mittal	JS(M&C)-Marketing Division & Conservation	23382583
8.	Shri P.K.Singh	JS(IC&GP)-International Co-operation & GP Division	23382418
9.	Shri P.Kalyanasundram	JS(G&CA)-General & CA Division	23387936
10.	Dr.Archana Mathur	Economic Advisor	24369199

Exploration Division

ONG-I Section

1. Policy Matters relating to Private/ Public Participation in Exploration & Production of Oil/ Gas/ NELP/ CBM.
2. Award & conclusion of exploration & development PSCs.
3. All organizational/ establishment matter of DGH.
4. Joint speculative surveys, studies, research, MOUs and international cooperation matters of DGH.
5. UNDP Projects, R&D Projects (except NOCs Projects) related to representations and VIP references relating to above.
6. National Gas Hydrate Programme.
7. Upstream R&D issues, Alternation fuels, WPC, Petrotech, Issues pertaining to International conferences.
8. All matter relating to implementation and monitoring of Production Sharing Contracts under pre-NELP and New Exploration Licensing Policy up to NELP-IV.
9. Parliament Questions, legal cases, VIP cases, VIP references & representations, RTI cases and Audit Para relating to the above.

Section Officer Vibha Saxena Room No. 213-B Intercom – 293 Telephone No.- 23073925	Under Secretary Rakesh Mishra Room No.310-A Intercom – 132 TelephoneNo.- 23385557	Director Subhashis Panda Room No.207-B Intercom – 320 Telephone No.- 23388764	Joint Secretary Shri Giridhar Aramane Room No.208-A Intercom – 190 Telephone No.- 23381832
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ONGC.II-Desk

1. Overall c-ordination within Exploration Division.
2. All matters relating to Oil and Gas Production. Oil & Gas exploration matters [excluding Exploration contracts], Monitoring of Exploration Programmes of ONGC/OIL.
3. All matters relating to tenders/contracts of ONGC/OIL including charter hiring and Defence clearance of vessel, price preference and purchase preference.
4. Audit Paras relating to ONGC/Oil.
5. All matters pertaining to Planning Commission and COPU Reports.
6. All ONGC & OIL Projects [excluding R&D Projects] monitoring.
7. QPRs and MOUs of ONGC & OIL.
8. Petroleum Mineral Pipelines [PMP] Act, Cases relating to laying of pipelines by the upstream oil companies.
9. PEL & PML for Nomination Blocks Safety and security matters of ONGC, OIL and private companies.
10. NAFOG, PEZ. Training of personnel in petroleum sector.
11. Plans of NOCs [Five year & Annual], parliamentary Committees, miscellaneous Parliamentary matters, reports and returns to Parliament.
12. Laying of Annual Reports of ONGC/OIL in Parliament.
13. Parliament Question, Legal cases, VIP reference & representations, RTI cases and Audit Para relating to the above.

Section Officer Smt. Krishna Ashokan Room No. 213-B Intercom – 301 Telephone No.- 23386814	Under Secretary K.M.Singh Room No.216-A Intercom – 135 TelephoneNo.- 23381832	Director Subhashis Panda Room No.207-B Intercom – 320 Telephone No.- 23388764	Joint Secretary Shri Giridhar Aramane Room No.208-A Intercom – 190 Telephone No.- 23381832
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ONG-III

1. Marginal Field Policy.
2. All establishment matters of ONGC and OIL.
3. ORDA (Oil Field Regulation Development Act), OIDBA (Oil Industry Development Board Act) and all royalty/ Cess relating matters (including Cess/ royalty notifications).
4. Petroleum & Natural Gas Rules, 1959 matters pertaining to Grant of Petroleum Exploration Licenses and Petroleum Mining Lease for Pre- NELP and NELP Blocks.
5. Parliament Question, legal cases, VIP references & representations, RTI cases and Audit Para.

Section Officer Sobeer Singh Room No. 213-B Intercom – 214 Telephone No.- 23070137	Under Secretary K.M.Singh Room No.216-A Intercom – 135 TelephoneNo.- 23381832	Director Subhashis Panda Room No.207-B Intercom – 320 Telephone No.- 23388764	Joint Secretary Giridhar Aramane Room No.208-A, Intercom – 114/315 TelephoneNo.-23381832
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ONG-IV [EO]

1. All matters relating to implementation and monitoring of Production Sharing Contracts under NELP-V onwards.
2. Work relating to audit exceptions of explorations & Production Sharing Contract under NELP-V [PSCs] onwards.
3. Parliamentary Question, legal cases, VIP references and representations RTI cases and Audit Para relating to the above.

Section Officer Md. Reyaz Nazmi Room No.213-B Intercom – 221 Telephone No.- 23073925	Under Secretary Ambrish Kumar Room No. 200(b) C Intercom – 222 TelephoneNo.23383391	Director Subhasish Panda Room No.207-B Intercom – 138 Telephone No.- 23388764	Joint Secretary Shri Giridhar Aramane Room No.208 A Intercom– 114/315 Telephone No.- 2338132
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ONG-V

1. All matters relating to implementation and monitoring of Production Sharing Contracts under Pre-NELP & New Exploration Licensing Policy from NELP I to NELP IV.
2. Parliament Questions, Legal Cases, VIP references and representations relating to above matters.

Section Officer Kailash Kumar Room No.213-B Intercom – 217 TelephoneNo.- 23070137	Under Secretary K K Sharma Room No.310-A Intercom – 326 TelephoneNo.- 23073859	Deputy Secretary(E-II) Prashant Sitaram Lokhande Room No.201-B Intercom – 173 Telephone No.- 23073069	Joint Secretary Giridhar Aramane Room No.208-A Intercom– 114/315 Telephone No.- 23381832
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**REFINERY &
ADMINISTRATION
DIVISION**

ESTABLISHMENT SECTION

1. All Establishment matters relating to the Ministry of Petroleum inclusive of.
 - [a] Creation of Posts.
 - [b] Conversion of temporary post into permanent ones.
 - [c] Recruitment/ Transfer / Deputation / Resignations.
 - [d] Communal Representation – Maintenance of.
 - [e] Medical Examinations.
 - [f] Verification of character and antecedents.
 - [g] Pay fixation / Increments/ Honorarium / Special Pay.
 - [h] Promotions.
 - [i] Leave.
 - [j] Annual Confidential Reports/ Property returns.
 - [k] Forwarding of applications.
 - [l] Review of cases under FR 56.
 - [m] Retirement, Pension and gratuity.
 - [n] Budget of the Secretariat – Grants-in-aid to the canteen.
 - [o] Staff Welfare in general.
2. Organized Services – Matters relating to:-
 - [a] I.A.S.
 - [b] C.S.S.
 - [c] C.S.S.S.
 - [d] C.S.C.S.
 - [e] I.E.S./ I.S.S.
 - [f] Others.
3. Rules and Regulations applicable to AIS officers.
4. Application of central Civil Services Rules and Regulations.
5. Framing of Recruitment Rules.
6. Staff Councils and Joint consultative Machinery.
7. Cars/ Scooters/ Motor cycle- Processing of application for advance.
8. Maintenance of Service Books.
9. Training of Officers/ Officials of the Ministry.
10. House Building Advance – Processing of applications for advance.
11. Invigilation / Election duties.
12. Vacancy Circulars.
13. Classification, Control and Appeal Rules.
14. Any other work entrusted by JS (Admn).

Section Officer Anil Kumar Room No.314-B Intercom -137 Telephone No.- 23383679	Under Secretary M.C.Bhatt Room No.200-C Intercom -135 Telephone No.- 23387224	Director Shri Mohan Lal Room No-204-B Intercom-126 Telephone No.- 23386965	Joint Secretary Shri R.K.Singh Room No.208-A Intercom -108 Telephone No.- 23386935
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ADMINISTRATION SECTION

1. Government Accommodation.
 2. Staff Cars/ Transport
 3. Liveries.
 4. House Keeping
 5. Telephone
 6. Stationery
 7. Automation
 8. C.G.H.S (issue to Token, medical permission and reimbursement of Medical Claims)
 9. Hospitality (Canteen bills of Ministers and Officers)
 10. Air/Rail/Road official tours bill 8
 11. Budgeting and control of Expenditure in respect of the Admn. Section.
 12. Audit Objection concerning the Section
 13. Parliamentary Matters concerning the Section
 14. No Demand Certificate-e
 15. Printing / Binding.
 16. Identity Cards. (Ministry, PSUs, Subordinate Offices)
 17. Supervision of CR Section
 18. Car Parking label
 19. Information Technology, Procurement of computer and its peripherals.
 20. Supervision of Ronio Operator works.
 21. Matter related to Departmental Security.
 22. Appointment of AM A (Authorized Medical Attendant) and reimbursement of medical expenses in respect of beneficiaries under CS (MA) Rules I 1944.
 23. Any other work entrusted by Joint Secretary (Admn.)
- Channel of Submission:

Shri Balram Singh Section Officer Room No.215 'B' wing Intercom – 136 Telephone No.- 011-23389065	Shri Noas Kindo Under Secretary (Admn.) Room No.200(d)'C' wing Intercom –133 Telephone No.-011- 23074370	Shri Mohan Lal Director Room No.204'B' Intercom –126 Telephone No.- 011-23386965	Shri R.K.Singh Joint Secretary(R) Room No.208(b) 'A' wing Intercom – 108 Telephone No.-011- 23386935
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PETROLEUM PRICING SECTION

1. Pricing Policy of sensitive petroleum products i.e. Diesel (partially to retail consumers), Domestic LPG (subsidized) & PDS Kerosene.
2. Payment of Subsidy claims under PDS Kerosene & Domestic LPG Subsidy Scheme, 2002 and Freight Subsidy claims under Freight Subsidy (For Far Flung Areas) Scheme, 2002 to IOC / BPC/ HPC.
3. Matters relating to issue of Cash Assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) by the Upstream Oil Companies and (OMCs) by the Upstream Oil companies and distribution amongst the PSU OMCs.
4. Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes.
5. Sales Tax and Local levies in respect of petroleum products excluding disputes.
6. Supply of Information / advice to other Ministries of Government of India etc. in pricing matters.
7. Contingent liability claims of Oil companies for the APM period.
8. Budget proposals of the petroleum sector.
9. Allocation of domestic crude oil to IOC/ HPC/BPC and ONGC/ MRPL.
10. Dealer's / Distributors' commission on sensitive petroleum products.
11. Other consequential matter like VIP references, Audit Paragraphs, Parliament Question, Court Cases, etc.
12. References under RTI Act, 2005 on pricing issues of Petroleum Products.
13. Matters relating to Petroleum Planning & Analysis Cell (PPAC).
14. Any other work assigned from time to time.

Shri A.K.Gupta Section Officer(PP) Room No.209(A) Intercom No.146 Telephone No.- 23389898	Shri J.K.Singh Under Secretary(S&P) Room No.216(A) Intercom No.130 Telephone No.- 23384376	Shri Partha S.Das Director(S&P) Room No.209-B Intercom No.120 Telephone No.- 23387404	Shri R.K.Singh Joint Secretary Room No.208(b) A Intercom No. 108 TelephoneNo.- 23386935
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SUPPLY SECTION

1. Import of Crude Oil and other Petroleum Products.
 - (a) Policy matters relating to import of Crude Oil and Petroleum Products.
 - (b) Monitoring of Annual Plans of OMCs for import of Crude oil and petroleum products.
 - (c) References from DGFT and others relating to import of Petroleum Products.
2. Export of Crude Oil and Petroleum Products.
 - (a) Policy matters relating to export of surplus products.
 - (b) Supplies to Nepal, Bhutan and Bangladesh on Government-to- Government basis.
 - (c) References from DGFT and others on the subject.
3. Crude Oil situation.
 - (a) Monitoring of world oil situation.
 - (b) Establishing additional sources of supply of Crude Oil and Petroleum Products.
4. Strategic storage of Crude Oil and ISPRL matters.
5. 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.
6. Audit Paras relating to Import/export of crude oil & petroleum products.
7. References relating to PMO/Parl. Questions/Cabinet/VIP ref. etc.relatng to import/export of crude oil & Petroleum Prices.
8. PMO/VIP References/Parl.Questions etc. relating to import/export of crude oil & Petroleum Products and Strategic storage etc of Crude oil & ISPRL matters.
9. Consequential matters like Deputation/Delegation to Foreign countries relating to import/exports of crude oil and Petroleum Products.

Shri C.S.Lakshminarayana Section Officer, Room No.508-D Intercom-162 Telephone No.-23389512	Shri J.K.Singh Under Secretary Room No.216-A, Intercom-130 Telephone No.- 23384376	Shri Partha S.Das Director, Room No.209-B, Intercom-120 Telephone No.- 23387404	Shri R.K.Singh Joint Secretary, Room No.208(b)-A Intercom -108 Telephone No.- 23386935
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Cash Section

- i) Preparation of Bills of Pay and Allowances of Minister/ MOS, Gazetted, Non Gazetted, Technical, Canteen & Minister's staff.
 - ii) T.A. Claims (Foreign / Domestic) to officers & staff of the Ministry and also T.A. to non-official members.
 - iii) Payment of OTA / Conveyance/ Honorarium & reimbursement of Tuition fee.
 - iv) Preparation of contingent bills relating to Office Expenses, Other Administrative Expenses, Information Technology, Wages, and Newspaper etc.
2. i) G.P.F. Advances/ Withdrawals.
 - ii) Festival Advance.
 - iii) LTC Advance & settlement Claims.
 - iv) House Building Advances and Calculation of interest thereon.
 - v) Cycle / Motor Cycle and Car Advances.
 - vi) Medical Advance & reimbursement.
3.
 - i) Calculation of interest on G.P.F. amount, Maintenance of G.P.F Accounts and updation of G.P.F Pass Books of officers & staff of the Ministry.
 - ii) Maintenance of Various Advance Registers.
4.
 - i) Disbursement of Pay & Allowances to the Officers & staff of the Ministry through Cheques/ Bank account/ Cash.
 - ii) Maintenance of Cash Books & other registers concerning cash etc.
5. Settlement of various Audit objections/ Paras raised by the Audit.
 6. Transfer of G.P.F Accounts/ Receiving of G.P.F account.
 7. Issue of LPC on transfer.
 8. Verification of service from pay Bill Registers.

9. Payment of Retirement benefits like commutation of Pension, GPF, Gratuity, Leave- encashment & CGEGIS amount etc to the officers & staff on retirement / VRS.
10. Implementation of recommendations of Pay Commission Report.
11. i) Calculation of Income Tax, Tax Deduction preparation and issue of Form 16 to officer / staff of the Ministry.
ii) Issue of Form 16A to Private Parties.
12. Submission of Quarterly Return relating to Income Tax Deduction to the Income Tax Department.
13. Any other work entrusted by the Higher Authorities.

Shri Sanjay Nagpal Cashier Room No-215 (B) Intercom -128 Telephone No.- 23389318	Shri Sanat Kumar Ray DDO Room No.215 (B) Intercom -290 TelephoneNo.- 23389318	Shri Mohan Lal Director Room No.204-B Intercom -126 TelephoneNo.- 23386965	Shri R.K.Singh Joint Secretary, Room No.208(b)-A Intercom -108 Telephone No.- 23386935
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LIBRARY

1. Selection, acquisition, processing, classification and cataloguing, issue return and circulation of books, periodicals, maps etc.
2. Documentation of articles from periodical literature and preparation of Biographies.
3. Information and reference service.
4. Supply of newspapers etc, to Minister/ Officers.
5. Binding of books, journals etc.

Shri Balram Singh Section Officer Room No.215 'B' wing Intercom – 136 Telephone No.-011- 23389065	Shri Noas Kindo Under Secretary (Admn.) Room No.200(d)'C' wing Intercom –170 Telephone No.-011- 23387224	Shri Mohan Lal Director Room No.204'B' Intercom –126 Telephone No.- 011-23386965	Shri R.K.Singh Joint Secretary(R) Room No.208(b) 'A' wing Intercom – 108 Telephone No.-011- 23386935
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VIGILANCE SECTION

- (1) Vigilance cases pertaining to the Ministry of Petroleum & Natural Gas its Public sector undertakings.
- (2) Administrative vigilance matters/ procedures / returns.
- (3) Civil Defence Measures.
- (4) Central Industrial Security Force: General issues.
- (5) Warbook measures.
- (6) Review of security of vital installations of PSUs.
- (7) Banning / Black listing of firms/ contractors by PSUs on vigilance grounds.

In addition to the above allocation of works, the following new subject/ works have been entrusted to Vigilance Section in the later years.

- (i) Appointment/ extensions/ ACRs of CVOs in all PSUs of MoP&NG from 2005.
- (ii) RTI Act, 2005- matters relating to vigilance inquiries/ complaints.
- (iii) Preparation of vigilance profile of officers of PSUs who apply for Board level posts in PSUs under MoP&NG before appearing in the Interview Board of PESB. (The requisition of vigilance profile has been newly introduced in the year 2007- 08).
- (iv) Annual Property Returns of Board level officers of all PSUs of Mo&NG (This subject was entrusted to Vigilance Section in January, 2008).
- (v) Processing of cases of vigilance clearance of officers / staff of MoP&NG and officers of PSUs under MoP&NG.

Section Officer T.G.Gopidassan Room No.507-D Intercom –160 Telephone No.- 23382347	Under Secretary M.C Bhatt Room No.200-C Intercom – 23383991 Telephone No.- 222	Deputy Secretary Vijay Mangal Room No.208-B Intercom – 121 Telephone No.- 23381029	Joint Secretary R.K.Singh Room No.208(b) A Intercom – 108 TelephoneNo.- 23386935
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Hindi Section

- A. Implementation of Hindi in the Central Govt. Office.
- [1] Implementation of official Language Act, 1963 and Official Language Rules, 1976 and Govt. orders and instructions issued from time to time in the Ministry as well as in the PSUs/Organizations/Offices under the Ministry's administrative control. Coordinate implementation work of PSUs / Subsidiaries/ Organizations.
 - [2] Prepare time bound programme for training the staff in Hindi, Hindi Stenography, Hindi typing the Hindi translation and nominate them and pursue upto the results of their exams. Grant incentive, advance increments, cash awards to the passing out employees.
 - [3] Take all efforts in the Ministry to achieve targets for doing work in Hindi as per Annual Programme of the D/OL.
 - [4] Preparation and publication of Technical Terminology in Hindi and House Magazine etc.
 - [5] To organize KDM Shield Scheme, Hindi workshop and Hindi Pakhwara, Hindi Days, Oil Sector HO's seminars and arrange competitions. Give away Shield/ Trophies/ Certificates etc. to the best Hindi working employees/ PSUs/ Officers etc.
 - [6] Inspection of offices of the PSUs under the Ministry's administrative control to ascertain the progress of implementation of the Official Language Act & Rules, Annual Programme and suggest corrective measures.
 - [7] To constitute and arrange meeting of Ministry's Hindi Advisory Committee and Official Language Implementation Committee and monitor action taken reports thereof.
 - [8] Co-ordination with the Parliamentary Committee on Official Language. During inspection of the Ministry by the PCOL, assist to the Secretary and in the case of offices of the PSUs. Implement and monitor ATRs on recommendations of the PCOL containing in four parts of their report.
 - [9] Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language.

- [10] To Implement and monitor ATRs on decisions taken in the meetings of the Central Hindi Committee of the Ministry of Home Affairs.
- [11] Compile and prepare quarterly/ half yearly/yearly Progress Reports of the Ministry and its PSUs and send to the D/OL.
- [12] Review Quarterly Progress Reports received from the PSUs.
- [B] Translation of material [Time Bound/ Immediate/Ordinary in nature].
- [1] Translation by translators, vetting by AD/DD of various documents Viz Minister's Speech, Agenda, minutes, ATRs in connection with the consultative Committee of the Ministry. EC, PAC, CPOL, PE&OC, Parliamentary Assurances, Demand for Grants, Performance Budget & Annual Report of the Ministry, Review of the Annual Reports of the PSUs made by the Ministry. Agreements, Advertisements, Minister's letters, OMs, Office Orders, Notes for various Cabinet Committee, training material from English to Hindi and vice-versa.
- [2] Typing of the above translated hand-written material and other material received from the sections, proof reading and fair typing thereof.
- [3] Diary, dispatch, maintenance and weeding out of files as well as any other work as prescribed in the Manual of Office Procedure.
- [4] Any other work assigned by the Secretary/ Joint Secretaries or other officers of the Ministry.

Smt.Shobhana Srivastava Assistant Director R.No. 204-B, A- Wing Tel: 2338 6217 Int. 147	Smt. Janki Ahuja Deputy Director R. No. 204-B, A-Wing Tel: 2338 6217 Int. 195	ShriD.S. Rawat Joint Director R.No.510,D-Wing Int. 323 Tel.No.23385866	Shri R.K.Singh Joint Secretary, Room No.208(b)-A Intercom -108 Telephone No.- 23386935
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OR.I SECTION

1. Indian Oil Corporation Limited (IOCL)

- (a) Refinery projects and matters relating to Refineries operations.
- (b) Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.
- (c) Project reports, expansion proposals etc. relating to Refining operations.
- (d) Joint venture Refinery projects.
- (e) Foreign Technology Collaboration Agreements for Refineries.
- (f) Performance Review including QPR.
- (g) Approval for foreign visits related to Board Level Executives of Refinery.
- (h) Matters relating to industrial security pertaining to Refineries.

2. Chennai Petroleum Corporation Limited (CPCL) and Numaligarh Refinery Limited (NRL)

Matters relating to the following:-

- (a) Foreign Technology Collaboration Agreements for Refinery.
 - (b) Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.
 - (c) Refinery Project and matters relating to Refineries operations.
 - (d) Performance Review including QPR.
 - (e) Approval for foreign visits related to Board Level Executives of Refinery.
3. Matters relating to Oil industry Safety Directorate (OISD) including appointment of Executive Director.
 4. Audit Paras relating to Refinery matters of IOCL, CPCL and NRL.

5. VIP reference relating to the Refinery operations of IOCL, CPCL and NRL.
6. Material for Annual Report in respect of OISD, CPCL and NRL and other references relating to Refinery matters of CPCL and NRL.
7. Parliament Questions relating to Refineries of IOCL, CPCL, NRL and on Refineries in general, excluding Pipelines.
8. All pipeline projects (excluding gas pipelines) of IOCL, CPCL and NRL under P&MP Act, 1962 and Pipeline Guidelines (2004).
9. Review of **Auto Fuel Policy**.
10. Review of Refinery up-gradation expansion projects for supply of Euro-III/IV fuel.
11. Other Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Demand for Grants, Standing Committee Reports in respect of Refinery matters of IOCL, CPCL and NRL.
12. Any other miscellaneous matter.

Section Officer Sunita Sharma Room No.213-B Intercom – 306 Telephone No.- 23389842	Under Secretary ShriPawan Kumar Room No.200(b) C Intercom – 322 Telephone No.- 23074369	Director ShriMohan Lal Room No.204 B Intercom – 126 Telephone No.- 23386965	Joint Secretary Shri R.K.Singh Room No.208(b) A Intercom – 108 Telephone No.- 23386935
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OR.II SECTION

1. Mangalore Refinery & Petrochemicals Limited (MRPL).

Matter relating to the following:-

- (a) Foreign Technology Collaboration Agreements for Refinery.
- (b) Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.
- (c) Refinery Project and matters relating to Refineries operations.
- (d) Performance Review including QPR.
- (e) Approval for foreign visits related to Board Level Executives of Refinery.
- (f) Matters relating to industrial security pertaining to Refinery.

2. Engineers India Limited (EIL)

Matters relating to the following:-

- (a) Foreign Technology Collaboration Agreements.
- (b) All administrative approvals not delegated to the PSU.
- (c) Annual General Meeting.
- (d) Review of Annual Report of EIL and laying it in Parliament.
- (e) Performance Review including QPR.
- (f) Approval for foreign visits related to Board Level Executives.
- (g) Audit Para.

3. Hindustan Petroleum Corporation Limited (HPCL) and Bharat Petroleum Corporation Limited (BPCL)

- (a) Refinery projects and matters relating to Refineries operations.
- (b) Import of equipments, raw materials, chemicals, etc in connection with Refinery operations and issue of Essentiality Certificate.
- (c) Project reports, expansion proposals etc. relating to refining operations.
- (d) Joint Venture Refinery projects of BPCL & HPCL.
- (e) Foreign Technology Collaboration Agreements for Refineries.

- (f) Performance Review including QPR.
 - (g) Approval for foreign visits related to Board Level Executives of Refinery.
 - (h) Matters relating to industrial security pertaining to Refineries.
4. Matters relating to Centre for High Technology (CHT) including appointment of Executive Director.
 5. Matters relating to private Refineries in India in the States of Gujarat, Maharashtra and Kerala (Presently Reliance and Essar).
 - (a) Pipeline projects.
 - (b) Foreign Technology Collaboration Agreements for Refineries.
 - (c) Industrial License.
 - (d) Any other matters relating to Refineries, requiring Government approval.
 6. Administration of P&MP Act, 1962 and Product Pipeline Policy.
 7. All pipeline projects (excluding gas pipelines) of HPCL, BPCL, MRPL and private Refineries in the states of Gujarat, Maharashtra and Kerala under P&MP Act, 1962 and Pipeline Guidelines (2004).
 8. Security of Pipelines.
 9. Security arrangements in oil installations.
 10. Refinery Improvement/ upgradation including Euro-III/IV Projects.
 11. Audit Paras relating to Refinery matters of HPCL, BPCL and MRPL.
 12. VIP references relating to above mentioned items of work.
 13. Material for Annual Report in respect of EIL and MRPL and CHT.
 14. All matters on refineries requiring coordination between OR-I & OR-II Sections.
 15. Parliamentary Questions relating to above mentioned items of work.

16. Other Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Demand for Grants, Standing Committee Reports in respect of Refinery matters of HPCL, BPCL and MPRL.

17. Any other item of work allocated by Joint Secretary (Refineries).

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**MARKETING
DIVISION &
CONSERVATION**

WORK ALLOCATION – LPG SECTION

- (A) Matters relating to Liquefied Petroleum Gas (LPG) such as:-
- (i) Matters relating to regular distribute as well as distributors under RGGLVY.
 - (ii) Action against LPG dealers with regard to malpractices.
 - (iii) (a) Monitoring of LPG Backlog position.
(b) Monitoring Group of LPG.
 - (iv) All policy matters relating to LPG availability, its marketing and LPG projects inclusive of expansion on existing projects.
 - (v) Accidents reports of LPG.
 - (vi) Reconstitution / Revival/ Resitement of LPG distributorships.
 - (vii) Auto – LPG.
 - (viii) Matters relating to LPG, valves, regulators, tank wagans etc.
 - (ix) Restructuring of Markets of LPG distributors.
 - (x) Administrative Matter of Biecoo Lawrie Limited (BLL).
 - (xi) Administrative Matter Balmer Lawrie Investment Limited (BLIL).
 - (xii) Administrative Matter of Balmer Lawrie & Co. Ltd. (BL)
 - (xiii) Release of LPG on priority to individuals for domestic purposes.
 - (xiv) Complaints received from VIPs/MoS/(P&NG)/PMO/President's Secretariat.
 - (xv) Complaint against selection procedure of LPG distributorships.
 - (xvi) Court cases relating of LPG distributorships.
 - (xvii) RTI matter relating to LPG.
 - (xviii) MDG for LPG.
 - (xix) Matters all India LPG distributors Federation/ Federation of LPG Distribute of India.
 - (xx) Audit paras/ CAG paras relating to LPG/ BL/BLL/BLIL.
 - (xxi) Direct Benefit Transfer for LPG customers (DBTL) scheme.
 - (xxii) BPL Scheme/ CSR Scheme/ Corpus Fund Scheme in respect of LPG.
 - (xxiii) Selection policy in respect of regular as well as distributors under Rajiv Gandhi Gramin LPG Vitaran Yojana (RGGLVY).
- (B) Any other work entrusted by JS (M).

Section Officer Smt.Prabha Sharma Room No.214 B Intercom – 139 Telephone No.- 23389630	Under Secretary Shri Rajesh Kukreti Room No.311- A Intercom – 158 Telephone No.- 23387008	Director ShriAlok Tripathi Room No.211(b)-B Intercom – 150 Telephone No.- 23383508	Joint Secretary Dr.Neeraj Mittal Room No.215-A Intercom – 115 Telephone No.- 23382583
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DISTRIBUTION SECTION

1. Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section.
2. Prevention of adulteration of petroleum products.
3. Allocation of kerosene to States/ Union Territories.
4. Supply of the following petroleum products of different users:

Motor Spirit (Petrol), High Speed Diesel (HSD), Naphtha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF).
5. Supply of POL products to Defence, Railways and other major users, agents against DGS&D rate contract for such supplies.
6. Matters relating to illegal supply and smuggling of petroleum products to Nepal and Supply of petroleum products to India parties engaged in project activities in Nepal.
7. Policy matters in regard to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil).
8. Sales plan of oil companies and product exchange.
9. Marketing aspects of lubricating oils and greases including sales plan, dealership arrangements, lube discipline scheme for dealers, weights and measures.
10. Demand forecasting of petroleum products.
11. Transportation of POL products by rail, road and sea.
12. Refinery throughputs and Refinery production, inventory of products (matter other than those handled by Refinery Division) product storage depots and installations.
13. Problems relating to scarcity of petroleum products and dry-out of retail outlets.
14. Petroleum Act, 1934.
15. National Council of Applied Economic Research (NCAER)'s Report.
16. Authorization for marketing of Aviation Turbine Fuel.

17. Implementation of Market System.

18. Direct transfer of cash subsidy on PDS Kerosene (DTCK).

19. Matter relating to ATF dues of Oil Marketing Companies with Airlines.

20. Issue relating to modernization of Airports (MIAL/DIAL).

21. RTI matters relating to aforesaid issues.

Parveen Kumar Section Officer Room No.214 , B Wing, Intercom No.– 140 Telephone No.- 23389630	U.C.Pandey Under Secretary Room No.200(D), C Wing Intercom – 135 Telephone No.- 23384473	Smt. Sushma Rath Director Room No.211 (a) B Wing Intercom – 345 Telephone No.- 23386407	Dr, Neeraj Mittal Joint Secretary Room No.215, A Wing Intercom – 115 Telephone No.- 23382583
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Marketing Companies Section

1. All matters relating to BPCL, HPCL (excluding refineries)
 - (a) Financial, Budget, Loan, Grants etc.
 - (b) Personnel Management.
 - (c) Labour matters including Long Term Settlement, payments of bonus etc.
 - (d) Foreign Exchange and foreign experts.
 - (e) Annual Plan/ Five Years Plans.
2. Administration of Burmah Shell Acquisition Act,1976.
3. Administration of Caltex Acquisition Act,1977.
4. Administration of Esso Acquisition Act,1974.
5. Administration of Kasangas Acquisition Act,1979.
6. Administration of Domestic Gas Private Limited and Parel Investment Private Limited takeover of Management Act,1979.
7. Remittances pertaining to BPCL and HPCL and all allied matters.
8. Follow up action on all issues emanating from the agreements entered into for acquiring the assets and operation of Burmah Shell, ESSO and Caltex.
9. Matters relating to acquisition / release of flats, RO sites etc. taken on lease by HPCL & BPCL.
10. Matters relating to dealerships / retail outlets in respect of BPCL & HPCL.
11. Matters arising under Companies Act, ESI Act and other Central Act in respect of BPCL & HPCL (except refineries employees).
12. Matters relating to formation of Bharat Petro Resources Limited (BPRL).
13. Memorandum of Understanding (MOU) between HPCL, BPCL and Government of India (MOP&NG).
14. Matters relating to supply of oil by IOC to Nepal Oil Corporation (NOC).
15. Any other work entrusted by JS (M).

Section Officer Nandan Ram Room No.214-B Intercom –530 Telephone No.- 23386071	Under Secretary Akhilesh Kumar Room No.200(d)-C Intercom – 129 Telephone No.- 23389464	Director Smt. Sushma Rath Room No.211(a)-B Intercom –345 TelephoneNo.- 23386407	Joint Secretary Dr. Neeraj Mittal Room No.215-A Intercom –115 Telephone No.- 23382583
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LIST OF ITEMS OF WORK ALLOCATED TO IOC SECTION

1. The following matters relating to the Marketing Division and the Research & Development Centre of the Indian Oil Corporation Limited (IOC):
 - (i) Micro – objective.
 - (ii) Establishment – appointments/ transfer of employees.
 - (iii) Finance, budget, loans, grant etc.
 - (iv) Personal Management.
 - (v) Labour matters.
 - (vi) Matter arising from the Companies Act, Employees state
 - (vii) Insurance and other Central Acts.
 - (viii) Annual Plans / Five Year Plans
2. Memorandum of Understanding (MOU) between the IOC and the Government of India (Ministry of Petroleum and Natural Gas).
3. Policy guidelines for selection of retail outlet dealers.
4. Matters regarding retail outlet dealerships / LPG distributorships/ SKO- LDO dealership allotted under the discretionary quota and the policy guidelines on this subject.
5. Policy guidelines for reconstitution/ resitement/ revival of retail outlet dealerships/ LPG distributorships / SKO-LDO dealerships.
6. Corpus Fund Scheme for dealers / distributors- selection.
7. Matters relating to retail outlet matters of IOC. (excluding adulteration and malpractices, provision of various facilities and renovation / modernization.)

Section Officer Shri Ashish Kumar Agrawal Room No.214-B Intercom – 141 Telephone No.- 23386071	Under Secretary Shri Akhilesh Kumar Room No.200 (d) –C Wing Intercom – 129 TelephoneNo.- 2338964	Director Smt.Sushma Rath Room No.211 (a)- B Wing Intercom – 345 Telephone No.- 23386407	Joint Secretary Shri Neeraj Mittal Room No.215-A wing Intercom – 115 Telephone No.- 23382583
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PARLIAMENT CELL

1. Parliament Questions.
2. To keep track of the status of Assurances- reminding sections for their timely implementation and seeking extension of time for fulfilment wherever necessary.
3. All matters regarding Parliamentary Committees, meetings, agenda and Minutes of the Meeting.
4. To keep the track of the matters raised Under Rule- 377 in Lok Sabha and By way of Special Mentions in Rajya Sabha.
5. All Parliament Matters relating to this Ministry.

SuryaNarayan Jha Section Officer Room No.209-A Intercom No.149 TelephoneNo.- 23389898	Rajesh Kukreti Under Secretary Room No. 311-A Intercom No. 158 Telephone No.- 23387008	Alok Tripathi Director Room No.210-B Intercom No.150 Telephone No.- 23383508	Neeraj Mittal Joint Secretary Room No.215-A Intercom No.115 Telephone No.- 23382583
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Work Allocation of VIP Cell

1. All VIP Reference received through the office of the office of the Minister/Minister of State [P&NG].
2. Mark all VIP Reference to the concerned O.M.Cs/ Sections and VIP Cell [in case of Standard Reply].
3. Scanning / Forwarding of all VIP references to the concerned OMCs for their comments/investigation.
4. Forward all original VIP References to the concerned section for further action at their end.
5. Monitoring the replies of all VIP references from the concerned OMCs, if necessary, send reminders to the concerned OMCs.
6. Preparation the list of pending VIP references of all sections & reconcile them for monthly review meeting.
7. To satisfy the queries made by co-ordination staff of OMCs as well as the representative of VIPs.
8. Closing of all standard replies, as well as the references replied to the VIPs by Minister/Minister of State [P&NG].

Section Officer Nandan Ram Room No.214-B Intercom –530 Telephone No.- 23386071	Under Secretary Akhilesh Kumar Room No.200(d)-C Intercom – 129 Telephone No.- 23389464	Director Smt. Sushma Rath Room No.211(a)-B Intercom –345 TelephoneNo.- 23386407	Joint Secretary Dr. Neeraj Mittal Room No.215-A Intercom –115 Telephone No.- 23382583
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CONSERVATION CELL

1. Conservation of Petroleum products.
2. Promotion of Bio-fuels for blending with/replacing petroleum products.
3. Blending prescription for bio-fuels including laying down the standards for such blending.
4. Storage, Marketing, Distribution and retailing of bio-fuels and its blended products.
5. Ethanol blended with motor spirit.
6. Bio-diesel blended with diesel.
7. Other Alternative fuels for consideration.
8. Energy Conservation issues.
9. Environment issues due to petroleum Products.
10. Climate change
11. East Asia Summit-ECTF
12. All matters relating to PCRA
13. Appointment of Executive Director, PCRA
14. Evaluation of additives.
15. Coordination with SFPL and other matters related to SFPL.
16. Release of Grant-in-aid to SFPL
17. Parliament related matters.
18. Miscellaneous issues regarding Motor Vehicle Act, World Energy Council.

Shri Raghunandan Singh Section Officer Room No.312, B-wing Intercom – 145 Telephone No.- 23387878	Shri J.K.Singh Under Secretary Room No.216, A- Wing Intercom – 130 Telephone No.- 23384376	Shri Partha S.Das Director, Room No.209, Intercom – 120 Telephone No.- 23387404	Shri R.K.KSingh Joint Secretary Room No.208(b), A-wing Intercom– 108 Telephone No.- 23386935
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**INTERNATIONAL
CO-OPERATION &
GP DIVISION**

IC-DIVISION (IC-I & IC-II SECTION)

UPDATED WORK ALLOCATION

- i) Formulation of global strategy for the country in respect of Oil & Gas.
- ii) Participation at multilateral fora with the objective of pursuing issues of interest involving cooperation between academic and research institutions for promoting R&D, transfer of technology, training of personnel, dissemination of data on hydrocarbon sector.
- iii) Participation in bilateral such as Joint Commissions and Joint Working Groups on Hydrocarbons with a view to promoting India's interest in foreign countries in the area of trade and investment.
- iv) Liaison with Indian Missions abroad / Ministry of External Affairs/ Foreign Mission at New Delhi on matters pertaining to enquiry participation in developed fields, exploration and production contracts in new fields, participation in mid-stream and down –stream projects including oil and gas pipeline projects etc.
- v) Policy Matter relating to Private/ Public Participation in Exploration &Product of Oil Gas.
- vi) Constitution of Empowered Committee of Secretaries (ECS) for acquisition of assets by Oil & Gas PSUs.
- vii) National Gas Hydrate Programme.
- viii) Unconventional hydrocarbon resources like Shale gas, CMB etc.
- ix) All establishment matters of OVL.
- x) RTI matters.

Section Officer Smt. N. Vohra (IC-I) Shri M.L.Meena (IC-II) Room No.508-D Intercom – 307 , 311 Telephone No.- 2338240	Under Secretary A.Ushabala Room No.311-A Intercom – 168 Telephone No.- 23381984	Director Anuradha S. Chagti Room No.210-B Intercom – 151 Telephone No.- 23388764	Joint Secretary Shri P.K.Singh Room No.214-A Intercom – 127 Telephone No.- 23382418
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GP-I

1. All Issues pertaining to commercial utilization of APM, NELP “natural gas”
2. Empowered Group of Ministers on gas pricing and commercial utilization.
3. PNGRB Act 2006, Notified regulations therein.
4. All matters relating to PNGRB, IGL and MGL
5. CGD network including PNG/CNG.
6. Issues relating to gas pipeline connectivity and availability of natural gas for fertilizer sector and all miscellaneous matters of M/o Chemicals and Fertilizers.
7. All matters relating to Court Cases, RTI applications/VIP references, Parliament Questions, parliamentary committees, assurances, Standing Committees etc pertaining to GP-I Section.
8. Any other subject matter allotted from time to time.

Section Officer Ms.Reema Sharma Room No. 312-B Intercom – 157 Tel No.:2338-5239	Under Secretary Shri S.P. Agarwal Room No. 200(e)- C Intercom – 144 Telephone No.:2338-8652	Director Shri Nikunj Kumar Srivastava Room No. 202-B Intercom – 347 Tel No.: 2307-3165	Joint Secretary Shri P.K. Singh Room No. 214-A Intercom – 127 Tel No.: 2338-2418
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GP-II DESK

1. Issues pertaining to commercial utilization of natural gas available out of non-APM production of gas by ONGC and OIL/pre-NELP gas.
2. Issues pertaining to commercial utilization of natural gas available out of pre NELP Blocks.
3. All general/administrative/technical matters pertaining to GAIL/BCPL/GAIL Gas/PLL including Board Agenda and other matters such as Projects/Customs Duty/Deemed export and income tax exemption, pricing etc., labour matters, miscellaneous (Industrial Training/Deputation of GAIL officials), MoU, Annual Reports. Annual Plan, Visit of CMD/Directors abroad/Audit Paras.
4. Import of natural gas through transnational gas pipelines, including TAPI Gas Pipeline Project.
5. Matters relating to Liquefied Natural Gas (LNG) including its import Ltd
6. Foreign investment in natural gas sector.
7. AGCP, RGPPL projects.
8. All RoU notifications.
9. All matters relating to Court cases, RTI applications/VIP references, Parliament Questions, parliamentary committees, assurances, Standing Committees etc pertaining to GP-II Section
10. All residual matters pertaining to GP Section
11. Any other subject allotted from time to time.

Section Officer Shri Shariq Saeed Room No. 312-B Intercom – 207 Tel No.: 2338-5239	Under Secretary Shri S.P. Agarwal Room No. 200(e)-C Intercom – 144 Telephone No.: 2338-8652	Director Shri Nikunj Kumar Srivastava Room No. 202-B Intercom – 347 Tel No.: 2307-3165	Joint Secretary Shri P.K. Singh Room No. 214-A Intercom – 127 Tel No.: 2338-2418
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GENERAL & CA DIVISION

Work Allocation of General Coordination Section

1. Labour Legislation Acts/ Rules.
2. Examination of Cabinet/ CoS Notes of other Ministries involving coordination with more than two divisions.
3. Monthly summary for the Cabinet.
4. Arrangement of invitation cards for Republic Day/ Beating Independence Day for officials of the Ministry and its PSUs.
5. Progress Report on implementation of decision of the Cabinet.
6. Preparation, printing, laying and distribution of Annual Report of the Ministry.
7. Parliament Question involving more than two Divisions of the Ministry as well as those received from other Department. Ministries in which there is involvement of more than two divisions.
8. Parliament Assurances of other Ministries involving more than two divisions.
9. Corporate Social Responsibility (CSR).
10. Policy matters related to MoU with PSUs.
11. Results Framework Document.
12. Monthly letter of Cabinet Secretary.
13. Celebration of Sadhawana Diwas and Quami Ekta Diwas etc. in respect of PSUs
14. Exhibition/ Fairs, where there is involvement of the PSUs.
15. Presentation of Awards to PSUs.
16. Inter-Ministerial Cabinet/CoS notes not related to any specific Division.
17. Convening of QPR meetings.
18. All Administrative matters related to RGIPT.
19. IT Policy of Government of India, its implementation, e-governance and Cyber Security
20. Web Information Manager.
21. Sectoral Innovation Council.
22. Crisis Management Plan (CMP) for countering cyber attacks and cyber terrorism.
23. All matters not assigned to any other Division.

Shri Marazuddin Section Officer R. No. 510. Wing-D Tel: 2338 7743 Int. 161	Shri D.K. Ghosh Under Secretary R.No. Tel; 2338 8164 Int. 156	Shri Vijay Gopal Mangal Deputy Secretary Room No. 208-B Tel. No.23381029 Int. 121	Shri P.Kalayanarasundaram Joint Secretary R. No.206-B Tel. 23387936 Int. 146
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SCT CELL

1. Issue of Presidential Directives to PSUs.
2. Examination of the Recommendations made by the Parliamentary Committee on the Welfare of SC and ST and submission of action taken note thereon.
3. Tour Programme of study Groups of the Parliamentary Committee on the Welfare of SC and ST- Arrangement thereof.
4. Parliament Questions relating to representation of Scheduled Castes and Scheduled tribes and physically handicapped in the Services of the Ministry as well as in PSUs.
5. Matters relating to reservation of posts for Scheduled Castes, Scheduled Tribes and physically handicapped in the PSUs and in the Ministry.
6. Monitoring of the progress in the implementation of the Presidential Directives in the PSUs through Scrutiny of Annual Reports and Quarterly Reports furnished by the PSUs.
7. Review of the Annual Reports furnished by PSUs in matters relating to SC/ST and physically handicapped for forwarding the same to BPE.
8. Examination of the half yearly Reports on the representation of physically handicapped in the services of the Ministry and the PSUs and forwarding the same to Ministry of Social Welfare.
9. Examination and circulation of all the orders relating to reservation of SC and ST and physically handicapped in the services received from the Ministry of Home Affairs, Bureau of Public enterprises and Ministry of Social Welfare in the Ministry and to PSUs.
10. Examination and disposal of the grievances received from employees belonging to SC and ST and physically handicapped in the Ministry as well as in the PSUs.
11. To assist the Liaison Officer for SC/ST matters link the Ministry in discharging his, duties.
12. Review of Quarterly report regarding recruitment of Minorities.
13. Reservation and recruitment of 'OBCs'

14. Specially Annual Component Plan for SCs and Tribal Sub-Plan for STs relating to all PSUs.

15. Any other work assigned by Joint Secretary.

Shri D.K. Ranga Section Officer Tel.No.2338 7743 Int. Com. 159 Room No. 507-D Wing	ShriSunil Kumar Under Secretary Tel.No. 23389459 Int. Com. 171 Room No. 200-C	ShriVijayMangal Deputy Secretary Room No.208-B Intercom – 121 Telephone No.- 23381029	P.Kalyansundaram Joint Secretary Tel. No. 23387936 Int.Com-148 Room No.-206-B
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(Public Grievances Cell)

1. To monitor grievances of Public continuously and to review the overall.
2. To monitor grievances received through Deptt. Of Administrative Reforms and Public Grievances.
3. To monitor the grievances received through Cabinet Secretariat Deptt. Of Public Grievances (DPG)
4. To monitor the grievances received through President Secretariat, Prime Minister's Office and Chief Minister's Office, Delhi.
5. To circulate all the important instructions/ orders received from Deptt. Of Administrative Reforms and Public Grievances (DARPG) and Deptt. of Public Grievances (DPG) and also in respect of the Ministry.
6. Apart from the above, PG Cell have also been receiving grievances through CPGRAMS online from DARPG, DPG, Pres. Sectt. and the Public since July, 2008, the time when CPGRAMS was put in place in the Ministry.

Shri S.K.Sharma Section Officer Room No.A-18(Ground floor) Intercom – 125 Telephone No.- 23388624	Shri Sunil Kumar Under Secretary Room No.200 (c) Intercom – 171 Telephone No.- 23389459	ShriVijayMangal Deputy Secretary Room No.208-B Intercom – 121 Telephone No.- 23381029	P.Kalyansundaram Joint Secretary Room No.206-B Intercom – 148 Telephone No.- 23387936
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(INFORMATION CELL)

1. To monitor receipt and disposal of RTI Applications received under RTI Act,2005 within the stipulated time limit.
2. To monitor receipt and disposal of Appeals received under Section 19 of the RTI Act within stipulated time limit.
3. To prepare material / Data for Annual Report to General Coordination Section of the Ministry of Petroleum & Natural Gas.
4. To prepare and upload data on the website of Central Information Commission for Annual Returns in respect of the Ministry as well as all Public Sector Undertakings of the Ministry. To reply all the queries raised by CIC regarding filing of Annual Returns.
5. To prepare and upload all the requests/ appeals on RTI Request & Appeal Management Information System (RTI-MIS) a web based programme developed by the NIC for timely disposal / effective monitoring of the cases/ appeals by Public Information Officers & Appellate Authority.
6. To circulate all the important instructions / orders received under RTI Act,2005 from various Ministries/ Departments including nodal Ministry i.e. M/o Personnel, PG& Pensions, Department of Personnel & Training & Central Information Commission amongst the PIOs of PSUs under the administrative control of the Ministry & also in the Ministry.

S.K.Sharma Section Officer Room No.A-18 Intercom – 125 Telephone No.- 23388624	Sunil Kumar Under Secretary Room No. 200- e(c) Intercom – 171 Telephone No.- 23389459	Shri Vijay Mangal Deputy Secretary Room No.208-B Intercom – 121 Telephone No.- 23381029	P Kalyansundaram Joint Secretary Room No.206-B Intercom – 148 TelephoneNo.-23387936
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Corporate Affairs Desk

1. Notifying the Board level vacancies in oil PSUs, processing cases for approval of ACC and other related work.
2. Appointment of Government Directors on the Boards of Oil PSUs;
3. Appointment of Non-Official Part Time Directors on the Board of Oil PSUs ;
4. Confirmation / Non-confirmation of Board- level appointees on the Boards of Oil PSUs;
5. Extension/ non-extension of Board- level appointees on the Boards of Oil PSUs;
6. Monitoring and updating of ACC Vacancy System in the Ministry.
7. Maintenance of ACRs of Board-level officers of PSU under MOPNG.
8. Fixation of Pay of Board –level officers of Oil PSUs.
9. Finalisation of terms & conditions of Board –level appointees in consultation with DPE.
10. Creation and upgradation of posts in Oil PSUs.
11. Conferment of Maharatna/Navratna / Mini-ratna status to PSU under MOPNG.
12. Upgradation of Schedule of Oil PSUs.
13. Revamping of Board – level posts and other related work.
14. Permission for Commercial employment after retirement of Board level officers of oil PSUs.
15. Parliamentary Matters- Parliament Question, Assurances, Standing Committee Meetings etc.
16. Implementation of General Guidelines on Corporate Governance for CPSEs under MoPNG
17. Preparation of O&M Dossier etc. in respect of CA Division ;
18. Implementations of Directions/ Orders of ACC in respect of CA Division;
19. RTI Matters pertaining to CA Division;
20. M.P/ VIP references pertaining to CA Division;
21. Court Cases pertaining to CA Division; and
22. Audit Paras pertaining to CA Division

A.M.U.Mahesh Section Officer Telephone No.- 23387878	Valerain Tirkey Under Secretary TelephoneNo.-23388602	P.Kalyanasundaram Joint Secretary Telephone No.- 23387936
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**ECONOMIC &
STATISTICS
DIVISION**

Allocation of work of Senior Economic Advisor and Economic & Statistics Division

Items of Work

Senior Economic Advisor:-

- a) Matters related to FDI & WTO.
- b) Holding of Economic Editors' Conference.
- c) Represent in the High Level Committees on Investment in Infrastructure, Committee on National Transport Development Policy and Institutional Mechanism on Definition of Infrastructure etc.
- d) Annual Plan/ Five Year Plan.
- e) Climatic Change & National Clean Energy Policy.

Economic & Statistics Division :-

1. Plan Formulation for the Ministry
2. Monitoring of CAPEX and Stalled / Delayed Projects of all Oil & Gas Companies:
3. Trade Issues including world Trade Organization (WTO) and Plurilateral and Bilateral Cooperation Agreements:
4. Foreign Direct Investment (FDI) issues including Foreign Investment Promotion board (FIPB) matters:
5. G 20 Energy Ministries' Meeting issues on P&NG Sector :
6. Double Taxation Avoidance Agreement (DTAA) on Income & Capital etc.
7. Monitoring of all Infrastructure Projects of all Oil PSUs:
8. Integrated Energy Policy:
9. Clean Development Mechanism (CDM) Projects:
10. Monitoring of Programme of New & Renewable Energy taken up by Oil & Gas PSUs:
11. Material for Economic Survey brought out by the Department of Economic Affairs, Ministry of Finance:
12. Monitoring of Performance of Petroleum & Natural Gas Products:
13. Preparation of Material on Petroleum Sector for inclusion in:

Senior Economic Advisor	Economic Advisor	Director	Research Officer
Shri Ambrish Kumar Tel. 24306146	Dr.Archna Mathur Tel. 24369261	Shri Sukhvir Singh Tel. 24363047	Shri Ram Swaroop Singh Tel. 24369199

FANANCE DIVISION

Finance Division
Finance – I Section.

1. Preparation of Outcome Budget.
2. Formulation and finalization of Main Budget of the Ministry.
3. Formulation, finalization and Printing of Demands for Grants.
4. Supplementary Demands for Grants.
5. Surrender / Re-appropriation of funds.
6. All matters relating to Profits, Dividends etc. of Oil PSUs.
7. All matters relating to subsidy claims of Oil PSUs.
8. Investment and other proposals of Oil PSUs which require Ministry's approval- Investment of Surplus Funds of PSUs.
9. Standing Committee on Petroleum & Natural gas (Relating to Demands for Grants only).
10. All matters relating to Government Guarantees.
11. All matters relating to Public Accounts Committee.
12. All matters relating to Finance Commission.
13. Voluntary Retirement Scheme in PSUs.
14. Board papers in respect of IOC & HPCL.
15. All matters relating to Project approvals including RCEs of IOC, HPCL, BPCL, EIL, BRPL, NRL, KRL, CPCL, Balmer Lawrie and Biecco Lawrie.
16. MOUs of all the companies mentioned in Item 16 above.
17. QPR meetings of all the companies mentioned in Item 16 above.
18. All matters relating to OADB, including OI (D) Act and OI (D) Rules and various service rules for OADB.
19. Matters relating to Cess or Crude oil.
20. Budgets of DGH, PCRA, CHT, PPAC and OADB and all other agencies funded by OADB.
21. Governing Body by PCRA.
22. Agenda papers for meetings of DGH/CHT/OADB/NPMP/PCRA/PPAC.
23. Petroleum Sports Control Board – so far as it relates to AS & FA.
24. Issue of Essentially Certificates and Policy matters in respect of project imports- references from all Division.
25. Annual Action Plans- coordination in IFD.
26. All other miscellaneous items and co-ordination within IFD.

Devendra Kumar Section Officer Room No.313 B Intercom -105 TelephoneNo.-23388602	RamaKant Under Secretary Room No.200(e) E Intercom -133 Telephone No.-23074370	Dr.S.C.Khuntia AS&FA Room No.208 A Intercom -112 TelephoneNo.- 23381704
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FINANCE –II

1. Financial advice/concurrence on PSCs of Exploration / Production of Crude, Oil, Gas including.

- (i) Interpretation of PSCs.
- (ii) Extension of Exploration Phases.
- (iii) Substitution of Work Programme.
- (iv) Development Plan.
- (v) Issues of BG and LD.
- (vi) Issues taken up for MC approvals.

2. All matters relating to Royalty and Profit Petroleum.

3. Scrutiny of agenda papers for ECS/ Cabinet Notes.

4. Administrative, Establishment & Personal Matters of MoP&NG.

5. Deputation abroad of the Ministry's Officers and Oil PSUs.

6. Matters Relating to Court Case Fees.

7. Commercial Audit Para including COPU matters referred by Administrative Division and Co-ordination of Draft Pares and Audit Paras (Commercial)

8. Internal Audit of the Ministry – co-ordination.

9. QPR meetings of ONGC/ OVL, OIL and GAIL.

10. Performance Budget Portion of Outcome Budget and General Budgeting.

11. MoUs of ONGC/ OIL/GAIL.

12. All matters relating to project approvals including RCE in respect of ONGC, OVL, OIL and GAIL.

13. Management Committee Meetings of all Producing E&P Assets convened by DGH and Exploration Division as special Invitee.

Section Officer C.K.Vinay Kumar Room No.313-B Intercom -300 Telephone No- 23388602	Under Secretary A.N.Jena Room No. 200(c) C Intercom -172 Telephone No.- 23383074	Deputy Secretary Smt.Kiran Vasudeva Room No-238-A Intercom -124 Telephone No.- 23387467	Vacant Adviser (IFD) Room No.201-B Intercom -173 Telephone No.- 23073069
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**UPDATED LIST OF CMDs OF PSUs UNDER THE ADMINISTRATIVE CONTROL
OF MOP&NG.**

1.	Chairman & Managing Director, Oil and Natural Gas Corporation Limited Jeewan Bharti, Tower-II, 124-Indira Chowk, New Delhi-110001. Tel.No.011-23351968
2	General Manager, Indian Oil Corporation Limited Plot No. 3079/3/ Sadiq Nagar, J.B. Tito Marg, New Delhi-110049. Tel.No.011-26260190
3.	Chairman & Managing Director Hindustan Petroleum Corporation Limited 11 th Floor, Jeevan Bharti Building , Tower-1, 124 Connaught Circus , New Delhi -110001.Tel.No.011-23467107
4.	Chairman and Managing Director, Bharat Petroleum Corporation Limited ECE House ,28 –A K.G.Marg ,New Delhi. Tel.No.011-23310497
5.	Chairman & Managing Director, Gas Authority of India Limited 16, Bhikaji Cama Place, R.K. Puram,New Delhi.-110066 Tel.No.011-26182167
6.	Chairman & Managing Director, Engineers India Limited EIL Bhawan, 12 th Floor, 1, Bhikaji Cama Place, New Delhi-110066. Tel.No.011-26186016
7.	Chairman & Managing Director, Oil India Limited (OIL), Plot No. 19, Sector 16 A, Noida-201301(UP) Tel.No.0120-2510641
8.	Managing Director , Bienco Lawrie Limited, Core-8 (4 th Floor),Scope Complex, Lodhi Road , New Delhi -110003. Tel.No.011-24365018

Subsidiaries and Other Companies

1.	Oil Natural Gas Company Videsh Ltd (OVL) OVL, 4 th Floor, Kailash Building, 26, Kasturba Gandhi Marg, New Delhi-110001. Tel.No.011-41291201
2.	Mangalore Refinery and Petrochemicals Limited (MRPL) LGF, Mercantile House 15 ,K.G.Marg , New Delhi-110001. Tel.No.011-23463158
3.	Bharat PetroResources Limited (BPRL) Bharat Bhavan, 4 & 6 Currimbhoy Road, Ballard Estate, Mumbai - 400 001
4.	Chennai Petroleum Corporation Limited (CPCL) , 105-109-A, Ansal Chamber , 3,Bhikaji Cama Place , New Delhi -66. Tel.No.011-26106341-42
5.	Numaligarh Refinery Limited (NRL), 6 th Floor, Tolstoy House , 15-17 Tolstoy Marg, New Delhi -110001 Tel.No. 011-23739413
6.	Certification Engineers International Limited, E.I.Annexe (4 th Floor), 1,Bhikaji Cama Place, R.K.Puram, New Delhi-110066
7.	EIL Asia Pacific Sdn BHD Dataran 3 Two, No. 2, Petaling Jay , Kuala Lumpur-46300 Malaysia Ph.No.6037725
8.	GAIL Gas Limited, A-1, Sector-2, Noida -201301

Other Organizations

1.	Secretary, Oil Industry Development Board, 'C' Block, 3 rd Floor, Plot No.2, OIDB Bhawan, Sector-73, Noida-201301.
2.	Executive Director, Petroleum Conservation Research Association, Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi-110066
3.	Executive Director, Oil Industry Safety Directorate, 8 th Floor, OI DB Bhawan, Plot No.2, Sector-73, Noida-201301
4.	Executive Director, Centre for High Technology, OIDB Bhawan, Tower A, 9 th Floor, Plot No.2, Sector-73, Noida-201301.
5.	Director, Petroleum Planning & Analysis Cell, Scope Complex, Core-8. 7, Institutional Area, Lodhi Road, New Delhi-110003.
6.	Director General, Directorate General of Hydrocarbons (Under Ministry of Petroleum & Natural Gas) OIDB Bhawan, Plot No 2, Sector 73, Noida-201301
7	The President, Rajeev Gandhi Institute of Petroleum Technology, 2 nd Floor, OI DB Bhawan, Tower C , Plot No.2, Sector-73, Noida-201301.