

GP

- All Issues pertaining to commercial utilization of APM, NELP “natural gas”
- PNGRB Act 2006, Notified regulations therein.
- All administrative matters relating to PNGRB, IGL and MGL
- **Development of National Gas Grid.**
- **Gas Exchange.**
- **Gas storages.**
- **Transport System Operator.**
- **All matters relating to SATAT.**
- CGD network including PNG/CNG.
- Issues relating to gas pipeline connectivity and availability of natural gas for fertilizer sector
- Issues pertaining to commercial utilization of natural gas available out of non-APM production of gas by ONGC and OIL/pre-NELP gas.
- Issues pertaining to commercial utilization of natural gas available out of pre NELP Blocks.
- All general/administrative/technical matters pertaining to GAIL/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, Change of Name & Transfer of Rights cases.
- Matters relating to Liquefied Natural Gas (LNG)
- Foreign investment in natural gas sector.
- AGCP, RGPPL projects.
- RoU notifications related to natural gas pipeline.

Corporate Affairs (CA)

- Finalization of job description in respect of Chairman/CMD/MD/ Functional Directors on the Boards of CPSEs, under the administrative jurisdiction of the Ministry of Petroleum & Natural Gas, in consultation PESB;
- Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) and forwarding the same to DOPT for approval of ACC, after obtaining vigilance clearance and Minister's approval;
- Process cases for issue of appointment orders in respect of Functional Directors after obtaining ACC's approval;
- Process cases for fixation of pay and finalization of terms and conditions of Functional Directors in consultation with DPE & IFD, MOPNG;
- Process cases for confirmation of Functional Directors;
- Process cases for assigning/entrusting additional charge of Functional Directors;
- Process cases of extension of tenure of Functional Directors;

- Process cases for grant of permission to Functional Directors for commercial employment after superannuation;
- Process cases of selection and appointment of Independent Directors by forwarding proposals to DPE and thereafter to DOPT for ACC's approval;
- Process cases of appointment of Government Directors on the Boards of CPSEs;
- All policy matters relating to CPSEs
- Process cases for grant of Maharatna/Navratna/Miniratna status; Process cases for categorization of CPSEs in categories A, B, C & D;
- Maintenance of APARs of the Board-level functionaries;
- Convening meetings of QPR
- Matters related to Acquisition & Mergers of CPSEs.
- All references from Department of Public Enterprises.
- All matter related to Rajiv Gandhi Institute of Petroleum Technology (RGIPT) & Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam, Andhra Pradesh, CEE
- Petroleum University

Economics and Statistics

- Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister
- Monitoring of Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI.
- National Infrastructure Pipeline (NIP) – Shelf of PNG projects
- Investments in petroleum sector / hydrocarbon infrastructure sector.
- Demand/consumption and production levels of crude oil, petroleum products and natural gas in the country.
- Nodal point for PM Infrastructure sector Reviews steered by NITI & PM's annual meeting with Global Experts and CEOs of oil and gas.
- Nodal Touch Point for Project monitoring Invest India Cell, PMIC headed by Secretary, DPIIT.
- Investment Clearance Cell.
- Project Development Cell (PDC).
- Nodal Division for Online Computerized Monitoring System (OCMS), MoSPI
- Uploading quarterly progress of achievement of infrastructure parameters against targets and ATRs on NITI Dashboard, PMO Dashboard and all other dashboards relating to infrastructure projects of other Ministries/Departments.
- Matters relating to Swachh Bharat Abhiyan including Swachhta Action Plan
- Monitoring of Prime Minister's package for Bihar 2015
- Matters relating to Goods & Service Tax (GST)
- Matters relating to FIPB, Foreign Investment, FDI Cell
- Inputs of MoPNG for Economic Survey brought out by Ministry of Finance.
- Monitoring of monthly performance of petroleum products & consumption
- Notes for the Cabinet Committee/Note for the Committee of Secretaries on economic issues received from other Ministries/Departments

- Publication of Annual Bulletin on 'Indian Petroleum & Natural Gas Statistics'
- Administrative matters related to PPAC
- Matters relating to National Data Sharing and Accessibility Policy (NDSAP)
- **Oil Imports dependency / reducing import dependency** and Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution.
- Monitoring of projects ready for inauguration/laying foundation stone.
- PRAGATI Meetings – Projects related matters.
- Matters relating to IEBR/CAPEX Plans of Oil and Gas CPSEs
- Economic & Statistics cell
- Monthly Performance review of Oil & Gas sector CPSEs
- Nodal Point for data related matters with International Energy Agency (IEA) & Joint Oil Data Initiative (JODI)
- **Energy policy ; Energy Security of India**
- Energy Data Management – NITI
- Double Taxation issues
- Periodic Reports to various stakeholder like DIPP, IBM, MoSPI, M/o Railways, etc.
- Economic Editors' Conference.
- Implementation of Budget announcement.

Exploration

- Policy Matters pertaining to HELP/OALP / Reforms in E&P Sector and award of PEL/PML for OALP Bid Rounds
- Policy matters of CBM and matters pertaining to implementation & monitoring of CBM contracts.
- Unconventional oil policy.
- Shale oil.
- Monetisation of discoveries.
- ORDA (Oil Field Regulation Development Act) and all royalty /cess related matters (including cess/ royalty notifications).
- R&D Projects related to E&P sector.
- Compilation of Inputs of Exploration Division for inclusion in the Annual Report of Ministry.
- Petroleum Mineral Pipelines Act (PMP) cases relating to laying of Pipelines by the upstream oil companies and related RoU matters.
- **North East Vision Document (NER vision)**
- **Nodal divisions for NER matters**
- Coordination with DoNER for monitoring/facilitation of projects in NE
- Joint speculative surveys, National Seismic Programme (NSP)
- Report to PMO/ NITI Aayog
- Empowered Coordination Committee Matters (ECC).
- Vision Document 2024.
- Performance Dashboard relating to upstream sector.
- All establishment matters of ONGC

- All matters relating to tender/ contracts of ONGC including Charter hiring.
- All ONGC Projects (excluding R&D projects) monitoring.
- Matters related to production of Oil and Gas & production review meetings.
- Monitoring of Exploration and production programmes of ONGC
- PEL & PML for Nomination Blocks of NOCs
- MOU of ONGC
- All matters relating to Implementation and monitoring of Production Sharing Contracts (PSCs) under New Exploration License Policy (NELP) from NELP I to NELP IX.
- Matters related to Management Committee (MC) meeting in respect of all NELP exploration blocks (NELP I to IX)
- Petroleum & Natural Gas Rules, 1959- Matters pertaining to Grant of Petroleum Exploration License and Petroleum Mining Lease for NELP-I to NELP-IX blocks.
- Arbitration matter and Court cases related to NELP-I to NELP-IX.
- All organisational /establishment matters of DGH.
- All matters relating to implementation and monitoring of Production Sharing Contracts under Pre-NELP Discovered Fields & Pre-NELP Exploration Blocks.
- Matters related to Management Committee (MC) meeting in respect of Pre-NELP Discovered Fields & Pre-NELP Exploration Blocks.
- Petroleum & Natural Gas Rules, 1959 - Matters pertaining to Grant of Petroleum Exploration license and Petroleum Mining Lease for Pre- NELP Discovered Fields & Pre- NELP Exploration blocks.
- Arbitration matter and Court cases related to pre-NELP discovered Fields & Pre-NELP Exploration Blocks.
- Policy matters pertaining to EOR/IOR
- Monetization of discoveries
- Establishment matters of OIL
- Monitoring of Exploration and production programmes of OIL
- All matters relating to tenders/contracts of OIL including charter hiring
- National Data Repository Matters (NDR)
- Digital Roadmap Document
- Marginal Field Policy/ DSF Policy and monitoring of DSF contracts, MC meetings of DSF contracts.
- Policy matters/guidelines on domestic Gas Pricing
- India- Exploration & Production-2050 Perspective plan including reforms of NOCs.

Vigilance

- Examination and disposal of vigilance references received from CBI, CVC, PMO, President's Secretariat, Cabinet Secretariat.
- Examination and further action related to complaints against Board level Officers of Oil Sector PSUs.
- Cases related to Sanction for Prosecution of Board level Officers of Oil Sector PSUs.

- Forwarding of complaints against the officers of Oil Sector PSUs received in this Ministry, to respective CVOs for appropriate action/report.
- Processing of vigilance related complaints in respect of staff/officers of the Ministry.
- Grant of vigilance clearance in respect of staff/officers of the Ministry.
- Furnishing of vigilance profiles to CA Section of the Ministry in respect of officers of PSUs who are shortlisted by PESB for consideration for various Board level posts in PSUs.
- Grant of vigilance clearance in respect of Board level officers of PSUs under the Ministry in connection with additional charge/confirmation of service tenure/superannuation etc.
- Monthly/Annual/Quarterly Reports to CVC/CET/PMO.
- Examination of reports of CVOs of PSUs on complaints/allegations against Board level officers of PSUs.
- Recommendation of disciplinary action against Board level officers in PSUs under the Ministry.
- Appointment/extension of tenure and APAR related matter of CVOs of Oil Sector PSUs.
- Monthly reports on DO Summary, activities on Official Languages, etc.
- Observance of Vigilance Awareness Week in the Ministry.
- Annual Sectoral Review Meeting of CVC and related works thereto.

Integrated Finance

- Standing Committee on Petroleum & Natural Gas (Relating to Demands for Grants only).
 - i. Examination on Demands for Grants
 - ii. List of Point
 - iii. Post evidence LOP
- Formulation, finalization and Printing of Demands for Grants and laying in the Parliament.
- Output Outcome Framework.
 - i. Laying of OOFW in Parliament
 - ii. Other matters
- Formulation and finalization of Main Budget of the Ministry.

Coordination and consolidation of approved budget and Revised Estimates.

- Collecting data/information on Royalty, Profit Petroleum, and Dividends etc. of Oil PSUs for furnishing to MoF
- Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval
- Supplementary Demands for Grants.
- Surrender/Re-appropriation of funds
- Explanatory Notes on savings of Rs. 100 crore and above and Excess expenditure over budget Grants.

- i. First Stage
- ii. Second Stage
- iii. Third Stage

- Examination of EFC Notes
- Budgets of DGH, PCRA, CHT, PPAC and OISD and all other agencies funded by OIDB.
- Furnishing of monthly DO from AS&FA (P&NG) to Finance Secretary
- Concurrence, if any required on Annual Action Plans.
- Proposal for opening of New Head of Accounts
- Material for pre-Budget discussion
- Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval.
- Investment of Surplus Funds of PSUs.
- Matters relating to Government Guarantees.
- Matters relating to Finance Commission
- Examination of Voluntary Retirement scheme in PSUs as received from Admin Divisions
- Financial advice/concurrence on PSCs of Exploration / Production of Crude Oil, Gas and CBM including.
- Interpretation of PSCs.
- Extension of Exploration Phases.
- Substitution of Work Programme.
- Development Plan.
- Issues of BG and LD.
- Issues taken up for MC approvals.
- Matters related to recommendation of Public Accounts Committee on audit paras.
- Scrutiny of agenda papers for ECS/Cabinet Notes.
- Concurrence/vetting of Administrative, Establishment & Personal Matters of MoP&NG like:
 - Release of TA advance for mandatory training programmes conducted by ISTM.
 - Procurement of computers, laptops etc and their AMCs.
 - Purchase and Disposal of Govt. vehicles and hiring of cars.
 - Renovation of rooms.
 - Outsourcing of MTS/Housekeeping staff
 - Deputation abroad of the Ministry's Officers and board level executives of Oil PSUs.
- Matters Relating to Court Case Fees.
- Commercial Audit Para including COPU matters referred by Administrative Division and Co-ordination of Draft Paras and Audit Paras (Commercial)
- Internal Audit of the Ministry – co-ordination.
- Financial concurrence on proposals relating to renewal/revision of the license fees for the companies supplying the Aviation Turbine Fuels.
- Matters related to relaxation in travel by the Airlines other than Air India for domestic as well as foreign travels.

- Financial concurrence on the matters of terminalling charges, dealers/distributors commission, State Specific Costs and LPG transportation Rates under the PDS Kerosene and Domestic LPG Scheme 2002.
- Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc as received from Marketing Division.
- Vetting of the Pay Fixation/Terms and condition of the Board level appointees and CVOs of the PSUs.
- Examination/Vetting of the Post Retirement Welfare Scheme of PSUs as per DPE guidelines under 1.5% quota.
- Monitoring of the APMS portal for uploading of the ATNs and further circulation of the orders received from the Monitoring Cell of the Ministry of Finance.
- Monitoring of the FVMS portal with respect of the uploading of the Quarterly Rolling Plan for the foreign visit of the officers of the MoP&NG.
- Concurrence of the Draft Audit exceptions in respect of the different blocks as received from Exploration Division.
- Financial Concurrence and vetting on the matters related to framing of rules like PNGRB Rules etc.
- Examination of the matters related to the delegation of powers to autonomous bodies/DGH/other organisation under the MoP&NG.
- Vetting of the issues related to the creation of the posts at Board Level in the PSUs and its up gradation of the schedule as received from the CA Division.
- Matters related to the Standing Audit Committee and Convening of the SAC meeting.
- Examination of subsidy claims of Oil PSUs for giving financial concurrence.
- Examination of Financial Parameters in respect of MOUs of Oil PSUs.
- Preparation of Outcome Budget (Except Outcome/Output framework of NITI Aayog).
- Cost Reduction in CPSEs.
- Monitoring of cases under AMRCD/AMRD Mechanisms.
- Matters related to OIDB, Implementation of OIDB Act
- All policy matters relating to MoUs for oil CPSEs
- Disinvestment of oil PSUs ; Examination of proposals received from D/o Investment & Public Asset Management (DIPAM) relating to disinvestment.

OR

- Indian Oil Corporation Limited (IOCL), Chennai Petroleum Corporation Limited (CPCL) and Numaligarh Refinery Limited (NRL)
 - Refinery projects and matters relating to Refineries operations.
 - Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.
 - Project reports, expansion proposals etc. relating to Refining operations.
 - Joint venture Refinery projects.
 - Foreign Technology Collaboration Agreements for Refineries.
 - Approval for foreign visits related to Board Level Executives of Refinery.
 - Matters relating to industrial security pertaining to Refineries.

- Process of MoU of CPCL and NRL.
 - All administrative approvals not delegated to the CPCL and NRL.
 - Audit Paras relating to Refinery matters of IOCL, CPCL and NRL.
- All RoU cases of pipeline projects (excluding gas pipelines) of IOCL, CPCL and NRL under P&MP Act, 1962 and Pipeline Guidelines (2004).
- Matters relating to Oil industry Safety Directorate (OISD) including appointment of Executive Director.
- Review of Refinery up-gradation expansion projects for supply of fuel as per International Standards.
- West Coast Refinery (Ratnagiri) – Ratnagiri Refinery and Petrochemical Limited (RRPCL) a JV of IOCL, BPCL and HPCL.
- Hindustan Petroleum Corporation Limited (HPCL) and Bharat Petroleum Corporation Limited (BPCL), Mangalore Refinery & Petrochemicals Limited (MRPL)
 - Refinery Projects and matters relating to Refineries operations.
 - Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.
 - Project reports, expansion proposals etc. relating to Refining operations.
 - Joint venture Refinery projects.
 - Foreign Technology Collaboration Agreements for Refineries.
 - Approval for foreign visits related to Board Level Executives of Refinery.
 - Matters relating to industrial security pertaining to Refinery.
 - Process of MoU of MRPL and EIL
 - All administrative approvals not delegated to the MRPL.
- All RoU pipeline projects (excluding gas pipelines) of HPCL, BPCL, MRPL and Private Refineries.
- Matters relating to Centre for High Technology (CHT) including appointment of Executive Director.
- R&D in petroleum sector, Scientific Advisory Committee (SAC), High Level Committee (HLC) of the Ministry
- Matters relating to Private Refineries in India.
- Administration of P&MP Act, 1962.
- Work related to Petrochemicals.
- Administration of OPaL, EIL
- All administrative approvals not delegated to EIL.
- Foreign Technology Collaboration Agreements.
- Approval for foreign visits related to Board Level Executives.
- Review of Auto Fuel Policy.
- Matters relating to safety and security of oil infrastructure.
- Matters relating to Air pollution
- Storage in refineries.
- Monitoring of Legal matters concerning the Ministry; Monitoring of court cases concerning the Ministry and CPSEs.
- All policy matters relating to MoUs for oil CPSEs

Bio refinery (BR)

- National Policy on Bio-fuels
- Marketing, Distribution and retailing of bio-fuels and its blended products.
- Policy/scheme for supporting manufacturing of bio-fuels.
- Blending prescription for bio-fuels including laying down the standards for such blending.
- Setting up of a National Bio-fuel Development Board and strengthening the existing institutional mechanism.
- Research, development and demonstration on transport, stationery and other application of bio-fuels.
- Energy Conservation issues, conservation of petroleum products; references from PCRA.
- Matters relating to Fuel economy/efficiency of automobiles; references from BEE
- All administrative and policy matters relating to PCRA.
- Environmental issues relating to petroleum products and bio-fuels /alternate fuels.
- References from MoEF.
- Climate change
- East Asia Summit-ECTF, International Solar Alliance, India-EU Conference on Biofuels
- Evaluation of additives.
- Miscellaneous issues regarding Motor Vehicle Act, World Energy Council.
- International Cooperation relating to biofuels including AMF, IEA Bio-energy, IEA-AMF, Task 39
- Promotion of Bio-fuels for blending with/replacing petroleum products
- Work related to HPCL Biofuels Limited
- Alternative fuels ; Methanol blending, E100
- Advanced bio fuels
- All matters relating to Renewable Energy.

Flagship Programmes

- Purchase Preference (linked with Local Content) [PP-LC] Policy matters
- Matters related to Make in India initiative and Atmanirbhar Bharat.
- Matters regarding Skill Development Institutes (SDIs) and Hydrocarbon Sector Skill Council (HSSC)
- Engagement of apprentices of the Oil and Gas PSUs
- Monitoring the progress of Start-Up initiative of Oil and Gas sector undertaken by the Oil and Gas PSUs under MoP&NG
- All matters relating to skill and training in the petroleum sector.
- MSMEs
- Petroleum Economic Zones.
- Matters related to MSME's Public Procurement Policy, 2012

Supply

- Import of Crude Oil and other Petroleum Products.
- Policy matters relating to import of Crude Oil and Petroleum Products and import substitution.
- References from DGFT and others relating to import and export of restricted Petroleum Products and bio-fuels
- **Coordination matters relating to Logistics Management with specific reference to Shipping and Ports**
- Issue of Essentially Certificates and Policy matters in respect of project imports- references from all Division.
- Export of Crude Oil and Petroleum Products.
- Policy matters relating to export /re-export of surplus products.
- Supplies to Nepal, Bhutan and Bangladesh on Government-to-Government basis.
- References from DGFT and others on the subject.
- Policy Matters relating to Shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by CIF/C&F basis.
- Allocation of Domestic Crude Oil.
- Issues concerning MoPNG in connection with Sagarmala Projects of Ministry of Shipping.
- Planning of Crude/Product Pipeline Projects.
- Consequential matters like Deputation/Delegation to Foreign countries relating to import/export of Crude Oil & Petroleum Products.

OMC

- All administrative matters of IOCL/BPCL/HPCL (excluding Refinery / Depot / Terminal matters)
- Memorandum of Understanding (MOU) between the IOC/BPCL/HPCL and the Government of India (Ministry of Petroleum and Natural Gas).
- Policy guidelines for selection/allotment of retail outlets
- Policy guidelines for reconstitution/ resitment/ revival of retail outlet dealerships/ SKO-LDO dealerships.
- Corpus Fund Scheme for RO dealers.
- Matters arising under Companies Act, ESI, Labour matters of IOCL/BPCL/HPCL (except refineries employees).
- Matter relating to acquisition / release of RO sites taken on lease by HPCL/BPCL/IOCL.
- Release of Grant-in-aid to SFPL
- **Disaster Management.**
- **Cyber-security, cyber terrorism**
- **All policy matters relating to MoUs for oil CPSEs**
- **All matters relating to Corporate Social Responsibility (CSR) activities.**
- **Coordination with SFPL and other matters related to SFPL.**

PP

- Pricing Policy of sensitive petroleum products i.e. Subsidized Domestic LPG & PDS Kerosene.
- Payment of Subsidy claims under DBTL (PAHAL) Scheme and DBTK Scheme.
- Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs).
- Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes.
- Sales Tax and Local levies in respect of petroleum products excluding disputes.
- Supply of Information / advice to other Ministries of Government of India etc. in pricing matters.
- Contingent liability claims of Oil companies for the APM period.
- Budget proposals of the petroleum sector.
- Administration of Direct Benefit Transfer in Kerosene (DBTK) Scheme, 2016.
- Dealer's / Distributors' commission on PDS Kerosene / Subsidized Domestic LPG.

LPG

- LPG Control Order
- Marketing and distribution of LPG
- Matters relating to LPG distributorships policy, LPG logistics and marketing
- Accident reports of LPG
- Guidelines related to Reconstitution / Revival/ Resitement of LPG Distributorships
- Auto – LPG
- Policy matters relating to LPG cylinders , valves, regulators, tank wagons etc
- Crisis Management Plan (CMP) and Contingency Plan related to Marketing/Distribution of LPG.
- Implementation of Pradhan Mantri Ujjwala Yojana
- Pradhan Mantri Garib Kalyan Yojana matters
- Policy matters of PAHAL Scheme (DBTL) and 'Give it up'
- Corpus Fund scheme in respect of LPG
- All matters related to Balmer Lawrie, Balmer Lawrie Investment Ltd.

Distribution

- Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section.
- Prevention of adulteration of petroleum products.
- Allocation of kerosene to States/ Union Territories.

- Supply of POL products [Motor Spirit (MS), High speed Diesel (HSD), Naptha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF)] to Defence, Railways and other various users.
- Policy matters in regard to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil).
- Issues relating to scarcity of petroleum products and dry-out of retail outlets.
- Authorization for marketing of Aviation Turbine Fuel.
- Renewal/Revision of the licence fees for the companies supplying the Aviation Turbine Fuels.
- Promotion of digital payment at Retail Outlets (ROs).
- Installation of vapour recovery system at ROs.
- All matters relating to Electric Vehicles and charging infrastructure
- Petroleum Act, 1934 and Petroleum Rules made thereunder.
- Door to Door delivery of transportation fuels and Portable Pumps.

INTERNATIONAL CO-OPERATION, ADMINISTRATION AND ESTABLISHMENT DIVISIONS

IC

- Bilateral and Multi-lateral cooperation in the oil & gas sector with foreign countries.
- Liaisoning with Indian Missions in abroad and foreign missions at New Delhi
- Coordinate Institutional Dialogues such as Joint Commission Meeting (JCM), Joint Working Group (JWG), and Inter-Governmental Commission meeting with important partner countries.
- Engagements with International Organizations such as,
- Organization of the Petroleum Exporting Countries (**OPEC**)
- International Energy Agency (**IEA**)
- International Energy Forum (**IEF**)
- Energy Charter Treaty
- World Trade Organization (**WTO**)
- Energy Cooperation Committee (**ECC**).
- Organize industrial events in India such as
- India Africa Hydrocarbon Conference (**IAHC**)
- Petrotech
- India Energy Forum –CERA week by IHS Markit
- International Think Tank (**ITT**).
- Explore potential investment opportunities in E&P Assets abroad.
- Evaluation of Overseas Oil and Gas Assets abroad.
- Review, Issues relating to OVL, BPRL, ISPRL and Strategic Storage of Crude Oil.

- Formulation of global strategy for the country in respect of Oil & Gas.
- Associated in 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 and dissemination of data on hydrocarbon sector.
- 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.
- Provide policy matters relating to Private/ Public Participation in Exploration &Product of Oil and Gas.
- Convening of Empowered Committee of Secretaries (ECS) for acquisition/investment of/in assets by Oil & Gas PSU's, and thereafter seeking Cabinet Approvals.
- All establishment matters pertaining to OVL, BPRL and ISPRL.
- International Think Tank of MoPNG.
- **Media and Publicity activities of the Ministry**
- Monitoring of World Oil situation
- All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/ CPSEs will be done by the Section itself.

Administration

- Government Accommodation – Online receipt and forwarding of DE-2 forms and acceptance forms in respect of MoP&NG Officers and staff.
- Allocation of Staff Cars and deployment of Staff Car Drivers.
- Hiring of DLY Taxies/vehicles.
- Matters related to House Keeping – Hiring of cleaning and sweeping personnel and their engagement.
- Matters related to office accommodation/space.
- Maintenance of EPABX system.
- Matters related to official land lines (MTNL Telephone) – Complaints, Bills, shifting etc.
- Printing / Binding works.
- Issue of Identity Cards/MHA Entry Passes in respect of employees/ officers of Ministry, PSUs and its Subordinate/attached Offices.
- Car Parking labels.
- Stationery – procurement and its distribution.
- Matters related to Office Automation.
- Procurement and Maintenance of Duplicating Machines.
- Information Technology
- Procurement of computers and related accessories
- All matters relating to CGHS
- Hospitality (Refreshment bills in respect of office of Minister and Officers).

- Air Travel bills Domestic/ International (submitted by M/s BL & Co.) in respect of official tours in this Ministry.
- Issue of No Demand Certificate in respect personnel being transferred/ superannuating.
- Supervision of CR Section.
- Supervision of Ronio Operator works.
- Budgeting and control of Expenditure in respect of the Admn. Section

Cash

- Preparation of Bills of Pay and Allowances of Minister/ MOS, Gazetted, Non Gazetted, Technical, Canteen & Minister's staff.
- T.A. Claims (Foreign / Domestic) to officers & staff of the Ministry and also T.A. to non-official members.
- Payment of OTA / Conveyance/ Honorarium & reimbursement of Tuition fee.
- Preparation of contingent bills relating to Office Expenses, Other Administrative Expenses, Information Technology, Wages, and Newspaper etc.
- G.P.F. Advances/ Withdrawals.
- Festival Advance.
- LTC Advance & settlement Claims.
- House Building Advances and Calculation of interest thereon.
- Cycle / Motor Cycle and Car Advances.
- Medical Advance & reimbursement.
- 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.
- Maintenance of Various Advance Registers.
- Disbursement of Pay & Allowances to the Officers & staff of the Ministry through Cheques/ Bank account/ Cash.
- Maintenance of Cash Books & other registers concerning cash etc.
- Settlement of various Audit objections/ Paras raised by the Audit.
- Transfer of G.P.F Accounts/ Receiving of G.P.F account.
- Issue of LPC on transfer.
- Verification of service from pay Bill Registers.
- Payment of Retirement benefits like commutation of Pension, GPF, Gratuity, Leave- encashment & CGEGIS amount etc to the officers & staff on retirement / VRS.
- Implementation of recommendations of Pay Commission Report.
- Calculation of Income Tax, Tax Deduction preparation and issue of Form 16 to officers / staff of the Ministry.
- Issue of Form 16A to Private Parties.
- Submission of Quarterly Return relating to Income Tax Deduction to the Income Tax Department.

Library

- Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps and other items, Selection, acquisition, processing, classification and cataloguing of documents.
- Circulation of books and periodicals to all officers/officials of Ministry.
- Maintenance of an effective and responsive reference service.
- Cooperation with other Government Libraries – Lending books to and borrowing books from other Libraries for the use of readers.
- Supply of newspapers etc. to Minister/Officers.
- Payment of bills of the books, newspapers etc purchased and subscription of magazines/journals.
- Newspaper reimbursement to the officers of Ministry.
- Binding of books, journals etc.
- Regular Disposal of Raddi (old Newspapers/magazines/weeded out books etc.)
- There is a Library Committee with powers to exercise general direction, control, supervision and guidance over the affairs of the Library through its Chairman and also for purchase of books in the Library.
- There is a Committee to recommend the withdrawal of old and obsolete books/reports from the stock or the Library.

Establishment

- All Establishment matters relating to the Ministry of Petroleum inclusive of.:
 - Service matters of All Officers/Staff of MoPNG.
 - Service matters of personal staff of Minister(s).
 - Service matters of All India and Central Services Officers posted in the MoPNG under Central Staffing Scheme.
 - Annual Confidential Reports/Property returns.
 - Review of cases under FR 56(j) and Rule 48 of CCS(Pension) Rules, 1972.
 - Budget of the Secretariat.
 - Staff Welfare.
 - Medical Reimbursement claim of staff/officers.
 - Framing of Recruitment Rules for Ex-cadre posts in MoPNG.
 - Creation of posts
 - Staff Councils and Joint Consultative Machinery.
 - Cars/Scooters/Motor cycle/Computer Advance.
 - Nodal Authority for Training of Officers/Officials of the Ministry.
 - House Building Advance
 - Invigilation/Election duties.
 - SPARROW/E-office/eHRMS
 - Observation of various days/events in the Ministry.
 - Swachh Bharat Abhiyan in Ministry headquarters.
 - Any other work entrusted by JS (Admn.)
 - All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/CPSEs will be done by the Section itself.

SCT

- Issue of Presidential Directives, monitoring, progress and implementation of Reservation of posts in the Ministry and PSUs.
- Ensure implementation of reservation of posts for Scheduled Castes and Scheduled tribes and Other Backwards Classes, Persons with Disabilities & Ex-Serviceman in the Ministry.
- Examination of the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC and submission of action taken note thereon.
- Inputs for Study Visit of the Parliamentary Committee on the Welfare of SC, ST & OBC.
- Parliament Questions relating to representation of Scheduled Castes and Scheduled Tribes and Other Backwards Classes and physically handicapped in the Services of the Ministry as well as in PSUs.
- Circulation of all orders relating to reservation of SC, ST and OBC, PwD and Ex-Serviceman in the services received from the Ministry of Home Affairs, Deptt. of Public Enterprises and Ministry of Social Justice and Empowerment to PSUs.
- Assisting Chief Liaison Officer/Liaison Officers for SC/ST/OBC in the Ministry in discharging his/her duties.
- Annual Inspection of Reservation Rosters for Direct Recruitment and Promotion for SC/ST/PWD/OBC/Ex-Serviceman in the oil PSUs.
- All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/CPSEs will be done by the Section itself.

General Division

Public Grievances

- To monitor/review all public grievances periodically till the grievances are redressed.
- To analyse all the Public Grievances according to its subject and thereafter forward them to the concerned division for its resolution/redressal.
- To analyse/forward/monitor public grievances received through President Secretariat, Prime Minister's Office, Cabinet Secretariat, Department of Administrative Reforms and Public Grievances (DARPG), Department of Public Grievances and other Ministries/Departments.
- To circulate all the important instructions/orders pertaining to Public Grievances, received from DAPRG, DPG, PMO and other Ministries/Departments.
- Apart from the above, PG Cell has been receiving public grievances online through CPGRAMS from President Secretariat, PMO, DARPG, DPG, and from the complainant directly. The same are to be analysed/forwarded to the concerned divisions and to be monitored regularly.
- All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries / Departments/CPSEs will be done by the Section itself.

RTI

- To analyse/upload RTI Applications on RTI Request & Appeal Management System (RTI-MIS) received under RTI Act, 2005 and forward the same to the concerned Central Public Information Officers (CPIOs) within the stipulated time limit.
- To analyse/upload RTI Appeals on RTIMIS received under Section 19 of the RTI Act, 2005 and forward the same to the concerned (First Appellate Authorities) FAAs within the stipulated time.
- Apart from above, to analyse and forward the RTI Applications and RTI Appeals received online on RTIMIS to the concerned CPIOs and FAAs respectively within the stipulated time limit.
- To update the list of CPIOs/FAAs of MoPNG and create their Ids/passwords on RTI-MIS.
- To prepare and upload RTI Quarterly/RTI Annual Returns on RTI-MIS as well as on the website of Central Information Commission (CIC) in respect of the Ministry.
- To circulate all the important instructions / orders pertaining to RTI Act, 2005 from various Ministries / Departments including nodal Ministry i.e. M/o Personnel, PG & Pensions, Department of Personnel & Training and the Central Information Commission within the Ministry as well as amongst the PIOs of PSUs under the administrative control of the Ministry & also in the Ministry.

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- To prepare material / Data for Annual Report to General Coordination Section of the Ministry of Petroleum & Natural Gas.
- All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/CPSEs will be done by the Section itself.

<u>General</u>

- Labour Legislation Acts/ Rules related to PSUs.
- Examination of Cabinet/ CoS Notes of other Ministries involving coordination with more than two divisions, which is not specifically assigned to any Sections/Divisions of MoPNG.
- Monthly DO letter and Monthly summary for the Cabinet.
- Arrangement of invitation cards for Republic Day / Beating Retreat / Independence Day for officials of the Ministry and its PSUs.
- E-samiksha - Progress Report on implementation of decision of the Cabinet/Cabinet Committee.
- Preparation, printing, laying and distribution of Annual Report of the Ministry.
- Parliament Question involving more than two Divisions of the Ministry as well as those received from other Ministry/Department which is not specifically assigned to any Sections/Divisions of MoPNG.
- Reply of Parliament Assurances received from other Ministry/Department, which is not specifically assigned to any Sections/Divisions of MoPNG.
- Proposal received for Logo Support relating to conference/events / exhibition/ fairs etc.
- Forwarding the proposal of PSUs personnel to MHA/Defence and other Ministry for President fire service meritorious & gallantry and other awards.
- Senior Officer's Meeting (SOM).
- Government at E-marketplace (GeM)
- Affordable Rental Housing Complexes (ARHCs) Scheme
- Ease of Doing Business.
- Coordination of proposal received from Inter State Council.
- Autonomous Bodies
- Coordination work related to other Ministries/ Departments of Government of India which is not specifically assigned to any Sections/Divisions of MoPNG.
- Monthly report on Sectoral Group of Secretaries (SGoS-3 Resources)
- Work related to celebration of 75 years of India Independence.

<u>Parliament</u>

- Parliament Questions
- To keep track of the status of Assurances with the Sections concerned for timely implementation and seeking extension of time in due course.
- All administrative matters relating to Parliamentary Committee meetings.

- To monitor the matters relating to Rule-377 in Lok Sabha and Special Mention in Rajya Sabha.
- Arrangement of passes/car passes for officers for Parliament House and Parliament House Annexe during the Parliament Session and various meetings.
- Coordination of all works relating to Consultative Committee Meeting.
- Preparation of compiled reply relating to issues likely to be raised during Parliament Session.
- All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/ Departments/CPSEs will be done by the Section itself.

Hindi

- Implementation of Hindi in the Central Govt. Office.
- 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.
- Prepare time bound programme for training the staff in Hindi learning, Hindi Stenography, Hindi typing and nominate them and pursue upto the results of their exams. Grant incentive, advance increments, cash awards to the passing out employees.
- Take all efforts in the Ministry to achieve targets for doing work in Hindi as per Annual Programme of the D/OL.
- To organize Hindi workshop and Hindi Pakhwara, Hindi Day. Give away Shield/ Trophies/ Certificates etc. to the best Hindi working PSUs under petroleum Rajbhasha Shield Scheme.
- 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.
- To constitute and arrange meeting of Ministry's Hindi Advisory Committee and Official Language Implementation Committee and monitor action taken reports thereof.
- Co-ordination with the Parliamentary Committee on Official Language. Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language.
- To Implement and monitor ATRs on decisions taken in the meetings of the Central Hindi Committee of the Ministry of Home Affairs.
- Compile and prepare quarterly/yearly Progress Reports of the Ministry and its PSUs and send to the D/OL.
- Review Quarterly Progress Reports received from the PSUs.
- Translation of material [Time Bound/ Immediate/Ordinary in nature].
- Translation by translators, vetting by 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.

- Typing of the above translated hand-written material and other material received from the sections, proof reading and fair typing thereof.
- Diary, dispatch, maintenance and weeding out of files as well as any other work as prescribed in the Manual of Office Procedure.
- Any other work assigned by the Secretary/ Joint Secretaries or other officers of the Ministry.