

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM AND NATURAL GAS 2021

Sl.No.	Type of cases	Level of final approval	Channel of submission
1.	Cabinet/EFC Note	Minister	US/DS > Joint Secretary > Secretary
2.	Parliament questions:- i. Starred ii. Unstarred iii. Assurance	Minister	US/DS > Joint Secretary > Secretary
3.	Audit Paras relating to import/export of crude oil & petroleum products	Secretary	ASO/SO > US/DS > Joint Secretary
4.	Policy matters relating to Import/Export of Crude Oil and Petroleum Products	Minister	US/DS > Joint Secretary > Secretary
5.	Supplies to Nepal, Bhutan and Bangladesh on Government-to-Government basis	Minister	US/DS > Joint Secretary > Secretary
6.	References from DGFT and others relating to import and export of restricted Petroleum Products	Joint Secretary	ASO/SO > US/DS
7.	Joint Negotiations by PSU OMCs with National Oil Companies	Minister	US/DS > Joint Secretary > Secretary
8.	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.	Secretary	ASO/SO > US/DS > Joint Secretary
9.	Ports / Shipping logistics management	Minister	US/DS > Joint Secretary > Secretary
10.	Issues concerning MoPNG in connection with Sagarmala Projects of Ministry of Shipping.	Joint Secretary	ASO/SO > US/DS
11.	Allocation of Domestic Crude Oil	Secretary	ASO/SO > US/DS > Joint Secretary
12.	Planning of Crude/Product Pipeline Projects	Secretary	ASO/SO > US/DS > Joint Secretary
13.	Work related to President Address and FM's Budget Speech	Joint Secretary	ASO/SO > US/DS

14.	i. Standing committee matters pertaining to Supply Section. ii. Standing committee matters pertaining to Other Div.	Secretary Joint Secretary	ASO/SO > US/DS > Joint Secretary ASO/SO > US/DS
15.	Misc. Matters: i. Annual Report of MoPNG ii. Monthly D.O. letter for Cabinet.	Joint Secretary	ASO/SO > US/DS
16.	VIP references: i. From Ministers/MPs i. Ex MPs	Minister Joint Secretary	US/DS > Joint Secretary > Secretary ASO/SO > US/DS

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM AND NATURAL GAS.			2021
<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final approval</u>	<u>Channel of submission</u>
1.	Cabinet Note	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
2.	Parliament questions:- (i) Starred; (ii) Unstarred. (iii) Assurance	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
3.	Audit by CAG:- - Co-ordination of audit objections of internal and local audit reports; - Reply to CAG audit paras:	Dir JS(IC)	<i>ASO/SO > DIR > JS</i>
4.	Foreign Visit : i. Minister ii. AS and above iii. JS iv. Dir/DS/US	PMO Minister (through Screening Committee) Minister Secretary	<i>ASO/SO > DIR > JS</i>
5.	Joint Working Group between India and various countries on oil and Gas sector	Secretary	<i>ASO/SO > DIR > JS</i>
6.	Inter- Governmental Commission (IGC) meetings between India and various countries oil and gas sector	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
7.	Cabinet Note for signing of Memorandum of Understanding(MOU)	Cabinet Minister	<i>ASO/SO > DIR > JS</i>

	between India and various countries		
8.	Invitations for the conferences/meetings from various countries relating to Oil and Gas Sector for the rank of AS and above	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
9.	Matters related to IEF	JS(IC)	<i>ASO/SO > DIR > JS</i>
10.	Results Framework Document(RFD)	JS	<i>ASO/SO > DIR > JS</i>
11.	Inputs sought by MEA/other Ministries	JS	<i>ASO/SO > DIR > JS</i>
12.	Work related to President Address and FM's Budget Speech	JS	<i>ASO/SO > DIR > JS</i>
13.	Cooperation with international organizations/countries + Reference for nominations of representatives from other Min./Deptt. for participation in various meetings abroad	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
14.	Constitution of Empowered Committee of Secretaries(ECS)	Cabinet Minister	<i>ASO/SO > DIR > JS</i>
15.	a. Standing committee matters pertaining to IC Div. b. Standing committee matters pertaining to Other Div.	Secretary JS(IC)	<i>ASO/SO > DIR > JS</i>
16.	Matters related to International Events	Secretary	<i>ASO/SO > DIR > JS</i>
17.	Misc. Matters pertain to IC Div. (Annual Report of MoPNG, E-Samiksha matters, MHA passes, Quarterly performance of overseas assets)	JS	<i>ASO/SO > US > JS</i>
18.	Monthly D.O.letter for Cabinet.	JS	<i>ASO/SO > US > JS</i>

19.	Administrative matters of OVL, ISPRL, BPRL	JS(IC)	ASO/SO > US > JS
20.	Budget related matters of ISPRL	AS&FA	ASO/SO > US > JS
21.	Issue of financial sanctions after administrative approval of JS(IC)&IFD	US(IC)	ASO/SO > US > JS
22.	Submission of MoUs of OVL and BPRL to DPE	Secretary	ASO/SO > US > JS
23.	Annual Reports: ISPRL, BPRL, OVL	Cabinet Minister	ASO/SO > US > JS
24.	VIP references: i) From Ministers/MPs ii) Others	Minister Secretary	ASO/SO > US > JS

**CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN
THE ESTABLISHMENT SECTION**

Sl.No.	Type of cases	Channel of Submission / Final Disposal
2.	All Establishment matters relating to Gazetted Officer of M/o P&NG	ASO/SO→US/DS/Director→JS
3.	Framing of Recruitment Rules in respect of Gazetted Officers	ASO/SO→US/DS/Director→JS→Secretary
4.	Allocation of work amongst Group 'A' officers in the M/o P&NG	ASO/SO →DS/Director →JS→Secretary
5.	Allocation of work amongst Group 'B' & 'C' officers in the M/o P&NG	ASO/SO →US→JS
6.	References relating to Declaration of Home Town	ASO/SO →DS/Director (HoD)
7.	Work relating to maintenance of service records / fixation of pay	ASO/SO→US (HoO)
9.	All matters relating to Appointment, Confirmation, Promotion including DPC for Group 'B' officers	ASO/SO→US/DS/Director→JS
10.	All matters relating to Appointment, Confirmation, Promotion including DPC for Group 'C' officers	ASO/SO→DS/Director
11.	Posting / Transfer Group C Staff	ASO/SO→US/DS/Director
12.	All Establishment matters relating to non-gazetted Officer of M/o P&NG	ASO/SO→DS/Director
13.	Parliament Questions: (Starred / Un-starred)	Starred: ASO/SO→DS/Director→JS→Secretary→Minister Un-starred: ASO/SO→US→JS→Secretary→Minister
14.	Appointment/Extension of officers under Central Staffing Scheme down to the level of Addl Secy/Joint Secretary/ Director/ Deputy Secretary	ASO/SO→US/DS/Director→JS→Secretary
15.	Creation/Abolition of posts	US/DS/Director→JS→Secretary→Minister
18.	Disciplinary actions against MTS and equivalent	ASO/SO→US→DS/Director
19.	Reservations matters for SC/ST/OBC and PH	ASO/SO→US/DS/Director
20.	NOC for private foreign visit in respect of officers down to the level of DS/Dir.	ASO/SO→DS/Director→JS→Secretary
21.	NOC for private foreign visit (other officers/staff)	ASO/SO→US→JS
22.	Intimation of transaction in movable/movable properties by Group A Officers	ASO/SO→DS/Director→JS

23.	Intimation of transaction in movable/movable properties by Group B & C Officers / Staff	ASO/SO→ DS/Director
24.	Reimbursement of Medical Bills	ASO/SO → DS/Director (HoD)
25.	MP/VIP references	DS→JS→Secretary→ Minister
26.	RTI - Reply: Appeal:	CPIO
27.	LTC - Leave Encashment	ASO/SO → DS/Director (HoD)
28.	Approval of minutes of DPC meetings for promotion / upgradation for Group B & C Staff	ASO/SO→US→DS/Director→ JS
29.	Grant of Advances	ASO/SO → DS/Director (HoD)

WORKS OF GENERAL SECTION

S.No	Work	Channel of Submission					
		<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
1	Monthly DO letter and Monthly Summary	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
2	PMO Reference	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
3	Work related to Standing Committee	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
4	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	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>	<u>Min.</u>	
5	Proposal received for logo support relating to conference/events/exhibition/fairs etc.	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
6	Government at E- marketplace (GeM)	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>			
7	Forwarding proposals regarding awards	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
8	Work related to Celebration of various days	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
9	Ease of Doing Business	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
10	Assisting in E – Samiksha and others in the Section	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
11	Monthly E – Samiksha	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
12	Weekly E – Samiksha	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
13	Review of Cabinet Decisions	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
14	Sr .Officer Meeting	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
15	Monitoring of Dashboard of MoPNG	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>			
16	Pragati – uploading of details in portal	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			

17	Work for award of President Fire Service Medal for Gallantry, President Fire Service Medal for Distinguished Service and Fire Service Medal for Meritorious Service. Work of Ashoka Chakra series of Gallantry awards to be announced on Republic Day, 2020	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
18	Work of Inter-State Council (ISC) Secretariat, M/o Home affairs, review the progress of implementation of the recommendations	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
19	Rationalization of awards of PSUs – MHA	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
20	Issue related to Southern, Eastern & Western Zonal Council Zonal	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
21	Uploading of subordinate legislation including Rule, Regulations and Notifications etc on the India Code Portal.	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>			
22	DIPTT issue to coordinate the exercise of minimizing regulatory compliance burden.	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
23	Preparation of Induction Material	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
24	Work related to Affordable Rental Housing Complex Scheme.	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
25	SGoS matters	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		
26	PPT updation in PMO announcement.	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>			
27	Preparation of Annual Report	<u>ASO/SO</u>	<u>US</u>	<u>JS</u>	<u>Secy</u>		
28	Autonomous Bodies	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>			
29	Celebration of 75 years of Independence	<u>ASO/SO</u>	<u>DS</u>	<u>JS</u>	<u>Secy</u>		

Exploration Division, MoPNG

Revised Work Allocation

Shri Asheesh Joshi, Director (E-I)	
SO (ONG-I) (T.Dulhian)	2. SO(ONG-V) (Kapil Kumar)

S. No	Allocated Work
1.	Policy related to HELP and Reforms in E&P Sector
2.	CBM Policy and Bidding of CBM Blocks
3.	EOR/IOR policy
4.	Policy matters on domestic gas pricing
5.	Unconventional Hydrocarbons
6.	ORDA Act, P&NG Rules and all Royalty/Cess Policy Issues
7.	All Pre NELP and Producing NELP blocks
8.	Arbitration Matter/Court Cases-Pre NELP and NELP blocks

Shri R.K.Kureel, Director (E-II)
ASO(ONG-II) (Sachin Kumar Singh)

S. No	Allocated Work
1.	Parliamentary Committees, miscellaneous Parliamentary matters, reports and returns to Parliament.
2.	Joint speculative surveys, National Seismic Programme (NSP)
3.	Safety and security matters of ONGC, OIL and private companies.
4.	Reforms related to NOCs.
5.	PEL & PML for Nomination Blocks of NOCs
6.	MOU of ONGC
7.	Parliament Questions, legal cases, VIP references related to ONGC
8.	Audit Paras pertaining to ONGC

Arvind Nath Jha, DS (Projects)
SO (ONG-II) (Madan Mohan)

S. No	Allocated Work
1.	National Data Repository Matters (NDR)
2.	Monetization of discoveries under DSF
3.	India- Exploration & Production-2050
4.	North East Vision Document
5.	Infrastructure review by PMO/NITI Aayog

K.K.Asokan, Under Secretary (E-II)
SO (ONG-III)(Sunita Sharma)

S. No	Allocated Work
1.	All establishment matters of ONGC
2.	All matters relating to tender/ contracts of ONGC including Charter hiring.
3.	All ONGC Projects (excluding R&D projects) monitoring.
4.	Matters related to production of Oil and Gas & production review meetings.
5.	Monitoring of Exploration and production programmes of ONGC
6.	Laying of Annual Reports of ONGC in Parliament.
7.	Overall general Coordination works
8.	Report to PMO/ NITI Aayog

Awdhesh Kumar Mehta, Under Secretary (E-I)
ASO (ONG-I) (Satpal Yadav)

S. No	Allocated Work
1.	Organisational/Establishment matter of OIL and DGH
2.	Monitoring of all Oil Projects/ E& P programmes of OIL
3.	Tenders/Contracts of OIL including charter hiring
4.	Non-Producing blocks of NELP/Pre-NELP
5.	PEL, PML of Pre-NELP and NELP Blocks
6.	MOU of OIL
7.	Laying of Annual Report of OIL
8.	Compilation of inputs for inclusion in the Annual Report
9.	ROU matters
10.	Parliament Questions, VIP/MP references
11.	Audit Paras related to above

Mohd Marazuddin, US (Projects)
SO(ONG-II) (Madan Mohan)

S. No	Allocated Work
1.	DSF Policy and monitoring of DSF contracts, MC meetings of DSF contracts.
2.	Monitoring of HELP/OALP, Award of PEL and PML related to HELP and all issues except Policy related issues.
3.	Digital Roadmap Document
4.	Dashboard monitoring

Note: ECS Matters and RTI cases will be dealt by respective incharges.

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM AND NATURAL GAS 2021

Sl.No.	Type of cases	Level of final approval	Channel of submission
1.	Cabinet/EFC Note	Minister	US/DS > Joint Secretary > Secretary
2.	Parliament questions:- i. Starred ii. Unstarred iii. Assurance	Minister	US/DS > Joint Secretary > Secretary
3.	Audit Paras relating to import/export of crude oil & petroleum products	Secretary	ASO/SO > US/DS > Joint Secretary
4.	Policy matters relating to Import/Export of Crude Oil and Petroleum Products	Minister	US/DS > Joint Secretary > Secretary
5.	Supplies to Nepal, Bhutan and Bangladesh on Government-to-Government basis	Minister	US/DS > Joint Secretary > Secretary
6.	References from DGFT and others relating to import and export of restricted Petroleum Products	Joint Secretary	ASO/SO > US/DS
7.	Joint Negotiations by PSU OMCs with National Oil Companies	Minister	US/DS > Joint Secretary > Secretary
8.	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.	Secretary	ASO/SO > US/DS > Joint Secretary
9.	Ports / Shipping logistics management	Minister	US/DS > Joint Secretary > Secretary
10.	Issues concerning MoPNG in connection with Sagarmala Projects of Ministry of Shipping.	Joint Secretary	ASO/SO > US/DS
11.	Allocation of Domestic Crude Oil	Secretary	ASO/SO > US/DS > Joint Secretary
12.	Planning of Crude/Product Pipeline Projects	Secretary	ASO/SO > US/DS > Joint Secretary
13.	Work related to President Address and FM's Budget Speech	Joint Secretary	ASO/SO > US/DS

14.	i. Standing committee matters pertaining to Supply Section. ii. Standing committee matters pertaining to Other Div.	Secretary	ASO/SO > US/DS > Joint Secretary
		Joint Secretary	ASO/SO > US/DS
15.	Misc. Matters: i. Annual Report of MoPNG ii. Monthly D.O. letter for Cabinet.	Joint Secretary	ASO/SO > US/DS
16.	VIP references: i. From Ministers/MPs i. Ex MPs	Minister	US/DS > Joint Secretary > Secretary
		Joint Secretary	ASO/SO > US/DS

Finance-I Section

SN	Type of Cases	Level of Final Disposal	Channel of Submission	Remarks
1.	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	Minister, PNG	US/Dir > AS&FA >Secy	
2.	Formulation, finalization and Printing of Demands for Grants and laying in the Parliament.	Minister, PNG	US/Dir > AS&FA >Secy	In consultation with line Ministry MoF
3.	All matters relating to OADB, including OI (D) Act and OI (D) Rules and various service rules for OADB. i) Appointment of Members of OADB ii) Annual report laying in Parliament iii) Account Statement laying in Parliament (i) Rules /OADB Board matter (ii) Other matter	Minister, P&NG Minister, P&NG Minister, P&NG Secretary, PNG AS&FA	US/Dir > AS&FA >Secy US/Dir > AS&FA >Secy US/Dir > AS&FA >Secy SO > US/Dir > AS&FA SO > US > Dir	

4.	Output Outcome Framework. i) Laying of OOFW in Parliament (ii) Other matters	Minister, PNG, AS&FA	US > DDG > AS&FA > Secy SO > US > DDG	
5.	Formulation and finalization of Main Budget of the Ministry. Coordination and consolidation of approved budget and Revised Estimates.	Secretary, PNG	SO > US/Dir > AS&FA	In consultation with Line Ministry MoF
6.	Collecting data/information on Royalty, Profit Petroleum, and Dividends etc. of Oil PSUs for furnishing to MoF.	Secretary, PNG	SO > US/Dir > AS&FA	
7.	Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval.	Secretary, PNG/AS&FA	SO > US/Dir > AS&FA	
8.	Supplementary Demands for Grants.	Secretary, PNG	SO > US/Dir > AS&FA	In consultation with line Ministry MoF
9.	Examination of proposal received from D/o Investment & Public Asset Management (DIPAM) related to disinvestment of oil PSUs for furnishing comments in consultation with Admin Divisions.	Secretary, PNG	US > Dir > AS&FA	In consultation with DIPAM
10.	Surrender/Re-appropriation of funds.	Secretary, PNG	SO > US/Dir > AS&FA	In consultation with Line Ministry MoF

11.	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	Secretary, PNG	SO > US/Dir > AS&FA	
12.	Matter related with Budget Announcement	Secretary, PNG	SO > US/Dir > AS&FA	
13.	Examination of EFC Notes	AS&FA	SO/US > Dir	
14.	Budgets of DGH, PCRA, CHT, PPAC and OISD and all other agencies funded by OIDB.	AS&FA	SO/US > Dir	
15.	Furnishing of monthly DO from AS&FA (P&NG) to Finance Secretary.	AS&FA	SO/US > Dir	
16.	Concurrence, if any required on Annual Action Plans.	AS&FA	SO/US > Dir	
17.	Proposal for opening of New Head of Accounts	AS&FA	SO/US > Dir	
18.	Material for pre-Budget discussion.	AS&FA	SO/US > Dir	
19.	RTI matters	Under Secy	SO/US	
20.	Parliament Questions	AS&FA	SO/US > Dir	
21.	Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval.	AS&FA	SO/US > Dir	
22.	Investment of Surplus Funds of PSUs.	AS&FA	US > Dir	
23.	Matters relating to Government Guarantees.	AS&FA	SO > US > Dir	

24.	Matters relating to Finance Commission.	AS&FA	SO/US> Dir	
25.	Examination of Voluntary Retirement scheme in PSUs as received from Admin Divisions.	AS&FA	SO/US> Dir	

- Notes: 1. SO/US may take assistance of ASO in drafting.
2. US/Dir may take assistance of SO in drafting.

ANNEXURE-II

Finance-II Section

S. No.	Item of work	Channel of submission
1	Financial advice/concurrence on PSCs of Exploration/Production of Crude Oil, Gas and CBM 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.	US > DDG > AS&FA (US may take assistance of ASO in drafting /examination of the proposals)
2	Matters related to recommendation of Public Accounts Committee on audit paras.	SO > US > AS&FA
3	Scrutiny of agenda papers for ECS/Cabinet Notes.	US > DDG > AS&FA (US may take assistance of ASO/SO in drafting/ examination of the proposals)
4	Concurrence/vetting of Administrative, Establishment & Personnel Matters of MoP&NG like: i) Release of TA advance for mandatory training programmes conducted by ISTM. ii) Procurement of computers, laptops etc and their AMCs. iii) Purchase and Disposal of Govt. vehicles and hiring of cars. iv) Renovation of rooms. v) Outsourcing of MTS/Housekeeping staff	SO/US > DDG > AS&FA
5	Deputation abroad of the Ministry's Officers and board level executives of Oil PSUs.	ASO/SO > US > AS&FA
6	1) Matters Relating to Court Case Fees with expenditure up to Rs.25,000/-. 2) Matters Relating to Court Case Fees with expenditure more than Rs.25,000/-.	1) SO > US > DDG 2) SO > US > AS&FA

7	Commercial Audit Para including COPU matters referred by Administrative Division and Co-ordination of Audit Paras (Commercial)	SO > US > DDG
8	Internal Audit of the Ministry – co-ordination.	SO > US > DDG
9	Financial concurrence on proposals relating to renewal/revision of the license fees for the companies supplying the Aviation Turbine Fuels.	ASO > DDG > AS&FA
10	Matters related to relaxation in travel by the Airlines other than Air India for domestic as well as foreign travels.	SO > DDG > AS&FA
11	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.	US > DDG > AS&FA (US may take assistance of ASO in drafting/examination of the proposals)
12	Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc as received from Marketing Division.	ASO/SO > US > AS&FA
13	Vetting of the Pay Fixation/Terms and condition of the Board level appointees and CVOs of the PSUs.	SO > DDG > AS&FA
14	Examination/Vetting of the Post Retirement Welfare Scheme of PSUs as per DPE guidelines under 1.5% quota.	SO > US > AS&FA
15	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.	SO > US > DDG
16	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.	ASO > US > DDG
17	Concurrence of the Draft Audit exceptions in respect of the different blocks as received from Exploration Division.	ASO > US > AS&FA
18	Financial Concurrence and vetting on the matters related to framing of rules like PNGRB Rules etc.	SO > US > AS&FA
19	Examination of the matters related to the delegation of powers to autonomous bodies/ DGH/other organisation under the MoP&NG.	SO > US > AS&FA (US may consult DDG, if required)

20	Vetting of the issues related to the creation of the posts at Board Level in the PSUs and it's up gradation of the schedule as received from the CA Division.	ASO > US > AS&FA (US may consult DDG, if required)
21	RTI matters received in respect of the Fin-II Division.	SO > US
22	Matters related to the Standing Audit Committee and Convening of the SAC meeting.	SO/US > DDG > AS&FA
23	Examination of subsidy claims of Oil PSUs for giving financial concurrence.	ASO/SO > US > AS&FA
24	Examination of Financial Parameters in respect of MOUs of Oil PSUs.	US > DDG > AS&FA (US may take assistance of ASO in drafting/examination of the proposals)
25	Preparation of Outcome Budget (Except Outcome/Output framework of NITI Aayog).	ASO > US > DDG
26	Cost Reduction in CPSEs.	ASO > DDG > AS&FA
27	Monitoring of cases under AMRCD/AMRD Mechanisms.	SO > DDG > AS&FA
28	Miscellaneous references from Vigilance and Hindi Sections related to the conduct of the Hindi Pakhwara and Vigilance Awareness Week.	SO > DDG > AS&FA

Notes: 1. SO/US/DDG(IFD) may take assistance of ASO/SO as the case may be in drafting/examination of the proposals.

CASH SECTION

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

CHANNEL OF SUBMISSION FOR OMC SECTION

Sl. No.	Work		Channel of Submission				
1	Cases relating to grant of Marketing Authorization to Oil Companies	SO		DS	JS	Secretary	Minister
2	PMO/ Cabinet References	ASO/SO	US		JS		
3	Parliament Questions (Starred)	ASO/SO		DS	JS	Secretary	Minister
4	Parliament Questions (Un-Starred)	ASO/SO	US		JS	Secretary	Minister
5	Examination of GTE proposals from IOCL/HPCL/BPCL	ASO/SO	US		JS	Secretary	
6	Preparation/Examination of MoUs of IOCL/HPCL/BPCL	SO		DS	JS		
7	Work relating to VIP references	ASO/SO	US		JS	Secretary	
8	C&AG's Audit Paras of IOCL/HPCL/BPCL	ASO/SO	US		JS		
9	Laying of MoUs and Annual Reports of OMCs in Parliament	ASO/SO	US		JS	Secretary	Minister
10	Exemptions from Election duties of OMCs officials	ASO/SO	US		JS		
11	Work relating to Disinvestment process of OMCs	SO		DS	JS	Secretary	Minister
12	Appointment of Occupier for Oil PSUs	ASO	US		JS		
13	Public Grievances	ASO/SO	US				
14	R.T.I / CIC cases	SO		DS			
15	Electric Chargers/ Battery Swapping issues related Electric Vehicles	SO		DS	JS	Secretary	
16	Closure of Subsidiaries of Oil CPSEs	ASO		DS	JS	Secretary	Minister
17	Work relating to CSR Activities	ASO	US		JS		
18	Cases of Pay revision of Oil CPSE employees	ASO	US		JS	Secretary	Minister
19	Foreign Visits of Chairman/C&MDs of Oil CPSEs	SO	US		JS	Secretary	Minister
20	Court cases (i) Proforma Paid (II) Necessary party	ASO/SO		DS	JS		
21	Cases related to National Commission for SC/ST	SO		DS	JS	Secretary	
22	Parliamentary Matters (Standing Committee & others)	SO		DS	JS	Secretary	
23	Examination of Cabinet Notes of other Ministries	SO	US		JS	Secretary	
24	Work relating to periodical E-Samiksha	ASO		DS	JS		
25	Settlement of claims/ bills of Advocates	ASO	US				
26	Character & Antecedents of officers of OMCs through MEA	SO	US		JS		
27	Work relating to Asset Monetization of Oil CPSEs	SO		DS	JS	Secretary	
28	Labour Matters relating to OMCs	ASO	US		JS		
29	General References (MoP&NG/ OMCs/ Inter-Ministerial)	ASO	US		JS		

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM AND NATURAL GAS (PP SECTION).

S. No	Type of cases	Channel of Submission					
1	Pricing Policy of sensitive petroleum products, Domestic LPG (Subsidized) & PDS Kerosene	SO		DS	JS	Secretary	Minister
2	Payment of Subsidy claims under DBTL (PAHAL) Scheme, PDS Kerosene and DBTK Scheme.	ASO		DS	JS	AS&FA	
3	Matter relating to Excise Duties and Customs Duties on petroleum excluding disputes.	ASO	US		JS	Secretary	
4	Sales Tax and Local levies in respect of petroleum products excluding disputes.	ASO	US		JS	Secretary	
5	Supply of Information/advice to other Ministries of Government of India etc. in pricing matters.	ASO		DS	JS		
6	Contingent liability claims of Oil Companies for the APM period.	SO		DS	JS	AS&FA	
7	Administration of DBTK Scheme	ASO		DS	JS	Secretary	
8	Dealers'/Distributors' Commission on sensitive petroleum products.	ASO		DS	JS	Secretary	Minister
9	VIP reference	ASO	US		JS		Minister
10	PMO Reference	SO		DS	JS	Secretary	
11	Audit Paragraphs	ASO	US		JS	Secretary	
12	Parliament Ques (Unstarred)	ASO	US		JS		Minister
13	Parliament Questions (Starred)	ASO		DS	JS	Secretary	Minister
14	Court Cases	SO		DS	JS	Secretary	
15	RTI Appeal	US		DS			
16	CPGRAM	ASO	US				
17	Matters related Standing/ Consultative/Estimate Committees	SO		DS	JS	Secretary	Minister
18	Misc. matters (Case to Case Basis)	ASO/SO	US/DS		JS	Secretary	Minister

PROPOSED CHANNEL OF SUBMISSION FOR VARIOUS WORK OF LPG SECTION UNDER MARKETING DIVISION (Revised on 17-3-21)

S. No	Type of cases	Channel of Submission					
1	LPG Control Order	ASO		DS	JS	Secretary	
2	PMO References	SO		DS	JS	Secretary	
3	Work related to Standing Committee and Parliamentary matters	ASO		DS	JS	Secretary	
4	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	SO		DS	JS	Secretary	Minister
5	Policy matters relating to LPG cylinders, valves, regulators, tank wagons etc	SO		DS	JS	Secretary	
6	Guidelines and Policy matters related to Reconstitution/Revival/Resitement and Customer Transfer of LPG Distributorships/LPG consumers	SO		DS	JS	Secretary	
7	Issues related to Parellel Marketeers of LPG	ASO		DS	JS	Secretary	
8	Implementation of Pradhan Mantri Ujjwala Yojana (additional 1 core LPG connections to beneficiaries)	ASO/SO		DS	JS	Secretary	Minister
9	All matters related to Balmer Lawrie & Co. Ltd., Balmer Lawrie Investment Ltd.	ASO		DS	JS		
10	Closure related work of Biecco Lawrie Limited	ASO		DS	JS	Secretary	
11	Policy matters of PAHAL Scheme (DBTL) and 'GiveItUp' movement	SO		DS	JS		
12	Policy matters relating to LPG distributorships, LPG logistics and proposal for outside marketing plans under DKV category.	ASO/SO		DS	JS	Secretary	Minister
13	Monthly E – Samiksha	ASO	US		JS		
14	Crisis Management Plan (CMP) and Contingency Plan related to Marketing/Distribution of LPG	ASO	US		JS	Secretary	
15	Payments for PMUY and PMGKP (if any)	SO	US		JS		
16	Court cases, Audit Paras, Advocate Fees, PG references	ASO/SO	US		JS		
17	PCRA related issues including appointment of ED, PCRA	ASO	US		JS	Secretary	
18	Complaints against LPG distributorships and against selection of LPG distributorships, VIP references relating to LPG distributorships, customer transfer and related marketing issues.	ASO	US		JS	Secretary	Minister(if required)
19	Monthly DO letter and Monthly/Weekly Summary	ASO	US		JS		
20	Preparation of Annual Report for LPG and miscellaneous inputs of other Sections	ASO	US		JS		
21	Website updation of this Ministry and related issues	ASO	US		JS		

Channel of submission/ Level of disposal of Distribution Section- MoPNG

S. No	Type of cases	Channel of Submission					
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.	ASO		DS	JS	Secretary	
2	Prevention of adulteration of petroleum products.	ASO	US		JS	Secretary	
3	Allocation of kerosene to States/ Union Territories.	SO	US		JS	Secretary	
4	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.	ASO		DS	JS	Secretary	
5	Policy matters in regard to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil).	SO		DS	JS	Secretary	
6	Issues relating to scarcity of petroleum products and dry-out of retail outlets.	ASO	US		JS	Secretary	
7	Authorization for marketing of Aviation Turbine Fuel.	SO	US		JS	Secretary	
8	Promotion of digital payment at Retail Outlets (ROs).	SO		DS	JS	Secretary	
9	Installation of vapour recovery system at ROs.	ASO	US		JS	Secretary	
10	Petroleum Act, 1934 and Petroleum Rules made thereunder.	SO		DS	JS	Secretary	
11	Door to Door delivery of transportation fuels and Portable Pumps.	ASO		DS	JS	Secretary	
12	PMO, VIP reference and RTI relating to above issues	ASO/SO	US-VIP	DS-PMO	JS	Secretary	
13	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.	ASO/SO		US	JS	Secretary	
14	Any other work entrusted by the Higher Authorities	ASO/SO		case to case	JS	Secretary	
15	PQ	Unstarred	US				
16		Starred		DS			

BIO-REFINERY CELL

CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR VARIOUS TYPES OF CASES IN THE MINISTRY OF PETROLEUM AND NATURAL GAS 2021			
S.No.	Type of cases	Level of final approval	Channel of submission
1.	Parliament Question of other Ministries/Departments and other Divisions of MoP&NG	JS	[ASO/SO]>[US/DS]
2.	Work related to President Address and FM's Budget Speech	JS	[ASO/SO]>US>DS
3.	Standing committee matters pertaining to Other Div.	JS	[ASO/SO]>US>DS
4.	Misc. matters: i. Annual Report of MoPNG ii. Monthly D.O. letter for Cabinet	JS	[ASO/SO]>US>DS
5.	VIP References: Ex MPs	JS	[ASO/SO]>US>DS
6.	International cooperation relating to biofuels –AMF, IEA Bioenergy etc.	Secretary/ JS	[ASO/SO]>[US/DS]>JS
7.	Audit Paras relating to 1G ethanol, 2G Ethanol & Biodiesel	Secretary	[ASO/SO]>[US/DS]>JS
8.	References from BEE concerning biofuels	Secretary	[ASO/SO]>[US/DS]>JS
9.	Reference from MoEF with respect to biofuels	Secretary	[ASO/SO]>[US/DS]>JS
10.	Work related HPCL Biofuels Ltd.	Secretary	[ASO/SO]>[US/DS]>JS
11.	Standing committee matters pertaining to BR Cell	Secretary	[ASO/SO]>[US/DS]>JS
12.	Policy matters relating to 1G ethanol,2G Ethanol & Biodiesel	Minister/ Secretary	[US/DS]>JS>Secretary
13.	Policy matters and conservation issues relating to PCRA	Minister/Secretary	[ASO/SO]>[US/DS]>JS

14.	Cabinet/EFC Note	Minister	[US/DS]>JS>Secretary
15.	Parliament Questions:- i. Starred ii. Unstarred iii. Assurance	Minister	[US/DS]>JS>Secretary
16.	VIP references: From Ministers/MPs/VIP	Minister	[US/DS]>JS>Secretary

OR I Section

Sl. No.	Subject	Level of final Disposal	Channel of Submission
1.	Indian Oil Corporation Limited (IOCL), Chennai Petroleum Corporation Limited (CPCL) and Numaligarh Refinery Limited (NRL):		
	i. Refinery projects and matters relating to Refineries operations.	JS(R)	SO→DS
	ii. Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.	JS(R)	SO→US
	iii. Expansion proposals etc. relating to Refining operations.	Minister	US→JS(R)→Secy
	iv. Joint venture Refinery projects.	Minister	DS→JS(R)→Secy
	v. Foreign Technology Collaboration Agreements for Refineries.	Secy.	SO→DS→JS(R)
	vi. Approval for foreign visits related to Board Level Executives of Refinery.	Minister	US→JS(R)→Secy
	vii. Matters relating to industrial security pertaining to Refineries.	JS(R)	SO→DS
	viii. Process of MoU of CPCL and NRL.	Secy.	SO→US→JS(R)
	ix. All administrative approvals not delegated to the CPCL and NRL.	JS(R)	SO→DS
	x. Audit Paras relating to Refinery matters of IOCL, CPCL and NRL.	Secy.	SO→US→JS(R)
2.	Matters relating to Oil industry Safety Directorate (OISD):		

	i. Ordinary Matters	JS(R)	SO→DS
	ii. Meeting of Safety Council	Secy.	SO→US→JS(R)
	iii. Appointment of ED, OISD	Minister	US→JS(R)→Secy
3.	Material for Annual Report in respect of OISD, CPCL and NRL and other references relating to Refinery matters of CPCL and NRL.	JS(R)	SO→DS
4.	Parliament Questions relating to Refineries of IOCL, CPCL, NRL.	Minister	US→JS(R)→Secy
5.	Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Standing Committee Reports in respect of Refinery matters of IOCL, CPCL and NRL.	Secy.	SO→DS→JS(R)
6.	All RoU cases of pipeline projects (excluding gas pipelines) of IOCL, CPCL and NRL under P&MP Act, 1962 and Pipeline Guidelines (2004).		
	i. Ordinary Notification	DS(R)	SO
	ii. Extraordinary Notification	JS(R)	SO→US
7.	Review of Refinery up-gradation expansion projects for supply of fuel as per International Standards	Minister	US→JS(R)→Secy
8.	West Coast Refinery (Ratnagiri) – Ratnagiri Refinery and Petrochemical Limited (RRPCL) a JV of IOCL, BPCL and HPCL.	Secy.	SO→US→JS(R)

Note:-

- I. ASOs and all supporting staff will assist the above officers in preparing the proposal.
- II. Wherever SO is not available, ASOs will discharge the functions of SOs.
- III. Disposal of receipts, draft letters/DO's will be handled as per MoP&NG OM No. A-60011/21/2020-Estt. dated 19.03.2021.

OR.II Section

Sl. No.	Subject	Level of final Disposal	Channel of Submission
1.	Hindustan Petroleum Corporation Limited (HPCL) and Bharat Petroleum Corporation Limited (BPCL), Mangalore Refinery & Petrochemicals Limited (MRPL).		
i.	Refinery Projects and matters relating to Refineries operations.	JS(R)	SO→DS
ii.	Import of equipments, raw materials, chemicals, etc. in connection with Refinery operations and issue of Essentiality Certificate.	JS(R)	SO→US
iii.	Project reports, expansion proposals etc. relating to Refining operations.	Minister	US→JS(R)→Secy
iv.	Joint venture Refinery projects.	Minister	DS→JS(R)→Secy
v.	Foreign Technology Collaboration Agreements for Refineries.	Secy.	SO→DS→JS(R)
vi.	Approval for foreign visits related to Board Level Executives of Refinery.	Minister	US→JS(R)→Secy
vii.	Matters relating to industrial security pertaining to Refinery.	JS(R)	SO→DS
viii.	Process of MoU of MRPL.	Secy.	SO→US→JS(R)
ix.	All administrative approvals not delegated to the MRPL.	JS(R)	SO→DS
x.	Audit Paras relating to Refinery matters of HPCL, BPCL and MRPL.	Secy.	SO→US→JS(R)
2.	Matters relating to CHT:		

	i. Ordinary CHT Matters	JS(R)	SO→DS
	ii. GC Meeting	Secy.	SO→US→JS(R)
	iii. Appointment of ED, CHT	Minister	US→JS(R)→Secy
3.	Matters relating to Private Refineries in India.	JS(R)	SO→DS
4.	Administration of P&MP Act, 1962.	JS(R)	SO→US
5.	All RoU pipeline projects (excluding gas pipelines) of HPCL, BPCL, MRPL and Private Refineries.		
	i. Ordinary Notification	DS(R)	SO
	ii. Extraordinary Notification	JS(R)	SO→US
6.	Security of Pipelines	JS(R)	SO→US
7.	Parliament Questions relating to Refineries of HPCL, BPCL and NRL and on Refineries in general, excluding Pipelines.	Minister	US→JS(R)→Secy
8.	Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Standing Committee Reports in respect of Refinery matters of HPCL, BPCL and MPRL	Secy.	SO→DS→JS(R)
9.	Work related to Petrochemicals. Administration of OPaL.	JS(R)	SO→DS
10.	Work related to High Level Committee (HLC).	JS(R)	SO→US
11.	<u>Engineers India Limited (EIL):</u>		
	i. All administrative approvals not delegated to EIL.	JS(R)	SO→US
	ii. Foreign Technology Collaboration Agreements.	JS(R)	SO→DS

iii.	Approval for foreign visits related to Board Level Executives.	Minister	US→JS(R)→Secy
iv.	Annual General Meeting of EIL.	JS(R)	SO→DS
v.	Review of Annual Report of EIL and laying it in Parliament.	Minister	US→JS(R)→Secy
vi.	Process of MoU of EIL.	Secy.	SO→US→JS(R)
vii.	Audit Para / Material for Annual Report / Parliament Questions / Consultative Committee / Standing Committee / VIP / PG / RTI matters pertaining to EIL.	Secy.	SO→US→JS(R)

Note:-

- I. ASOs and all supporting staff will assist the above officers in preparing the proposal.
- II. Wherever SO is not available, ASOs will discharge the functions of SOs.
- III. Disposal of receipts, draft letters/DO's will be handled as per MoP&NG OM No. A-60011/21/2020-Estt. dated 19.03.2021.

File No.L-16016/12/2017-GP.I
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi.

Dated: 27th May, 2021

Order

With reference to Establishment Section's Office Memorandum No.A-60011/21/2020-Estt. dated 18th February, 2021 regarding Increasing efficiency in decision making - the channel of submission of files in GP Division has been arranged in following way;

S.No.	ASO/SO---DS---JS	S.No.	ASO/SO---US---JS
1	GAIL, GAIL Gas Ltd., IGGL, BCPL and PLL – MoU, Board Meeting /agenda and AGM	1	GAIL – Demat account for share, release of grants in aid; IGGL and BCPL- release of grants in aid
2	All issues pertaining to commercial utilization of APM, Non APM, NELP, Pre-NELP Natural gas	2	North East gas subsidy for ONGC & OIL – release of grants in aid
3	CGD Network including CNG & PNG	3	PNGRB Act, 2006 and its notified regulation therein and administrative matter
4	Issues relating to natural gas pipeline connectivity and availability of natural gas for fertilizer sector	4	RoU notification related to natural gas pipelines and related issues
5	Matter relating to LNG	5	Laying of Annual Report of GAIL and PNGRB in Parliament
6	Court Matter	6	Visit of CMD/Directors abroad, change of name and transfer of right cases, other matter such as projects/custom duty/deemed export and income tax exemption, pricing etc.
7.	SATAT / CBG ; Multilateral and bilateral funding	7	SATAT / Gobardhan - Technical Committee of DDWS
7	RTI Appeal	7	RTI application, Public grievances , CPGRAM and VIP reference
8	Parliament Questions, Parliament Assurance , Standing Committee meeting	8	Annual Report, Audit Para

2. The files shall be seen by both the DS (GP) and US(GP) at the time of return movement.

3. This issues with the approval of JS(GP).

Raj Kishore
27/5/2021

(Raj Kishore)

Under Secretary to the Govt. of India

Tel: 23389464

To,

1. Deputy Secretary (GP)
2. Under Secretary (GP)
3. Section Officer (GP-II)
4. All Assistant Section Officers of GP Division

Copy for information to:

1. PPS to Secretary, PNG
2. PS to JS(GP)
3. SO (Estt. Section)
4. Guard File

Annexure-

Sr. No.	Subject	Level of Disposal	Channel of Submission
1	Matters relating to Goods & Service Tax (GST)	Minister	DD -> EA/SA -> Secretary
2	Employment and (CAPEX & OPEX) generated from projects and related activities reviews by Hon'ble Minister	Minister	DD -> EA/SA -> Secretary
3	Oil Imports dependency / reducing import dependency and related Audit PoMs, Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution.	Minister	DD/EA -> SA -> Secretary
4	Monitoring of projects ready for inauguration/laying foundation stone and List of projects where foundation stone can be laid by Hon'ble PM/ PM 75	Secretary/Minister	DD -> EA->SA
5	Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister	Secretary	DD -> EA -> SA
6	Monitoring of Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI.	Secretary	DD -> EA->SA
7	Matters relating to FIPB, Foreign Investment, FDI Cell and processing of PN3 proposals on file as per FDI SOP	Secretary	DD -> EA -> SA
8	Notes for the Cabinet Committee/Note for the Committee of Secretaries on economic issues received from other Ministries/Departments	Secretary	DD-> EA-> SA
9	Administrative matters related to PPAC	Secretary	DD-> EA-> SA
10	PRAGATI meetings chaired by Hon'ble PM, Projects related matters	Secretary	DD -> EA->SA
11	Monthly Performance review of Oil & Gas sector CPSEs	Secretary	DD->EA->SA
12	Economic Editors' Conference.	Secretary	DD -> EA->SA
13	Global Indices/ Global Energy Transition Index – WEF/ National Energy Transition Index	Secretary	DD -> EA->SA
14	Matters relating to Swachh Bharat Abhiyan including Swachhta Action Plan and preparing ATNs on points raised in CAG Audit report on Toilets constructed by CPSEs.	Sr. Adviser	DD/JSO -> EA
15	National Infrastructure Pipeline (NIP) – Shelf of PNG projects and convening of Inter-Ministerial Steering Committee meetings.	Secretary	AD ->EA ->SA
16	Investments in petroleum / hydrocarbon infrastructure	Secretary	AD->EA->SA
17	Nodal point for PM Infrastructure sector Reviews steered by NITI & PM's annual meeting with Global Experts and CEOs of oil and gas.	Secretary	AD->EA->SA

18	Nodal Touch Point for Project monitoring Invest India Cell (erstwhile PMG Group), PMIC headed by Secretary, DPIIT.	Secretary	AD->EA->SA
19	Investment Clearance Cell	Secretary	AD->EA->SA
20	Project Development Cell (PDC) PDC Webpage and follow up facilitation	Secretary	AD->EA->SA
21	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.	Secretary	AD/JSO->EA->SA
22	Updation of Projects on PMO Portal	Sr. Adviser	AD->EA->SA
23	Nodal Division for Online Computerized Monitoring System (OCMS), MoSPI	Sr. Adviser	AD->EA->SA
24	Coordination with DoNER for monitoring/facilitation of projects in NE	Sr. Adviser	AD->DD->EA
25	Monitoring of Prime Minister's package for Bihar 2015	Sr. Adviser	AD/JSO->DD->EA
26	Energy Data Management Sub Group of NITI AAYOG, IEA In depth report, Energy Modelling Workshops etc. (Linked to Energy and Energy Balance)	Sr. Adviser	AD/SSO->DD -> EA
27	Starred Parliament Question	Minister	AD/SSO -> EA -> SA
28	Unstarred Parliament Question	Minister	SSO/JSO -> AD -> EA
29	Inputs of MoPNG for Economic Survey brought out by Ministry of Finance.	Secretary	SSO -> DD-> EA
30	Demand/consumption and production levels of crude oil, petroleum products and natural gas in the country.	Sr. Adviser	SSO/JSO -> AD -> EA
31	Monitoring of monthly performance of petroleum products & consumption	Sr. Adviser	SSO -> AD -> EA
32	Publication of Annual Bulletin on 'Indian Petroleum & Natural Gas Statistics'	Sr. Adviser	SSO/JSO -> AD -> EA
33	Matters relating to National Data Sharing and Accessibility Policy (NDSAP)	Eco. Adviser	SSO/JSO -> AD -> DD
34.	Matters relating to IEBR/CAPEX Plans of Oil and Gas CPSEs: monitoring under different windows of Capex	Sr. Adviser	SSO -> DD -> SA
35.	Economic & Statistics cell: Statistical Material/information to the others Division/Ministries pertains to E&S Division	Sr. Adviser	SSO/JSO-> AD -> EA
36.	Nodal Point for data related matters with International Energy Agency (IEA) & Joint Oil Data Initiative (JODI)	Sr. Adviser	SSO/JSO -> AD -> EA
37.	Periodic Reports to stakeholder like DIPP, IBM, MoSPI, M/o Railways, etc.	Sr. Adviser	SSO/JSO -> AD -> EA

SSO, Mr. Shyam Lal Room no. 509-D Wing Int. No. 331 Ph.-23384749 Email: shyam.lal84@nic.in	AD, Ms. Avinash Kumari Room No. 509-D Wing Int. No. 206 Ph.-23385339 Email: kumari.avi@gov.in	DD, Mr. Gaurav Katiyar Room No. 509-D Wing Int. No. 187 Ph.-23385339 Email: g.taiyar15@gov.in	Economic Advisor Ms. Indrani Kaushal Room No. 210(a)-A Wing Int. No. 253 Ph.-23383753 Email: indrani.k@nic.in	Sr. Advisor Ms. Usha Suresh, Room No. 210(a)-A Wing Int. No. 197 Ph.-23385823 Email: usha.suresh@gov.in
--	--	--	--	---

PG Section

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

RTI Section

Channel of Submission & Level of final disposal for various types of cases in the Ministry of Petroleum and Natural Gas.

S.No.	Type of Cases	Channel of submission	Level of final disposal
1.	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.	ASO/SO→US/DS/Dir.	Nodal Officer [DS/Dir./JS]
2.	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.	ASO/SO→US/DS/Dir.	Nodal Officer [DS/Dir./JS]
3.	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.	ASO/SO→US/DS/Dir.	Nodal Officer [DS/Dir./JS]
4.	To update the list of CPIOs/FAAs of MoPNG and create their Ids/passwords on RTI-MIS.	ASO/SO→US/DS/Dir.	JS
5.	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.	ASO/SO→US/DS/Dir.	Nodal Officer [DS/Dir./JS]

6.	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.	ASO/SO→US/DS/Dir.	DS/Dir.
7.	To prepare material / Data for Annual Report to General Coordination Section of the Ministry of Petroleum & Natural Gas.	ASO/SO→US/DS/Dir.	DS/Dir.
8.	To upload the Third Party Audit of Proactive Disclosure of MoPNG on CIC's website	ASO/SO→US/DS/Dir.	JS

CA-31037/12/2019-PNG (31792)
Government of India
Ministry of Petroleum & Natural Gas
(Corporate Affairs Desk)

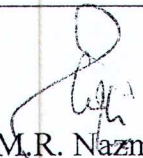
Shastri Bhawan, New Delhi
Date: 9.4.2021

ORDER

Subject: Increasing efficiency in decision making-Channel of submission of files-reg.

With reference to Establishment Division's OM dated 18.02.2021 on the subject mentioned above, the channel of submission in CA Desk has been arranged in following way:

ASO/SO—DS---JS	ASO/SO---US---JS
• All the matters related to : IOCL, HPCL, BPCL, EIL, BLC, NRL, BCPL, BLL, BPRL, BLIL • Parliament question of the concerned CPSE • RGIPT & its sub-centres	• All the matters related to: ONGC, OIL, GAIL, MRPL, OVL, CPCL • Parliament question of the concerned CPSE • IIPE • RTI & PG


(M.R. Nazmi)
Under Secretary to Govt. of India
☎: 23383074

To,

1. DS (CA)
2. US (CA)

Copy for information to:

3. PPS to Secretary (PNG)
4. PS to JS (GP)
5. SO (Establishment)
6. Guard File