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Director of Petroleum

Directorate of Petroleum

Manual 1 : Particulars of its organisation, Functions and duties

(a) Brief history of the public authority and context of its formation:

The amount of earnings to be received from Royalty is calculated on the basis of production figures of crude oil and natural gas. Normally the concerned companies calculate the figures of production and on that basis the amount of Royalty is deposited in the Government treasury. For monitoring of production details systematically and to verify the amount of royalty deposited and whether the amount of royalty is deposited timely as well as at the prevailing rate. In this connection Government of Gujarat constituted a set up namely Directorate of Petroleum under the administrative control of Energy & Petrochemicals Dept., with its head quarter at Gandhinagar.

The Government of Gujarat has created the Directorate of Petroleum vide G.R.No.NKM/1095/5399-dated 26/11/97

(b) Main activities / functions of the public authority

The Directorate of Petroleum undertakes the following work in consultation with the State Government as well as the Directorate of Hydrocarbon New Delhi.

1. It performs some time bound activities like sanctioning of NOC for PEL/ML applications, make arrangements by setting up a systematic machinery to increase Crude Oil and Natural Gas and to increase the earning from the royalty of Oil and Gas and shall monitor the same and shall plan for the enhancing the ancillary activities.
2. It checks intensively the exploration activities carried out by private companies and shall verify figures of production and the amount of royalty.

(c) Organizational Structure Diagram

- ◆ Shri R. C. Meena , IAS
Director (Directorate of Petroleum)

- ◆ Shri Mandar Joshi
Geologist (Directorate of Petroleum)

(d) Mechanism available for monitoring the service delivery and public grievance resolution

PIO : Geologist Director of Petroleum Block no. 15, 3 rd floor, Udyog Bhavan, Sector 11, Gandhinagar – 382011 Ph No. 079-23237576	Appellate Authority: Director Director of Petroleum, Block no. 5, 5 th floor, New sachivalaya. Gandhinagar- 382010 Ph No. – 079-23250781
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(e) Address of the office

Directorate of Petroleum
Block no. 15, 3rd floor,
Udyog Bhavan, Sector 11
Gandhinagar – 382011

Morning hours of the office: 10.30 hrs AM
Closing hours of the office: 6.10 hrs PM

Except designated ‘holidays’ published by the State Government

Manual 2 : Powers and duties of its officers and employees

1. Designation: Director		
Power	Administrative	i) To issue No objection Certificate for the Petroleum Exploration License and Petroleum Mining Lease ii) To issue a notice to E&P companies for the payment of royalty on crude oil and natural gas
		iii)
2. Designation : Geologist		
Power	Administrative	i) To initiate the process for the issuing of no objection certificate for PEL & ML by scrutinising the data submitted ii) To monitor the production figures of crude oil and natural gas submitted to the office and also to check the amount of royalty paid on it.

Manual 4 : The norms set by it for the discharge of its functions

The application for No objection Certificate for the Petroleum Exploration License / Petroleum Mining Lease should contain following details

- i) The application in a proper format
- ii) The copy of challan for the payment of fees and security Deposit
- iii) The map of the applied area

(a) Please provide the list of rules, regulations, instructions, manuals and records used by its employees for discharging functions.

<u>Name / title of the document</u>	<u>Type of document</u>
Oil & gas related matters	Act, Rules, Regulations, manuals etc.
From where one can get copy of Act, Rules, Regulations, etc	Address : Directorate of Petroleum Block no. 15, 3 rd floor, Udyog Bhavan, Sector 11 Gandhinagar

Manual 5 : The rules, regulations, instructions, manuals and records used by its employees for the discharging its functions.

Rules & Regulations

- The Oil field (Development & Regulation) Act 1948, Govt. of India
- The Petroleum & Natural Gas Rules 1959, Govt. of India

Manual 9 : A directory of its officers and employees

Sr. No	Name	Designation	Phone	Fax
1.	Smt. Avantika Singh Aulakh, IAS	Director	079-23250781	079-23250797
2.	Shri Mandar Joshi	Geologist	079-23237576	

Manual 10 : The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Sr. No.	Name	Designation	Gross Amount (in Rs.)
1.	Smt Avantika Singh Aulakh, IAS	Director	Govt. pay scale
2.	Shri Mandar Joshi	Geologist	20000

Manual 11 :The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Head	Estimated Budget (Rs. in Lac)	Sanctioned Budget ((Rs. in Lac)	Total Expenditure (Rs. in Lac)
2852 Industries <u>Sub Head</u> Petrochemicals <u>Minor Head</u> Director of Petroleum	15	15	No Expenditure till 30 Sept. 2005

Manual 15 :The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

- a) Citizen can contact the PIO's in the office between the office hours and the information can be obtained from the PIO's

Manual 16 :The names designations and other particulars of the Public Information Officers.

Name	Designation	Phone no. (office)
Shri Mandar Joshi	Geologist	079-23237576