

<b>DIRECTORATE OF PETROLEUM</b>
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**PROACTIVE DISCLOSURE AS PER THE CLAUSE NO 4(B) OF THE RIGHT TO INFORMATION ACT 2005.**

**(1) THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES :**

**(A) PARTICULARS OF THE ORGANISATION:**

Gujarat is the largest onshore oil and gas producing state of the nation. Since 1960, extensive exploration of oil and gas is carried out in the state. Royalty received on account of oil and gas production forms a considerable part in the state Government's revenue. Hence to monitor the activities related with this sector, the office of the Directorate of Petroleum under the administrative control of Energy & Petrochemicals Department was created vide G.R.No.NKM/1095/5399-dated 26/11/97. This office is having the status of the Head of Department office.

**(B) FUNCTIONS AND DUTIES:**

The main functions and duties of this office are as under.

- (1) This office shall execute its functions in accordance with the Oil Fields (Regulations & Development) Act and Petroleum & Natural Gas Rules.
- (2) 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.
- (3) It checks intensively the exploration activities carried out by private companies and shall verify figures of production and the amount of royalty.

The above activities shall be carried out with the consultation of Directorate of Hydrocarbon, New Delhi.

## **(2) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEE :**

### **(A)DIRECTOR :**

#### **Powers:**

- (1) To execute the functions of the Head of Department.
- (2) To recommend the grant of PEL & PML.
- (3) Direct the E&P companies to adhere to the statutory provisions.
- (4) Direct the E&P companies for payment of the royalty as per the statutory provisions.

#### **Duties:**

- (1) Monitoring of the activities relating to exploration and production of oil and gas across the state.
- (2) Supervision and Direction to the Assistant Manager (Commercial) and Geologist.
- (3) Field visit of the ML and Exploration blocks.
- (4) To monitor the collection of royalty on oil and gas and take all effective steps to ensure payment as per the statutory provisions.

### **(B) ASSISTANT MANAGER(COMMERCIAL) :**

#### **Powers :**

- (1) Head of Office for the financial and administrative purpose.
- (2) Controlling officer for financial matters.

#### **Duties :**

- (1) To prepare the income and expenditure budget of the office.
- (2) To carry out grant related activities of the office.
- (3) Drawing and Disbursing Officer as well as Controlling Officer in respect of the financial matters of the office.
- (4) Reconciliation with A.G.
- (5) Compliance of AG Para related with expenditure.
- (6) Supervision of accounts and administrative activities of the office.

**(C) GEOLOGIST :****Duties :**

- (1) To check the correctness of royalty payment.
- (2) To overview and opine on the matters placed by the Assistant Geologist.
- (3) Interaction & follow up with the State Government and Statutory Authorities.
- (4) Compliance of Audit Para's relating to the technical aspects.
- (5) Any other duties that is entrusted by the Director.

**(D) ASSISTANT GEOLOGIST :**

- (1) Monitoring of Exploration activities.
- (2) Monitoring and verification of production figures of oil and gas.
- (3) To initiate the process for the grant of Petroleum Exploration license and Petroleum Mining Lease.
- (4) Scrutiny of PEL & PML applications.
- (5) Any other duties that is entrusted by the Director.

**(E) ACCOUNTANT :**

- (1) To prepare bills to be entered in Pay and Account office.
- (2) To maintain the books and accounts and Registers as per the Financial and Treasury rules of Govt.
- (3) To prepare the monthly statements as per the Financial and Treasury rules of Govt.
- (4) To keep liaison with the Pay and Account office and Treasury office for office work.
- (5) To work as per the instructions of the Assistant Manager (Commercial).

**(3) THE PROCEEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY :**

**(A) THE PROCEEDURE FOLLOWED IN THE DECISION MAKING PROCESS :**

- (1) Every case is examined thoroughly.
- (2) The matters relating to the production, licensing and royalty on oil and gas are verified in accordance with the Oil Fields (Regulations & Development) Act and Petroleum & Natural Gas Rules.
- (3) The financial and service related matters are examined in accordance with the Financial and Treasury rules as well as Service rules of the Government.

**(B) CHANNEL OF SUPERVISION AND ACCOUNTABILITY :**

- (1) As regard to the technical matters, i.e. exploration, mining and receipt of royalty are submitted to the Director by concerned Assistant Geologist through Geologist.
- (2) As regard to the routine financial and administrative matters, these matters are submitted to the Director by Accountant through Assistant Manager (Commercial) where as in important cases the Assistant Manager (Commercial) directly submits it to the Director.

(4) **THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS :**

As per the established norms of the Government.

(5) **THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :**

- (1) Oil Fields Development Act 1948.
- (2) Petroleum and Natural Gas Rules 1959.
- (3) Notifications issued by the Ministry of Petroleum and Natural Gas, New Delhi.
- (4) GR and Notifications issued by the, Finance Department and General Administrative Department Government of Gujarat.
- (5) GR and Notifications issued by the Energy and Petrochemicals Department, Government of Gujarat.
- (6) Gujarat Budget Manual.
- (7) Gujarat Treasury Rules-2000.
- (8) Gujarat Financial Rules-1971.
- (9) Gujarat Contingency Expenditure Rules.
- (10)Gujarat Civil Service Rules-2002.

**(6) A STATEMENT OF THE CATAGORIES OF DOCUMENTS THAT ARE HELD  
BY IT OR UNDER ITS CONTROL :**

<b>Sr. No.</b>	<b>Type of Document</b>	<b>Designation of controlling officer</b>
(1)	Technical documents and files related to mining & exploration, royalty payment, correspondence with E&P companies and with Govt. etc.	Assistant Geologist
(2)	Documents and files related to legal matters in regard of mining & exploration, royalty etc.	Geologist.
(3)	Financial registers like Cash Book, Grant Register etc. and similar financial and administrative documents and files.	Accountant.
(4)	Important financial and administrative documents and files.	Assistant Manager(Commercial)

(7) THE PARTICULAR OF ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY , THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF :

This office does not form any policy.

The policy framed by the State Government is implemented by the office which are of the nature that such representation is not required.



- (8) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :

No such entity is constituted under or by this office.

**(9) A DIRECTORY OF ITS OFFICERS AND EMPLOYEE:**

Sr. No.	Name	Designation	Contact No.		Mail id	Address
			Office	Home		
(1)	M.I Patel	Director (I/C)	079-23257225	079-23232530	dopgujrat@gmail.com	Block No. 6/3 Udhog bhavan, Sector 11, Gandhinagar.
(2)	U.M.Oza	Assistant Manager (Com.)	079-23257219	079-29289973	asstmgr-petro-gnr@gujarat.gov.in	
(3)	Mandar Joshi	Geologist	079-23257220	98259 59519	geologist-petro-gnr@gujarat.gov.in	
(5)	Vikas Singh	Assistant Geologist	079-23257213	97277 80051	astgeo2-petro-gnr@gujarat.gov.in	
(6)	Devanshu Rathod	Accountant	079-23257215	98980 25721	acct-petro-gnr@gujarat.gov.in	
(7)	Hitesh Joshi	Clerk cum Typist	079-23257224	94088 20542	jrclerk-petro-gnr@gujarat.gov.in	

**(10) A MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPANSATION AS PROVIDED IN ITS REGULATIONS: (As on 01/07/2017)**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Total Monthly Remuneration</b>	<b>Note (Pay Band)</b>
(1)	M I Patel (IAS)	Director		In charge
(2)	U.M.Oza	Assistant Manager(Com.)		15600-39100 (G.P. 6600)
(3)	Mandar Joshi	Geologist	110000/-	15600-39100 (G.P. 6600)
(5)	Vikas Singh	Assistant Geologist	90000/-	Contractual Employee.
(6)	Devanshu Rathod	Accountant	38090/-	9300-34800 (G.P. 4400) Fixed
(7)	Hitesh Joshi	Clerk cum Typist	32,000/-	Contractual Employee.

**(11) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

The information regarding its Budget and Expenditure are as under –

**Demand No. 14 (Plan)**

Major Head: 2852 Industries

Sub Major Head: 04- Petrochemicals Industries

Minor Head (001) Direction & Administration

Sub Head: (01) Director of Hydrocarbon

Scheme no- PWR-15.

<b>Sr.No.</b>	<b>Year</b>	<b>Budget (in Lakhs)</b>	<b>Expenditure (in Lakhs)</b>
1	2015-16	71.00	69.12
2	2016-17	93.10	83.57
3	2017-18	92.31	83.07
4	2018-19	92.31	107.90

(12) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Not Applicable.

**(13) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PREMITS OR  
AUTHORISATIONS GRANTED BY IT :**

Not Applicable.

**(14) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**

Such information is available on [www.dopgujarat.in](http://www.dopgujarat.in).

**(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;**

<b>Type of Facility</b>	<b>Yes/No</b>
Office Library	No
News papers	No
Other Publications	No
Exhibitions	No
Notice Board	Yes
Record examination at office	Yes
Procedure to get copy of documents	As per the provisions of RTI Act-2005.
Availability of printed rules	Yes
Web site	Yes
Any other means of publicity	No



**(16) THE NAMES, DESIGNATIONS AND OTHER PERTICULARS OF THE PUBLIC INFORMATION OFFICERS :**

PUBLIC INFORMATION OFFICER	APPELLATE AUTHORITY
<p>Assistant Manager (Commercial), Directorate of Petroleum, Block No- 6/3, Udhyog bhavan, GANDHINAGAR. Phone : (079) 23257219.</p>	<p>Director, Directorate of Petroleum, Block No- 6/3, Udhyog bhavan, GANDHINAGAR. Phone : (079) 23257224. (079) 23257225.</p>

**(17) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

(No such information)