

(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).