

DIRECTORATE GENERAL OF HYDROCARBONS
(Under Ministry of Petroleum & Natural Gas, Govt. of India)
OIDB Bhawan, Plot No. 2, Sector 73, Noida - 201 301
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Information Handbook under Right to Information Act, 2005

CHAPTER – 1: INTRODUCTION

1.1 Background of the Handbook

This information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, functions etc. of the Directorate General of Hydrocarbons, India.

1.2 Objectives

To provide access to information under the control of office of the Director General, Directorate General of Hydrocarbons, India and to promote transparency in the working. To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

1.3 Intended Users

This Handbook is useful for the industry including small/medium entrepreneurs and individuals working in the related areas.

1.4 Contact Persons for getting more information

Please contact the Public Information Officer/concerned Assistant Public Information Officer(s) in the office of the Directorate General of Hydrocarbons, India, as detailed in Chapter – 17 below.

1.5 Definitions/Abbreviations used

- (a) "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act;
- (b) "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(i) of the RTI Act;
- (c) "DG" means Director General, Directorate General of Hydrocarbons, India;
- (d) "EXIM Policy" means Export/Import Policy;
- (e) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act;
- (f) "RTI Act" means Right to Information Act 2005;
- (g) "MOU" means Memorandum of Understanding;
- (h) "GOI" means Government of India;
- (i) "DGH" means Directorate General of Hydrocarbons, India;

- (j) "PSC" means Production Sharing Contract;
- (k) "NELP" means New Exploration Licensing Policy;
- (l) "EC" means Essentiality Certificate;
- (m) "OIDB" means Oil Industry Development Board;

1.6 Procedure and fee structure for getting information which are not available in the Handbook

Any person who wishes to seek information under the RTI Act, 2005 can file an application in Form-A, attached with this Handbook, to the PIO or APIO concerned. Forms are available free of cost in the Office of DGH. It can also be downloaded from the DGH website.

A fee of Rs. 10/- (Rs. Ten only) per application will be charged for supply of information other than the information relating to Tender Documents/Bids/ Quotations/ Business Documents in addition to the cost of document for the photocopies of document/information, if any.

A sum of Rs. 2 per page will be charged for supply of photocopy of document(s) under the control of office of DGH.

The fee/charges payable as above shall be in the form Demand Draft/Indian Postal Order (IPO) drawn in favor of Directorate General of Hydrocarbons and payable at New Delhi. Subject to the provisions of the RTI Act, DGH will endeavor to reply/provide the information as early as possible, and in any case within time limit as prescribed under RTI Act 2005.

CHAPTER – 2: PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES [SECTION 4(1)(b)(i)]

2.1 Background of DGH

The Government of India, in the Ministry of Petroleum & Natural Gas have had under consideration the need to have an appropriate agency to regulate and oversee the upstream activities in the petroleum and natural gas sector and also advise the Government in these areas. The Dasgupta Committee, which has reviewed the management of the Bombay High reservoir, had recommended creation of an autonomous conservation board to oversee and review that oilfield development conforms to sound reservoir engineering practices in line with national interests. The Kaul Committee, which examined ONGC's organizational structure, also recommended the establishment of an independent regulatory body called the Directorate General of Hydrocarbons.

The upstream petroleum sector has been largely a monopoly of public sector companies and that was being increasingly thrown open to private investment which invariably led to a number of new operating companies in the private and joint sectors entering the field. There was thus a need to establish an agency that could effectively supervise the activities of all these companies in the national interest taking all the above into consideration Government of India decided to set up a Directorate General of Hydrocarbons under the administrative control of the Ministry of Petroleum and Natural Gas.

2.2 Objectives of the DGH

The objective of the Directorate General of Hydrocarbons is to promote sound management of the Indian petroleum and natural gas resources having a balanced regard for the environment , safety, technological and economic aspects of the petroleum activity.

2.3 Functions of the DGH

a) to provide technical advice to the Ministry of Petroleum and Natural Gas on issues relevant to the exploration and optimal exploitation of hydrocarbons in the country and on the strategy of taking up exploration and exploitation of oil and gas reserves abroad by the national oil companies;

b) to review the exploration programmes of companies operating under Petroleum Exploration Licenses granted under the oil fields (Regulation and Development) Act 1948 and the Petroleum and Natural Gas Rules, 1959 with a view to advising Government on the adequacy of these programmes;

c) to reassess the hydrocarbons reserves discovered and estimated by the operating companies in discussion with them;

d) to advise the Government on the offering of acreage for exploration to companies as well as matters relating to relinquishment of acreage by companies;

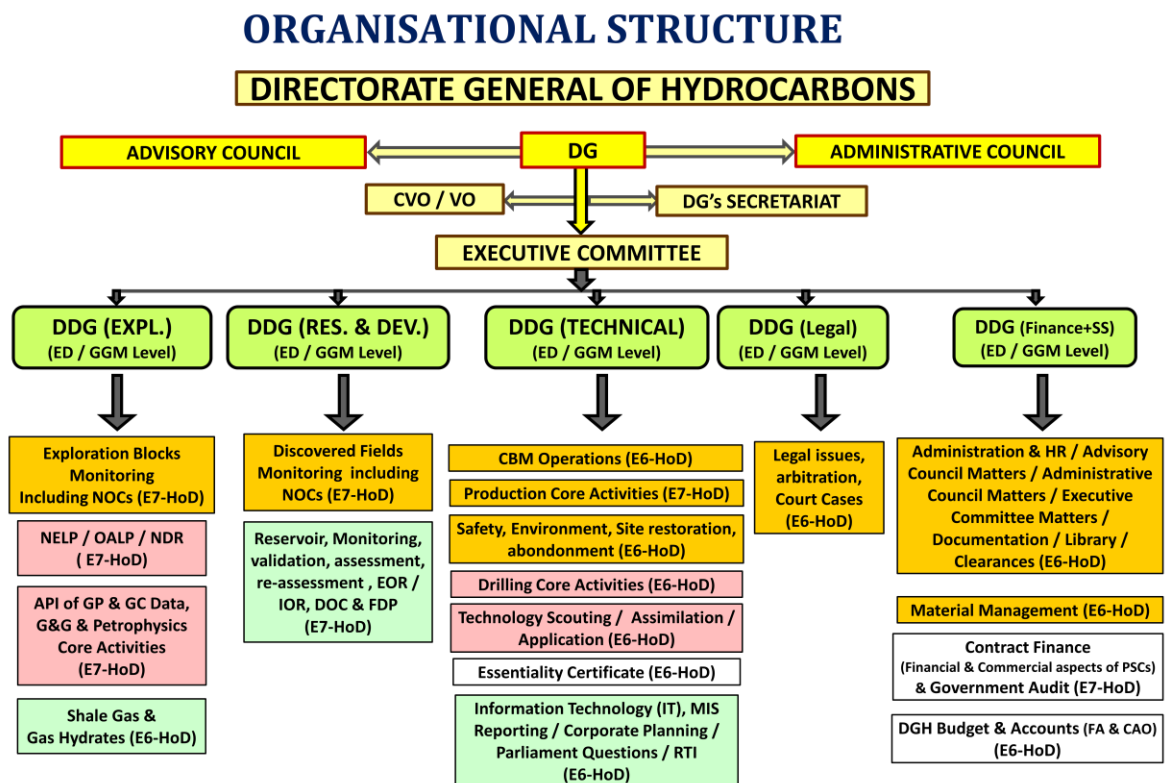
e) to review the development plans for commercial discoveries of hydrocarbon reserves proposed by the operating companies and advise Government on the adequacy of such plans and the exploration rates proposed and matters relating thereto;

f) to review and audit concurrently, the management of petroleum reservoirs by operating companies and advise on any mid course correction required to ensure sound reservoir management practices in line with the optimal exploitation of reserves and the conservation of petroleum resources;

g) to regulate the preservation, upkeep and storage of data and samples pertaining to petroleum exploration, drilling, production of reservoir etc. and to cause the preparation of data packages for acreage on offer to companies;

h) All other matters incidental thereto and such other functions are be assigned by Government from time to time.

2.4 Organizational Structure



CHAPTER – 3: FUNCTIONS AND RESPONSIBILITIES OF FUNCTIONAL GROUPS / DEPARTMENTS OF DGH (As per the approved organogram)

Sr. No.	Group / Activity	Functions
1.	PSC & exploration Monitoring Department NOCs block	Activities <ul style="list-style-type: none"> • Management of all exploration blocks under PSCs on behalf of Government and participation in Management Committee Meetings • Enabling approval/issuance of MC resolutions • Monitoring of exploration blocks (PELs) of NOCs under nomination regime (currently around 30 PELs) <p>The Jobs involve:-</p> <ul style="list-style-type: none"> • Review of exploration work programmes and budget • Ensuring compliance with PSC provisions with regard to timelines for various activities • Monitoring of operations and practices including measures for environment protection (currently around 210 operational contracts/blocks and few relinquished blocks) • Extension of PELs/exploration periods, if warranted • Review of notification of hydrocarbon discoveries • Monitoring of appraisal programs of new discoveries • Evaluate techno-economic viability of commercial discoveries during exploration phase (upto FDP stage) • Ensuring submission of data to designated Government agency (DGH) • Facilitating various clearances • Witnessing production testing operations • Technical verification of applications for essentiality certificates • Enabling resolution of PSC related issues
2.	NELP/OALP Implementation Department	Activities <ul style="list-style-type: none"> • Carving out and submission of larger area for inter-ministerial clearance to MOP&NG • Carving and demarcation of blocks with coordinates for final offer under NELP rounds after inter-Ministerial

		<p>clearances of large area (from MEA, Department of Space, MHA, MOD- navy/DRDO and Air/Ground, MOEF-SOI and FSI)</p> <ul style="list-style-type: none"> • Modification/ improvements in Model production Sharing Contract (MPSC) and Bid Evaluation Criteria (BEC) based on internal (DGH) and external (Industry) suggestions prior to floating of each NELP round • Finalisation & processing of modified/improved MPSC/BEC for final approval and finalization of NIO & price list of data • Organising Investor’s meet and Road shows around the globe including within the country for promotion and marketing of blocks • Printing of promotional material and NIO • Hiring services for digitization of geo-technical data • Checking of availability of data • Requisition of data from companies • Checking of data for loading • Mobilizing additional geoscientists for work stations • Preparation of information docket & data packages for blocks on offer • Organising data sale, bid receipts, bid evaluation • Recommendations to Government for award • Contract finalization
<p>3.</p>	<p>National Repository Department</p> <p>Data (NDR)</p>	<p>Activities</p> <ul style="list-style-type: none"> • Requisition of all geoscientific present and past data raw as well as processed and interpreted as generated by all the companies in Indian basins in respect of conventional and non-conventional hydrocarbon energy resources. Loading the data in work station after quality checks. • Archival of entire country’s past geoscientific data and geoscientific data library • Securitization of data

		<ul style="list-style-type: none"> • Indexing & retrieval system for enabling systematic dissemination to stakeholders as per rules/regulations • Operationalizing the NDR
4.	API of Geophysical (GP) & Geochemical (GC) Data Department	<p>Main Activities</p> <ul style="list-style-type: none"> • Formulate plans for geoscientific surveys in terms of technology parameters and execution mode (speculative or contractual) including geochemical investigation • Enabling conduct of geophysical surveys such as seismic, gravity, magnetic, MT, CSEM surveys, processing and interpretation. • Integration of newly acquired data with existing data for enabling new geological model. • Reprocessing & interpretation of old geophysical data • Quality control of G&G & GC data • Maintaining geophysical data sets and archival of data <p>Activities proposed to be seconded to exploration blocks' Monitoring Department:</p> <ul style="list-style-type: none"> • Geophysical activities related to exploratory blocks monitoring under PSCs. • Scrutiny of EC applications related to geophysical surveys.
5.	Geology, Geophysics & Petrophysics Core Activities Department	<p>Main Activities</p> <ul style="list-style-type: none"> • Evaluate the additional exploration inputs required for unexplored/poorly explored areas from G&G perspective • To evolve new geological model based on updated reprocessed & reinterpreted data of relevant areas • Review/evaluation of exploratory, appraisal & development locations • Provide G&G inputs for reserve assessment/reassessment of new discoveries and producing fields/blocks • Evaluation of discovery notifications, potential commerciality, appraisal programs, declaration of

		<p>commerciality and Field Development Plans (FDP) proposed by operators from G & G angle</p> <ul style="list-style-type: none"> • Examination of geoscientific reports from operators viz integrated interpretation, petroleum system modeling, geological evolution etc. for planning and evolving of effective exploration & development strategy • Technical scrutiny of reserves assessment by third parties, if any, of producing fields • Interfacing with GDA team for planning future surveys • Evaluation of G & G projects proposed by various government agencies/academic institutes • Work Association during acquisition, processing/interpretation jobs by different agencies. • Quality control checks and archival of log data. Petrophysical evaluation of well logs for estimation of pay thickness, porosity, saturation, identification of fluid contacts and fluid types for evaluation of DOC, FDP, RFDP etc. • Evaluation of production logs and other logs pertaining to unconventional hydrocarbon resources • Estimation of logging cost for unfinished work program • Examination/evaluation of petrophysical data generated in laboratories and various special study reports submitted by the operators • Scouting, assimilation and possible application of related technologies <p>Joint Activities with NELP Group:</p> <ol style="list-style-type: none"> a) Updating basin docket b) Loading and QC of seismic and log data for carving out blocks on offer c) Data room support for prospective bidders <p>Joint Activities with IT Group:</p> <p>Systems, license, disk space, backup and resource management of the server & workstations in Geocenter, providing maximum uptime to users & IT support in data</p>
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		<p>rooms during data inspection by prospective bidders/companies.</p> <p>Joint Activities with HR Group:</p> <p>Monitoring and providing system resources for concluding training projects for university students.</p> <p>Routine Activities proposed to be seconded to PSC/NOCs</p> <p>Monitoring teams:-</p> <ul style="list-style-type: none"> • Technical examination of work program & budget, modification in work programme, audited accounts and other G & G related issues in exploration blocks & producing fields. • Participation in the Technical Committee Meetings and Management Committee Meetings • Scrutiny of G & G related EC applications • Scanning of digital data for acceptability upon relinquishment of a block
<p>6.</p>	<p>Shale Gas/oil, Oil Shale, gas Hydrates Department</p>	<p>Activities</p> <ul style="list-style-type: none"> • Formulation of policy framework for shale gas/oil, oil shale, Gas Hydrate etc for enabling systematic exploration of these resources. • Acquiring geoscientific information, integration and systematic studies for evaluation of prospective areas of these studies. • Collaborations with various departments/institutions • Estimation of resources • Enabling pilot studies/projects including drilling of wells and steering of National Gas Hydrate Programme • Identification of prospective areas/blocks for commercial exploration & exploitation • Offer of blocks/areas within the approved policy framework • Enabling simultaneous operations of multiple resources over the same surface area • Subsequent monitoring of operations/contracts • Simultaneously initiating measures for development of service industry to cater to the needs of operators in terms of equipment, human resource & infrastructure.

<p>7.</p>	<p>Producing Fields (PSCs & MLs of NOCs) Monitoring Department</p>	<p>Activities</p> <ul style="list-style-type: none"> • Management of all PSCs of producing fields on behalf of Government and participation in Management Committee Meetings (currently 37 fields, likely to go up 96 fields in next 3-4 years) • Enabling approval/issuance of MC resolutions • Preparation of record notes of MCMs and TCMs • Monitoring of operation & practices in line with provisions including timelines etc. • Matters relating to determination/ Extension of contracts/ MLs • Monetization of commercial and marginal discoveries • Implementation of FDPs • Enabling latest technology application • Area planning in terms of infrastructure facilities • Monitoring of Producing Fields (MLs) of NOCs under nomination regime (currently 453, likely to go upto 470 during next 1-2 years). • Review of applications for issue of essentiality certificates • Review of annual reserve statement • Enabling third party audit of reserves/resource assessment • Enabling asset and inventory verification of producing fields/blocks. • Enabling Technical Committee and Management Committee meetings and preparations of record notes for TCM and other meetings with Operators. • Field surveillance/metering validation and measurement operations of petroleum. • Enabling resolution of PSC related issues. • Ensuring submission of data to the designated agency (DGH) • Day to day monitoring of production, reservoir & drilling operations of producing fields
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		<p>✓ Oil, Gas & water production (well wise-field wise)</p> <p>Monitor abnormal producing behavior of wells and issue alerts</p>
8.	Reservoir Monitoring/ Validation/ Assessment Department	<p>Main Activities</p> <ul style="list-style-type: none"> • Periodic evaluation of reservoir health of producing fields and review of reservoir management process/schemes/projects proposed/undertaken by operators. • Evaluation of mid-course corrective measures as proposed and undertaken by the operators. • Review/evaluation of declaration of commerciality (DOC) from reservoir angle • Review evaluation of development plans of new discoveries & redevelopment plans for existing oil & gas fields including evaluation of production profiles from reservoir angle • Reserve validation of 'to be developed discoveries' including FDP numbers of oil, gas & CBM blocks • Generate possible reserve estimation profiles for to be offered NELP blocks • Scouting, assimilation and possible application of reservoir related technologies <p>Routine activities proposed to be seconded to producing fields' monitoring team:</p> <ul style="list-style-type: none"> • Review of new discoveries and Potential Commercial Interest • Routine review/monitoring of reservoir performance in terms of GOR, watercut, reservoir pressure, pressure maintenance etc.-Issue alerts. • Field surveillance for on the spot inspection/assessment of related operations including testing • Evaluation of workover plans from reservoir angle • Review of periodic reservoir related reports by exception, if any

9.	EOR/IOR Department	Activities <ul style="list-style-type: none"> • Evaluation of reservoirs needing application of EOR/IOR measures for possible enhancement of recoveries. • Suggesting suitable EOR/IOR schemes for application in such reservoirs. • Enabling design & scheme for initiating pilot projects for such schemes by operators. • Evaluation of pilot results. • Enabling implementation of such successful pilot schemes for commercial application. • Monitoring/implementation of ongoing EOR/IOR schemes including fields of NOCs.
10.	CBM operations	Activities <ul style="list-style-type: none"> • Implementation of CBM policy • Identification of CBM blocks for offer under bidding rounds • Preparing information dockets and data packages • Preparing MPSC and bid documents • Organising data sale, bid receipts and bid evaluation • Recommendation to Government for award • Contract finalization • Monitoring of operations under CBM contracts
11.	Production Department	Main Activities: <ul style="list-style-type: none"> • Evaluation of DOCs & FDPs including production profiles of oil, gas, condensate, surface and transportation facilities for oil & gas, shale gas & CBM etc. • To review & evaluate well competition/well testing/artificial lifts/ workover and stimulation/ hydro-frac plans/ programs proposed by operators. • To review & evaluate petroleum measurement methodology in line with PSC provisions and global best industry practices. • Balance reserves calculation and future production projections • Assisting Ministry/DG during QPRM meeting of ONGC and OIL

		<ul style="list-style-type: none"> • Scouting, assimilation and possible application of production related technologies. • Matters related to Offshore Security Co-ordination Committee, JVOPAC etc. <p>Routine activities proposed to be seconded to other department:</p> <ul style="list-style-type: none"> • To monitor production performance in line with the development plan and targets and issue alerts. • Metering validation • Witness production testing operations • Technical verification of ECs • Review of work programme and budget related to production operations of fields • MC and other meetings with operators • Accident monitoring etc. (secondment to S & E team)
12.	Safety & Environment Department	<p>Activities</p> <ul style="list-style-type: none"> • Monitoring the whole process of approvals of environmental clearances and subsequent six monthly reports on the status of the environment. This helps in speedy disposal of operators' applications for excusable delay in the exploration time • Monitoring of Mobilization capabilities of Tier I, OSR Tier II & Tier III in association with OISD and Coast Guard. • To coordinate with MOP&NG, OISD, Coast Guard and other agencies with regard to monitoring of Marine Oil Spills • Maintaining liaison with Coast Guard, OISD and other statutory bodies like Oil Industry Safety Directorate (OISD), Central Pollution Control Board (CPCB)/ State Pollution Control Boards (SPCB) etc. in connection with related activities • To liaise with MOEF, Wild life Board for facilitating clearances when DGH is requested for. • To monitor accidents and near misses in liaison with OISD.

		<ul style="list-style-type: none"> • To coordinate with Operators to provide information to Ministry of Science & Technology about presence of Helium in Natural gas as and when detected • Monitor compliance of EIA recommendations and need for repeat EIA studies (through MOEF) as & when warranted • Review and approve site restoration/abandonment plans • Monitor site restoration/abandonment operations
13.	Drilling Department	<p>Main Activities</p> <ul style="list-style-type: none"> • Technical validation of expenditure accounts of wells • Estimation of drilling time (on dry well basis) for undrilled/partially drilled wells for assessment of liquidated damages. • Review all drilling proposals including new wells and re-entry wells • Maintaining MIS for drilling related activities and dissemination of related information. • Related technology scouting & assimilation. <p>Routine activities proposed to be seconded to PSC Monitoring Departments:</p> <ul style="list-style-type: none"> • Review of drilling work programme & budget in relation to contractual obligations including timelines (Budget component for drilling wells is generally the highest amongst other activities. Proper monitoring of this activity with regard to time & cost is very critical from cost recovery view point). • Scrutiny of EC cases related to drilling
14.	Essentiality Certificates Department	<p>Activities</p> <ul style="list-style-type: none"> • To issue essentiality certificates for duty free import of goods & services used for petroleum operations

<p>15.</p>	<p>Information Technology Department</p>	<p>Activities</p> <ul style="list-style-type: none"> • IT Resource Planning, budgeting & Procurement • Outsourcing and coordination of IT services & AMCs for G & G Centre, VRC Centre Processing & Others • Overall Management of IT hardware, Software & Network • Network firewall and Security management • Servers monitoring and patches up gradation • SSL-VPN management for ECMS online application software • Antivirus support for Server and Clients • New device installation and implementation • Manage Lease line links for office internet connectivity • Check all escalations from Support team and give them training & solutions • Managing Electrical Installations, projection Systems, Video Conferencing & Communication System • E-clearance of IT Hardware/Software for EC • Issues related to Data centre, networking, VRC, Communication, Air conditioning etc. • Managing inventory & stocking of IT/Electrical consumables, Accessories & spares • Planning & executing technical design and maintenance for DGH's website • IT software support to various DGH departments • Maintaining SW projects carried out by outside agencies • Developing/Maintaining SW projects carried out by DGH's in-house resources • Archidoc Document Management System Support • Oracle database administration • Tender preparation/evaluation for NDR • E&P data management support to NDR
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16.	MIS/Corporate Planning/Reporting Department	Activities <ul style="list-style-type: none"> • Preparation of performance budget & inputs for Annual Report, OADB Report • Preparation of Quarterly Progress Reports of Pvt. /J.V. operations in the country • Preparation of inputs material for Parliament questions & various Parliament Committees such as Standing Committee, Consultative Committee, COPU etc. and Ministry • Inputs for 5 years plans
17.	Legal Department	Activities <ul style="list-style-type: none"> • Legal opinion on contractual issues • Handling court cases and arbitration matters • Handling of matters relating to amendment of PSCs. • Scrutiny of assignment proposals from legal angle. • Vetting of various documents submitted in connection with contractual obligations including Bank Guarantees, Financial Performance Guarantees, MOUs/Agreements, Tender documents etc. • Research of case laws
18.	Admn/HR/Support Services/Clearances Department	Activities <ul style="list-style-type: none"> • Handle Administration and HR matters, Advisory Council, Administrative Council, Executive Committee matters • To maintain documentation/library • To facilitate clearances from various Ministries/Departments
19.	Material Management Department	Activities <ul style="list-style-type: none"> • Procurement/provisioning, tendering, inventory management etc.

20.	Finance & Accounts Department	Activities <ul style="list-style-type: none"> • Prepare annual budget and revised budget estimates for DGH activities. • Manage accounts of DGH • Financial concurrence for various proposals as is required • Handle various taxation matters • Handle payment towards contractual services & staff
21.	Contract Finance Department	Activities <ul style="list-style-type: none"> • Review of chart of accounts • validation of Bank Guarantees (BG) of all blocks for different contractors • Appointment of auditors by MC-Review • Enabling Government audit of PSCs including appointment of Govt. auditors, addressing audit exceptions and settlement thereof • Adoption of audited accounts of Exploratory and Producing blocks • Maintaining contract finance related MIS such as investments, Royalty, CESS, Profit Petroleum etc. and providing information to concerned agencies/groups including RTI, Parliament questions etc. • Monitoring of remittances such as Royalty, PEL fees, Profit Petroleum etc received by MOP&NG. • CAG audit facilitation • Participation in MC meetings, review minutes as finance representative and handling issues arising therefrom. • Working out the liquidated damages/unfinished work cost and validating the same • Differential royalty calculations for payment to States • Handling of arbitration & court cases, disputes relating

		<p>to commercial issues arising out of contractual obligations.</p> <ul style="list-style-type: none"> • Economic evaluation of DOC & FDP <p>Activities proposed to be seconded to Monitoring Departments:</p> <ul style="list-style-type: none"> • Exploratory blocks budget review (BE & RE) • Producing blocks Budget approvals (BE & RE)
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CHAPTER – 4: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY [4(1)(b)(iii)]

4.1 Administrative Council

As per the Govt. of India order O-32012/1/95-ONG.III dated 02.02.2001, Administrative Council for DGH was set up to guide and take care of all administrative aspects of its functioning. The Administrative Council, in particular, takes decisions on various matters concerning establishment and budget, as also under takes periodic review of the functioning of DGH.

CHAPTER – 5 : THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY DGH OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS [SECTION 4(1)(b)(v)]

Documents used by DGH

- i) The GOI resolution dated 8 April 1993.
- ii) Notification of GOI, Ministry of Finance (Department of Revenue) No. Customs dated 1.3.2002 for issue of Essentiality Certificate.
- iii) Model and all PSCs signed under Pre NELP, NELP and CBM rounds.
- iv) Bank Guarantees and Performance Guarantees from operators.
- v) MOUs signed between DGH and various agencies.

CHAPTER – 6: THE STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY DGH OR UNDER ITS CONTROL [SECTION 4(1)(b)(vi)]

No document of Public interest is held by DGH with the exception of promotional document pertaining to NELP rounds

CHAPTER – 7: PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF [SECTION 4(1)(b)(vii)]

No such arrangement is called for at present.

CHAPTER – 8: 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 MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC [SECTION 4(1)(b)(viii)]

DGH functions through the following bodies / council:-

8.1 Administrative Council

The Chairman and Members of the Administrative Council are appointed by the GOI. The Administrative Council is headed by Chairman of the council. Composition of the Administrative Council of DGH is given below:

- 1) Secretary P&NG – Chairman
- 2) Addl. Secretary, MOP&NG – Member
- 3) Secretary OADB – Member
- 4) JS (E), MOP&NG – Member
- 5) AS (F&A), MOP&NG – Member
- 6) Director General, DGH – Member

8.2 Advisory Council

The Chairman and Members of the Advisory Council are appointed by the GOI. The Advisory Council is headed by Chairman with the following members. Composition of the existing Advisory Council, DGH is given below:

- 1) Sh. P. Shankar, Chairman
- 2) Sh. S.K. Srivastava, Member Secretary
- 3) Dr. I. Desa, Member
- 4) Dr. B.B. Bhattacharya, Member
- 5) Dr. I.B. Singh, Member

Meeting of the above Councils are not open to the public.

CHAPTER – 9: MONTHLY REMUNERATION RECEIVED BY EACH OFFICER / EMPLOYEE OF DGH INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION [SECTION 4(1)(b)(x)]

DGH does not have its own cadre and the entire manpower is drawn from various PSUs on 'deputation'. Therefore, salary administration is regulated through respective PSU.

CHAPTER – 10: BUDGET ALLOCATED TO EACH CENTRE / SUB-CENTRE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [SECTION 4(1)(b)(xi)]

DGH has only one office which is located at Noida (UP) and the Institution is run by funds provided by OADB.

CHAPTER – 11: MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [SECTION 4(1)(b)(xii)]

DGH have no such programmes.

CHAPTER – 12: PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY DGH [SECTION 4(1)(b)(xiii)]

- i) ECs issued till date.
- ii) ECs for which application have been received and is under process (continuous activity)
- iii) MOD/MOHA clearances issued for engaging vessels for seismic surveys/ drilling / production operations and for engaging expatriates.

**CHAPTER – 13: DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY DGH,
REDUCED IN AN ELECTRONIC FORM OR PHYSICAL FORM**

The following documents are being held by DGH:

- i) Production Sharing Contracts (PSCs) under Pre-NELP & NELP rounds
- ii) Bank Guarantees of the operators
- iii) Modalities for applying & issuance of Essentiality Certificate for E&P operations

CHAPTER – 14: PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE [SECTION 4(1)(b)(xv)]

No library/reading room as such is maintained for public. However, DGH website is dedicated to impart information to relevant organizations / individuals, who intend to get information.

CHAPTER – 15: NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [SECTION 4(1)(b)(xvi)]

Appellate Authority in DGH

Shri Anurag Gupta, Advisor
Directorate General of Hydrocarbons
(Under Ministry of Petroleum & Natural Gas, Govt. of India)
OIDB Bhawan, Plot No.2, Sector-73,
Noida (UP) India – 201301
Phone: 0120-2472416 Fax: 0120-2472049
Email: agupta@dghindia.gov.in

Name and contact no. of Central Public Information Officer and Assistant Public Information Officers in DGH are as follows:-

**Directorate General of Hydrocarbons, India (Headquarters)
Noida – 201301**

Sr. No.	Name & Designation of CPIO	Official Tel.	Mobile no.	Email
1	Sh. Ajay Kansal	0120-2472031	9910079279	akansal@dghindia.gov.in

Sr. No.	Name & Designation of APIO	Official Tel.	Mobile no.	Email
1	Ms. Vishakha Gupta	0120-2472472	9899793352	vishakha@dghindia.gov.in