

**DIRECTORATE GENERAL OF HYDROCARBONS**  
(Under Ministry of Petroleum & Natural Gas, Govt. of India)  
OIDB Bhawan, Plot No. 2  
Sector 73, Noida - 201 301  
Phone: 0120-2472000 Fax: 0120-2472049  
Website: [www.dghindia.org](http://www.dghindia.org)

**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 and its centers/ sub-centers, 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 O/o 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 or the photocopies of document/information, if any.

A sum of Re. 2 per page will be charged for supply of photocopy of document(s) under the control of O/o 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 thirty days of the receipt of the request.

### **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.

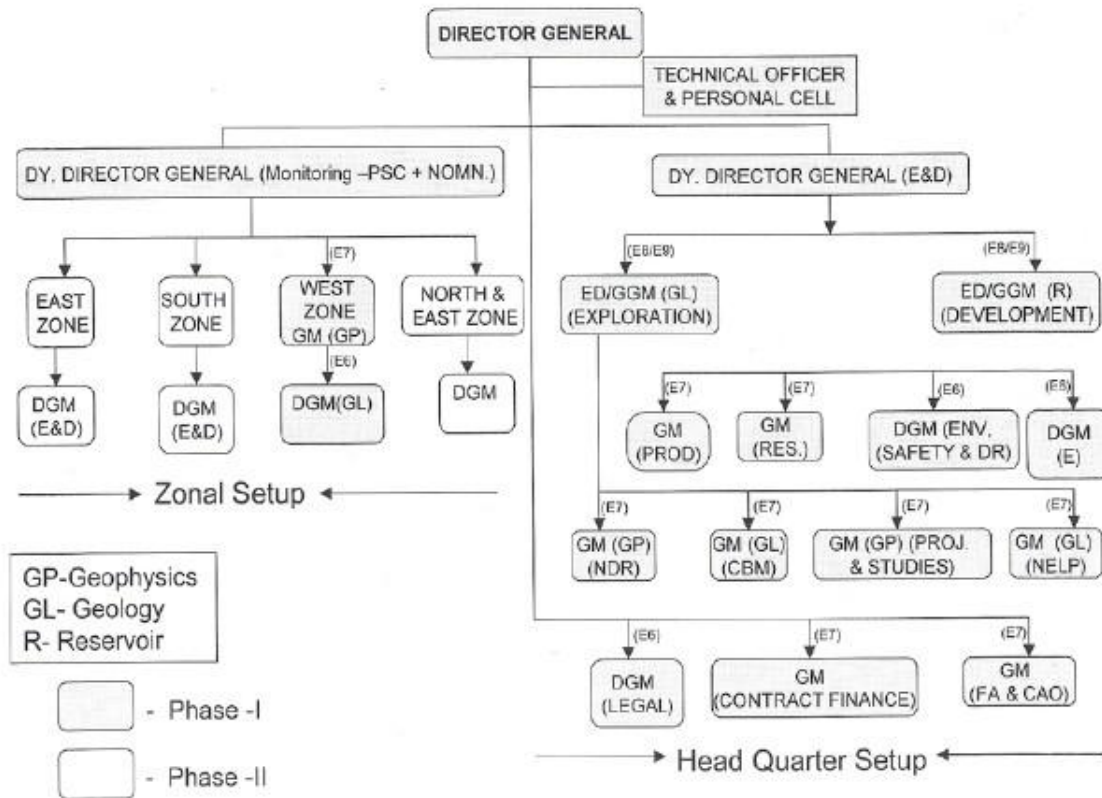
### **2.3 Functions of the DGH**

- 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 Licences 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) to advise Government on the laying down of safety norms and framing regulations on safety in oilfield operations, prescribe pollution control measures and assist in inspection and periodic safety audit;
- i) All other matters incidental thereto and such other functions as may be assigned by Government from time to time.

## 2.4 Organizational Chart

### Proposed DGH Organogram



## 2.5 Details of Services provided by DGH

To provide technical advice to the Ministry of Petroleum & 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;

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;

To reassess the hydrocarbons reserved discovered and estimated by the operating companies in discussion with them;

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

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

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;

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;

To advise Government on the laying down of safety norms and framing regulations on safety in oilfield operations, prescribe pollution control measures and assist in inspection and periodic safety audit;

All other matters incidental thereto and such other functions as may be assigned by Government from time to time.

**CHAPTER – 3 : FUNCTIONS AND RESPONSIBILITIES OF FUNCTIONAL GROUPS OF DGH**

S.NO.	GROUP/ ACTIVITY	FUNCTIONS AND RESPONSIBILITIES
1	NELP	<ul style="list-style-type: none"> <li>• Identification of areas in Indian sedimentary basins which can be opened for exploration and production :- Preparation of Basin Information Dockets Preparation of Data Packages for blocks on offer</li> <li>• Promotional activities for NELP Activities related to fixation of Marketing Consultant Interaction with E&amp;P Companies globally Arranging Data Rooms at different venues for NELP data viewing Arrangements for viewing of data on 'Web'</li> <li>• Co-ordination with G&amp;G Group and Processing Group to fulfil the requirement of data for E&amp;P companies – Sale of data (Regional). Respond to query about the data to E&amp;P companies.</li> <li>• Co-ordinate with Ministry right from the declaration of NELP to bid receiving.</li> <li>• Co-ordination in the process of bid evaluation :- Formation of teams Co-ordination with Ministry</li> <li>• Preparation of DGH Annual Activity Report</li> <li>• Preparation of PSC documents after the award of blocks</li> <li>• Suggesting areas for geological, geochemical and geophysical exploration in different parts of Indian sedimentary basins where hydrocarbon exploration are either poor or nil.</li> <li>• Any other assignment directed by Director General (DGH) from time to time.</li> </ul>
	LEGAL	<p><b>(1) Handling of litigations</b></p> <p>(a) Handling of Arbitration matters before Arbitral Tribunal</p> <p>(b) Handling of Court Cases before various Courts</p> <p><b>It may be further elaborated that the legal officer of DGH while handling Arbitration and Court matters, has to perform following type of jobs:</b></p> <ul style="list-style-type: none"> <li>• Recommendations for appointment of outside counsels</li> <li>• Preparation of parawise comments in close liaison with the concerned section on facts given by claimant or the petitioner as the case may be.</li> <li>• Legal scrutiny of parawise comments</li> <li>• Liaison with advocates for drafting of reply on behalf of GOI/DGH</li> <li>• Vetting of written statements / replies to be filed on behalf of GOI / DGH in Arbitration / Court matters</li> <li>• Instructions to Advocates for suitable steps in Arbitration and Court matters</li> <li>• Attending the hearings before Arbitral Tribunal or Court along with outside counsels and representative from the concerned departments</li> <li>• Payment of fees to Arbitrators and outside counsels</li> <li>• Liaison with Ministry to apprise the development in the concerned matter and to obtain necessary approvals from Ministry wherever required</li> </ul> <p>Legal scrutiny of Arbitration Award or Court judgment for advising further action i.e. whether the Govt. should accept the particular Arbitration Award or judgment or to file appeal challenging the said award or Court judgment</p>

		<p>before the Court of competent jurisdiction.</p> <p><b>(2) Advisory</b>  <b>While performing Advisory role briefly the following type of functions are involved:</b></p> <ul style="list-style-type: none"> <li>• Legal opinion on the issues referred to legal section in connection with various activities being undertaken by DGH</li> <li>• Vetting of Contracts and Memorandum of Understanding (MOU)</li>   <li>• Legal comments on behalf of DGH to MOP&amp;NG in connection with interpretation of Petroleum Laws &amp; relevant rules framed there under and on other issues which are being referred time to time by MOP&amp;NG to DGH</li> <li>• Drafting of correspondence with contractors in connection with various issues being raised by contractors under PSC's</li>   <li>• Legal vetting of Bank Guarantees, Amendments to PSC's etc.</li> </ul>
	<b>G&amp;G</b>	<p>Evaluation of geo scientific data related to G&amp;G activities of the PSC block/ fields/basin. Review of work programme and budget of the exploration block in terms of :</p> <ul style="list-style-type: none"> <li>i) Technology / parameters being used for 2D/3D seismic surveys (API) depending on the evaluation of basin based on the available data.</li> <li>i) Type of surveys and technology being used depending on the geology/ logistics of the area under operation.</li> </ul> <ul style="list-style-type: none"> <li>- Review of G&amp;G reports/ work being carried out by operators.</li> <li>- Review of exploratory locations.</li> <li>- Evaluation of appraisal /commercial / development plans of different fields.</li> <li>- Technical review of in-place hydrocarbons, estimated by contractor in commercial discovery areas/fields in association with other disciplines.</li> <li>- Integration and interpretation of newly acquired / relinquished block data and its assessment for identification of exploration blocks for NELP round and preparation of dockets.</li> <li>- Technical scouting and up gradation of knowledge to review the exploration programs such as AVO, amplitude mapping, rock properties study, PSDM/PSTM etc.</li> <li>- Evaluation of electro logs of wells drilled in exploratory blocks (suggestion of perforations/DST/MDT in the wells).</li> <li>- Technical information/ data support, in house and reply to MOPNG/ Parliamentary queries related to G&amp;G.</li> </ul>
	<b>Logging</b>	<p><b>Independent analysis of wells to be drilled in blocks under Exploration rounds, NELP rounds and Discovered fields</b></p> <ul style="list-style-type: none"> <li>- Quality control and analysis of well logs recorded in Pre-NELP, NELP Exploration Blocks and Discovered Fields to estimate Pay thickness and other Petrophysical parameters. Identify fluid contacts (OWC, GWC, GOC) to establish reservoir limit</li> <li>- Suggest the operators of Exploration Blocks to record necessary Modern High Efficiency logs to identify and evaluate subtle reservoir and help establish reservoir potential.</li> <li>- Examine proposals and reports submitted by operators of Exploration Blocks and discovered Fields which involves well log evaluation</li> <li>- Evaluate production logs, Pulsed neutron logs recorded in Discovered field and suggest for necessary action to improve the productivity of the field.</li> <li>- Provide necessary support to NELP Group to prepare Data packages</li> </ul>

	<p><b>Issuance of EC</b></p>	<p>Issuance of EC under the notification no. 21/2002-Customs dated 1 March 2002</p>
	<p><b>Drilling</b></p>	<p>To comment and approve all technical and financial matters related to the drilling activity and also the equipments services required for the job</p>
	<p><b>Reservoir</b></p>	<p>Reservoir Group is entrusted with the activities related to Reservoir Engineering and Management aspects of different blocks/fields awarded to various operators (Both NOCs and JVs) under the PSC regime and Nomination regime, for exploration and exploitation of oil and gas. Broadly, the function and responsibility of the group includes:</p> <ul style="list-style-type: none"> <li>• Evaluation of initial testing in a new strike/discovery of hydrocarbons.</li> <li>• Evaluation of Commerciality of new discovery from reservoir point of view.</li> <li>• Evaluation of initial development plans</li> <li>• Evaluation of proposal for additional development plan / mid course correction of producing oil and gas fields</li> <li>• Review of annual work programme of PSCs related to reservoir activities</li> <li>• Appraise/Advise Government on the adequacy of development plans, the exploitation rates proposed and matters relating thereto.</li> <li>• 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.</li> <li>• Monitoring the IOR/EOR schemes under implementation in major fields of ONGC.</li> <li>• Framing of long term production profiles of new NELP blocks for the purpose of bid evaluation</li>   <li>• Other miscellaneous activities like attending various technical and management committee meetings with the operators and the ministry, as DGH representative</li> </ul>
	<p><b>Field Monitoring</b></p>	<p>The Field Monitoring Group (FMG) is entrusted with responsibility of monitoring the activities of Small-size, Medium-size and discovered fields which are on production or likely to put on production.</p> <p>The broad functions and responsibility of this group is to oversee implementation of PSC for the fields which includes :</p> <ul style="list-style-type: none"> <li>– Assessment and approval of Annual Work Programs and Budget</li> <li>– Convene Management Committee Meetings</li> <li>– Examination of Bank and Performance Guarantees</li> <li>– Recommend Grant of Petroleum Mining Lease</li> <li>– Assessment and approval of Development Plan</li> </ul>

		<ul style="list-style-type: none"> <li>- Correspondence with MoPNG whenever required</li> <li>- Correspondence on recovery of Cost Petroleum in consultation with Contract Finance</li> <li>- Review of Work over plan</li> <li>- Certification of Essentiality Certificate</li> <li>- Review of proposal related to appointment of auditors, adoption of audited account</li> </ul>
	<b>PSC Monitoring (Exploration)</b>	<ul style="list-style-type: none"> <li>- Management Committee Meeting of Pre-NELP &amp; NELP blocks to ensure compliance of PSCs</li> <li>- Appraisal of Work Programme &amp; Budgets</li> <li>- Audited Accounts</li> <li>- Assignment of Participating Interest</li> <li>- Extension of Exploration Phase, Bank Guarantees etc.</li> <li>- Swapping of WP cases</li> </ul>
	<b>IT</b>	<ul style="list-style-type: none"> <li>- Maintain the availability of all IT and G&amp;G processing systems on 24x7 basis</li> <li>- Implementation of various IT and Knowledge Management Projects which DGH has embarked upon</li> </ul>
	<b>CBM</b>	<ul style="list-style-type: none"> <li>- Carving out of CBM blocks in different coalfields of the country in close interaction with Ministry of Coal (MOC)</li> <li>- Generation, collection compilation of CBM related data in regards so these blocks/ coalfields, through different scientific organization / coal companies</li> <li>- Preparation of Data Packages &amp; Information Dockets of these blocks</li> <li>- Offer of CBM blocks under International bidding</li> <li>- All promotional activities related to offer of blocks followed by bid evaluation and finally award of blocks</li> <li>- Monitoring of all CBM contracts awarded for exploration and production of CBM</li> <li>- Any other activity related to these CBM contracts</li> <li>- Reply to parliamentary queries</li> <li>- Any other activity as and when required</li> </ul>
	<b>P&amp;A</b>	<p>HR AND ADMINISTRATION DEPARTMENT takes care of both the administrative and employee related matters of the company.</p> <p>Major HR activities in which the department is involved includes Formulation of HR policies, Manpower planning, Recruitment &amp; Selection of employees, Selection/Deployment of contractual employees, Induction Training, Organizing various training programs, Tracking Transfers and Deputation, Maintenance of PD files, Performance Management system, HRIS database &amp; other related HR maintenance works</p> <p>Administrative activities include Office Management, Air Ticket &amp; Hotel Bookings, Management of pool car, VIP movement, Security, Processing of tour claims, Organizing social functions like conferences, meetings, seminars, etc</p> <p>PR activities like Liaison with Ministry, PSUs and private operators, media etc that plays a vital role in the company.</p>

	<b>Production</b>	<ul style="list-style-type: none"> <li>- Preparation of inputs material for Parliament Questions &amp; various Parliament Committees such as Standing Committee, Consultative Committee, COPU etc.</li> <li>- Preparation of Performance Budget</li> <li>- Preparation of report regarding work progress of DGH</li> <li>- Preparation of input material for Annual report of MOP&amp;NG</li> <li>- OIDB's Annual report relating to DGH</li> <li>- Providing Data to PPAC, GAIL, etc.</li> <li>- Metering validation in producing fields</li> <li>- Witness production testing at rigs</li> <li>- Technical verification of WP &amp; Budget of fields/blocks</li> <li>- Technical verification of workover, well completion, well stimulation, steering plans submitted by the operator.</li> <li>- Safety of Environment audits of fields/blocks operated by Pvt/JV's</li> <li>- Review of Development Plan of new discoveries &amp; redevelopment plan for oil fields.</li> <li>- Review of work programme and budget related to production operations</li> <li>-</li> </ul>
	<b>Contract Finance</b>	<ul style="list-style-type: none"> <li>- Monitoring Financial aspects of PSCs such as budget , Royalty and Profit Petroleum</li> <li>- Government Audit of PSCs</li> <li>- Association from NELP round</li> <li>- Financial advice on contract amendments</li> </ul>
	<b>Finance</b>	<ul style="list-style-type: none"> <li>- Overall incharge of Finance &amp; Accounts may be elaborated in relation to budgeting, Annual Accounts, operation of Bank A/c etc.</li> </ul>
	<b>Material</b>	<ul style="list-style-type: none"> <li>- Procurement of materials and arranging service contracts for various departments of DGH to ensure smooth and uninterrupted functioning of DGH</li> </ul>

## **CHAPTER – 4 : THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**[4(1)(b)(iii)]**

### **4.1 Advisory Council**

As per the GOI resolution dated 8 April 1993, the Governing Council is the legislative organ, which regulates the policies and administers the DGH. All powers, functions and responsibilities of the DGH vest in the Governing Council which oversees the functioning of DGH through its Director General.

### **4.2 Administrative Council**

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

- The GOI resolution dated 8 April 1993
- Notification of GOI, Ministry of Finance (Department of Revenue) No. Customs dated 1.3.2002 for issue of Essentiality Certificate
- Model and all PSCs signed under NELP rounds as well as pre-NELP rounds
- Bank Guarantees and Performance Guarantees for operators
- MOUs signed between DGH and various agencies viz. Alberta Research Council, Canada, Norwegian Petroleum Directorate, Norway and Energy Resources & Development of Department of Trade & Industries, U.K.

**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 :-

**9.1 Administrative Council**

The Chairman & members of the Administrative Council are eminent persons in the field of oil exploration and production and are appointed by the GOI. The Administrative Council is headed by Chairman of the council. Details of the Administrative Council, DGH is given below :

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

**9.2 Advisory Council (AC)**

The Chairman & members of the Advisory Council are eminent persons in the field of oil exploration and production and are appointed by the GOI. The Advisory Council is headed by Chairman with the following members. Details of the Advisory Council, DGH is given below :

- 1).Sh. P.Shankar, Chairman
- 2) DG - DGH, Member Secretary
- 2). Dr. I Desa, Member
- 3). Dr. B.B Bhattacharya, Member
- 4). Dr. I.B. Singh, Member

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

**CHAPTER – 9 : A DIRECTORY OF ITS OFFICERS AND EMPLOYEES [SECTION 4(1)(B)(IX)]**

To dial directly prefix 0120 ( STD Code ) 247 to the extension number

**CHAPTER – 10 : 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 – 11 : 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 ( U.P.) and the Institution is run by funds provided by OADB

However the audited accounts for the Financial Year 2004-05 is enclosed.

**CHAPTER – 12 : 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 – 13 : PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORISATION GRANTED BY DGH [SECTION 4(1)(b)(xiii)]**

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

**CHAPTER – 14 : 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 :

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

**CHAPTER – 16 : 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 – 17 : NAMES, DESIGNATIONS AND OTHER PARTICULARS OF  
THE PUBLIC INFORMATION OFFICERS [SECTION 4(1)(b)(xvi)]**

Appellate Authority in DGH

**Director General**

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 : 0120-2472000 Fax : 0120-2472049

Email : [dg@dghindia.org](mailto:dg@dghindia.org)

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

**Directorate General of Hydrocarbons, India (HQ)**

**Noida 201301**

S.No.	Name & Designation of PIO	Official Tel.	Residence no.	Mobile no	Email
1	M. V. Lall CG	0120-2472188	011-22632832	9818188837	mvlall@dghindia.org

S.No.	Name & Designation of APIO	Official Tel.	Residence no.	Mobile no	Email
1	A.K.Agarwal	0120-2472107	011-22628727	9868242314	aka@dghindia.org