

No.6/12/2016-OIDB

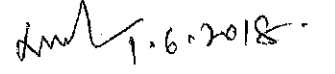
01<sup>st</sup> June, 2018

**ORDER**

It has been decided with the approval of the Competent Authority that:

- (i) All matters regarding to Equity, Loans and Grants would be submitted directly to DCF(RS) by Accounts Officer (MSC); and
- (ii) Manager (P&A) shall look after only P&A related matters.

2. This will come into force with immediate effect, till further orders.



(RAJESH SAINI)  
Deputy Chief Finance & AO

**Copy to:**

1. PS to Secretary, OIBD.
2. PS to FA&CAO, OIBD.
3. DCF&AO(GD).
4. Manager (P&A).
5. Accounts Officer (MSC).
6. Hindi Officer.
7. Guard file.

प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.  
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फोन : 91-11-23413540

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**OFFICE ORDER NO. 22/2017**

The Competent Authority has approved the allocation of work of Manager (Personnel & Administration) as per Annexure enclosed.

2. The work relating to Loans and Equity is allocated to Section Officer in addition to his existing duties.

3 This will come into force with immediate effect.

*Rajesh Saini*  
10/8/17

**(RAJESH SAINI)**  
**DEPUTY CHIEF F&A Officer**  
**Tel. No.0120-2594605**

File No.6/12/2016-OIDB

August 10, 2017

Copy to:

1. PS to Secretary.
2. PS to FA&CAO.
3. PS to DCF&AO(GD)/DCF&AO(RS).
4. Shri Rajeev Rana, Manager (P&A).
5. Sr. AO.
6. Hindi Officer.
7. AO(MS)/AO(RM)
8. Shri Ganesh Sah, Section Officer.
9. All employees.
10. Notice Board.
11. Office Order file.
12. Guard File.

*o/g*  
*Issued*  
*10/8/17*

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ज्ञत कार्यालय :-

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कृपया हिन्दी में पत्राचार करें।

ALLOCATION OF WORK

Manager (Personnel & Administration)

1. **All Personnel and Establishment matters** which inter-alia will include DPC and related matters, filling up of vacancies, all establishment matters, deputation, maintenance of service books, APARs, leave records, entitlements like medical advance/reimbursements, house building advance, car advance, LTC, Processing of pension cases, leave salary and pension contributions etc.
2. **Administrative matters** viz. purchase and procurement of stationery, office equipment like photocopier etc., management of outsourced staff except those which are covered under FMS.
3. Transport arrangements and management of OIDB vehicles.
4. All works relating to Results-Framework Development (RFD).
5. All matters relating to Annual Report of OIDB including printing and laying of the report in Parliament.
6. OIDB Rules and Regulations pertaining to service matters and matters related thereto.
7. Work relating to Energy Insurance.
8. Work relating to Hydrocarbon Sector Skill Council.
9. Work related to Make in India.
10. Work relating to Board meetings.
11. Work relating to Loans, grants and equity.
12. Work relating to Right to Information Act - PIO's duties.
13. Nodal Officer for Biometric Attendance System.
14. Work relating to vigilance matters/Court cases relating to administration, Public Grievances.
15. Work relating to OIDB's Newsletter.
16. Coordination of all Parliamentary matters.
17. Replies to relevant audit paras/parliament questions/parliamentary committee matters etc.
18. Any other item of work assigned from time to time.

*Handwritten signature and date: 10/08/2017*

**Office Order No.16/2017**

With the approval of the Competent Authority, the following work distribution/revision has been approved with immediate effect :

- i) Reallocation of the work of Shri Rajesh Mishra, Accounts Officer as per **Annexure** enclosed. He will report to Sr. Accounts Officer.
- ii) Accounts Officer (MS) will be the link officer for Accounts Officer (RM) and vice-a-versa.
- iii) Shri Jaswant Singh, UDC will look after the work relating to Dwarka Project in addition to his existing duties. For Dwarka project, he will report to DCF&AO(GD).

*Rajesh Saini*  
(Rajesh Saini)  
DCF&AO (RS)

File No.6/12/2016-OIDB

May 1, 2017

Copy to:

1. PS to Secretary
2. PS to FA&CAO
3. PS to DCF&AO (GD)
4. PA to DCF&AO (RS)
5. Sr. Accounts Officer
6. Hindi Officer
7. Shri M.S. Chauhan, Accounts Officer (MS)
8. Shri Rajesh Mishra, Accounts Officer (RM)
9. Shri Jaswant Singh, UDC
10. Office order file
11. Notice Board
12. Guard File

*मेरा दे दिया गया है परन्तु  
रिजिस्ट्री नहीं दी है।*  
*02/05/17*

*02/05/17*

*o/s*

प्रधान कार्यालय :-  
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कार्यालय आदेश सं.12/2016  
Office Order No.12/2016

सक्षम अधिकारी ने संलग्न अनुलग्नक के अनुसार दोनों उप मुख्य वित्त एवं लेखा अधिकारी (जी.डी.) तथा उप मुख्य वित्त एवं लेखा अधिकारी (आर.एस.) के कार्यों का निर्धारण अनुमोदित किया है। यह निर्देश, अगला आदेश जारी होने तक, तत्काल प्रभाव से लागू होंगे।

The Competent Authority has approved the allocation of work of both DCF&AO (GD) and DCF&AO (RS) as per Annexure enclosed. This will come into force with immediate effect, till further orders.

सचिव महोदय के अनुमोदन उपरांत जारी किया जाता है।  
This issues with the approval of Secretary, OI DB.

*(राजेश सैनी)*  
29/4/16

(राजेश सैनी)

उप मुख्य वित्त एवं लेखा अधिकारी

मिसिल सं.6/2/2016-तेजविबो

*अ. 5*

अप्रैल 29, 2016

प्रतिलिपि प्रेषित :

1. सचिव के निजी सचिव
2. वित्तीय सलाहकार के निजी सचिव
3. श्री गणेश डोभाल, उप मुख्य वित्त एवं लेखा अधिकारी (जी.डी.)
4. श्री राजेश कुमार सैनी, उप मुख्य वित्त एवं लेखा अधिकारी (आर.एस.)
5. वरिष्ठ लेखा अधिकारी
6. हिन्दी अधिकारी
7. लेखा अधिकारी (एम.एस.) / लेखा अधिकारी (आर.एम.) / अनुभाग अधिकारी
8. सभी कर्मचारी
9. सूचना पट्ट
10. कार्यालय आदेश मिसिल
11. गार्ड फाइल

**प्रधान कार्यालय :-**

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5

**ANNEXURE TO OFFICE ORDER NO.18/2015 DATED 03.07.2015**

**Sh. G.C. Doval, DCF&AO(GD)**

1. All Estate and related matters
2. Establishment and IT
3. All matters pertaining to Budget, Accounts, Audit and inspections.
4. All Trusts related matters..
5. All Tax Related matters
6. OIBD Cess and related issues
7. Coordination of final replies of audit paras.
8. Rajbhasha and related matters.
9. Investment committee and matters related thereto including deployment of funds.
10. EIL's Ministry Monitoring Cell
11. Replies to relevant Audit Paras/Parliament Questions/ Parliamentary Committees matters related to assigned work.
12. Legal / Arbitrations matters related to work assigned.
13. Any other items of work assigned from time to time.

**Sh. R.K. Saini, DCF&AO (RS)**

- 1) General Administration including transport.
- 2) Skill development and HSSC related matters
- 3) All matters relating to Loans and PAC
- 4) All matters relating to regular grantee institutions , RGIPT and ISPRL and equity related matters
- 5) All R&D Projects and matters related thereto.
- 6) Hydrogen Corpus Fund (HCF) and National Gas Hydrate Programme (NGHP) matters
- 7) OIB Board and related matters.
- 8) Annual Report, Outcome Budget, RFD and related matters.
- 9) Legal / Arbitrations matters related to work assigned.
- 10) Coordination of all Parliamentary matters
- 11) IIPE related matters.
- 12) Replies to relevant Audit Paras/Parliament Questions/ Parliamentary Committees matters etc. relating to the allocated subjects.
- 13) Any other items of work assigned from time to time.

*M. Saini*  
28/7/2016