


OFFICE ORDER No. 43/2021

With the approval of Competent Authority, the enclosed works distribution in OIBD will come into force with immediate effect, until further orders.

2. This issue with the approval of Secretary, OIBD.


(Sanjay Kashyap)
Manager (P&A)
14th October, 2021

Enclosure: As above

File No. 6/12/2016-OIBD

Copy to:-

1. PS to Secretary, OIBD
2. PS to FA & CAO, OIBD
3. PS to DCF(GD)/DCF(RS)
4. API concerned officers/staff
5. All Consultants, Outsourced, DEOs
6. Notice Board
7. Guard File

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001
फोन : 91-11-23413540

Main Office :-
OIBD Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540

ALLOCATION OF WORKS TO OIDB'S OFFICIALS

Dy. Chief Finance & Accounts Officer - Shri Ganesh Chander Doval


1. Estate related matters relating to all technical contracts of OIDB Bhawan i.e. HVAC, DG installation, Fire Safety, IBMS, Effluent Treatment Plant, Civil and Electrical work, Lift maintenance etc.
2. Estate related matters relating to Contracts on non-technical nature of OIDB Bhawan i.e. Horticulture Services, Security Services, Cafeteria Services and FMS.
3. Matter relating to OIDB Land at Dwarka and OIDB's registered office at WTC Building, New Delhi.
4. General administration and Establishment matters of OIDB including Transport arrangements.
5. Environment protection and related matters such as obtaining necessary clearances and permits.
6. Matters relating to Ministry Monitoring Cell, EIL.
7. Matters relating to IT including LAN and Internal Services and Internet Services etc.
8. All Trusts related matters related to OIDB employees'/pensioners' service matters.
9. Rajbhasha and related matters.
10. Work related to RTI-Appellate Authority
11. Parliamentary affairs, CAG observations, Court matters relating to assigned subject.
12. Any other matter assigned from time to time.

DCF&AO (GD) will report to FA&CAO

Dy. Chief Finance & Accounts Officer- Shri Raiesh Saini

1. Budget & Accounts, Investments and Tax matters of OIDB and other Trusts.
2. Matters related to loans including PAC and equity.
3. Matters related to regular grant, HCF, R&D & other grants.
4. OID Board and related matters.
5. Supervision & scrutiny of Annual Report materials.
6. Work related to National Pension Scheme-PAO duties
7. OIDB Cess and related issues.
8. HSSC, IIPE, BLL, Task Force on Underground Gas Storage, RGIPT.
9. CAG observations/paras, Court matters pertaining to Finance & Accounts wing.
10. IT, GST & entire taxation matters.
11. Any other matter assigned from time to time.

DCF&AO (RS) will report to FA&CAO


14.10.2021

Manager (Personnel & Administration)

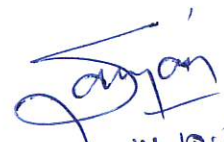
1. All Personnel and Establishment matters which inter-alia include DPC/DSC and related matters, filling up of vacancies and related matters like increments, deputation, service books, APARs, leave records, OIBD's employees entitlements, advances, pension cases, leave salary and pension contributions etc.
2. General administrative matters viz. procurements of office equipments like computer, laptop, FAX, photocopier etc., management of outsourced staff except those which are covered under Estate Wing.
3. Supervision of maintenance and upkeep of OIBD's website.
4. Supervision of Transport arrangements and management of OIBD Vehicles.
5. Printing of OIBD's Annual report and laying in Parliament.
6. Work relating to Ministry's Monitoring Cell (EIL).
7. Work relating to Right to Information Act – Nodal Officer duties.
8. Work relating to vigilance matters & Court cases pertaining to Administration Section.
9. Duties of Liaison / coordination officer and PublicRelation Officer for all purposes.
10. Providing all logistic support / arrangement during Audit / inspection of OIBD's accounts / works by CAG & other organizations.
11. Any other item of work assigned from time to time.

Manager (P&A) will report to DCF&AO (GD).

Manager (Estate)

1. All estate matters relating to OIBD Bhawan, Noida, construction of office building at Dwarka, New Delhi and OIBD office at WTC Building, Connaught Place, New Delhi, which inter-alia includes coordination with all organizations at the saidsites and with the OEMs.
2. Operation and maintenance of all facilities at OIBD Bhawan and related matters like floating of tender, execution of agreements with the contractors, examination of bills, inventory management , payment of electricity and other utility bills etc.
3. Safety and security of OIBD Bhawan and the matters related thereto.
4. Environment protection and related matters such as obtaining necessary clearances and permits from concerned authorities/ organisation.
5. Coordination with NOIDA Authority, DDA, and other authorities, government/municipal agencies.
6. Monitoring of all contracts like HVAC, Electrical, Fire Fighting system, IBMS system, Canteen, Horticulture, parking services etc.
7. Arbitration/court cases related to Estate Wing.
8. Parliamentary matters and references received from Ministries/Departments etc. on the allotted subject.
9. Any other work assigned from time to time.

Manager (Estate) will report to DCF&AO (GD).


14.10.24

Senior Accounts Officer

1. All matters relating to Loan & Grants.
2. Monitoring of data on loan, grants and equity released by OIBD.
3. Monitoring of all books of accounts of OIBD.
4. Monitoring of entire Tax matters, Audit paras and Court cases pertaining to Finance & Accounts Wing.
5. Finalization of Budget Estimates of OIBD and budgetary control.
6. Finalization of Annual Accounts of OIBD and funds/Trusts managed by OIBD.
7. Monitoring of investments/FDRs etc.
8. Monitoring of accounting of inventory/ depreciation policy/ physical verification/ insurance of assets etc.
9. Management of OIBD Employees Superannuation, Gratuity and Provident Fund Trusts.
10. Work relating to Cess under OIB Act.
11. Performing of duties of DDO in case of absence of Accounts Officer.
12. Monitoring of register of valuables (Bank Guarantees and monitoring of their validity and their renewals).
13. Settlement of C&AG's observations/reports.
14. Any other items of work assigned from time to time.

Sr. A.O. will report to DCF&AO (RS).

Hindi Officer

1. All matters related to Official Language.
2. Hindi translation works in OIBD including Annual Reports.
3. Work related to Hindi Magazine.
4. Work relating to OIBD's Newsletter.
5. Maintenance & updation of Hindi software in OIBD computers.
6. Updation of OIBD's Website (Hindi Version).
7. Supervision of Library & purchase of books, periodicals and newspapers.
8. Any other items of work assigned from time to time.

Hindi Officer will report to DCF&AO (GD).

Jayson
14.10.2021

Accounts Officer – Shri Rajesh Mishra


1. Maintenance of cash book/ledger and operation of entries on Tally.
2. Preparation of Annual Accounts & Budget Estimates and OADB's Annual Reports.
3. Maintenance of registers of valuable (Bank guarantees and monitoring of their validity and their renewals) and Asset Register.
4. Preparation of inflow/outflow of funds statement and assistance to Sr. Accounts Officer in deployment/investment of funds.
5. All matters relating to taxes viz. Income Tax, GST, WCT etc., coordination with concerned authorities therefor and coordination with internal auditors of OADB.
6. Settlement of C&AG's observations/paras/reports.
7. Settlement of all court cases, Income Tax, GST etc. cases.
8. Maintenance of Accounts of Hydrogen Corpus Fund and all Trusts of OADB, etc.
9. Performing of duties of DDO.
10. Pay Bill & Pension Registers, Preparation of Pay Bills.
11. Maintenance & reconciliation of OADB Bank Accounts.
12. Any other item of work assigned from time to time.

Accounts Officer (RM) will report to Sr. Accounts Officer

Section Officer – Shri Ganesh Sah

1. All work related to grants-in-aid to all regular grantee institutions of OADB, utilization certificate, annual accounts, audit of grantee institutions and related correspondence.
2. All work related to loan to all Oil PSUs, calculations of Interest on loans/ Utilization Certificates/ Monitoring repayments/ Project Appraisal Cell/ Interest rate committee etc.
3. Coordination of all matters relating to Committees on Upstream and Downstream sectors, drafting of agenda notes and minutes, follow up actions.
4. Compilation of material received from grantee organizations, Oil PSUs relating to Annual Report.
5. Maintenance of various registers / assets records related to grant-in-aid & loan given by OADB.
6. All works relating to Hydrogen Corpus Fund, National Gas Hydrate Programme and ISPRL.
7. Any other items of work assigned from time to time.

Section Officer (GS) will report to Sr. Accounts Officer


14.10.2021

Section Officer – Shri Narian Kumar Lengay


1. All Personnel and Establishment matters which inter-alia include recruitments, framing RRs, maintaining service books, APARs, leave records, OIDB's employees entitlements, advances and pension cases, leave salary and pension contributions etc.
2. All general administrative matters.
3. Maintenance and upkeep of OIDB's website,
4. All Information Technology related matters.
5. Duties of GeM Buyer.
6. All matter relating to Ministries/VIP/references & Parliament questions etc.
7. Printing of OIDB's Annual report and laying in Parliament.
8. Work relating to Ministry's Monitoring Cell (EIL).
9. Work relating to Right to Information Act – PIO duties.
10. Work relating to vigilance matters/Court cases pertaining to Administration Section.
11. Assist Manager (P&A) in Liaison/ coordination with various Ministries/Departments/C&AG Audit Party etc. & providing logistic support.
12. Any other item of work assigned from time to time.

Section Officer – Shri Narian Lengay will report to Manager (P&A)

Accountant - Shri Manish Verma

1. Preparation of vouchers.
2. Maintenance of cash book/ledger and operation of entries on Tally.
3. Maintenance of registers of valuable (Bank guarantees and monitoring of their validity and their renewals) and Asset Register.
4. Preparation of inflow/outflow of funds statement
5. Preparation Budget Estimates.
6. Deployment/investment of funds & FDRs.
7. Coordination with concerned authorities & Banks for deployment of fund etc.
8. Coordination with internal auditors of OIDB.
9. Maintenance of Pay Bill & Pension Registers, Preparation of Pay Bills.
10. Maintenance & reconciliation of OIDB Bank Accounts.
11. Follow up on Income Tax, GST, other Tax Matters.
12. Any other item of work assigned from time to time.

He will report to Accounts Officer


14.10.2021

Assistant - Shri Rakesh Sharma

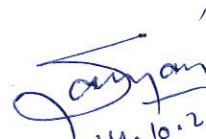
1. To process all estate matters relating to OIBD Bhawan, Noida, construction of office building at Dwarka, New Delhi and OIBD office at WTC Building, Connaught Place, New Delhi.
2. To process all bills for operation and maintenance of all facilities at OIBD Bhawan.
3. Assist senior officers for floating of tender, execution of agreements with the contractors.
4. Inventory management,
5. Payment of electricity and other statutory obligation/payments.
6. Obtaining of various NOCs etc. from concerned authorities/ organisations for OIBD Bhawan.
7. Any other work assigned from time to time.

Assistant-Shri Rakesh Sharma will report to Manager (Estate)

Assistant-Shri Jaswant Singh

1. Personnel and Establishment matters.
2. Proposals relating to all types of leave, annual increments, all types of advances and maintenance of relevant registers, TA/LTC, Pension cases etc.
3. General administrative matters.
4. Transport arrangements and management of OIBD Vehicles.
5. Maintenance of APAR/Property Return of OIBD officers & employees.
6. Proposal for procurement of various items, equipments etc for office.
7. Matters relating to engagement of outsourced staff etc.
8. Arrangement of tea, coffee, water etc. for day to day functioning of OIBD office.
9. Ministry's Monitoring Cell (EIL).
10. Assist senior officers for coordination with various Ministries/Departments/C&AG Audit Party, providing all logistic support/arrangement in this regard.
11. Any other item of work assigned from time to time.

Assistant-Shri Jaswant Singh will report to Section Officer (NK)


14.10.2021

Work allocation to Stenographers

Smt. Vandana Verma, Steno Grade 'B'

1. Matters related to Estate Division assigned to her from time to time by Manager (Estate)/DCF&AO(GD)
2. Secretarial assistance to DCF&AO(GD) & DCF&AO(RS)
3. Any other item of work assigned from time to time

She will report to Manager (Estate) for works mentioned at Sl. No. 1 above and both DCF&AOs for secretarial assistance.

Shri V.K. Saxena, Steno Grade 'B'


1. All matters related to appointment of OIBD Board members.
2. Preparation of presentation for OIBD Board meetings.
3. Booking of air tickets for officials tours
3. Secretarial assistance to Secretary, OIBD
4. Any other item of work assigned from time to time.
5. Processing of Medical claims of employees & pensioners of OIBD. DEO/Consultant doing this job will route through him.

He will report to DCF&AO (RS) for the works mentioned at Sl. No. 1 & 2 above and to Secretary, OIBD for secretarial assistance. For works mentioned at Sr. No.5 above, report to Manager(P&A).

Smt. Dimple Verma, Steno Grade 'B'

1. Matters relating to all Trusts for OIBD employees/ pensioners.
2. OIBD Cess and Royalty matters.
3. Secretarial assistance to FA&CAO.
4. Any other item of work assigned from time to time.

She will report to Sr. A.O. for the works mentioned at Sl. No. 1 & 2 above, to Manager (P&A) and to FA&CAO for Sl. No.3.


14.12.2021

Consultants

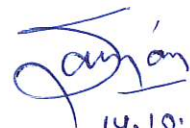
1. Shri Himansu Bansal Consultant (F&A) will report to Finance & Accounts Wing.
2. Shri Peeyush Bansal, Consultant (F&A) will report to Finance & Accounts Wing.
3. Shri R. Kaul, Consultant (Legal) will provide legal advice on all the matters of OADB as and when sought.
4. Ms. Surabhi Sharma, Consultant (A&E) will report to Administration Wing.
5. Shri Raziq, Consultant (Information Technology) will report to Administration Wing.

Note: Besides above, all the Consultants shall be required to do any work assigned to them by other Wing/ Division of OADB whenever required.

Outsourced DEO

1. One outsourced DEO will report to Accountant.
2. One outsourced, DEO will report to Section Officer (GS).
3. One outsourced, DEO will report to Shri Rakesh Sharma, Assistant (Estate).
4. Two outsourced DEOs will report to Shri Jaswant Singh, Assistant (Administration Wing).
5. Outsourced DEO (Information Technology) will report to Consultant (Information Technology) & Section Officer (Admn Section).
6. One outsourced DEO will report to Hindi Officer.

Note: Besides above, all the outsourced DEO shall be required to do any work assigned to them by Administration Division wherever required.


14.10.2021