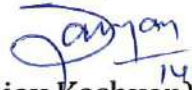


OFFICE ORDER No. 43/2021

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, IPE, 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)

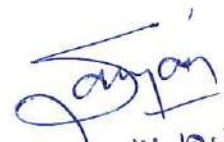
1. All Personnel and Establishment matters which inter-alia include DPC/DSC and related matters, filling up of vacancies and related matters like increments, deputation, service books, APARs, leave records, OIBD's employees entitlements, advances, pension cases, leave salary and pension contributions 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).

Jayant
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'

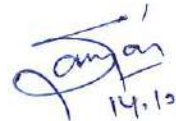
1. All matters related to appointment of OIBD Board members.
2. Preparation of presentation for OIBD Board meetings.
3. Booking of air tickets for officials tours
3. Secretarial assistance to Secretary, OIBD
4. Any other item of work assigned from time to time.
5. Processing of Medical claims of employees & 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

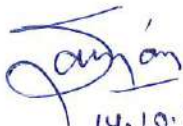
1. Shri Himansu Bansal Consultant (F&A) will report to Finance & Accounts Wing.
2. Shri Peeyush Bansal, Consultant (F&A) will report to Finance & Accounts Wing.
3. Shri R. Kaul, Consultant (Legal) will provide legal advice on all the matters of OADB as and when sought.
4. Ms. Surabhi Sharma, Consultant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



E-file No. AD-14/10/2022-ADM

May 18, 2023

OFFICE ORDER NO. 6/2023

In addition to the existing duties assigned to him, Shri Manish Verma, Accountant is also assigned the duties of GeM paying authority. This order will come into force with immediate effect.

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

OK

(Sanjay Kashyap)
Manager (P&A)

To
Shri Manish Verma, Accountant.

19/5/23

Copy to:

- (i) PS to Secretary, OIDB
- (ii) PS to DCF&AO (RS)
- (iii) Sr. Accounts Officer
- (iv) Hindi Officer.
- (v) Accounts Officer (RM)
- (vi) Personal File/Service book of Shri Manish Verma, Accountant.
- (vii) Office order File/Notice Board.

19/05/2023

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**Attachment (P.1/2) of Office Order No.9/2024 dated: 07th May 2024
[File No.AD-14/2/2022-IT]**

Mr. Manish Verma, Accountant

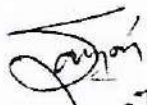
1. Preparation of vouchers, maintenance of cash book/ledger and entries on Tally and based thereon preparation of Annual Accounts of OIDB and all other Trusts.
2. Maintenance of registers of valuable (Book guarantees and monitoring of their validity and their renewals) and Asset Register.
3. Preparation of inflow/outflow of funds statements and work related to deployment/investment of funds.
4. Work relating to vetting of quarterly/half yearly calculation of interests on loans and FDRs.
5. All matters relating to taxes i.e. preparation & certification etc viz. Income Tax, TDS, GST etc. and coordination with concerned authorities.
6. All work relating to internal auditors of OIDB and processing of their bills.
7. Settlements of C&AG's observations/reports.
8. Preparation of Budget Estimates.
9. Preparation of Pay Bill & Pension Registers.
10. Maintenance/Certification of Pay Bill & Pension Registers and submission of the same to DDO for disbursements.
11. Maintenance & reconciliation of OIDB Bank Accounts, 26AS etc.
12. Work related to preparation of e-Invoicing.
13. Any other item of work assigned from time to time by the DCF&AO and/or by FA&CAO.

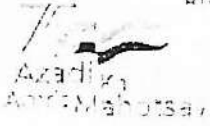
Sh. Manish Verma, Accountant will report to Accounts Officers (RM) for all matters except Annual Accounts of all Trusts of OIDB for which he will report to Accounts Officer (GS)

Shri Rajesh Mishra, Accounts Officer (RM)

1. Supervision of cash book/ledger and operation of entries on Tally.
2. Finalisation of Annual Accounts of OIDB & Budget Estimates.
3. Preparation of inflow/outflow of funds statement for deployment of funds.
4. Investment of surplus funds.
5. All matters relating to taxes viz. Income Tax, GST, etc., coordination with concerned authorities and coordination with internal auditor / Tax Consultant of OIDB.
6. Reply/Settlement of C&AG's observations/paras/reports.
7. Settlement of all court cases, Income Tax, GST etc. pertaining to Finance & Accounts Division.
8. Performing the duties of DDO.
10. Supervision of Pay Bill & Pension Registers.
11. Maintenance & reconciliation of OIDB Bank Accounts.
12. Any other item of work assigned from time to time.

Sh. Rajesh Mishra, Accounts Officer will report to Sr. Accounts Officer.


07.5.24



No.14/3/2015-OIDB
IT/1/2023-EST/E-1688

Dated: 01st September 2023

Office Order No.13/2023

I am directed to convey the approval of the Competent Authority for additional assignment of the user accounts of E-Procurement and E-Publishing on CPP Portal to the following officers of the OIDB when the existing users will be on tour/leave, etc.

(A) For E-procurement on CPP Portal

Sl. No.	Account name	Existing Users	Additional Users
(1)	(2)	(3)	(4)
(i)	Nodal Officer	Shri Sanjay Kashyap	---
(ii)	PO/Tender Admin/creators	Sh. Ganesh Sah, Section Officer	Sh. V.K. Saxena, PS
(iii)	PO/Tender Opener	(i) Sh. M.S. Chauhan, Sr. A.O. (ii) Sh. Rajesh Mishra, A.O. (iii) Sh. Ganesh Sah, S.O. (iv) Sh. Manish Verma, Accountant	---
(iv)	PO/Tender Evaluator	Sh. Rajesh Mishra, A.O.	Sh. V.K. Saxena, PS
(v)	PO/Tender Publisher	Sh. Rajesh Mishra, A.O.	Sh. Manish Verma, Accountant
<u>(B) E-publishing on CPP Portal</u>			
(i)	Nodal Officer	Sh. Rajesh Kr. Saini, DCF&AO	---
(ii)	PO/Tender Admin/creators	Sh. Ganesh Sah, Section Officer	Sh. V.K. Saxena, PS
(iii)	PO/Tender Publisher	Sh. Rajesh Mishra, A.O.	Sh. Manish Verma, Accountant

2. The above mentioned additional users/officers are requested to provide filled up prescribed form (enclosed) for user role assigned to them.

Encl. : As above.


(Sanjay Kashyap)
Manager (P&A)

To: The above mentioned officials

Copy for information

- (i) PS to Secretary, OIDB
- (ii) All Section & Staff of OIDB
- (iii) Office Order File/Guard File/Notice Board

प्रधान कार्यालय :-
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कृपया हिन्दी में पत्राचार करें।



कार्यालय आदेश संख्या 12 /2023

प्रबंधक (पी एंड ए)/ लिंक अधिकारी - प्रबंधक (एस्टेट), की अनुपस्थिति में, प्रबंधक (पी एंड ए) और प्रबंधक (एस्टेट) का काम अगले आदेश तक, वरिष्ठ लेखा अधिकारी द्वारा संभाला जाएगा, जोकि दोनों अधिकारियों के समकक्ष अधिकारी हैं।

2. यह आदेश सचिव, ओआईडीबी के अनुमोदन से जारी किया गया है।

21/09/23
01.09.23
(संजय कश्यप)
प्रबंधक (पी एंड ए)/

उप.मु.वि.एवं ले.अधिकारी (अतिरिक्त प्रभार)

फाइल संख्या ई.एस.टी.-11/1/2021-आई.टी.
दिनांक 01 सितम्बर 2023

प्रतिलिपि प्रेषित:-

1. सचिव, ओआईडीबी के निजी सचिव।
2. उप.मु.वि.एवं ले.अधिकारी (आर.एस.)।
3. वरिष्ठ लेखा अधिकारी।
4. हिन्दी अधिकारी।
5. कार्यालय आदेश फाइल/गार्ड फाइल/नोटिस बोर्ड।

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01, वर्ल्ड ट्रेड सेंटर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001
फोन : 91-11-23413540

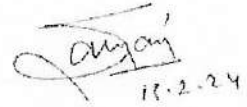
Main Office :-
OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

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

OFFICE ORDER No. 3/2024

With the approval of Competent Authority, the enclosed revised works distribution in respect of Sh. Ganesh Sah, Accounts Officer and Sh. Rajesh Mishra, Accounts Officer, will come into force with immediate effect, until further orders. Both the officers will be the link officer of each other, except the duties of DDO (Sl. No. 9 of Sh. Ganesh Sah, A.O.).

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



(Sanjay Kashyap)
Manager (P&A)
13th February 2024

O/C

Enclosure: As above.

File No. AD-14/2/2022-IT

Copy to:-

1. PS to Secretary, OIBD. *Vandana*
2. PS to FA & CAO, OIBD. *Antel*
3. DCF&AO(RS) *Vandana*
4. Sr. Accounts Officer. *ML*
5. Shri Rajesh Mishra, Accounts Officer. *ML*
6. Shri Ganesh Sah Accounts Officer. *13/2*
7. All officials of OIBD. *Vandana*
8. Notice Board. *ML*
9. Guard File *ML*

जारी किया
Manoj Kumar
13.02.2024

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

पंजीकृत कार्यालय :-
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Registered Office :-
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Phone : 91-11-23413540

कृपया हिन्दी में पत्राचार करें।

Shri Ganesh Sah, Accounts Officer (GS)


1. Maintenance of cash book/ledger and operation of entries on Tally.
2. Preparation of Annual Accounts & Budget Estimates and OIBD'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, etc., coordination with concerned authorities therefore and coordination with internal auditors of OIBD.
6. Reply/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 OIBD, etc.
9. Performing the duties of DDO (Link Officer for DDO will be Shri Meharban Singh Chauhan, Sr. A.O).
10. Pay Bill & Pension Registers, Preparation of Pay Bills.
11. Maintenance & reconciliation of OIBD Bank Accounts.
12. Any other item of work assigned from time to time.

Sh. Ganesh Sah will report to Sr. Accounts Officer.

Shri Rajesh Mishra, Accounts Officer (RM)

1. All work related to grants-in-aid to all regular grantee institutions of OIBD, 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/ 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 OIBD.
6. All works relating to Hydrogen Corpus Fund, National Gas Hydrate Programme and ISPRL.
7. Reply/settlement of CAG Para/observations/ reports, court cases etc. pertaining to above matters.
8. Any other items of work assigned from time to time.

Sh. Rajesh Mishra will report to Sr. Accounts Officer.



13.2.24



OFFICE ORDER No. 4/2024

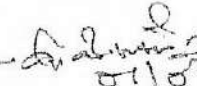
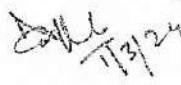
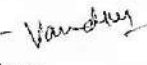


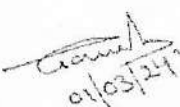
It is hereby conveyed that OIBD's Office Order No.3/2024 dated 13.2.2024 will come to effect from 01st April 2024.

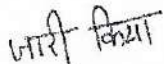
2. This issues with the approval of the Secretary, OIBD.


(Sanjay Kashyap)
Manager (P&A)
28th February 2024

File No. AD-14/2/2022-IT

Copy to:-

- (i) PS to Secretary, OIBD →  01/03/2024
- (ii) PS to FA & CAO, OIBD →  11/3/24
- (iii) DCF&AO(RS) —  Vandevar
- (iv) Sr. Accounts Officer  01/03/2024
- (v) Sh. Rajesh Mishra, Accounts Officer  01/03/24
- (vi) Sh. Ganesh Sah, Accounts Officer  01/03/24
- (vii) All officials of OIBD
- (viii) Notice Board
- (ix) Guard File


Manoj Kumar
29.2.2024

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
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फोन : 91-11-23413540

Main Office :-
OIBD Bhawan, 'C' Block, 3rd Floor
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Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
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Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540


Attachment (P.2/2) of Office Order No.9/2024 dated: 07th May 2024
[File No.AD-14/2/2022-IT]

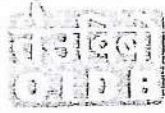
Shri Ganesh Sah, Accounts Officer (GS)

1. All work related to grants-in-aid, utilization certificates, audit of grantee institutions and related correspondence.
2. All work related to loans, calculations of Interest on loans/ Utilization Certificates/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 OIDB
6. All works relating to Hydrogen Corpus Fund, National Gas Hydrate Programme and ISPRL, SFPL.
7. Maintenance of Accounts of Hydrogen Corpus Fund and all Trusts of OIDB viz. OIDB Superannuation Scheme, OIDB Employees Group Gratuity Scheme, OIDB Staff Provident Fund Account, etc.
8. Reply/settlement of CAG Para/observations/reports, court cases etc. pertaining to Loan & Grants Section.
9. Any other items of work assigned from time to time.

Sh. Ganesh Sah, Accounts Officer will report to Sr. Accounts Officer.

Accounts Officer (RM) will be the Link Officer of Accounts Officer (GS) and vice versa for all work including DDO's duties.


27.5.24



No. AD-14/10/2022-ADM

March 13, 2023

OFFICE ORDER No. 3/2023

In addition to the existing duties assigned to them, the following officers are assigned the duties of Government e-Marketplace (GeM) Buyer in respect of the work mentioned against their name, till further orders:

Sl. No.	Name of the Officer	Work assigned
(i).	Ms. Vandana Varma, Stenographer Grade-B/PS*	GeM Buyer for procurement of all goods/ services pertaining to Estate & IT Division.
(ii).	Sh. Rajesh Mishra, Accounts Officer	GeM Buyer for procurement of all goods/ services pertaining to Finance & Accounts Division.
(iii).	Sh. Jaswant Singh, Assistant**	GeM Buyer for procurement of all goods/ services pertaining to Administration Division.



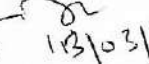
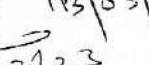
*&**Till the date of appointment of a Section Officer of the respective Division.

2. For the above work, IT Section of OIDB will assist the above-mentioned officers. This Office Order is in supersession of Office Order No.16/2022 dated 15 December 2022 and will be effective from the date of creation of login and password in the name of the respective officers mentioned-above, on GeM portal.

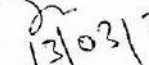



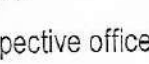
3. This issue with the approval of Secretary, OIDB.


(Sanjay Kashyap)
Manager (P&A)

Copy to:

- ~~Vandana~~ (i) Ms. Vandana Varma, Steno Grade-B. 
(ii) Sh. Rajesh Mishra, Accounts Officer 
(iii) Sh. V.K. Saxena, Steno Grade-B. 
(iv) Sh. Jaswant Singh, Assistant 
13/03/2023

Copy for information:

- (i) PS to Secretary, OIDB 
(ii) PS to DCF&AO (RS) 
(iii) Sr. Accounts Officer 
(iv) IT Section 
(v) Personal File/Service book of the respective officers 
(vi) Hindi Officer.
(vi) Office Order/Guard File

जारी किया
Mansu Kumar
13.03.2023

OFFICE ORDER NO. 16/2022

In partial modification of Office Order No.15/2022 dated 13.12.2022, GeM and e-procurement related works has been allocated to Shri V.K. Saxena, Steno Grade-B, till the regular incumbent joins or till further orders whichever is earlier. For the above work, Shri V.K. Saxena, Steno Grade-B will report to Manager (P&A).

2. This order comes in into force with immediate effect.

(Sanjay Kashyap)
Manager (P&A)/

Additional charge of DCF&AO (Admin)

Copy to:

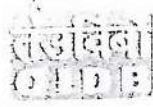
1. PS to Secretary, OIBD
2. Shri Rajesh Kumar Saini, DCF&AO
3. Shri M.S. Chauhan, Sr. Accounts Officer
4. Ms. Vandana Varma, Steno Grade-B.
5. Shri V.K. Saxena, Steno Grade-B.
6. Personal File/Service book of the respective officer.
7. Hindi Officer.
8. Office Order/Guard File/Notice Board

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

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

Main Office :-
OIBD Bhawan, 'C' Block, 3rd Floor
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Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
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Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540



13th December, 2022

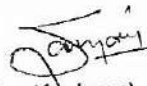
No. AD-14012/3/2022-ADM

OFFICE ORDER NO. 15/2022






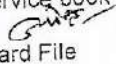
In partial modification of Office Order No.43/2021 dated 14.10.2021 & 10/2022 dated 12.09.2022, the following works has been allocated to the Officers named below, till the regular incumbents joins or till further orders whichever is earlier. This order comes in into force with immediate effect:

i).	Ms. Vandana Varma, PS	<ul style="list-style-type: none">> Estate related matters such as CAMC, AMC, day to day maintenance of Electrical, HVAC, Fire Fighting, STP, DG Sets, Lift, UPS & rectification of day to day issues of OIBD Bhawan etc.> IT related matters viz. Website Management etc.> GeM related works.> Duties as CPIO, OIBD.> Duties as PS to DCF&AOs
ii).	Mr. V.K. Saxena, PS	<ul style="list-style-type: none">> Duties as PS to Secretary, OIBD.> GeM and E-procurement related works till the login & password is renewed/ created in respect of Ms Vandana Varma, PS.
iii).	Ms. Dimple Verma, PS	<ul style="list-style-type: none">> OIBD Gess.> CP Gram/Public Grievances> Gratuity and Superannuation Trusts.> Duties as PS to FA&CAO/Manager (P&A).> Estate related matters such as Security, FMS [manpower services], Cafeteria, Horticulture etc.> Timely submission of Electricity bill of OIBD Bhawan and ground rent of DDA land at Dwaraka.> Statutory compliance of OIBD Bhawan such as NOC for Fire Fighting system, Explosive licence, Lift, Electrical operation certificates etc.

2. For the above works, these Officers will report to Manager (P&A)/link officer of Manager (Estate). Ms. Surbhi, Consultant (A&E), Ms. Esha Khanaka, Ms. Chandana Singh and Shri Rajan Chauhan, DEO will assist to Ms. Vandana Varma and Shri M.P. Singh & Shri Manoj, DEO will assist to Ms. Dimple Verma for the above assigned works.


(Sanjay Kashyap)
Manager (P&A)/additional charge of
DCF&AO (Admin)

Copy to:

1. PS to Secretary, OIBD
2. Shri Rajesh Kumar Saini, DCF&AO → 
3. Shri M.S. Chauhan, Sr. Accounts Officer → 
4. Ms. Vandana Varma, Steno Grade-B. → 
5. Shri V.K. Saxena, Steno Grade-B. → 
6. Ms. Dimple Verma, Steno Grade-B. → 
7. Personal File/Service book of the respective officers.
8. Hindi Officer. → 
9. Office Order/Guard File

o/c

Main Office :-
OIBD Bhawan, 'C' Block, 3rd Floor
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फोन : 91-11-23413540

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



12th September, 2022

Azadi No. 6/12/2016-OIDB
Amrit Mahotsav

OFFICER ORDER NO. 10/2022

In partial modification of Office Order No.43/2021 dated 14.10.2021, the following additional work has been allocated to the Officers named below, till the regular incumbents joins or till further orders. This order will come into force with immediate effect.

i).	Ms. Vandana Varma, Steno Grade-B	IT related matters viz. Website Management etc., CPIO and the work related to processing of medical claims of employees/pensioners in addition to her duties as PS.
ii).	Mr. V.K. Saxena, Steno Grade-B	Estate matters, GeM and E-procurement related works in addition to his existing duties as PS.
iii).	Ms. Dimple Verma, Steno Grade-B	CP Gram/Public Grievances in addition to her existing works and duties as PS.

2. For the above-mentioned work, these officers will report to Manager (P&A). The respective Consultants and DEOs will assist to above officers.

3. This issues with the approval of Secretary, OIDB.

(Sanjay Kashyap)
Manager (P&A)

To

- i) PS to Secretary, OIDB.
- ii) PS to DCF&AO (GD)
- iii) PS to DCF&AO (RS).
- iv) Smt. Vandana Varma, Steno Grade-B.
- v) Shri V.K. Saxena, Steno Grade-B.
- vi) Smt. Dimple Verma, Steno Grade-B.
- vii) Hindi Officer.
- viii) Office Order File/Guard File/Notice Board.

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-2341354



OFFICE ORDER NO. 45/2021

Subject: Nomination of Appellate Authority, Nodal Officer and Public Information officer under RTI Act,2005.

In pursuance of OIDB Office Order No.43/2021 [File No.6/12/2016-OIDB] dated 14.10.2021 issued with the approval of the competent authority in OIDB, I am directed to say that the following officers have been nominated as Appellate Authority, Nodal Officer and Public Information Officer under Right to Information Act,2005

- (i) Sh. G.C Doval, DCF&AO - Appellate Authority
- (ii) Sh. Sanjay Kashyap, Manager (P&A)- Nodal Officer; and
- (iii) Sh. Narian Kumar Lengay, Section Officer - Public Information Officer.

Narian
17/Nov/2021
(Narian Kumar Lengay)
Section Officer
Phone : 0120-2594567

File No.6/12/2016-OIDB

17th November,2021

Copy for information to :-

1. PS to Secretary, OIDB
2. PS to FA & CAO, OIDB
3. PS to DCF&AO(GD) DCF&AO(RS), OIDB
4. Under Secretary (RTI), M/o P&NG, New Delhi.
5. Notice Board/Guard File/OIDB Website.



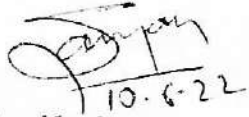
No. 6/12/2016-OIDB

10th June, 2022^e
2012

OFFICER ORDER NO. 3/2022

In partial modification of Office Order No. 43/2021 dated 14.10.2021, the work allocation of Mr. Manish Verma, Accountant has been revised and is enclosed. This order will come into force with immediate effect, till further order.

2. This issues with the approval of Secretary, OIDB.


(Sanjay Kashyap)
Manager (P&A)

To

- i) PS to Secretary, OIDB.
- ii) PS to FA&CAO, OIDB.
- iii) PS to DCF&AO (GD) & DCF&AO (RS).
- iv) ✓ Shri Manish Verma, Accountant
- v) Personal file of the Officer.
- vi) Hindi Officer.
- vii) Office Order File/Guard File/Notice Board.

Emailed on
10.6.2022
Narayan

Mr. Manish Verma, Accountant (Revised work allocation)

1. Preparation of vouchers, maintenance of cash book/ledger and entries on Tally and based thereon preparation of Annual Accounts of OIDB and all other Trusts.
2. Maintenance of registers of valuable (Book guarantees and monitoring of their validity and their renewals) and Asset Register.
3. Preparation of inflow/outflow of funds statements and work related to deployment/investment of funds.
4. Work relating to vetting of quarterly/half yearly calculation of interests on loans and FDRs.
5. All matters relating to taxes i.e. preparation & certification etc viz. Income Tax, TDS, GST etc. and coordination with concerned authorities.
6. All work relating to internal auditors of OIDB and processing of their bills.
7. Preparation/compilation of replies to the C&AG's observations/paras.
8. Preparation/compilation of Budget Estimates.
9. Maintenance/Certification of Pay Bill & Pension Registers and submission of the same to DDO for disbursements.
10. Maintenance & reconciliation of OIDB Bank Accounts, 26AS etc.
11. Work related to preparation of e-Invoicing.
12. Any other item of work assigned from time to time by the DCF&AO and/or by FA&CAO.

Reporting: Shri Manish Verma, Accountant will report to Accounts Officer (RM).

