

INFORMATION MANUAL

(PURSUANT TO SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005)

REGISTERED OFFICE

OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan, Assam-786 602

E-Mail: oilindia@oilindia.in

CONTENTS

<u>CHAPTER</u>	<u>PARTICULARS</u>	<u>PAGE NO.</u>
CHAPTER-I	PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES	01
CHAPTER-II	POWERS AND DUTIES OF OFFICERS & WORKMEN	04
CHAPTER-III	PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.	05
CHAPTER-IV	THE NORMS SET FOR DISCHARGE OF FUNCTIONS	06
CHAPTER-V	THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS	07
CHAPTER-VI	STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL	09
CHAPTER-VII	PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF	11
CHAPTER-VIII	STATEMENT ON THE BOARD & SUB COMMITTEES OF THE BOARD AND OTHER COMMITTEES	12
CHAPTER-IX	DIRECTORY OF OFFICERS AND WORKMEN	14

<u>CHAPTER</u>	<u>PARTICULARS</u>	<u>PAGE NO.</u>
CHAPTER-X	STATEMENT OF MONTHLY REMUNERATION OF OFFICERS AND WORKMEN INCLUDING THE SYSTEM OF COMPENSATION	19
CHAPTER-XI	BUDGET ALLOCATION AND EXPENDITURE	20
CHAPTER-XII	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES	21
CHAPTER-XIII	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT	22
CHAPTER-XIV	DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM	23
CHAPTER-XV	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION	24
CHAPTER-XVI	NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS	25

CHAPTER-I

PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES

Particulars of organisation

- a) **Date of Incorporation** : 18.02.1959
- b) **Mode of incorporation** : Registered and incorporated as a Private Limited Company in the State of Assam on the 18th day of February, 1959 and became a deemed Public Company on 28th March, 1961 under Section 43A of the Companies Act, 1956. On 14th October, 1981 the Company became a wholly-owned Government of India Enterprise. Converted into a Public Limited Company with effect from 11h August, 1995.
- c) **Administrative Ministry** : Ministry of Petroleum & Natural Gas, Government of India.
- d) **Present status** : A Government Company within the meaning of Section 617 of the Companies Act, 1956.
- e) **Present Shareholding** : The shareholding pattern as on 30th September 2005 is given below:
- | | | |
|-----------------------|----------|---------------|
| Govt. of India | : | 98.13% |
| Others | : | 1.87% |
- f) **Listing with Stock Exchanges** : The shares of the Company are presently not listed with any stock exchange.
- g) **Share Capital**
- i) Authorised : **Rs. 250.00 crore**
- ii) Subscribed, issued & paid-up : **Rs. 214.00 crore**
- h) **Details of production facilities**

Principal Products/Services of the Company:

- a) Crude Oil
- b) Natural Gas
- c) Liquefied Petroleum Gas
- d) Pipeline Transportation of Oil & Gas.
- e) Provide E&P related services

Functions/Operations & duties

OIL is engaged in the business of Exploration, Development, Production & Transportation of Crude Oil and Natural Gas and Production of LPG. OIL is also constructing a pipeline for transportation of finished petroleum products which is expected to be commissioned in 2007.

The Company presently produces over 3.30 MTPA of crude oil, over 2 BCM of Natural Gas and over 50,000 Tonnes of LPG annually. Most of these come from its traditionally rich oil and gas fields concentrated in the North-Eastern part of India and contributes to over 65% of total oil+gas produced in the region. The search for newer avenues has seen OIL spreading out its operations in onshore / offshore Orissa, deserts of Rajasthan, plains of Uttar Pradesh, Uttaranchal, riverbeds of Brahmaputra and offshore Saurashtra. In Rajasthan, OIL discovered gas in 1988, heavy oil /bitumen in 1991 and started production of gas in 1996. OIL has participating interests either alone or in consortium in 14 NELP Blocks of which it is the operator in six. OIL also is operator in two exploration blocks in Libya which it recently won in consortium with M/s. IOC and has participating interests in a pipeline in Sudan with OVL and in an exploration service contract in offshore Iran with OVL & IOC.

It is a duty of OIL to do its business operation within the objectives specified in the Memorandum & Articles of Association in a most fair and transparent manner. It is also a duty of OIL to protect interest of its stakeholders as well as to maximize the value of the shareholders. OIL is committed to achieve its goals as enshrined in the Vision & Mission Statement of the Company.

VISION

“To be a vibrant, responsive, knowledge based, competitive E&P Company with global presence, and a selective presence across the oil and gas value chain in India, maximizing shareholders’ value, respecting stakeholders’ aspirations and caring for the environment.”

CORPORATE OBJECTIVES

- Accelerate exploratory efforts in order to increase hydrocarbon reserves;
- Speedy development of discovered fields and increase recovery from depleting and developed fields to augment crude oil & gas production;
- Endeavour to have more acreage for hydrocarbon exploration / development both in India and overseas;
- Endeavour to undertake expansion of the activities by venturing into the oilfield services sector both in India and abroad;
- Generate adequate internal resources to meet the planned programmes of the Company after ensuring reasonable return on capital;
- Sustain & promote environmental protection;
- Enhance implementation of safety measures in operations;
- Ensure optimum development and effective utilisation of human resources.

OIL'S CAPABILITIES :

EXPLORATION & PRODUCTION SECTOR

- 2D & 3D Seismic data Acquisition, Processing & Interpretation with state of the art technology
- Drilling of all kinds of exploratory & development wells including well completion
- Wireline logging & Perforation Services
- Production of Crude Oil & Natural Gas
- Servicing of oil & gas wells
- Reservoir Management & Simulation
- Construction, Operation & Maintenance of crude oil trunk pipeline
- Construction, Operation & Maintenance of high pressure gas grid including compression & Transmission
- Operation & Maintenance of gas based Power Plant & LPG Recovery Plant
- Research and Development in the E&P matters
- Materials Management
- Training and HRD

CHAPTER-II

POWERS & DUTIES OF OFFICERS AND WORKMEN

The powers & duties of the officers and workmen of the Company are derived mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. OIL, being an E&P Company, is a commercial organisation. The officers & workmen of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company.

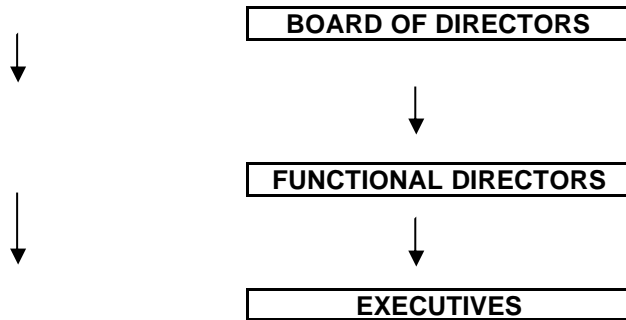
The powers and duties of the officers & workmen of the Company are limited only to carrying out the business operations of the Company.

While discharging duties and responsibilities, officers & workmen of the Company are complying with the applicable provisions of the Constitution of India and other applicable statutes and rules & regulations framed thereunder.

CHAPTER-III

PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decisions making process of the Company follows the following Channel



Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.

As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting. Similarly, in terms of the guidelines of Department of Public Enterprises certain matters require the approval of the Government of India.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. OIL being a Public Sector Enterprise (PSE), the Board of Directors of the Company is also accountable to Government of India.

The powers, which are not delegated are exercised by the Board of Directors subject to the restrictions and provisions of the Companies Act, 1956.

CHAPTER-IV

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1) **Delegation of Powers:**

The officers of the Company at various levels discharge their functions & responsibilities within the powers delegated to them by the Board of Directors under Delegation of Powers.

2) **Laid down Policies and Guidelines:**

OIL is having laid down policies and guidelines governing major activities of the Company. While discharging the functions the officers need to follow these laid down policies and guidelines.

3) **Manuals**

OIL has procedural manuals covering all important activities viz Purchase Manual, Stores & Inventory Manual, Contract Manual, Marketing Manual, Accounts Manual and Operational Manuals. These Manuals ensure carrying of activities in a systematic and standardised manner and eliminate the scope of exercise of discretion. While discharging the functions covered by these Manuals, the officers need to follow the provisions of these Manuals.

4) **Guidelines of Department of Public Enterprises**

OIL being a PSU follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

5) **Guidelines of Chief Vigilance Commission**

OIL being a PSU follows the guidelines of Chief Vigilance Commission (CVC).

6) **Listing requirement**

OIL being an unlisted company is not required to comply with the provisions of listing agreement with the stock exchanges and rules and regulations of SEBI.

7) **Compliance of provisions of Statutes, etc.**

While discharging the respective functions, officers are required to comply with the applicable provisions of Indian Constitution, Statutes and Rules & Regulations.

CHAPTER-V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS

The important Internal Rules, Regulations, Manuals & Records, which are used by the employees of the Company in discharge of their functions are given below:

A) Matters pertaining to company affairs

- i) Memorandum & Articles of Association;
- ii) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book;
- iii) Decision of shareholders in the Annual General Meeting as contained in the minutes book;
- iv) Procedures for Corporate Disclosure

B) Matters pertaining to Finance & Accounts

- i) Accounting policies,
- ii) Accounting standards;
- iii) Accounting Manual;
- iv) Delegation of Powers

C) Matters pertaining to Works, contract, sales, procurement, inventory, etc

- iv) Purchase Manual
- ii) Stores & Inventory Manual
- iii) Contract Manual
- iv) Marketing Manual
- v) Delegations of Powers
- vi) General Conditions of Contracts

D) Establishment matters pertaining to OIL employees

- i) Employees' (Conduct, Discipline and Appeal) Rules, 1983 as amended from time to time.
- ii) Leave Rules;
- iii) Medical Attendance and Treatment Rules;
- iv) Post Retirement Medical Attendant Scheme;
- v) Promotion Policies;
- vi) Rules pertaining to House Building Advance, Conveyance Advance; etc.
- vii) Directives regarding recruitment & promotion SC/ST;
- viii) Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities

E) Plant operations:

- i) MoU targets
- ii) Operational Manuals

F) Human Resources Development

- i) Training Policies
- ii) MoU Targets

G) Public relations, publicity & community development

- i) Advertisement policy/ guidelines
- ii) Guidelines for Community Development, donation to charities, etc.
- iii) Scholarship schemes for SC/ST students

H) Safety, Health & Environment (SHE)

I) Disaster Management Plan

CHAPTER-VI

DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

The various categories of documents that are being held by the Company or under its control are given below:

- A) Documents pertaining to incorporation, license, etc.**
 - i) Memorandum & Articles of Association**
 - ii) Industrial licenses**
 - iii) Factory licenses**
 - iv) Trade Mark Registration, etc.**

- B) Documents pertaining Accounts:**
 - i) Books of Accounts**
 - ii) Annual Reports**
 - iii) Statement of Half Yearly Financial Results**
 - iv) Accounts Manual**
 - v) Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.**
 - vi) Vouchers, etc.**

- C) Documents pertaining to Company Affairs**
 - i) Statutory Registers under the Companies Act, 1956**
 - ii) Statutory Registers under other applicable Acts and Rules & Regulations**
 - iii) Annual Returns**
 - iv) Returns & Forms filed with the Registrar of Companies, etc.**

- D) Documents pertaining to Board Meeting & General Meetings**
 - i) Agenda Papers of Board Meetings**
 - i) Minutes Book of meetings of the Board of Directors**
 - ii) Agenda Papers of Board sub-committees**
 - iii) Minutes Book of meetings of Board sub-committees**
 - iv) Minutes Book of General Meetings of the shareholders, etc.**

- E) Documents pertaining to Contracts, Works, Sales, Procurements & Inventory**
 - i) Purchase Manual**
 - ii) Stores & Inventory Manual**
 - iii) Contract Manual**
 - iv) Tender Documents & Internal Files, etc.**

- F) Documents pertaining to plant Operations**
 - i) Operational Manuals**
 - ii) Documents containing information pertaining to productions and despatch of products**

- G) Documents pertaining to payment of excise duty, sales tax, etc.**

- H) Documents pertaining to projects**
 - i) Detailed Techno-Economic Feasibility Reports of Projects implemented and under implementation**
 - ii) Documents relating to clearance and approval of Competent Authorities**

- I) Agreements**
 - i) Agreement with Technology Suppliers & Process Licensors**
 - ii) Agreement with Project Consultants, Consultants, etc.**
 - iii) Agreement with vendors, transporters, service providers, etc**
 - iv) Agreement for supply of Crude Oil;**
 - v) Agreement/MoU for transportation of crude oil, natural gas, etc**
 - vi) Agreement/MoU for transportation of petroleum products**
 - vii) MoU with IOC for acquisition of E&P property abroad**

- J) Documents pertaining to establishment matters**
 - i) Documents containing the details of employees**
 - ii) Various internal policies, rules & regulations pertaining establishment matters;**
 - iii) Annual Confidential Reports of employees**
 - iv) Delegation of Powers**

- K) Documents pertaining to operation of Community Development and other welfare scheme**
 - i) Policy/guidelines on Community Development & welfare activities**
 - ii) Policy/ guidelines for scholarship for SC/ST students**
 - iii) Documents containing information regarding community development and welfare activities being carried out by the Company, etc.**

- L) Documents pertaining to general administration**
 - i) Land and other property related documents;**
 - ii) Advertising policies, etc.**

- M) Documents pertaining to legal matters**
 - i) Petition, complaints, written statements and other documents submitted to Hon'ble Courts, tribunals, etc.**
 - ii) Orders of Hon'ble courts; etc.**

CHAPTER-VII

PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

OIL is a commercial organisation and policies formulated by it relate to its internal management and hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated complying with the applicable provisions of the constitution, statutes, rules & regulations, etc.

However, if people dealing with the Company in its business transactions have complaints/grievances they can approach the concerned officers for its redressal.

CHAPTER-VIII

STATEMENT ON THE BOARD & SUB COMMITTEES OF THE BOARD AND OTHER COMMITTEES

Board of Directors:

The Management of the Company is vested with the Board of Directors. In terms of the Articles of Association of the Company the Board of Directors can have **minimum three Directors and maximum twelve Directors.**

The Composition of the Board of Directors as on 20.02.2007 is given below:

Name of the Director	Category	Date of Joining as Director of the Company
(A) FULL TIME FUNCTIONAL DIRECTORS		
1. SHRI M.R.PASRIJA	CHAIRMAN & MANAGING DIRECTOR	14.03.2006
2. SHRI S.K.PATRA	DIRECTOR (EXPLORATION & DEVELOPMENT)	02.05.2000
3. SHRI N.M.BORAH	DIRECTOR (OPERATIONS)	06.05.2004
4. SHRI.J.K.TALUKDAR	DIRECTOR (HR & BD)	09.06.2006
5. SHRI T.K.ANANTH KUMAR	DIRECTOR (FINANCE)	18.01.2007
(B) PART-TIME OFFICIAL DIRECTORS		
6. SMT ADITI S RAY ECONOMIC ADVISOR, MINISTRY OF PETROLEUM AND NATURAL GAS, SHASTRI BHAWAN, NEW DELHI-110001	PART-TIME GOVERNMENT NOMINEE DIRECTOR	08.06.2006
7. SHRI A.K.JAIN, DIRECTOR (E.I & IC) MINISTRY OF PETROLEUM AND NATURAL GAS, SHASTRI BHAWAN, NEW DELHI-110001	PART-TIME GOVERNMENT NOMINEE DIRECTOR	30.11.2006

Sub-Committees of the Board:

Board of Directors has the following two sub-committees

- a) Audit Committee
- b) Share Transfer Committee.

The compositions of the Sub-Committees of the Board as on 20.02.2007 are given below:

a) Composition of Audit Committee as on 20.02.2007

- | | | |
|----|-------------------|----------|
| 1. | Smt Aditi S Ray | Chairman |
| 2. | Shri A.K..Jain | Member |
| 3. | Shri J.K.Talukdar | Member |

Audit Committee has been constituted as per section 292A of the Companies Act, 1956.

b) Composition of Share Transfer Committee as on 20.02.2007

- 1. Shri T.K. Ananth Kumar, Director (Finance)
- 2. Shri S.K.Patra, Director (Exploration & Development)

The meetings of the Board of Directors and sub-committees of the Board are not accessible for public. Similarly the Minutes Books of the Board of Directors and Sub-Committees of the Board are not open for inspection of public.

In addition to the above, the Company has a Board Level committee called Corporate Business Committee for award of works, contracts, etc., upto a limit delegated by the Board.

The meetings of above below Board level committees are not accessible for public. Similarly the Minutes of these committees are also not open for inspection of public.

CHAPTER-IX

DIRECTORY OF OFFICERS & WORKMEN

As on 1st November 2005 OIL has 8658 employees (1204 officers and 7454 workmen). Grade-wise number of officers and workmen are given below:

EXECUTIVES STRENGTH

WORKMEN

GRADE	MALE EXECUTIVES	WOMEN EXECUTIVES	TOTAL	GRADE	MALE WORKMEN	WOMEN WORKMEN	TOTAL
H	19	-	19	I - IX	7198	256	7454
G	48	-	48				
F	191	3	194				
E	237	5	242				
D	227	30	257				
C1	118	6	124				
C	151	13	164				
B	99	8	107				
A	44	5	49				
TOTAL	1134	70	1204		7198	256	7454

The names of the senior executives of the Company as on 1st November 2005 are given below:

NAME	DESIG	GRADE	SPHERE
BHALLA NARENDRA	GROUP GENERAL MANAGER(CA)	H	DELHI
TALUKDAR JNANAJIT KUMAR	GROUP GENERAL MANAGER	H	DULIAJAN
RAJAN KV	GROUP GENERAL MANAGER(CO-ORDN)	H	DELHI
SHARMA VED PRAKASH	GENERAL MANAGER	H	RAJASTHAN
BORAH SATYENDRA NATH	GENERAL MANAGER(HR& A)	H	DULIAJAN
KHAUND PARESH CHANDRA	GENERAL MANAEGR(AUDIT)	H	DELHI
ANAND ASHOK	GENERAL MANAGER(ORG. & PD)	H	DELHI
BHANDARI MOHANDAS	GENERAL MANAGER(SB)	H	DULIAJAN
BHATTACHARJEE TUSHAR K	GENERAL MANAGER (RP)	H	JODHPUR
AGARWAL NIRMAL KUMAR	GENERAL MANAGER(F&A)	H	DULIAJAN
BORAH UTPAL	GENERAL MANAGER(PROD & BD)	H	DULIAJAN
BORA SAILENDRA KUMAR	GENERAL MANAGER(SERVICES)	H	DULIAJAN
SAIKIA ANJU NATH	GENERAL MANAGER(ERP)	H	DULIAJAN
SACHDEVA RAM KRISHAN	GENERAL MANAGER(BD & TPP)	H	DULIAJAN
KOTOKY TRIDIP	GENERAL MANAGER(OD&RS)	H	DULIAJAN
MOHANTY RK	GENERAL MANAGER(OSD)	H	DELHI
SRIVASTAVA SUNIL KUMAR	CHIEF ADVISER (E&D)	H	DELHI
TALUKDAR BAIKUNTHA NATH	GENERAL MANAGER(G&R)	H	DULIAJAN
BARUAH GANESH CHANDRA	GENERAL MANAGER(PROD-OIL)	H	DULIAJAN
DUTTA PRASANTA KUMAR	DY GENERAL MANGER(OSD)	G	DULIAJAN
DUTTA DILIP KUMAR	HEAD - GVP	G	NOIDA
KULKARNI TAMMAJI G	GENERAL MANAGER(R&D) I/c	G	DULIAJAN
SAIKIA ANIL KUMAR	PROJECT MANAGER(NEF)	G	DULIAJAN
KHATONIAR AJIT KUMAR	HEAD - PLANNING	G	DULIAJAN
BARUA ABANINDRA NATH	HEAD - DRILLING SUPPORT	G	DULIAJAN
DASGUPTA TAPAN KUMAR	HEAD - ACCOUNTS	G	DULIAJAN
BARUAH Dr UDAYAN	HEAD - H&H	G	DULIAJAN
SHARMA NARENDRA KUMAR	SR ADVISER(F&A)	G	DELHI
SARMA AMIYO	HEAD - COAL LIQUIFICATION	G	DULIAJAN
LASKAR Md ALI	HEAD - TECH AUDIT	G	DULIAJAN
BARUAH SURESH CHANDRA	GENERAL MANAGER(PL SERVICES) I/C	G	PIPELINE
BHARALI INDRESWAR	GENERAL MANAGER(PEP) I/C	G	DELHI

KOTOKY ANJAN KUMAR	HEAD - DRILLING & ODRS	G	JODHPUR
BARUAH PARAJ BOKUL	HEAD - OSD	G	DULIAJAN
BORDOLOI MANAS JYOTI	GENERAL MANAGER(ENGG) I/C	G	DULIAJAN
HAZARIKA ANJAN	SR ADVISER - HR POLICY	G	DULIAJAN
NATH KULENDRA KUMAR	HEAD - GS	G	DULIAJAN
BARUAH RAMENDRA KUMAR	HEAD - PIPELINE OPERATIONS	G	PIPELINE
NEOG RIPUNJOY	SR ADVISER(C&P)	G	DELHI
MAZUMDAR TABARAK HUSSAIN	HEAD - DRILLING OPERATIONS	G	DULIAJAN
BORAH KRISHNA KANTA	HEAD - W/OVER & WELL SERVICES	G	DULIAJAN
BORAH BIREN KUMAR	HEAD - CONTRACT	G	DULIAJAN
ALI HAIDER	HEAD - EPA	G	DIGBOI
BHUYAN NABA JYOTI	HEAD - PRODUCTION GAS	G	DULIAJAN
RATH SATCHIDANANDA	HEAD - EXPL & DEV. / BP COACH	G	DULIAJAN
BARUAH PANKAJ NARAYAN	SR ADVISER (GEOLOGY)	G	DELHI
SHARMA VARUNODAY	HEAD - IT	G	DULIAJAN
SARMA SARAT CHANDRA	HEAD - PRODUCTION PROJECT	G	DULIAJAN
MAHANTA AJIT KUMAR	HEAD - T&D	G	DULIAJAN
SAIKIA RANJIT KUMAR	HEAD - SECURITY	G	DULIAJAN
BARUAH ARUN KUMAR	HEAD - BD CELL, LPG & GAS	G	DULIAJAN
DUBEY HRISHIKESH	HEAD - OIL FIELD OPERATIONS	G	DULIAJAN
DAS ASHOK KUMAR	HEAD - MORAN	G	MORAN
BORGOHAIN PURNANANDA	HEAD - DRILING PLANNING	G	DULIAJAN
KHAUND DIPTI DAYAL	HEAD - ADMINISTRATION	G	DULIAJAN
SEN NILANGSHU	HEAD - ACCOUNTING POLICY	G	DULIAJAN
HAZARIKA SWADHIN	HEAD - LPG	G	DULIAJAN
BORA SULTAN	HEAD - S&E	G	DULIAJAN
SENGUPTA UDAYSANKAR	HEAD - CHEMICAL	G	DULIAJAN
DAS UTPAL NARAYAN	HEAD - CALCUTTA BRANCH	G	CALCUTTA
CHETIA DILIP KUMAR	SR ADVISER (TECHNICAL)	G	DELHI
ISFAQUE MOHAMMED	HEAD - GLOBAL	G	DELHI
BHATTA AJIT CHANDRA	HEAD - TRANSPORT	G	DULIAJAN
DUTTA BIMAL CHANDRA	HEAD - PROD OIL SERVICES	G	DULIAJAN
SARMA SOURINDRA	HEAD - MATERIALS	G	DULIAJAN
BHARALI NRIPEN KUMAR	SENIOR ADVISER(STRAT. PLANNING)	G	DULIAJAN
AGARWAL SUBHASH CHANDRA	HEAD - INTERNAL AUDIT	G	DULIAJAN
PATHAK ADHAR CHANDRA	OFFICER ON SPECIAL DUTY	F	DULIAJAN
DAS Dr DHRUBA JYOTI	CMO(ANAESTHESIOLOGY)	F	DULIAJAN
PHUKAN DEBABRATA	HEAD - WELL LOGGING	F	DULIAJAN
DAS BIREN	CHIEF ENGINEER(PRODUCTION)	F	DELHI
HAZARIKA MRIDUL MOHAN	CHIEF ENGINEER(DRILLING) - BD	F	DULIAJAN
SARMA Dr AKHIL CHANDRA	CMO(MEDICINE)	F	DULIAJAN
GOGOI Dr APURBA	CMO(SURGERY)	F	DULIAJAN
BORGOHAIN ROMEN	HEAD - OPERATIONS	F	DULIAJAN
BORDOLOI Dr JATINDRA NATH	CMO (SURGERY)	F	DULIAJAN
BHUYAN BIKASH CHANDRA	CHIEF PLANNING MANAGER	F	DULIAJAN
RAJKHOWA DEEPAK KUMAR	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
BORAH RUPSHIKHA SAIKIA	CHIEF F&A MANAGER	F	DELHI
GOPAL PS	CHIEF F&A MANAGER	F	DELHI
GHOSH AMIYA KUMAR	CHIEF MANAGER(VIGILANCE)	F	DELHI
NATH MUKTI PRASAD	CHIEF MANAGER(KDMNOM)	F	PIPELINE
BORGOHAIN JAYANTA KUMAR	HEAD - E&D	F	DULIAJAN
PALCHOUDHURY KALIDAS	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
BARUA DIPAYAN	HEAD - PRSONNEL	F	DULIAJAN
KULSHRESHTH VK	CHIEF GEOPHYSICIST(NEF)	F	DULIAJAN
SINGHAL DEOKI NANDAN P	HEAD - ELECTRICAL	F	DULIAJAN
NEOG RABINDRA NATH	HEAD - CIVIL	F	DULIAJAN
BHADRAPPA VEERA V	CHIEF GEOSCIENTIST(PROJECT)	F	DELHI
SINHA BIRENDRA MOHAN	HEAD - GREOPHYSICS	F	DULIAJAN

TAPADAR ABDUL HANNAN	HEAD - PL PROJECT	F	PIPELINE
SHARMA AMARENDRA NATH	HEAD - PRODUCTION (RP)	F	JODHPUR
KUMAR Capt PRADIP	SR ADVISER (LEGAL)	F	DULIAJAN
DEKA Dr AMAL KUMAR	CHIEF MEDICAL OFFICER(GEN)	F	DULIAJAN
DEKA BINANDA	HEAD - PROD OPTIMIZATION	F	DULIAJAN
BURAGOHAIN ACHYUT	CHIEF ENGINEER(PROD-OIL)-WPA	F	DULIAJAN
DEY PRANAB KUMAR	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
SINGH SAMBHU NATH	PROJECT MANAGER(BEP)	F	BHUBANESWAR
MADHAVAN TN	HEAD - INSTRUMENTATION	F	DULIAJAN
HAZARIKA Dr ANJALI	DIRECTOR(NPMP)	F	NPMP, DELHI
PATHAK JYOTI PRAKASH	HEAD - FIELD ENGINEERING	F	DULIAJAN
DEBNATH NAGENDRA	CHIEF ENGINEER(FIELD ENGG)	F	DULIAJAN
JENA SAMPADA KUMAR	CHIEF GEOSCIENTIST	F	JODHPUR
NATH SUKOMAL	CHIEF MANAGER(TECHNICAL AUDIT)	F	DULIAJAN
SARMA BIBHUTI CHARAN	CHIEF ENGINEER (CIVIL)	F	DELHI
KUMAR DURGESWAR	CHIEF ENGINEER(DRILLING)	F	JODHPUR
BARBORA ARPON	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
HAZARIKA JATIN	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
DAS GUNENDRA KUMAR	CHIEF ENGINEER(ELECT)	F	DULIAJAN
SAIKIA GOPAL CHANDRA	CHIEF ENGR(TRANSPORT)	F	DULIAJAN
DUGGAL RAKESH KUMAR	CHIEF ENGINEER(ELECT)	F	DULIAJAN
BHATTACHARJYA ALOKEMAY	CHIEF CHEMIST	F	DULIAJAN
SHARMA HEM KANTA	CHIEF CHEMIST	F	DULIAJAN
DEVCHOUDHURY PHANINDRA KR	CHIEF MANAGER(MAT)/ BP COACH	F	DULIAJAN
NATH RANAJIT	CHIEF MANAGER (MATERIALS)	F	DULIAJAN
SINGH KIRPAL	CHIEF ENGINEER	F	DGH,DELHI
PATHAK PRANABENDRA NATH	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
KAKATI UMESH CHANDRA	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
BAISHYA SAUD GIRIJA SANKAR	CHIEF ENGINEER(PROD PROJECT)	F	DULIAJAN
PRADHAN KUSUM KUMAR	CHIEF ENGINEER(CIVIL)	F	DULIAJAN
SRIVASTAVA VIJAY KUMAR	CHIEF MANAGER (ADMIN)	F	JODHPUR
BARUAH Capt LC	CHIEF MANAGER(ADMIN)	F	DULIAJAN
SAIKIA Dr(Capt) TARUN KR	CHIEF MEDICAL OFFICER	F	DULIAJAN
BARO Dr TARUN CHANDRA	CMO(ANAESTHESIOLOGY)	F	DULIAJAN
BARUAH Dr CHANDAN	CMO(GYNAECOLOGY)	F	DULIAJAN
CHAKRABORTY TIMIR BARAN	CHIEF ENGINEER(FIELD ENGG)	F	DULIAJAN
BORA UMESH CHANDRA	CHIEF ENGINEER(MECH)	F	DULIAJAN
HAZARIKA KARTIK	CHIEF MANAGER(MATERIALS)	F	JODHPUR
SINGH SURESH PRASAD	CHIEF MANAGER(MATERIALS)	F	CALCUTTA
BHATT PRAVIN KUMAR	CHIEF MANAGER(ADMIN)	F	DELHI
CHAKRAVORTY PRASANTA	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
RAJKHOWA RANJIT KUMAR	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
ALI Md SOHRAB	CHIEF ENGINEER(E&C)	F	PIPELINE
KALITA PRASANTA KUMAR	CHIEF ENGINEER(IT)	F	DULIAJAN
BORA ULFATUR RAHMAN	CHIEF MANAGER(CONTRACT)	F	DULIAJAN
CHOUDHURY DEBA PRASAD	CHIEF ENGINEERR(PIPELINE)	F	PIPELINE
DUTTA BHUBAN	CHIEF ENGINEERR(PIPELINE)	F	PIPELINE
GOGOI SARAT	CHIEF MANAGER (PLANNING)	F	DULIAJAN
DAS ANJAN	CHIEF ENGINEER(ELECT)	F	DULIAJAN
BARUAH PARESH CHANDRA	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
PATTANAIAK AJIT KUMAR	CHIEF MANAGER((T&D)	F	DULIAJAN
SAIKIA PRADIP	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
DAS NIRMAL KUMAR	CHIEF ENGINEER(PROD)-DIG	F	DIGBOI
HAZARIKA ARUP JYOTI	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
BARUAH KRISHNA JYOTI	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
GOGOI ANUP KUMAR	CHIEF CHEMIST	F	DULIAJAN
DAS HAMENDRA CHANDRA	CHIEF RESEARCH SCIENTIST	F	DULIAJAN
PHUKAN INDRA	CHIEF ENGINEER(CIVIL)	F	DULIAJAN
BOSE CHITRA BHANU	CHIEF ENGINEER(S&E)	F	DULIAJAN

NARAYANAN PS	CHIEF ENGR(S&E)- FIRE SERVICE	F	DULIAJAN
DAS MUNINDRA KUMAR	CHIEF ENGINEER(LPG)	F	DULIAJAN
SARASWAT PURUSHOTTAM	CHIEF MANAGER(MATERIALS)	F	CALCUTTA
VERMA VIJAY KUMAR	HEAD - EMPLOYEE RELATIONS	F	DULIAJAN
SINGH SUSHIL KUMAR	CHIEF MANAGER	F	DGH, NEW DELHI
DEKA NABIN CHANDRA	CHIEF MANAGER(ADMIN)	F	DULIAJAN
DOLEY BUDDHINDRA NARAYAN	CHIEF MANAGER(ADMIN)	F	PIPELINE
DUTTA SAMIR KUMAR	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
BORKAKATI DIPAK	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
BORA ARUP KUMAR	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
CHOTTOPADHYAY GAUTAM K	HEAD - TT&I&FC	F	PIPELINE
DUTTA BINAY CHANDRA	CHIEF CHEMIST	F	JODHPUR
GOSWAMI RAJIB	CHIEF ENGINEER(BD & TPP) - PL	F	PIPELINE
PATOWARY ANIL CHANDRA	CHIEF ENGINEER(ELECT)	F	DULIAJAN
BORUWA PRALAY	CHIEF ENGINEER(CIVIL)	F	PIPELINE
SAIKIA BIPUL KUMAR	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
BRAHMA Dr HEMANTA KUMAR	CMO(RADIOLOGY)	F	DULIAJAN
CHAKRAVORTY ROMENDRA NATH	CHIEF ENGINEER PROD-OIL(AP & DF)	F	DIGBOI
MOHANTY BIJOYA KUMAR	CHIEF ENGINEER(WELL LOGG)	F	DULIAJAN
GOGOI BIPIN	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
BORDOLOI CHIKON CHANDRA	CHIEF ENGINEER(S&E-PIPELINE)	F	PIPELINE
BORAH JAGAT JIBAN	CHIEF ENGINEER(PIPELINE)	F	PIPELINE
DASH DWIJARAJ	CHIEF GEOLOGIST	F	DULIAJAN
BARUAH PRANAB	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
BORTHAKUR PROBIN	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
CHEZIA MAHENDRA	CHIEF ENGINEER(TRANSPORT)	F	DULIAJAN
DEKA NIROD RANJAN	HEAD - LAND I/c	F	DULIAJAN
PHUKAN SUBRATA	CHIEF ENGINEER(PROD PROJECT)	F	DULIAJAN
GOSWAMI DILIP KUMAR	CHIEF ENGINEER(LPG)	F	DULIAJAN
KHAUND BHASKAR	CHIEF MANAGER(PERSONNEL)	F	DULIAJAN
BHUYAN ANIL CHANDRA	CHIEF ENGINEER(FIELD ENGG)	F	DULIAJAN
MISHRA BRAJ MOHAN	CHIEF ENGINEER(INST)	F	DULIAJAN
RAKSHIT JISHU	CHIEF ENGINEER(DRILLING)	F	MORAN
BAJAJ BHISHAM KUMAR	CHIEF ENGINEER(FIELD ENGG)	F	DULIAJAN
GOGOI SIDHESWAR	HEAD - TS/DRILLING/WO	F	DULIAJAN
KAVI V SATYANARAYANA RAO	CHIEF ENGINEER(WELL LOGG)	F	DULIAJAN
RAHMAN SAIDUR	CHIEF MANAGER((LAND)	F	DULIAJAN
PHUKAN SWAPAN	CHIEF ENGINEER(BD & TPP))	F	DULIAJAN
GOGOI GHANA	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
DEKA PRANJIT	CHIEF ENGINEER(CIVIL)	F	DULIAJAN
DEKA KULADHAR	CHIEF ENGINEER(CIVIL)	F	DULIAJAN
ACHARYA SUJIT	CHIEF ENGINEER(IT)	F	DULIAJAN
SASTRY ARUN KUMAR	CHIEF MANAGER(TECHNICAL AUDIT)	F	DULIAJAN
GUHA BHAKTI BHUSHAN	CHIEF RESEARCH SCIENTIST	F	DULIAJAN
GOSWAMI BUDHINDRA	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
MISHRA SANTOSH KUMAR	CHIEF CHEMIST	F	DULIAJAN
BAHUKHANDI ASHISH	CHIEF ENGINEER(IT)	F	DELHI
DUARAH TAPAN KUMAR	CHIEF ENGINEER(PIPELINE)	F	PIPELINE
GOHAIN Dr KRISHNANGA	CHIEF GEOLOGIST	F	DULIAJAN
SAMAL MAN MOHAN	CHIEF CHEMIST	F	DULIAJAN
KACHARI Dr BIBHUTI KUMAR	CHIEF MEDICAL OFFICER	F	DULIAJAN
SARMA PROBINDRA NATH	CHIEF ENGINEER(DRILLING) - TS	F	DULIAJAN
MEDHI HEMA KANTA	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
DAS DEBASISH KUMAR	CHIEF ENGINEER(DRILLING) - TS	F	DULIAJAN
DUTTA ARUN KUMAR	CHIEF ENGINEER(ELECT)	F	MORAN
JAMAL PERVEZ	CHIEF ENGINEER(PEP)	F	DELHI
DEY SWADESH	CHIEF ENGINEER(DRILLING) - TS	F	DULIAJAN
CHOUDHURY RAHUL	CHIEF ENGINEER(PIPELINE) PS3	F	PIPELINE
BARUA PRATUL	CHIEF ENGINEER(PROD-OIL) - RP	F	JODHPUR

SARMAH BENOY KUMAR	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
GOGOI PRADIP KUMAR	CHIEF ENGINEER(PROD-GAS)	F	DULIAJAN
SAXENA PROMOD KUMAR	CHIEF ENGINEER(PROD)	F	DIGBOI
KHUNTIA KSHIROD KUMAR	CHIEF ENGINEER(WELL LOGG)	F	DULIAJAN
MUKHERJEE UTPAL KANTI	CHIEF ENGINEER(INST)	F	JODHPUR
SHARMA ADITYA PRAKASH	CHIEF ENGINEER(DRILLING) - TS	F	DULIAJAN
DEKA DINESH CHANDRA	CHIEF ENGINEER(LPG)	F	DULIAJAN
SARMA BP	CHIEF GEOLOGIST	F	NOIDA
ABDULLAH PATALAM SHAIK	CHIEF ENGINEER(TELECOM)	F	PIPELINE
CHATTERJEE MANASH	CHIEF GEOSCIENTIST	F	DELHI
SALIM MD	CHIEF GEOSCIENTIST - GVP	F	NOIDA
BASHA SHAIK KHADAR	CHIEF GEOSCIENTIST(NEF)	F	DULIAJAN
SHARMA PRAMOD KUMAR	CHIEF GEOPHYSICIST	F	DULIAJAN
GOPALA KRISHNA C VENU	CHIEF GEOPHYSICIST	F	DULIAJAN
DASGUPTA Dr RAHUL	CHIEF GEOPHYSICIST	F	DULIAJAN
KHAN Md TARIQUE	CHIEF ENGINEER(PROD-OIL)	F	MORAN
GOSWAMI Dr JAYANTA KR	CHIEF MEDICAL OFFICER	F	DULIAJAN
REDDY BOJJA JAIPAL	CHIEF GEOPHYSICIST	F	DULIAJAN
KHANNA ADEEP KUMAR	CHIEF GEOPHYSICIST	F	DELHI
GOSWAMI DINESH	CHIEF ENGINEER(BD & TPP)	F	DULIAJAN
MISHRA BIJAN KUMAR	CHIEF ENGINEER(INST)	F	DULIAJAN
DEVI REBA	CHIEF GEOLOGIST	F	DULIAJAN
VASHISHT N	CHIEF MANAGER (PERSONNEL)	F	DULIAJAN
MAZUMDAR MM	CHIEF MANAGER(EMPLOYEE REL)	F	DULIAJAN
NIHALANI MOOL CHAND	CHIEF RESEARCH SCIENTIST	F	DULIAJAN
RAVINDRAN T	CHIEF ENGINEER(IT)	F	DULIAJAN
RAJKHOWA BRAJANGA	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
SARMA BIPUL	CHIEF ENGINEER(PROD-OIL)	F	DULIAJAN
RAI SANJAY KUMAR	CHIEF ENGINEER(TELECOM)	F	PIPELINE
TALUKDAR RABINDRA K.	CHIEF MANAGER(ADMIN)	F	DULIAJAN
MISHRA SUSHIL CHANDRA	CHIEF MANAGER(SP)	F	DELHI
DEKA DILIP KUMAR	CHIEF GEOLOGIST	F	DULIAJAN
SARMA RAJIB	CHIEF GEOLOGIST(BD)	F	DELHI
PAULROY SAMIR BHUSAN	CHIEF ENGINEER(WELL LOGG)	F	DULIAJAN
ALI SEIKH RAHMAN	CHIEF ENGINEER(S&E)	F	JODHPUR
JAHAN AFSAR	CHIEF MATERIALS MANAGER	F	DULIAJAN
HUSSAIN SYED MAFAJUL	CHIEF ENGINEER(TRANSPOR)	F	DULIAJAN
HAZARIKA MOHENDRA	CHIEF ENGINEER(DRILLING)	F	DULIAJAN
GHOSH SANTI RANJAN	CHIEF ENGINEER(FE)	F	DULIAJAN
NANDI AJOY KUMAR	CHIEF ENGINEER(TS)	F	JODHPUR
SHUKLA SHEOJI HARIHARNATH	MINES OFFICER(ENGG)	F	DULIAJAN
SARMA KRISHNA KUMAR	CHIEF MANAGER(PLANNING)	F	DULIAJAN
TAMULI DAMUDAR	CHIEF MANAGER(CONTRACT)	F	CALCUTTA
JAINI ARVIND	CHIEF MANAGER(PR)	F	DELHI
SINGH DEVENDRA NATH	CHIEF ENGINEER(OH&E)	F	DULIAJAN
MAHAJAN SURINDER KUMAR	CHIEF ENGINEER(PIPELIEN)-PS1	F	PIPELINE
PANDA SACHI KANTA	CHIEF ENGINEER(PIPELINE)	F	PIPELINE
ALI MOBARAK	CHIEF MATERIALS MANAGER	F	DULIAJAN
SARMAH JYOTI PRASAD	CHIEF MATERIALS MANAGER	F	DULIAJAN
DAS DILIP KUMAR	CHIEF ENGINEER(ELECT)	F	DULIAJAN
ACHARYA AJAYA KUMAR	CHIEF ENGINEER(ELECT)	F	DULIAJAN
SOOD JITENDRA	CHIEF ENGINEER(ELECT)	F	PCRA,DELHI
TIWARI BHRIGU NATH	CE(TRANSPORT) / BP COACH	F	DULIAJAN

CHAPTER- X

STATEMENT ON MONTHLY REMUNERATION OF OFFICERS AND WORKMEN INCLUDING SYSTEM OF COMPENSATION

The remuneration of the Officers of the Company is governed by the guidelines of the Department of Public Enterprises, Government of India. The pay scales of officers are of Industrial DA pattern.

The remunerations of workmen are fixed through negotiations with Workmen's Union subject to the overall guidelines of Department of Public Enterprises, Government of India.

The monthly emoluments of officers and workmen at various grades are given below:

Executives	I	Executive Director	23750-28550
	H	Group General Manager/General Manager	20500-26500
	G	Dy General Manager/Head	19500-25600
	F	Chief Engineer/Chief Manager	18500-23900
	E	Dy Chief Manager/Senior Manager	17500-22300
	D	Suptg Engineer/Manager	16000-20800
	C1	Dy Suptg Engineer/Dy Manager	13750-18700
	C	Sr Engineer/Sr Officer	13750-18700
	B	Engineer/Officer	12000-17500
A	Asst Engineer/Asst Officer	10750-16750	

Workmen	IX		7800/-
	VIII		7400/-
	VII		6900/-
	VI		6500/-
	V		6100/-
	IV		5700/-
	III		5400/-
	II		5100/-
	I		4800/-

Note: In addition to above, the Company offers Company accommodation/ leased accommodation, conveyance expenses, LFA/LTC, leave encashment, free medical benefits, Gratuity/PF, House Building Loan, Vehicle Loan, etc.

CHAPTER- XI

BUDGET ALLOCATION AND EXPENDITURE

Plan and Non-plan expenditure for the financial year 2004-05 and budget for 2005-06 as follows.

	2004-05(Actual)	2005-06 (BE)
PLAN EXPD.	872.71	1346.85
NON PLAN EXPD	1908.54	1758.19
TOTAL	2781.25	3105.04

CHAPTER- XII

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Oil India Limited does not have any social scheme / programmes for public as such. However, the operational areas of the Company being located mostly in under developed areas inhabited by under privileged and needy people, the Company recognises the need for upliftment of the quality of life and commitment to the society in and around its operational areas.

Corporate Social Responsibility Schemes

In OIL, Corporate Social Responsibility is viewed not as a dreary routine or a forced charity, but as a genuine expression of goodwill and gratitude towards the society. This concern for the overall development of the communities is a reflection of the Company's legacy of exemplary social welfare initiatives. These initiatives have led to tangible developments in the remotest of the Company's well-spread operational areas. Today in Assam and Arunachal Pradesh alone the company caters to the developmental needs many villages, connecting them to the mainland and providing realistic opportunities to strive for a fulfilling future, which is rightly theirs. OIL had recognized that companies such as itself have a crucial role to play in rural development. It has today an established rural development network in its operational areas whose main objective is self-sufficiency. Despite overwhelming concern to find more oil, OIL has always given top priority towards the upliftment of the less privileged sections of the society in which it operates. It is this twin objective of business and social commitment that has prompted OIL to embark upon massive programmes of educational, medical and infrastructural development endeavors; an attempt to invest technology with a human face.

Further, in order to address the growing problem of unemployment and poverty, OIL has launched an ambitious agro-based industry project christened as "Rupantar" (which means transformation) for creating self-employment avenues and promoting entrepreneurship in the region to generate sustainable sources of livelihood. OIL signed an MoU with the State Institute of Rural Development (SIRD), Assam in September, 2003 to form 1000 Self Help Groups (SHGs) within three years under the special Swarnajayanti Gram Swarozgar Yojana (SGSY) scheme in the districts of Dibrugarh and Tinsukia. Under this project, the SHGs are engaged in various agro-based economic activities like Farm Mechanisation, Area based Horticulture, Floriculture and Composite Farming, Mushroom Cultivation, Animal Husbandry, Micro Enterprise Development of Poultry, Piggery and Milch Cattle, Pisciculture, Cottage Industries- Honey Production, Cane/Bamboo Handicrafts, Computer Application, Training, Technology & Marketing Development and Diversified Handloom Products for Economic Empowerment of Women. OIL aims to transform the petroleum province in Upper Assam to a region of successful agro-based industries within a span of 3 – 4 years.

The Board of Directors of the Company has allocated 0.75 % of its Net Profit for CSR Activities with effect from the year 2005-06. The expenditure incurred by the Company on these schemes during the last three years are given below:

YEAR	AMOUNT SPENT
2003-2004	Rs. 3,63,41,800/-
2004-2005	Rs. 6,53,83,390/-
2005-2006*	Rs. 7,21,89,249/-

* upto October 2005

Recognising the Company's contribution towards Social Development Schemes, the prestigious TERI CSR Award 2003-2004 & Golden Peacock CSR Award for the year 2002-2003 have been awarded.

CHAPTER- XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

OIL does not grant any concession, permits or authorisation.

CHAPTER- XIV

DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The following documents are available and held by the Company in electronic form:

- 1) Annual Reports (contains information pertaining to financial & physical performance)
- 2) Data pertaining to employees
- 3) Data pertaining to shareholders, etc.

CHAPTER-XV

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

OIL is maintaining a website by the name of www.oilindia.nic.in any citizen can visit this website for desired information. If the required information is not available in the website they can send email to oilindia@oil.asm.nic.in seeking the required information. If the required information is available and can be provided, the same will be provided within reasonable time.

Any citizen can visit OIL offices for desired information. They can meet the Public Relation Officers at various spheres of the Company. They can also meet the Central Public Information Officers notified by the Company under the Right to Information Act, 2005.

Interested people can also send letters or email to the Company seeking the desired (available) information.

Presently OIL does not have any Library Facility for general public.

Address of Registered Office

**OIL INDIA LIMITED
P.O.DULIAJAN
DISTRICT DIBRUGARH
ASSAM -786602
Phone NO. 0374-2800525
Fax No. 0374-2800433**

**EMAIL: oilindia@oil.asm.nic.in
Website: www.oilindia.nic.in**

Address of Corporate Office

**OIL INDIA LIMITED
5, SIKANDRA ROAD,
NEW DELHI-110001
Phone NO. 011-23074263-74
Fax No. 011-23074275**

EMAIL: oilindia@oil.delhi.nic.in

Address of Company's Share Transfer Agent

**M/S MCS LIMITED
SRI VENKATESH BHAWAN
W-40, OKHLA INDUSTRIAL AREA,
PHASE-II,
NEW DELHI – 110020
Phone No. – 011-26384909-11
Fax No. – 011-26384907**

CHAPTER-XVI

NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS

The following is the list of Public Information Officers and the Appellate Authorities for Oil India Limited under the Act.

FIELD HEADQUARTERS LOCATED AT DULIAJAN

Srl. No.	Name, designation and address of the Central Public Information Officer	Name, designation and address of the Central Assistant Public Information Officer	Jurisdiction	Name, designation and address of the Appellate Authority
01.	Shri P.C.Khaund, Group General Manager (SS) Registered Office, Duliajan, District – Dibrugarh, Assam – 786 602.	Shri A. K. Khatoniari, Head (Planning) & Shri D. D. Khound, Head (Admn.) Registered Office, Duliajan, District – Dibrugarh, Assam – 786 602.	Field Headquarters, Duliajan and operational areas in Assam & Arunachal Pradesh	Shri S.N.Borah, Group General Manager Registered Office, Duliajan, District – Dibrugarh, Assam – 786 602.

CORPORATE OFFICE DELHI (INCLUDING GEO-TECHNICAL OFFICE, NOIDA)

02.	Shri D. K. Chetia, Sr. Advisor (Technical) Corporate Office, 5, Sikandra Road, New Delhi – 110 001.	Shri A. Jaini, Sr. Manager (PR) Corporate Office, 5, Sikandra Road, New Delhi – 110 001.	Corporate & Administrative Office, Delhi & Geo-Technical Office, Noida	Shri R. K. Mohanty, General Manager (OSD) Corporate Office, 5, Sikandra Road, New Delhi – 110 001.
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KOLKATA BRANCH OFFICE

03.	Shri A. N. Pathak, Manager (F&A) Branch Office, 4, India Exchange Place, Kolkata – 700 001.	Shri R.Sarma, Manager (Admn.), Branch Office, 4, India Exchange Place, Kolkata – 700 001.	Kolkata Office	Shri U. N. Das, Head – Kolkata Branch Branch Office, 4, India Exchange Place, Kolkata – 700 001.
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RAJASTHAN PROJECT OFFICE

04.	Shri V. K. Shrivastava, Chief Manager (Admn.) (Rajasthan Project) 12, Old Residency Road, Jodhpur – 342 001.	Shri M. D. Gupta, Sr. Manager (F&A) (Rajasthan Project) 12, Old Residency Road, Jodhpur – 342 001.	Jodhpur & Jaisalmer and operational areas in the state of Rajasthan	Shri T. K. Bhattacharjee, General Manager (Rajasthan Project) 12, Old Residency Road, Jodhpur – 342 001.
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BAY EXPLORATION PROJECT OFFICE

05.	Shri S. N. Singh, Project In-charge, Bay Exploration Project, IDCO Towers, Janpath, Bhubaneswar – 751 007	Shri Abhijit Majumdar, Manager (F&A) Bay Exploration Project, IDCO Towers, Janpath, Bhubaneswar – 751 007	Bhubaneswar and operational areas in the state of Orissa.	Shri R. K. Mohanty, Project Manager Bay Exploration Project, IDCO Towers, Janpath, Bhubaneswar – 751 007
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PIPELINE HEADQUARTERS

06.	Capt. L.C.Baruah, Chief Manager (Admn.) Pipeline Headquarters, P.O. Udayan Vihar, Guwahati – 781 171	Shri M. B. Raju Manager (F&A) Pipeline Headquarters, P.O. Udayan Vihar, Guwahati – 781 171	Guwahati Pipeline Headquarter and all pipeline operation areas under the Pipeline Division.	Shri S. C. Baruah, General Manager, Pipeline Headquarters, P.O. Udayan Vihar, Guwahati – 781 171
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GANGA VALLEY PROJECT OFFICE

07.	MD.Salim, Chief Geophysicist, Ganga Valley Project, Plot No.: 19, Sector – 16A, Noida – 201 301	Ms. Usha Agarwal, Manager (Admn.), Ganga Valley Project, Plot No.: 19, Sector – 16A, Noida – 201 301	Noida & operational areas under the GVP in the state of UP	Shri R K. Mohanty, General Manager(OSD), Ganga Valley Project, Plot No.: 19, Sector-16A, Noida – 201 301
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