

NO. 1(5)/2012-ADMN
GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY
(PETROLEUM DIVISION)

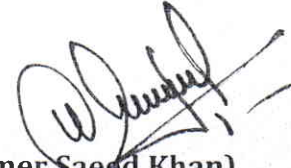
Islamabad, the 30th May, 2023

OFFICE ORDER

The Secretary, Petroleum Division has been pleased to make necessary amendments in distribution of work of various Section Officers Ministry of Energy (Petroleum Division) with immediate effect. Copy of the revised Distribution of Work is enclosed, accordingly.

2. Furthermore, the reporting channel of Section Officers (D-I, D-II, D-III & D-IV) has also been revised, as under:

Revised reporting channel	<ul style="list-style-type: none">i. Section Officers (D-I) and (D-II) shall report to the Deputy Secretary (D-I) and;ii. Section Officers (D-III) and (D-IV) shall report to the Deputy Secretary (D-II)
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(Umer Saeed Khan)
Section Officer (Admin)
Ph: 9208233

Distribution:

- i. PS to MOS, Petroleum Division.
- ii. APS to Secretary, Petroleum Division.
- iii. SPS to Special Secretary, Petroleum Division.
- iv. PS to Additional Secretary (Admin/Policy), Petroleum Division.
- v. PS to JS (A&CA), JS (I&JV/Dev), Petroleum Division.
- vi. APS to CF&AO, Petroleum Division.
- vii. DS (D-I, II, Admin, CA).
- viii. All Section Officers/Audit Officer, Petroleum Division.
- ix. DG (Admin), Policy Wing, Petroleum Division.

ADMIN & CORPORATE AFFAIRS WING
[Joint Secretary (A&CA)]/Head of the Wing

[Deputy Secretary (CA)]

Section Officer (CA-I)

- a) Cases of appointment / pay packages / termination of MDs / CEOs of PSOCL, GHPL, PARCO, PLTL/PLL, PPL, OGDCL, SNGPL, SSGCL, HDIP, PMDC, SML & ISGSL.
- b) Restructuring of BoDs / Management / Governors of PSOCL, GHPL, PARCO, PLTL/PLL, PPL, OGDCL, SNGPL, SSGCL, HDIP, PMDC, SML & ISGSL.
- c) Cases of re-instatement on regular / contract / daily wages and complaints of applicants etc. in respect of above listed companies/organizations.
- d) All matters pertaining to Court cases of employees and panel of advocates in respect of above listed companies/organizations.
- e) Provision of documents etc to NAB under Section 33-B of the NAB Ordinance (NAO), 1999 in respect of above listed companies/organizations.
- f) Cases of National / Senate Assembly questions in respect of above listed companies/organizations.
- g) Miscellaneous cases (including NOC's, deputation etc.) in respect of above listed companies/ organizations.
- h) All matters related to participation of State-Owned Enterprises (SOE's) in the Reko Diq Project.

Section Officer (CA-II)

- a) To process cases regarding promotion of Deputy Director General, Directors, DD, AD, Geo Physicist, Superintending Geo physicist, Chemist, Senior Chemist, Superintending Chemist and Chief Chemist through CSB, DSB and DPC of regarding GSP.
- b) To process recruitment cases of ADs, DDs, Directors, Assistant Geo Physicist, Geo physics, Chemist, Senior Chemist, Photogrammetric, Statistical Officer, Mining Geologists and Private Secretaries of GSP in the Division and to make correspondence with FPSC for their appointment.
- c) Court and litigation matters regarding GSP PMDC, SML and LCDCL and preparation of para wise comments of all the above-mentioned organizations.
- d) To process authentication / verification of Surveyor certificates of Khewra Institution of PMDC.
- e) All administrative matters related to HDIP, GSP, ENAR Petrotech and LCDCL.
- f) Coordination matters (internal) related to Petroleum Division.

Section Officer (CA-III)

- a) NOC/Clearance regarding visits from Finance Division and Interior Division.
- b) All matters related to Ex-Pakistan Leave of employees of companies/organizations /departments under administrative control of Ministry of Energy (Petroleum Division).
- c) Performance Agreement

- d) The matters related to International Monetary Fund (IMF), World Bank (WB) and Asian Development Bank (ADB)
- e) All administrative matters pertaining to OGRA.
- f) All matters related to the board meetings including but not limited to the following:
 - i) Maintaining record of minutes, working papers, resolutions, statutory reports, etc.
 - ii) Putting up de-briefs to Secretary, Petroleum Division on board meetings.
 - iii) Putting up relevant information/ ministerial position related to agenda items to be discussed in the board meetings.
 - iv) Ensuring performance evaluation of all board members and putting up the same for the information/decision of the Secretary, Petroleum Division.
 - v) Matters related to statutory meetings / Annual General Meetings (AGM) of the companies/organizations.
 - vi) Appointment of proxies wherever necessary.

[Deputy Secretary (Admin)]

Section Officer (Coord & Council)

Council

- a. All matters relating to Senate, National Assembly (NA) regarding questions, motions, adjournment motions, Call Attention Notices and resolutions.
- b) Coordination with Senate Secretariat, NA, Officers of Petroleum Division regarding all matters related to Council/Parliamentary affairs.
- c) Checking accuracy of the questions of the Senate / National Assembly.
- d) Submission of questions/briefs in the Senate / National Assembly in stipulated time.
- e) Processing of requests for issuance of letters for passports/note Verbale of the officers / officials of Petroleum Division and departments working under administrative control of the Division.
- f) Matters related to Visits / Trainings within Pakistan and abroad and soliciting suitable nominations for foreign trainings through EAD and other departments.
- g) Issuance of Sanction Letters regarding TA/DA abroad.

Coordination

- i) Work relating to Secretaries Committees and other Standing Organization Committees.
- ii) Progress of implementation of the decisions of the Cabinet / Directives of the President and the Prime Minister pertaining to Petroleum Division.
- iii) All general coordination with other Ministries/ Divisions/General matters not specified[†](Public Dealing) and general matters not specifically allocated to any other Section.
- iv) Preparation of Year Book in respect of Ministry of Energy (Petroleum Division).
- v) Regularization of services of contract / daily wages employees.
- vi) Follow up of Minutes of the Meetings to ensure timely compliance with Ministries / Division
- vii) Maintenance of record of the Petitioners views comments of their concerned Ministries / Divisions.
- viii) Decisions made by the Committee for regularization of services of the contract employees and further communication to companies / organizations and autonomous bodies under administrative control of this Division.