

OFFICE ORDER NO.8/2024

The approval of the Competent Authority is hereby conveyed for assigning the following roles/responsibilities to Shri Vijay Mahajan, Additional Director at Monitoring Cell, under Oil Industry Development Board (OIDB):

- i). In-charge of the Monitoring Cell, OIDB.
 - ii). To monitor all the transferred activities after dissolution of PCRA.
 - iii). He will be the link officer to Manager (Estate), which is vacant as on date. As such, he will carry out work relating to Estate matters pertaining to OIDB Bhawan, including preparation of tender documents, execution of contracts, scrutiny of bills, etc. for operation and maintenance of OIDB Bhawan.
 - iv). Any other works assigned from time to time.
2. Shri Vijay Mahajan shall be reporting to DCF&AO (Admin & Estate).

[Authority: Secretary, OIDB's approval dated 06th May 2024].


(Sanjay Kashyap)
Manager (P&A)
07th May 2024

F. No. AD/37/2023-ADM

Copy to:

- i. PS to Secretary, OIDB.
- ii. PS to FA&CAO.
- iii. PS to DCF&AOs.
- iv. Shri M.S. Chauhan, Sr. Accounts Officer
- v. Shri Vijay Mahajan, Additional Director at Monitoring Cell, under OIDB.
- vi. Hindi Officer.
- vii. All officers/officials of OIDB.
- viii. Office Order File/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
वेबसाइट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, 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.9/2024

With the approval of Competent Authority, the **enclosed** revised works distribution in respect of Sh. Rajesh Mishra, Accounts Officer, Sh. Ganesh Sah, Accounts Officer and Sh. Manish Verma, Accountant, will come into force with immediate effect, until further orders.

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

[Handwritten signature]

[Handwritten signature]
07.5.24

(Sanjay Kashyap)
Manager (P&A)
Additional Charge-
DCF&AO(Admn & Estate)

Encl: As above.

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

Dated: 07th May 2024

Copy to:

1. PS to Secretary, OIDB
2. PS to FA&CAO, OIDB
3. PS to DC&AOs
4. Sr. Accounts Officer
5. Sh. Rajesh Mishra, Accounts Officer
6. Sh. Ganesh Sah, Accounts Officer
7. Sh. Manish Verma, Accountant
8. All officials of OIDB
9. Notice Board
10. Guard File

प्रधान कार्यालय :-
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No. AD/47/2022-ADM

13th June, 2024

OFFICE ORDER NO.11/2024

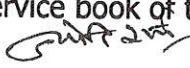
Consequent upon the repatriation of Shri Sanjay Kashyap, Manager (P&A)/Addl. Charge of DCF&AO, to his parent department on 13.06.2024 (A/N), the additional charge of the vacant post of DCF&AO (Admin) with all its duties/powers is hereby assigned to Shri Meharban Singh Chauhan, Sr. Accounts Officer w.e.f. 14th June, 2024 (F/N), till the joining of the incumbent of the vacant post of DCF&AO or till further orders, whichever is earlier, along with his present duties, without any additional financial implication. For the work related to DCF&AO (Admin), he will report to FA&CAO, OIDB.

2. This issues with the approval of the Competent Authority i.e. Chairman, Oil Industry Development Board. Office Order for assigning the works of Estate matters is being issued separately.


13-6-24

(Sanjay Kashyap)
Manager (P&A)/
DCF&AO (Addl. Charge)

Copy to:

- i. PPS to Chairman, OIDB
- ii. PS to Secretary, OIDB
- iii. PS to FA&CAO
- iv. DCF&AO(RS)
- v. Shri M. S. Chauhan, Sr. Accounts Officer
- vi. Personal file/service book of the Officer
- vii. Hindi Officer 
- viii. DDO/Pay Section
- ix. Notice Board/Guard File

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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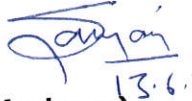
No. AD/47/2022-ADM

13th June, 2024


OFFICE ORDER NO.12/2024

Consequent upon the repatriation of Shri Sanjay Kashyap, Manager (P&A) to his parent department on 13.06.2024 (A/N), the additional charge of the vacant post of Manager (P&A) with all its duties/powers is hereby assigned to Dr. Jyoti Sharma, Hindi Officer w.e.f. 14th June, 2024, till the joining of the incumbent of the post of Manager (P&A) or till further orders, whichever is earlier, along with her present duties, without any additional financial implication.

2. This issues with the approval of the Competent Authority i.e. Chairman, Oil Industry Development Board. Dr. Jyoti Sharma will report to Sr. A.O. being holding the additional Charge of DCF&AO (Admin).


(Sanjay Kashyap)
Manager (P&A)/
DCF&AO (Addl. Charge)

Copy to:

- PPS to Chairman, OIDB
- PS to Secretary, OIDB
- DCF&AO(RS)
- Sr. Accounts Officer/DCF&AO (Addl charge)
- Dr. Jyoti Sharma, Hindi Officer
- Personal file/service book of the Officer
-  Hindi Section
- DDO/Pay Section
- Notice Board/Guard File

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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कृपया हिन्दी में पत्राचार करें।

No. AD/47/2022-ADM

13th June, 2024

OFFICE ORDER NO.13/2024


In addition to the existing duties assigned to him, Shri Rajesh Kumar Saini, Dy. Chief Finance & Accounts Officer, is also assigned the work related to Estate Division and Monitoring Cell, OIDB. Shri Vijay Mahajan, Additional Director, Monitoring Cell, who is also the link officer of Manager (Estate) will report to DCF&AO (RS). This order will come into force w.e.f. 14th June, 2024.

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



(Sanjay Kashyap)
Manager (P&A)/
DCF&AO (Addl. Charge)

Copy to:

- i. PS to Secretary, OIDB
- ii. PS to FA&CAO
- iii. Shri Shri Rajesh Kumar Saini, Dy. Chief Finance & Accounts Officer
- iv. Shri M. S. Chauhan, Sr. Accounts Officer/DCF&AO (Addl. Charge).
- v. Shri Vijay Mahajan, Additional Director, Monitoring Cell
- vi. Personal file/service book of the Officer
- vii. Hindi Officer 
- viii. All officials of OIDB
- ix. Notice Board/Guard File

प्रधान कार्यालय :-

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Registered Office :-

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Phone : 91-11-23413540

Office Order 18/2024

With the approval of the Competent Authority, the enclosed works allocated to Shri Neeraj Kumar Sharma, Section Officer which will come into force with immediate effect, until further orders.


20/8/24

(Jyoti Sharma)
Hindi Officer/

Manager (P&A) (Addl. charge)
August 20, 2024

No. AD/71/2024-ADM

Copy to:

- i. Shri Neeraj Kumar Sharma, Section Officer.

Copy for information to:

- i). PS to Secretary, OI DB.
ii). PS to FA&CAO.
iii). PS to DCF&AOs.
iv). Hindi Section.
v). Notice Board
vi). Office Order File/Guard File

प्रधान कार्यालय :-

1.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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तन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट :- www.oidb.gov.in

नियुक्त कार्यालय :-

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

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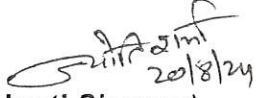
Registered Office :-

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110001
Phone : 91-11-25413540

कृपया हिंदी में पत्राचार करें।

OFFICE ORDER NO.20/2024

With the approval of the Competent Authority, Smt. Renu Baloni, Stenographer Grade-B is hereby attached with DCF&AO (RS) and Additional Director, Monitoring Cell, OI DB for providing secretariat assistant, which will come into force with immediate effect, until further orders.


(Jyoti Sharma)
Hindi Officer/
Manager (P&A) (Addl. charge)

Manager (P&A) (Addl. charge)

August 20, 2024

No.AD/72/2024-ADM

Copy to:

- i. Smt. Renu Baloni, Stenographer Grade-B.

Copy for information:

- ii. PS to Secretary, OI DB.
iii. PS to FA&CAO.
iv. PS to DCF&AOs.
v. Additional Director, Monitoring Cell, OI DB.
vi. Notice Board
vii. Office Order File/Guard File.

Main Office :

OI DB Bhawan, 'C' Block, 3rd Floor
PlotNo. 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-110001
Phone : 91-11-25413540

प्रधान कार्यालय :-

1.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं० 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट :- www.oidb.gov.in

जीकृत कार्यालय :-

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

कृपया हिंदी में पत्राचार करें।

संख्या 14/3/2015-ओआईडीबी
आईटी/1/2023-ईएसटी/ई-1688

दिनांक: 01 अक्टूबर, 2024

कार्यालय आदेश संख्या / Office Order No. 22/2024

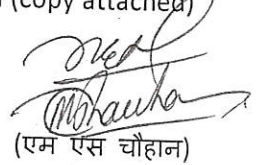
अधोहस्ताक्षरी को सीपीपी पोर्टल पर ई-प्रोक्युमेंट के उपयोगकर्ता खातों के अतिरिक्त असाइनमेंट के लिए सक्षम प्राधिकारी के अनुमोदन को ओआईडीबी के निम्न अधिकारी को सूचित करने का निर्देश दिया गया है:-

The undersigned is directed to convey the approval of the Competent Authority for additional assignment of the user account of **E-procurement on CPP Portal** to the following officer of the OIDB as mentioned below: -

क्रम सं. / Sl. No.	उपयोगकर्ता खाता / User Account	अधिकारी का नाम / Name of officer
01	नोडल अधिकारी / Nodal officer	श्रीमती ज्योति शर्मा, हिंदी अधिकारी एवं प्रबंधक (पी एंड ए) अतिरिक्त प्रभार

2. उपर्युक्त अधिकारी से अनुरोध है कि वे उन्हें सौंपी गई उपयोगकर्ता भूमिका के लिए निर्धारित प्रपत्र (प्रतिलिपि संलग्न) भरकर उपलब्ध कराएं।

2. The above mentioned officer are requested to provide filled up prescribed form (copy attached) for user role assigned to them.


(एम एस चौहान)

वरिष्ठ लेखा अधिकारी एवं
अतिरिक्त प्रभार उ. मु. एवं ले. अ.

श्रीमती ज्योति शर्मा, हिंदी अधिकारी
एवं प्रबंधक (पी एंड ए) अतिरिक्त प्रभार

प्रतिलिपि सूचनार्थ / Copy for information:-

- सचिव के निजी सचिव / PS to Secretary I
- एफ.ए. एण्ड सी.ए.ओ. के निजी सचिव / PS to FA & CAO I
- डी.सी.एफ.एण्ड ए.ओ. (आरएस) के निजी सचिव / PS to DCF&AO (RS) I
- वरिष्ठ लेखा अधिकारी / डी.सी.एफ.एण्ड ए.ओ.(प्रशासन) (अतिरिक्त प्रभार) I
- ओआईडीबी के सभी अनुभाग एवं कर्मचारी / All section & staff of OIDB I
- कार्यालय आदेश फ़ाइल/गार्ड फ़ाइल/नोटिस बोर्ड / Office order File/Guard File/Notice Board I

प्रधान कार्यालय :-

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कृपया हिंदी में पत्राचार करें।

File No. LF/8/2024-FIN

October 22, 2024

Office Order No.22 /2024

Ministry of Petroleum & Natural Gas has informed that an MOU signed between ISPRL and Mangalore Special Economic Zone Ltd. (MSEZL) to establish strategic crude oil facility at Mangalore. Since ISPRL is a SPV under OI DB, it has been decided by the Competent Authority in the Ministry that OI DB will maintain asset records for the project, which could be shared with Ministry as and when required.

2. In the above context, it has been decided with the approval of Secretary, OI DB that Shri Manish Verma, Accountant, OI DB, has been assigned the work of maintaining the asset records for the project with immediate effect in addition to his regular work. Necessary assistance in this regard shall be provided by ISPRL.



(M.S. Chauhan)

Sr. Accounts Officer &

Addl. Charge DCF&AO (Admn.)

Copy to:

- ✓ 1. CEO&MD, Indian Strategic Petroleum Reserves Ltd., 3rd Floor, OI DB Bhawan, Sector-73, Noida, with a request to designate concerned ISPRL official to provide necessary assistance to Accountant, OI DB, in maintaining the Asset Records of the project in pursuance of directions of MoP&NG communicated vide emails dated 06.09.2024 & 30.09.2024 (copies enclosed).
2. PS to Secretary, Oil Industry Development Board, 3rd Floor, OI DB Bhawan, Sector-73, Noida.
3. PS to Financial Advisor & CAO, Oil Industry Development Board, 3rd Floor, OI DB Bhawan, Sector-73, Noida.
4. PS to Dy. Chief F&A Officer (RS), Oil Industry Development Board, 3rd Floor, OI DB Bhawan, Sector-73, Noida.
5. Sr. Accounts Officer/Addl. Charge of Dy. Chief F&A Officer (Admin)
6. Shri Manish Verma, Accountant, OI DB.
7. Personal file of the officer
8. Notice Board, OI DB.








22/10/24

प्रधान कार्यालय :-

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फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630

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Registered Office :-

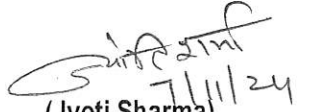
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110001

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कृपया हिंदी में पत्राचार करें।

OFFICE ORDER No. 24/2024

With the approval of the Competent Authority, the work allocation of Shri Vikas Srivastava, Dy. Chief Finance & Accounts Officer which will come into force with immediate effect and until further orders, is enclosed.


(Jyoti Sharma)
Hindi Officer/
Manager (P&A) (Addl. charge)
7th November, 2024

No. AD-14/5/2024-ADM

Copy to:

- i. Shri Vikas Srivastava, Dy. Chief Finance & Accounts Officer (DCF&AO)

Copy for information to:

- i). PS to Secretary, OI DB.
ii). PS to FA&CAO.
iii). PS to DCF&AOs.
iv). Hindi Section.
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vi). Office Order File/Guard File

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं० 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट :- www.oidb.gov.in

पंजीकृत कार्यालय :-

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

Main Office :

OI DB Bhawan, 'C' Block, 3rd Floor
PlotNo. 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-110001
Phone : 91-11-25413540

कृपया हिंदी में पत्राचार करें।

Annexure

1. All Personnel and Establishment matters.
2. All General Administration related matters.
3. Supervision of day to day works for smooth functioning of OADB office.
4. Rajbhasha and related matters.
5. Supervision of maintenance & upkeep of OADB website and IT related matters.
6. All matters relating to Ministries/ VIP/References and Parliament question etc. relating to assigned subject.
7. Implementation of various Govt. Programmes/activities in OADB.
8. Handling of CAG observations, Court matters relating to assigned subject.
9. Work related to Right to Information Act as an Appellate Authority
10. Duties of Liaison/coordination/Nodal officer and Public Relation Officer for all purposes.
11. Matter related to all logistic support/arrangement during Audit/inspection of OADB's accounts/works by CAG & other Govt. organizations.
12. All work related to vigilance cases/matters.
13. Any other item of works assigned from time to time.

Shri Vikas Srivastva will report to FA&CAO, OADB

No. AD-14/10/2022-ADM

12 February, 2025

Office Order No. 03/2025

With the approval of the competent authority, the following officers are designated as Central Public Information Officer (CPIO), Nodal Officer and Appellate Authorities under RTI Act, 2005:-

Sl. No.	Division/Works	Central Public Information Officer (CPIO)	Nodal Officer	Appellate Authorities
1.	Finance & Accounts Division - Loan, grant, investment, fixed deposit, budget, Accounts etc. matters.	Sr. Accounts Officer [Shri M.S. Chauhan, Sr. Accounts Officer]	Manager (P&A) [Smt. Jyoti Sharma,	Dy. Chief Finance & Accounts Officer (Finance & Estate) [Shri Rajesh Kumar Saini]
2.	Estate Division - Operation & maintenance of OIDB Bhawan, contact, procurement thereof, Dwarka project etc. matters.	Manager (Estate) [Shri Vijay Mahajan, Additional Director]	Manager (P&A) - Addl. charge]	Dy. Chief Finance & Accounts Officer (Finance & Estate) [Shri Rajesh Kumar Saini]
3.	Admin Division - General administration & establishment etc. matters.	Manager (P&A) Smt. Jyoti Sharma, Manager (P&A) - Addl. charge		Dy. Chief Finance & Accounts Officer (Administration) [Shri Vikas Srivastava]

2. This order will come into force with immediate effect.

[Signature]
12/2/25
(Jyoti Sharma)
Hindi Officer &
Manager (P & A)

To:

1. PS to Secretary, OI DB.
2. PS to FA&CAO, OI DB
3. PS to DCF&AO (RS) & DCF&AO (VS)
4. Hindi Officer for Hindi translation
5. Office Order File
6. Guard File/Notice Board.

Main Office :

OI DB Bhawan, 'C' Block, 3rd Floor
PlotNo. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office :-

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प्रधान कार्यालय :-

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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

कृपया हिंदी में पत्राचार करें।

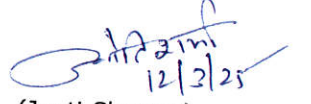
File No. AD-14/10/2022-ADM

Dated 12th March, 2025

OFFICE ORDER NO. 5/2025

Ms. Sonali Sharma, Stenographer Grade-C in addition to her present work allocation, is also assigned the work related to medical claims received from OIDB Officials/Pensioners temporarily, till further orders. She will submit the files to the Section Officer (Admin) in this regard.

2. This order shall come into effect immediately.


12/3/25

(Jyoti Sharma)
Hindi Officer/

Addl. Charge Manager (P&A)

Copy to:

1. PS to Secretary, OIDB
2. PS to FA&CAO
3. PS to DCF&AOs.
4. Ms. Sonali Sharma, Steno Grade-C.
5. Personal File/Service book of the officer.
6. Hindi Section.
7. Office Order/Guard File

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
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Registered Office :-

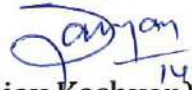
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110001
Phone : 91-11-25413540

कृपया हिंदी में पत्राचार करें।

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,
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फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630

वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-

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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 OADB'S OFFICIALS

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

1. Estate related matters relating to all technical contracts of OADB 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 OADB Bhawan i.e. Horticulture Services, Security Services, Cafeteria Services and FMS.
3. Matter relating to OADB Land at Dwarka and OADB's registered office at WTC Building, New Delhi.
4. General administration and Establishment matters of OADB 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 OADB 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 OADB and other Trusts.
2. Matters related to loans including PAC and equity.
3. Matters related to regular grant, HCF, R&D & other grants.
4. OADB Board and related matters.
5. Supervision & scrutiny of Annual Report materials.
6. Work related to National Pension Scheme-PAO duties
7. OADB Cess and related issues.
8. HSSC, IIPE, BLL, Task Force on Underground Gas Storage, RGIPT.
9. CAG observations/paras, Court matters pertaining to Finance & Accounts wing.
10. IT, GST & entire taxation matters.
11. Any other matter assigned from time to time.

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


14.10.2021

Manager (Personnel & Administration)


1. All Personnel and Establishment matters which inter-alia include DPC/DSC and related matters, filling up of vacancies and related matters like increments, deputation, service books, APARs, leave records, OIDB'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 OIDB's website.
4. Supervision of Transport arrangements and management of OIDB Vehicles.
5. Printing of OIDB'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 OIDB'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 OIDB Bhawan, Noida, construction of office building at Dwarka, New Delhi and OIDB 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 OIDB 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 OIDB 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).


14.10.2021

Senior Accounts Officer

1. All matters relating to Loan & Grants.
2. Monitoring of data on loan, grants and equity released by OADB.
3. Monitoring of all books of accounts of OADB.
4. Monitoring of entire Tax matters, Audit paras and Court cases pertaining to Finance & Accounts Wing.
5. Finalization of Budget Estimates of OADB and budgetary control.
6. Finalization of Annual Accounts of OADB and funds/Trusts managed by OADB.
7. Monitoring of investments/FDRs etc.
8. Monitoring of accounting of inventory/ depreciation policy/ physical verification/ insurance of assets etc.
9. Management of OADB Employees Superannuation, Gratuity and Provident Fund Trusts.
10. Work relating to Cess under OAD 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 OADB including Annual Reports.
3. Work related to Hindi Magazine.
4. Work relating to OADB's Newsletter.
5. Maintenance & updation of Hindi software in OADB computers.
6. Updation of OADB'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 OIDB'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 OIDB.
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 OIDB, etc.
9. Performing of duties of DDO.
10. Pay Bill & Pension Registers, Preparation of Pay Bills.
11. Maintenance & reconciliation of OIDB 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 OIDB, 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 OIDB.
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

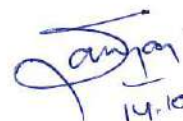
1. All Personnel and Establishment matters which inter-alia include recruitments, framing RRs, maintaining service books, APARs, leave records, OIDB's employees entitlements, advances and pension cases, leave salary and pension contributions etc.
2. All general administrative matters.
3. Maintenance 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

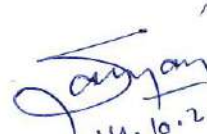
1. To process all estate matters relating to OADB Bhawan, Noida, construction of office building at Dwarka, New Delhi and OADB office at WTC Building, Connaught Place, New Delhi.
2. To process all bills for operation and maintenance of all facilities at OADB Bhawan.
3. Assist senior officers for floating 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 OADB 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 OADB Vehicles.
5. Maintenance of APAR/Property Return of OADB 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 OADB 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'

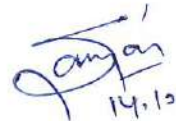
1. All matters related to appointment of OIDB Board members.
2. Preparation of presentation for OIDB Board meetings.
3. Booking of air tickets for officials tours
3. Secretarial assistance to Secretary, OIDB
4. Any other item of work assigned from time to time.
5. Processing of Medical claims of employees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

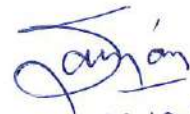
1. Shri Himansu Bansal Consultant (F&A) will report to Finance & Accounts Wing.
2. Shri Peeyush Bansal, Consultant (F&A) will report to Finance & Accounts Wing.
3. Shri R. Kaul, Consultant (Legal) will provide legal advice on all the matters of OADB as and when sought.
4. Ms. Surabhi Sharma, Consultant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

श्री अ. अ. अ.
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

19/05/2023

19/5

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
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कृपया हिन्दी में पत्राचार करें।

**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.

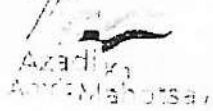
Sh. Manish Verma, Accountant will report to Accounts Officers (RM) for all matters except Annual Accounts of all Trusts of OIDB for which he will report to Accounts Officer (GS)

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
(B) E-publishing on CPP Portal			
(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 :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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फोन : 91-11-23413540

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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।

21/09/2023
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।

प्रधान कार्यालय :-
ते.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
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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, OI DB.

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

Enclosure: As above.

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

Copy to:-

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

जारी किया
Manoj Kumar
13.02.2024

प्रधान कार्यालय :-
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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 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, etc., coordination with concerned authorities therefore and coordination with internal auditors of OADB.
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 OADB, 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 OADB 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 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/ 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. 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 OIDB'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, OIDB.


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

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

Copy to:-

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

जारी किया
Manoj Kumar
29.2.2024

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

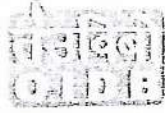
Shri Ganesh Sah, Accounts Officer (GS)

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 OI DB 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, OI DB.


(Sanjay Kashyap)
Manager (P&A)

Copy to:

 (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

Copy for information:

(i) PS to Secretary, OI DB
(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.
(vii) Office Order/Guard File

जारी किया
Manoj 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 into force with immediate effect.

(Sanjay Kashyap)
Manager (P&A)/

Additional charge of DCF&AO (Admin)

Copy to:

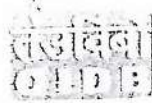
1. PS to Secretary, OIDB
2. Shri Rajesh Kumar Saini, DCF&AO
3. Shri M.S. Chauhan, Sr. Accounts Officer
4. Ms. Vandana Varma, Steno Grade-B.
5. Shri V.K. Saxena, Steno Grade-B.
6. Personal File/Service book of the respective officer.
7. Hindi Officer.
8. Office Order/Guard File/Notice Board

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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

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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 :-
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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.



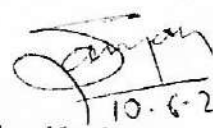
No. 6/12/2016-OIDB

10th June, 2022^e

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 OADB 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 OADB 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 OADB 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).

