



**OIL AND NATURAL GAS CORPORATION LTD.**  
**FINANCE & ACCOUNTS, HAZIRA PLANT, SURAT**

HZR/F&amp;A/Job Assignment/25-26/01

29.05.2025

From:	CGM(F&A) – Head Finance, Hazira Plant
To:	As per Distribution List
Subject:	<b>Change in Job Assignment of Finance Section</b>

Subsequent to the transfer and superannuation of Finance executives, the following changes have been made in assignment of duties of executives working in Finance Section effective from 01.06.2025.

1. Internal Finance Work Distribution including concurrence and release of PR - **Annexure 1.**
2. Tender Committee Work Distribution - **Annexure 2.**
3. Vetting of Tender Documents, Comparative Statements/Contract Agreements Work Distribution - **Annexure 3.**
4. Tender Opening Work Distribution - **Annexure 4.**
5. Rate Reasonability Work Distribution - **Annexure 5.**

All the proposals requiring the approval of L1 shall be concurred by Head Finance. All the BFC & PEC committees where CPA is L1 shall be attended by Head Finance

Head Finance may assign any case to any officer as and when required.

This order shall be in supersession of all previous orders related to works assignment and shall come into force with effect from 01.06.2025.

(Sanjib Kumar Das)

**Distribution List:**

- |                            |                        |
|----------------------------|------------------------|
| 1. Head Engg. Services     | 2. Head Operations     |
| 3. Head Maintenance        | 4. Support Manager     |
| 5. Head HSE                | 6. Head HR             |
| 7. Head QPCL               | 8. Head MM             |
| 9. Incharge Infocom        | 10. Incharge Security  |
| 11. Incharge Fire Services | 12. Incharge Logistics |
| 13. Incharge Medical       |                        |

For kind information to: EA to ED - PM.

**Annexure 1 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025 - Internal Finance Work Distribution**

Sl. No.	Name	Additional Assignment/ Section In-charge	Assignment of duties	Reporting to
<b>Central Accounts</b>				
1	Surendra Prasad CM (F&A) 96796	Concurrence and Release of PR at C3 level	1. Preparation of accounts. 2. Preparation of CARR. 3. Data for advance tax, projected profitability, Income tax compliance reporting, KPIs etc. 4. Coordination with Statutory/ Internal/ Government/ Cost Auditors. 5. Internal Controls over Financial Reporting (ICFR) Framework. 6. Asset Accounting. 7. Any other assignment given by Head Finance from time to time.	Head Finance
2	Amit Gupta CM (F&A) 90259	Concurrence and Release of PR at C4 level		Head Finance
3	Nitin Patel Jr. Asst Accountant 138915			Niyati Shah Mgr (F&A) 131810
<b>Budget</b>				
3	Prasad Agre DGM (F&A) 92796		1. Issuance of FR Numbers. 2. Budget Formulation 3. Budget Coordination and reporting. 4. MIS related to budget. 5. Periodic review of Budget utilization 6. Any other assignment given by Head Finance from time to time	Head Finance
4	Niyati Shah Mgr (F&A) 131810			Prasad Agre DGM (F&A) 92796

**Annexure 1 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025 - Internal Finance Work Distribution**

Sl. No.	Name	Additional Assignment/ Section In-charge	Assignment of duties	Reporting to
<b>Sales Accounts</b>				
	Prasad Agre DGM (F&A) 92796	Concurrence and Release of PR at C2 level In-charge Sales Accounting	1. Invoicing of VAPs, Scrap and other service incomes and following up and recording payments received from customers.	Head Finance
	Niyati Shah Mgr (F&A) 131810		2. Closing of accounts activities. Payment of all statutory levies.	Prasad Agre DGM (F&A) 92796
5	Bharat Patel Asst. F&AO 83974		3. ITC utilization and ITC record maintenance as per GST Law, filing of various indirect tax returns, TCS Return and TDS Return u/s 195 related activities	Niyati Shah Mgr (F&A) 131810
	Nitin Patel Jr. Asst Accountant 138915		4. Issuance and/or collection of statutory forms.	Niyati Shah Mgr (F&A) 131810
			5. Indirect Taxes Assessment and appeal.	
			6. Dealing cases related to Sales ,CENVAT	
			7. Handling all Indirect Taxation matters.	
			8. MIS related to sales accounting section.	
			9. Monitoring & Clearing of open line items	
			10. Receivables Management	
			11. Handling all litigation/cases related to the section.	
			12. Compilation of sales data for Advance Tax	
			13. Compilation of sales data for projected profitability	
			14. Compilation of replies to sales related Audit queries	
			15. Internal Controls over Financial Reporting (ICFR) Framework	
			16. Any other assignment given by Head Finance from time to time.	

**Annexure 1 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025 - Internal Finance Work Distribution**

Sl. No	Name	Additional Assignment/ Section In-charge	Assignment of duties	Reporting to
<b>Personnel Claims</b>				
	Prasad Agre DGM (F&A) 92796	In-charge PCS	<ol style="list-style-type: none"> <li>1. Payroll processing related tasks.</li> <li>2. TA/TTA claim processing.</li> <li>3. Off-cycle payments.</li> <li>4. All other employee claims</li> <li>5. IT Savings</li> <li>6. Remittances</li> <li>7. Other employee remittances</li> <li>8. Handling all litigation/cases related to the section.</li> <li>9. Any other assignment given by Head Finance /In-Charge PCS from time to time.</li> </ol>	Head Finance
8	YA Shroff Sr. F&AO 83841	Will additionally handle GST TDS and IT TDS Remittance & Return related activities		Prasad Agre DGM (F&A) 92796
9	Sumitra Patel Sr. Supdt. (Accts.) 83870			YA Shroff Sr. F&AO 83841
<b>Cash &amp; Bank</b>				
10	Amit Gupta CM (F&A) 90259		<ol style="list-style-type: none"> <li>1. Processing of vendor, statutory payments and clearing of line items.</li> <li>2. Issuing cheques and Demand Drafts.</li> <li>3. Liasoning with banks, running of BRS, maintenance of bank accounts in SAP.</li> <li>4. Custody and record of Bank Guarantees.</li> <li>5. Handling all litigation/cases related to the section.</li> <li>6. Any other assignment given by Head Finance/In-Charge C&amp;B from time to time.</li> </ol>	Head Finance
11	Rajesh Kaboo Manager(F&A) 72067			Amit Gupta CM (F&A) 90259
12	Bhavna Saraiya Asst. F&AO 83973	Issuance of FR Numbers.		Rajesh Kaboo Manager(F&A) 72067

**Annexure 1 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025 - Internal Finance Work Distribution**

Sl. No	Team members	Additional Assignment/ Section In-charge	Assignment of duties	Reporting to	
<b>Pre Audit</b>					
13	Surendra Prasad CM(F&A) 96796	In-charge Pre Audit Concurrence & Release of PR at C3 level	<ol style="list-style-type: none"> <li>1. Release of payments of vendor invoices</li> <li>2. Ensuring timely payment of all statutory levies and filing of TDS Returns and Indirect tax returns pertaining to Pre Audit Section.</li> <li>3. Monitoring, Review, Reconciliation of all open line items related to pre-audit GL A/c Heads.</li> <li>4. Responsible for taking out the exception report from the SAP system showing the details of non-provision of liabilities and further action thereon.</li> <li>5. Furnishing replies to observations of auditors.</li> <li>6. MIS related to pre audit section.</li> <li>7. Handling all litigation/cases related to the section.</li> <li>8. LC/LSC</li> <li>9. Any other assignment given by Head Finance/Head Pre-Audit from time to time.</li> </ol>	Head Finance	
14	Niyati Shah Mgr (F&A) 131810	CSR, Electricity Duty, Lease Payment		Prasad Agre DGM (F&A) 92796	
15	YA Shroff Sr. F&AO 83841	CISF, Hotel, Property Tax, Contingent Advance		Prasad Agre DGM (F&A) 92796	
16	Bharat Patel Asst. F&AO 83974	Medical, Telephone		Niyati Shah Mgr (F&A) 131810	
17	Sumitra Patel Sr. Supdt. (Accts.) 83870	Medical (Upto Rs. 50,000/-), Contingent Advance		YA Shroff Sr. F&AO 83841	
18	JG Barot ## Asst. Supdt. Accts 83876	Imprest		YA Shroff Sr. F&AO 83841	

## Dak Management to be done by Sh. J G Barot, in addition to his work assignment of Pre-Audit.

**Note:**

1. All concerned to ensure handing over taking over to facilitate smooth transition. Wherever required, request for creation of new roles as well as deletion of existing roles may be created by the concerned individuals through ZICE\_ARMS and put up to the Head Finance for release/approval
2. The above assignments need to be accomplished by the officer/officials within the prescribed/reasonable time schedule. In case any work is pending beyond prescribed/reasonable period, the report for the same needs to be submitted to Head Finance on weekly basis without fail.
3. Prior intimation of leave needs to be given by the officers/officials and the officers/officials should get his leave sanctioned from the controlling officer before proceeding on leave. Before joining duty, the leave application, if not submitted due to some unavoidable reason should be submitted by the officer/officials to their respective controlling officers and got sanctioned for regularization of such leave. However, Head Finance needs to be informed regarding the leave sanctioned/late coming consented by the controlling officers for the officer/officials under their control.

**Annexure 2 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025**  
**Tender Committee Work Distribution**

Sl. No.	CPA	Level of Finance representative	Name & Designation	Nature of BFC & PEC
1	Head MM at units/L-II	2 <sup>nd</sup>	Prasad Agre DGM(F&A) 92796	All BFC & PEC
2	Second Level MM at units/L-III	3 <sup>rd</sup>	Surendra Prasad CM(F&A) 96796	All BFC & PEC
3	Third Level MM at units/ L-IV Tender Value > Rs. 25 lakhs	E4	Amit Kumar Gupta CM(F&A) 90259	All BFC & PEC
4	Third Level MM at units/ L-IV Tender Value upto Rs. 25 lakhs	E3	Niyati Shah Mgr(F&A) 131810	All BFC & PEC

**Note:**

1. File may be marked to Head Finance for assigning that case to any officer available, in absence of designated officer.
2. Head Finance may assign any case to any officer as and when required.

**Annexure 3 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025**  
**Vetting of Tender Documents, Comparative Statements Work Distribution**

<b><u>Sl. No.</u></b>	<b><u>Nature of Contracts/Tender</u></b>	<b><u>Above Rs. 150 Lakhs</u></b>	<b><u>Above Rs. 75 lakhs upto Rs. 150 lakhs</u></b>	<b><u>Above Rs. 15 lakhs upto Rs. 75 lakhs</u></b>	<b><u>Upto Rs. 15 lakhs</u></b>
1	Material Procurement	Prasad Agre DGM(F&A)	Niyati Shah Manager (F&A) 131810	Y A Shroff Sr. F&AO	Y A Shroff Sr. F&AO
2	LSTK/Works Contract/Services Cases	Surendra Prasad CM(F&A)	Rajesh Kaboo Manager (F&A)	Y A Shroff Sr. F&AO	Y A Shroff Sr. F&AO
3	All Civil Works & any other cases not covered at Sl. Nos. 1 & 2 above	Prasad Agre DGM(F&A)	Rajesh Kaboo Manager (F&A)	Y A Shroff Sr. F&AO	Y A Shroff Sr. F&AO

**Note:**

1. File may be marked to Head Finance for assigning that case to any officer available, in absence of designated officer.
2. Head Finance may assign any case to any officer as and when required.

**Annexure 4 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025**  
**Tender Opening Work Distribution**

Sl. No.	Month	Tender Opening Officer	CPF
1.	June'2025	Bhavna Saraiya, Asst. F&AO	83973
2	July'2025	Bharat Patel, Asst. F&AO	83974
3	August'2025	Bhavna Saraiya, Asst. F&AO	83973
4	September'2025	Bharat Patel, Asst. F&AO	83974
5	October, 2025	Bhavna Saraiya, Asst. F&AO	83973
6	November, 2025	Bharat Patel, Asst. F&AO	83974
7	December,2025	Bhavna Saraiya, Asst. F&AO	83973
8	January,2026	Bharat Patel, Asst. F&AO	83974
9	Ferbruary,2026	Bhavna Saraiya, Asst. F&AO	83973
10	March,2026	Bharat Patel, Asst. F&AO	83974

**Note:**

1. In case concerned officer is on leave, officer responsible for next month opening would open the tender.
2. Tender opening officer has to intimate well in advance about his leave or tour programme.
3. Head Finance may assign any case to any officer as and when required.

**Annexure 5 to O/O HZR/F&A/ Job Assignment/25-26/01 dated 29.05.2025**  
**Rate Reasonability Work Distribution**

As per para 14.1.1 of Integrated MM Manual when the purchase does not fall under purview of PEC, dealing officer of MM in consultation with Indenter and Finance shall ascertain the rate reasonability. From Finance Section following officers are assigned to ascertain the rate reasonability for the cases where PEC is not required.

Sl. No.	Cases	Officer	CPF
1	Stores	Y A Shroff, Sr. F&AO	83841
2	Spares	Y A Shroff, Sr. F&AO	83841
3	Capital Items including furniture and fixtures	Niyati Shah, Manager (F&A)	131810
4	Services including AMCs	Rajesh Kaboo, Manager (F&A)	72067
5	Works	Niyati Shah, Manager (F&A)	131810

**Note:**

1. Case Files may kindly be sent directly to concerned officer
2. File may be marked to Head Finance for assigning that case to any officer available, in absence of designated officer.
3. Head Finance may assign any case to any officer as and when required.

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