

# ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED

(A Govt. of Assam Undertaking )

Web : [www.ahecl.in](http://www.ahecl.in) Email : [info@ahecl.com](mailto:info@ahecl.com)

**17 POINTS DISCLOSURE FOR RTI ACT 2005.**

## **(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:**

M/s. Assam Hydrocarbon and Energy Company Limited (AHECL) is a State-level Public Sector Undertaking of the Govt. of Assam, and was incorporated on 5<sup>th</sup> September 2006 under the Companies Act 1956 and as amended under the Companies Act, 2013, under the Mines & Minerals Department, primarily with the objectives of exploration & production of hydrocarbons and other sources of energy in the untapped and unexplored areas of the State of Assam and other parts of North Eastern India. With an Authorized Capital of Rs. 100 Crores (Rupees One Hundred Crores) only and a Paid-up-Capital of Rs. 61.00 Crores (Rupees Sixty-One Crores) only, the Company is categorized as a "Public Company Limited by Shares.". The CIN of the Company is U11101AS2006SGC008235.

### Registered Office Address:

1<sup>st</sup> Floor, Block-II, HOUSEFED Complex,  
Lastgate, Dispur, Guwahati-781006, Assam.  
Website: [www.ahecl.in](http://www.ahecl.in)

### **a.) VISION:**

Strive to be a vibrant, excellence-oriented Company by attaining leadership with active participation in the field of hydrocarbon exploration and production and contribute to the overall socio-economic development of the State of Assam.

### **b.) MISSION:**

To fulfill the rising demand for hydrocarbons from the hitherto unexplored and untapped areas of the North East through superior quality and best-in-class services.

### **c.) OBJECTIVES:**

1. To carry on the business of producing hydrocarbons.
2. Conservation of energy by the distribution of energy-efficient gadgets throughout the State and generating awareness in the Public.
3. To generate, harness, develop, purchase, accumulate, distribute, and supply electricity by setting up hydro and thermal power plants using liquids gaseous or solid fuels like water, gas, air, naptha, coal, diesel oil and other petroleum products or through renewal energy sources such as solar windmill or through any other means and to supply such power either directly or through transmission lines either owned or hired.

**Contd. to Pg-02.**

**Contd. from Pg-01.**

4. To carry out the business including research and development for generation, distribution, and marketing of other sources of energy, including but not limited to solar, nuclear, wind renewable & non-conventional, coal gasification, biodiesel, ethanol, hydrogen and other bio-technical sources, on a commercial basis.

**d.) FUNCTIONS:**

As a Consortium Partner along with the Oil India Limited (OIL) & Numaligarh Refinery Limited (NRL) in the AA-ONHP-2017/20 (Namrup-Borhat) block, AHECL presently performs the following functions as one of the Management Committee Members:

- i. Review and approval of Discovery Notification; In-place HC Volume & Recoverable Reserves, Annual Program Quantity, Demarcation of Development Area, Abandonment & site restoration plan, Audited statement of petroleum Production, computation of Revenue Shares, Grant of Extension of Exploration Phase; Timeline for Work Program; Appraisal drilling; Actual production level, Reservoir performance for proper & optimal exploitation of reserves, Timeline for Implementation of FDP.
- ii. As a Consortium Partner with Oil India Limited (OIL), Numaligarh Refinery Limited (NRL) in the AA-ONHP-2017/20 (Namrup-Borhat) block, AHECL perform the following functions as one of the Operating Committee Members. Supervision and direction to Jt. Operations including the establishment of policies governing various activities of the Jt. Operations; Review & approval of Annual Work Program & Budgets; Delineation of any Discovery; Appoint technical, financial, legal, or other sub-committees; Review & approval of Field Development and Production Operations, proposal of new Exploration locations.

**(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;**

AHECL presently does not have any sanctioned posts. The Management of the Company is vested with the Board of Directors, which formulates strategies, policies and reviews its performance periodically. The post of Managing Director of the Company to date is mostly being held by senior bureaucrats of the Govt. of Assam. The Government of Assam notifies all appointments of Directors of the Company. All the present employees of the Company have been engaged on an annual contractual basis as per the requirements of the Company and with the due approval of the Board of Directors.

**Contd. to Pg-03**



**Contd. from Pg-02.**

Following are the number-wise details of the present employees of AHECL as on 26.05.2023, who have been engaged on an annual contractual basis in various capacities:

1. Chief Financial Officer : 01(one) no.
2. Senior Consultant (Exploration & Production) : 01(one) no.
3. Executive Consultant (Hydrocarbon) : 01(one) no.
4. Company Secretary : 01(one) no.
5. Technical Consultant : 02 (two) nos.
6. Executive Assistant : 01(one) no.
7. Accountant : 01 (one) no.
8. Sales Person cum Attendant : 01 (one) no.
9. Peon : 01 (one) no.

The present roles and responsibilities of the officers of AHECL as per designations are as mentioned below:

**TABLE-I**

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
1.	Chief Financial Officer, AHECL	<ol style="list-style-type: none"><li>1. Responsible for all the finance-related matters of the Company and placing them before the Management of the Company for finalizing of any decisions.</li><li>2. Additionally entrusted with the responsibility of looking after all the administrative matters of the Company and overall office-in-charge.</li><li>3. Responsible for maintenance of the day-to-day Accounts of the Company.</li><li>4. Responsible for liasohing with the Company's bankers for day-to-day banking operations.</li><li>5. Responsible for arranging and managing the funds for the business of the Company.</li><li>6. Responsible for ensuring compliance with various statutory requirements such as filing of returns,</li></ol>

**Contd. to Pg-04.**





Contd. from Pg-03.

Continuation of the Table-I from pre-page 03:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
1.	Chief Financial Officer, AHECL	<p>payment of taxes, maintenance of records etc. under the Companies Act 2013, Income Tax Act 1961, VAT Act, Service Tax Act, Employees Provident Fund Act, Employee's State Insurance Act, Professional Tax Act, GST Act etc.</p> <p>7. Responsible for establishing and managing internal controlling systems and procedures for the Company and ensuring Compliance with various Accounting Standards and policies as prescribed under various statutes.</p> <p>8. Responsible for attending to Statutory Auditor, Internal Auditor and Tax Auditors.</p> <p>9. Responsible for representing the Company before the Company's Banker, Income Tax, VAT, Service Tax, GST and other Government Departments as may be required in connection with the discharge of duties as CFO of the Company.</p> <p>10. Responsible for providing the Management with MIS and other reports as may be required from time to time.</p> <p>11. Responsible for ensuring timely preparation of monthly/ quarterly / half yearly and annual Financial Statements including Profit &amp; Loss Accounts, Balancesheet and Cash Flow Statements.</p>

Contd. to Pg-05.

Contd. from Pg-04.

Continuation of the Table-I from pre-page 04:

Sl No.	Designations	Key Roles & Responsibilities
2.	Senior Consultant (Exploration & Production), AHECL	<ol style="list-style-type: none"><li>1. Entrusted with the responsibilities for performing the duties of the Management Committee (MC) Member of AHECL for the AA-ONHP-2017/20 (Namrup-Borhat) exploratory block wherein AHECL is having 10% Participating Interest (P.I) in Consortium with Oil India Limited (OIL):70%, Numaligarh Refinery Ltd. (NRL):20%</li><li>2. Responsible for evaluation of technical and financial data in respect of the 10% P.I of AHECL in the Namrup Block and making necessary correspondences / liasoning with the Consortium Partners / Directorate General of Hydrocarbons (DGH) / Ministry of Petroleum &amp; Natural Gas (MoP&amp;NG) etc. and report the same to the Management of the Company.</li><li>3. Responsible for exploring opportunities in marginal oil fields like Discovered Small Fields (DSFs) etc. and any other opportunities in which the Company may seek business.</li><li>4. Responsible for making correspondences with various Departments of the Govt. of Assam like the Mines &amp; Minerals Department, Finance Deptt., Public Enterprises Deptt., Directorate of Geology &amp; Mining (DGM) etc. for matters pertaining to the business of the Company if and whenever necessary.</li><li>5. Responsible for preparation of roadmaps and develop strategies for future business opportunities for the Company pertaining to exploration and production of oil &amp; gas.</li></ol>

Contd. to Pg-06.



Contd. from Pg-05.

Continuation of the Table-I from pre-page 05:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
3.	Executive Consultant (Hydrocarbon) AHECL	<ol style="list-style-type: none"><li>1. Responsible for exploring business opportunities and develop strategies for future business opportunities for the Company as per the provisions of the Memorandum of Associations (MoA) of AHECL.</li><li>2. Responsible for helping AHECL to start business in exploration and production of oil &amp; gas.</li><li>3. Responsible for exploring business opportunities with entities like Oil India Limited (OIL), ONGC, Oil max Energy Pvt. Ltd., Vedanta etc. and give necessary feedback to the Management of AHECL about business process being followed and help AHECL to acquire new business options.</li><li>4. Responsible for business opportunities in the Coal &amp; Energy field of the Company.</li><li>5. Entrusted with the responsibilities of the Alternate Operating Committee member of AHECL for the AA-ONHP-2017/20 (Namrup-Borhat) exploratory block to act as substitute of Operating Committee (OC) Member of AHECL if and whenever necessary.</li></ol>
4.	Company Secretary, AHECL	<ol style="list-style-type: none"><li>1. Responsible for all Company Law Compliance and other law applicable to the Company.</li><li>2. Responsible for Compliance of Departmental guidelines / policies and order issued by the Govt. of Assam from time to time.</li><li>3. Responsible for Legal support to the Company.</li><li>4. Responsible for liasoning with various statutory bodies / Court / Tribunal.</li></ol>

Contd. to Pg-07.



Contd. from Pg-06.

Continuation of the Table-I from pre-page 06:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
4.	Company Secretary, AHECL	<p>5. Responsible for conducting Board Meetings, General Meetings, Audit Committee Meeting, etc.</p> <p>6. Responsible for preparation of various draft agenda notes for the Board / Committees of Directors, Directors' Report considering Company law aspect.</p> <p>7. Responsible for preparation and issue Notice of Board Meeting, Committee Meeting &amp; Annual General Meeting as per the Companies Act.</p> <p>8. Responsible for drafting various resolutions in accordance with the provisions of the Companies Act, and rules thereunder.</p> <p>9. Responsible for drafting Minutes of Board, Committee, Annual General Meeting, etc.</p> <p>10. Responsible for timely filing of various statutory forms &amp; returns with the Ministry of Corporate Affairs.</p> <p>11. Responsible for maintenance and record Statutory Registers as required under the Companies Act &amp; Rules thereunder.</p> <p>12. Responsible for collection of disclosures, consents etc. required under the Company Law from Directors and submit before the Board.</p> <p>13. Responsible for Coordination with other functions like Finance for smooth operations of the Company.</p> <p>14. Responsible for other day to day secretarial work of the Company.</p> <p>15. Responsible for any other matter related to Company Affairs of the Company.</p>

Contd. to Pg-08.

Contd. from Pg-07.

Continuation of the Table-I from pre-page 07:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
5.	Technical Consultant, AHECL (2014)	<ol style="list-style-type: none"><li>1. Entrusted with the responsibilities for performing the duties as the Operating Committee member of AHECL for the AA-ONHP-2017/20 (Namrup-Borhat) exploratory block wherein AHECL is having 10% Participating Interest (P.I) in Consortium with Oil India Limited (OIL): 70%, Numaligarh Refinery Ltd. (NRL):20% .</li><li>2. Responsible for preliminary evaluations of technical and financial data in respect of the 10% P.I of AHECL in the Namrup Block that are being submitted by the operator OIL and making necessary correspondences / liasoning with the Consortium Partners / Directorate General of Hydrocarbons (DGH) / Ministry of Petroleum &amp; Natural Gas (MoP&amp;NG) etc. and report the same to the MC Member and to the Management, Board of Directors of the Company.</li><li>3. Responsible for technical and financial evaluations of Cash Calls that are being given by OIL in respect of the 10% P.I of AHECL in the AA-ONHP-2017/20 (Namrup-Borhat) exploratory block, in consultation with the CFO, AHECL, Sr. Consultant (E&amp;P) cum MC Member, AHECL and the Internal Auditor of the Company.</li><li>4. Responsible for dealing with the distribution of energy efficiency items like LED bulbs, energy efficient fans, etc, in collaboration with the Energy Efficiency Services Ltd. (EESL).</li></ol>

Contd. to Pg-09.



Contd. from Pg-08.

Continuation of the Table-I from pre-page 08:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
6.	Technical Consultant, AHECL (2015)	<ol style="list-style-type: none"><li>1. Responsible for collaborative business opportunities for E&amp;P activities of oil &amp; gas.</li><li>2. Responsible for business in Green Energy (Solar Power) developmental projects along with Bio-fuel initiatives.</li><li>3. Responsible for dealing with the distribution of energy efficiency items like LED bulbs, energy efficient fans, etc, in collaboration with the Energy Efficiency Services Ltd. (EESL).</li><li>4. Responsible for business opportunities in the Coal &amp; Energy field of the Company.</li></ol>
7.	Executive Assistant, AHECL	<ol style="list-style-type: none"><li>1. Responsible for services in areas of the establishment, and day-to-day office administrative works of the Company which includes scheduling, reviewing, and prioritizing of various official letters received from Govt. Deptt. like Mines &amp; Minerals Deptt., Finance Deptt. etc. pertaining to different subject matters and preparing of draft replies and execution of works as instructed and systematically filing of the same and forwarding important correspondence such as Govt. Notifications, policies etc. to all the officers and staff of the Company.</li><li>2. Responsible for preparing various Company status reports, financial status reports, power-point presentation etc. as and when required for different internal meetings, review meetings of Deptts. etc. and assisting Sr. Consultant (E&amp;P), CFO and other officers of the Company as sought.</li></ol>

Contd. to Pg-10.

Contd. from Pg-9.

Continuation of the Table-I from pre-page 09:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
7.	Executive Assistant, AHECL	<p>3. Responsible for corresponding with the Auditor General Office regarding the Statutory Auditor appointment of AHECL and other general queries related to the Company.</p> <p>4. Responsible for assisting Chief Financial Officer cum Record Officer of the Company in maintaining various file records of the Company as required by the Assam Public Record Act 2002.</p> <p>5. Responsible for assisting Chief Financial Officer cum Public Information Officer (PIO), AHECL in drafting replies to RTI pertaining to AHECL and that are received through the Mines &amp; Minerals Deptt. etc.</p> <p>6. Responsible for compilation and preparation of various bank interest rate lists and timely maintenance of all the Fixed Deposits of the Company at the best available rates for maximum yield of interest for the Company throughout the entire year.</p> <p>7. Responsible for preparation of various projections of fund requirements for recurring expenses of the Company and other statutory payments and placed the same before CFO / MD to ease out in decision makings.</p> <p>8. Responsible for maintenance of the Fixed Asset Register of the Company along with the Accountant of the Company.</p>

Contd. to Pg-11.

**Contd. from Pg-10.**

Continuation of the Table-I from pre-page 10:

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
7.	Executive Assistant, AHECL	<p><b>9.</b> Responsible for assisting the Chief Financial Officer and Accountant of the Company in preliminary drafting of the replies against the observations etc. made by the Internal Auditor, Statutory Auditor and C&amp;AG on the Accounts etc. of the Company.</p> <p><b>10.</b> Responsible for making all the necessary correspondences with the Bank for all the Cash Call payments made by AHECL in respect of the 10% P.I in the Namrup-Borhat block.</p> <p><b>11.</b> Responsible for drafting dealing with all the floating of Request for Quotations (RFQ) and preparation of the draft minutes of various Tender Committee pertaining to procurement of office Items, upkeep of email IDs, etc. as instructed.</p> <p><b>12.</b> Responsible for dealing with all the renewal matters of the contractual employees of the Company and issuance of the engagement letters as per the approval of the Board of Directors of the Company.</p> <p><b>13.</b> Responsible for drafting various agendas, minutes segment etc. related to various matters of the Company which were required to be placed in the Board of Directors for necessary discussion and approval.</p>
8.	Accountant, AHECL	<p><b>1.</b> Responsible for daily input of Tally data pertaining to daily accounts of the Company.</p> <p><b>2.</b> Responsible for dealing with all the matters related to Annual Financial Statements,</p>

**Contd. to Pg-12**





**Contd. from Pg-11.**

**Continuation of the Table-I from pre-page 11**

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
8.	Accountant, AHECL	<p>Statements, Balancesheet, Profit &amp; Loss Accounts etc. of the Company.</p> <p>3. Responsible for dealing with all the matters related to Income Tax, GST, Service Tax, Professional Tax, etc. of the Company along with the all matters related to VAT, CST, Service Tax etc. pertaining to all the previous Accounts of the Company.</p> <p>4. Responsible for timely filing of Returns like GST Returns, Income Tax Returns, Professional Tax Returns, TDS Returns etc. of the Company.</p> <p>5. Responsible for furnishing of data of Accounts &amp; Taxes related information required / enquired by any Government Deptts., Courts, RTI etc. pertaining to the present and all the previous Accounts of the Company.</p> <p>6. Responsible for Services regarding Deduction of Tax at Sources, Deposit of TDS and issuing Certificates etc.</p> <p>7. Responsible for maintaining the daily records of sales of LED bulbs, Energy Efficient Tube lights, Energy Efficient fans etc. and any other items introduce by the Company from time to time and their verification of amount deposited in banks accounts of the Company accumulated from daily sales on daily basis.</p> <p>8. Responsible for maintaining records of Fixed Deposits of the Company.</p>

**Contd. to Pg-13**



**Contd. from Pg-12.**

**Continuation of the Table-I from pre-page 12**

<b>Sl No.</b>	<b>Designations</b>	<b>Key Roles &amp; Responsibilities</b>
9.	Sales Person cum Attendant	<ol style="list-style-type: none"><li>1. Responsible for opening and closing of the registered office.</li><li>2. Responsible for upkeep of a clean and tidy environment before the commencement of office hours.</li><li>3. Responsible as the Attendant of the office of AHECL and attending to initial office guests queries.</li><li>4. Responsible for receiving official letters/dak etc. addressed to AHECL and entry of the same in the letter receipt register.</li><li>5. Responsible for attending to the office telephone.</li><li>6. Responsible for delivery/ speed posting of official letters whenever necessary.</li><li>7. Any other work as may be assigned from time to time.</li></ol>

**(III) THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;**

- AHECL follows a hierarchical system in its decision-making process. As per Section 114 of the Articles of Association (AoA), the business of the Company shall be managed by the Board of Directors of the Company. The Board presently comprises of non-executive Chairman and Vice-Chairman and their roles and responsibilities are governed by the norms which have been set by the Public Enterprises Department, Govt. of Assam. As per the Section No. 119 of the AoA, as long as the Company holds 51% of the total Share Capital of AHECL, the Managing Director of the Company will be appointed by the Govt. of Assam and presently AHECL is 100% Govt. of Assam Undertaking. As such, the Managing Director of the Company has the absolute authority to take all the executive decisions of the Company under the guidance and collective wisdom of the Board of Directors. Further various Committees like the Audit Committee, Remuneration Committee, Advisory Committee etc. were constituted from time to time, as per the statutory

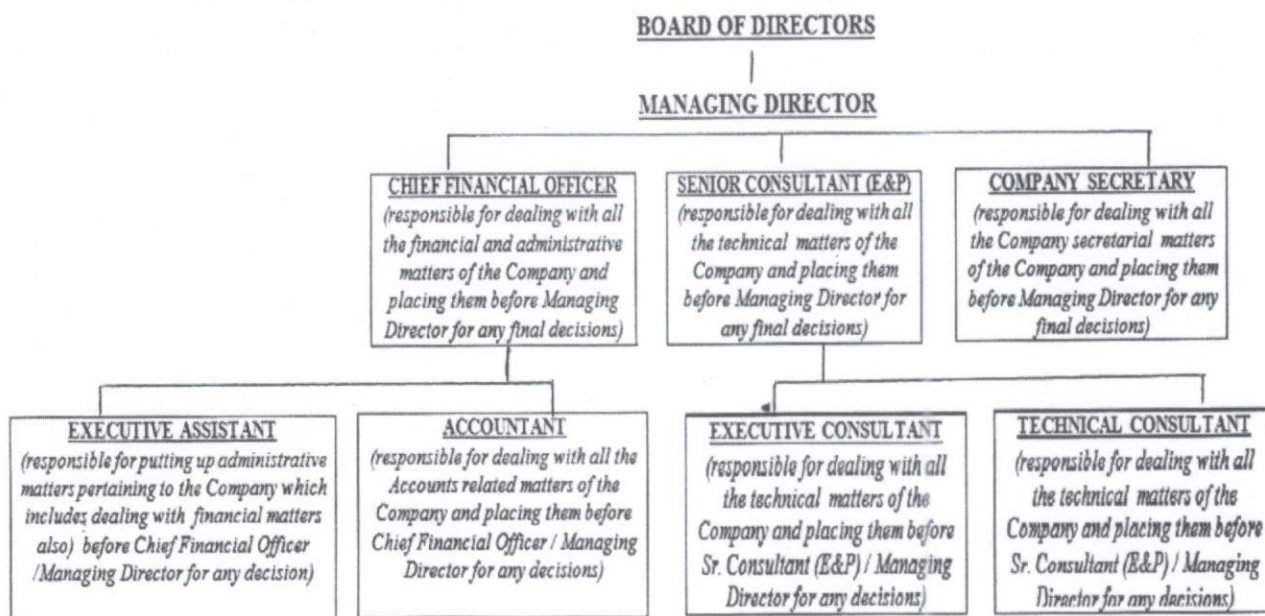
**Contd. to Pg-14**



**Contd. from Pg-13.**

norms of the Company Act. etc. which also offer their valuable recommendations etc. to ease out with various decision makings. Also, all the decisions making processes of AHECL are principally governed by the rules and regulations/norms etc. as set for PSUs from time to time by the parent Deptt. i.e the Mines & Minerals Deptt. and other Govt. Deptt. like the Public Enterprises Deptt. , Finance Deptt. etc.

- As per the Bylaw No. 14 of the AoA of AHECL, the Board of Directors is authorized to determine the requirement of the manpower for the Company. Accordingly, to suffice the requirement to effectively run the business activities of the Company and concurrently for smooth functioning of the administration and financial works, the Company has recruited various employees on a contractual basis at different capacities and their work has been distributed accordingly. All employees/executives operate at different levels as per the roles and responsibilities as set in their respective annual contracts or as instructed by the Management from time to time and are accountable accordingly. The role and responsibilities of the present employees are as per the details given at Point No. II above. All the Officers are responsible and accountable in respect of any action taken by them.
- The present decision-making process, including channels of supervision and accountability of the present employees of AHECL are shown below:



**Contd. to Pg-15**



**Contd. from Pg-14.**

AHECL also has a proper system of checks and balances in place in respect of its finalisation of Accounts and other financial statements of the Company. Besides Statutory Audit and Audit by CAG, the functions of the Company are also subjected to an Internal Audit by professionals outside the Company. The financial statements, reporting processes, internal control systems as also findings of internal, and external audits are reviewed from time to time in the Board of Directors' meeting. A professional Sr. Company Secretary has also been hired by AHECL for necessary compliance in all the secretarial matters of the Company. The various systems and procedures of the Company have been laid down in such a manner that maximum transparency is ensured and to oversee that the guidelines of the Government are strictly adhered to/implemented in all matters requiring transparency of operations.

**(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;**

AHECL follows all the rules and regulations, instructions, and norms applicable to the Govt. of Assam Undertaking.

**(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;**

For day-to-day work, all employees of the AHECL follow directions & instructions that are framed by the Company from time to time and all the other rules and regulations issued by its Administrative Department i.e the Mines & Minerals Deptt., Govt. of Assam, and other nodal Deptts. such as the Public Enterprises Deptt., Finance Deptt., Personal Deptt. etc. from time to time. Further, the Acts, rules, regulations, manuals etc. which are required to be followed in respect of the projects / works undertaken by the Company are also being followed accordingly.

A list (though not exhaustive) of important Acts, Rules, Regulations, Instructions, Manuals etc. used by the employees of AHECL for discharging their functions, are given below:

1. The Company Act 1956 .
2. The Company Act 2013.
3. The Public Enterprises Policy, 2019
4. The Income Tax Act 1961.
5. The Integrated GST Act 2017.

**Contd. to Pg-16**

**Contd. from Pg-15.**

6. *The Motor Vehicle Act 2002*
7. *The RTI Act 2005.*
8. *The Petroleum & Natural Gas Rules 1959.*
9. *The Oil fields (Regulation & Development) Act 1940 (Act No. 53 of 1940)*
10. *The Oil Industry (Development), Act 1974 (Act 47 of 1974)*
11. *The Territorial Waters , Continental Shelf , exclusive economic zone and other maritime zones Act (Act No. 80 of 1976)*
12. *The Central Excise Act 1944 (Act 1 of 1944)*
13. *The Central Excise Tariff Act 1985 (Act No. 05 of 1985)*
14. *The Customs Act 1962 (Act No. 52 of 1962)*
15. *The Customs Tariff Act 1975 (Act No. 51 of 1975)*

**(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

Generally, almost all the documents relating to the internal matters of the Company are being held. All the files/documents/registers etc. pertaining to the matters of establishments, finance, and technical files related to various business projects undertaken are being retained by the Company.

A list (though not exhaustive) of important documents that are being held by the office of AHECL is given below:

1. *Memorandum of Association and Articles of Association of the Company.*
2. *Agenda, minutes, etc., of all the meetings of the Board of Directors and various Committees, etc.*
3. *Annual Reports of the Company.*
4. *Audit Reports of C&AG, Statutory Auditors on the Accounts of the Company along with original Financial Statements, Balancesheets of the Company.*
5. *Correspondences made with various Govt. Departments like the Mines & Minerals Deptt., Public Enterprises Deptt., Finance Deptt. pertaining to the Company.*
6. *Personal Files of the employees of the Company.*
7. *MoU signed between Oil India Limited and AHECL for 10% Participating Interest in the Namrup-Borhat block.*
8. *MoU signed between AHECL and ONGC and Vedanta Ltd. for joint business opportunities.*
9. *MoU signed between AHECL and various empanelled entities for collaborative synergic business prospects in the E&P sector.*
10. *MoU signed between AHECL and EESL for various renewable energy projects.*

**Contd. to Pg-17.**



Contd. from Pg-16.

**(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

AHECL is a public sector Company under the Mines & Minerals Department, Govt. of Assam and any policies formulated by it relates to internal management and business activities of the Company and hence there is no arrangement for consultation with the members of the public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of applicable statutes, rules and regulations etc. However, the Company is subject to instructions that may be received formally through the Govt. of Assam and which have been originally received from the public.

**(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;**

The composition of the Board of Directors of AHECL as on 26.05.2023 as shown below:

1. **Shri. Hiranya Kr. Konwar** : Chairman
2. **Shri. Shivjee Dubey** : Vice-Chairman
3. **Shri. Samir Kumar Sinha, IAS** : Director  
Principal Secretary to the Govt. of Assam  
Finance Department etc.
4. **Dr. John Berchmans Ekka, IAS** : Director  
Principal Secretary to the Govt. of Assam  
Transformation and Development Deptt. etc.
5. **Shri. Niraj Varma, IAS** : Director  
Principal Secretary to the Govt. of Assam  
Power (E) Department etc.
6. **Shri. Oinam Sarankumar Singh, IAS** : Managing Director  
Commissioner to the Govt. of Assam  
Industries & Commerce Deptt. etc.

The meetings of the Board of Directors / Committees of AHECL are not open to the public. The minutes of these meetings are also not accessible to public. The Company Secretary acts as Secretary to Board and Committees. The Company Secretary is the Compliance Officer for Shareholders'/Investors' Grievances.

Contd. to Pg-18.



**Contd. from Pg-18.**

**(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

*Following are the contact details of the present officials of AHECL:*

SL NO.	DESIGNATIONS	Phone / Email
1.	Shri. Bidyot Dekaraja Chief Financial Officer, AHECL	9435119091 (M) b.dekaraja123@gmail.com
2.	Shri. Ballav Barua Senior Consultant (Expl& Prod.)	9619240373 (M) mcm1@ahocl.in
3.	Shri. Dhritabrata Chakrabarty Executive Consultant, AHECL	9435595234 (M) ocm1.alt@ahocl.in
4.	Smti. Jyotismita Das Company Secretary, AHECL	7002370225 (M) csjyotismita@gmail.com
5.	Shri. Siddhartha Sharma Technical Consultant, AHECL	7002487643 (M) ocm1@ahocl.in
6.	Shri. Deepjyoti Das Technical Consultant, AHECL	7002428514 (M) deepjyotidas13@gmail.com
7.	Shri .Purnajit Phukon Executive Assistant, AHECL	9854024420 (M) exeassttahecl@gmail.com
8.	Shri .Pallab Sarma Accountant, AHECL	8638760378 (M) pallabsarma123@gmail.com

**(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;**

*All the present employees of AHECL have been engaged on annual contractual basis at different capacity during the course of time. These annual contracts of the employees are being renewed / terminated as per the requirements of the Company and as decided by the Management of the Company with due approval of the Board of Directors of the Company. Accordingly, all the present employees are being paid consolidated monthly remunerations (all inclusive) as decided by the Board of Directors from time to time.*

**(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;**

*The Govt. of Assam has given an aggregate amount of Rs. 61.00 Crores as the Paid –up-Capital to AHECL till date. An amount of Rs. 21.00 Crores was received from the Govt. of Assam during the F/y 2008-09. And an amount of Rs. 40.00 Crores was released as additional equity by the Govt. of Assam for the Company during the F/y 2021-22 for business related activities. Presently, AHECL is managing its regular office expenses from its own sources of fund.*

**Contd. to Pg-19**

Contd. from Pg-18.

**(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;**

Presently there is no any Subsidy programmes that is being run by AHECL and as such particulars are not maintained.

**(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT;**

Does not arise as AHECL does not have any such programmes.

**(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**

Presently all the information / records / documents etc. of AHECL are being maintained in physical form only. No official documents have been converted into electronic forms except the Annual Reports of the Company. Steps are being taken for availability of information in electronic form.

**(XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;**

At present there is no such facility available for public at Assam Hydrocarbon and Energy Company Limited.

**(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

Vides the Office Order No. AHECL/RTI/1583 dtd. 07.10.2020, Shri. Bidyot Dekaraja, Chief Financial Officer of AHECL was appointed as the Public Information Officer (PIO) of the Company under the provisions of the RTI Act to provide RTI related information pertaining to the Company. The Managing Director of the Company is functioning as the Appellate Authority to deal with appeals, if any made under provisions of the RTI Act.

DESIGNATION	Phone / Email
Shri. Bidyot Dekaraja Public Information Officer (PIO), AHECL	9435119091 (M) b.dekaraja123@gmail.com

**(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

NIL



(Bidyot Dekaraja)  
Public Information Officer  
Assam Hydrocarbon and Energy Co. Ltd.