

CHT Organogram w.e.f. 04.04.2024

R.C Agarwal
Executive Director (Act. I/c), CHT

Vijay Singh
Executive Secretary to

S.R. Kulkarni, Director

Anjani Kumar Jha, Addl. Dir (HR)	All HR activities including PCRA
	All purchasing in CHT and Annual Budget
	Vehicle Hiring Services for official use
	All official functions
	Hindi Implementation & Hindi Pakhwada
	Yoga Day & Swachhta Pakhwada
	Air-ticket booking & stay arrangement for official travel for officers
	R&M of CHT office, furniture and fixtures
	Check & verifying all the bills for payment
	Positioning Manpower on Deputation /Advisors
	Confidential related jobs, EPMS of all officers
	Approvals for Finance dept.. Bills
	All related jobs of ETM
	ETM organisation -Support

K. Arunachalam, Director

Neeraj Jain Addl. Dir. (IS) Kiran Kumar, Addl. Dir. * Dipankar Saha, Addl. Dir. Manish Agarwal, Joint Dir.	Refineries Performance Monitoring : -Secretary Data -WGM report
	Energy Monitoring: -PAT -Energy Efficiency studies / SAKSHAM -Auto Fuel Policy/Special Studies/RPIP Bench Marking Studies: Solomon Benchmarking Study
	Sustainability: -Water Consumption Reduction and management
	Data Repository: -Refinery Data on Capex, capacity etc. -Refinery Shutdown plan -Refinery Expansion -CHT Compendium -Annual Report
	Awards: -Refinery Performance Improvement Awards
	ACM & Webinars:
	EC / GC meetings WGM Meeting
	Special Studies: -Refining Capacity Assessment -Energy Transition Advisory Report Response to Parliament Query/RTI: Refinery related responses
	IT related Procurements & IS improvement in CHT
	CHT Website Design, Maintaining, Updation
	Computer Systems support with online Meeting
	ETM Support

Baljeet Singh, Director

Kishore Kumar Bhimwal, Addl. Dir. Gaurang Mishra, Joint Dir. Rajan Kumar, Joint Dir.	NGHM-SIGHT-2B Scheme (Green Hydrogen by OMCs) Nodal agency for implementing the scheme
	Benchmarking Studies: -Petrochemical Benchmarking -Pipeline Performance Benchmarking
	ACM & Webinars: -CCUS, -e-Fuels, -SAF, -Green Hydrogen
	Contract Management: E-Tendering/CPMP/ GeM Contracts
	Energy transition: Energy Transition Advisory Report
	Awards: Co-ordination of Innovation Award, EC/GC
	Hydrogen- Times Magazine
	Miscellaneous: -ISO 9001:2015 -RTI / Transparency Audit -Grievances Portal -CHT Newsletter / Annual Report / Hindi Patrika -Asset Verification ETM Support

Shalinder Kumar, Addl. Dir. (F)
Nisha Goyal, Joint Dir.(F)

	Annual account & Utilization certificate
	Bank Reconciliation Statement
	GST Data & Income Tax related all activities
	Demand From OIBD (R&D & Revenue)
	Payments: -Daily routine bills, -R&D / HCF project Payments including Special study payments
	Review of 26 AS / AIS
	PFMS activities w.r.t. FA of Govt. Schemes
	Liaison with outside agencies like Bank & Oil PSUs
	Consultant payments
	Preparation of Budget
	Audit of annual accounts
	Physical verification of assets
	Preparation of ETM invoice/ Income & Exp.
	Statutory and CAG auditors
	Insurance of CHT Assets
	Financial Concurrence for proposals
	ETM Support

Sanctioned strength - 45

Present Manpower : 20 + 5 Advisors (1 posted at Ministry)

* Mr D.Kiran Kumar is being repatriated on completion of his tenure

1 OFFICERS WILL BE REQUIRED TO UNDERTAKE ANY OTHER JOBS ASSIGNED FROM TIME TO TIME


(R.C. Agarwal)

Executive Director (Act. I/c), CHT