

Power & Duties of Officers

Executive Director

Responsibility

- To ensure that the employees understands the need of primary goal of CHT to offer satisfactory service to the customers.
- To liaise with Ministry of Petroleum & Natural Gas / Refining Sector.
- To look after overall operation of CHT
- To review the quality policy and monitor its effective implementation in the organization
- Ensure overall internal / external customer satisfaction.

Authority

- Approving authority at CHT (in line with Delegation of Powers of ED, CHT approved in 31st GC meeting held on 18.10.2012)

Accountable to: Ministry of Petroleum & Natural Gas and Governing Council.

Director

Responsibility

- To monitor jobs assigned by Executive Director, CHT
- To prepare/review the performance report of jobs/projects and submit to Executive Director

Authority

- In-charge of CHT in the absence of Executive Director

Accountable to: Executive Director

Advisor (Tech)

Responsibility

- To monitor jobs assigned by Executive Director
- To prepare/review the performance report of jobs/projects and submit to Executive Director

Authority

- Nil

Accountable to: Executive Director

Addl. Directors/Joint Directors/Dy. Director (Technical)

Responsibility

- To assist Director/Advisor (Tech).

Authority

- NIL

Accountable to: Director/Advisor (Tech).

Joint Director (HR)

Responsibility

- To ensure the well maintained resources
- To handle Administration/personal process
- To comply statutory & regulatory norms.
- To handle & monitor supports services
- To facilitate proper housekeeping of working environment
- To liaise with OADB for basic utilities like water, electricity and safety/security issues

Authority

- Overall control of administration in CHT

Accountable to: Executive Director

Joint Director (Finance)

Responsibility

- To carry out the finance & accounting jobs.
- Budget preparation, monitoring & control
- Handle cash & accounts.
- Handle finance audit.

Authority

- Payment release as per approval from the Executive Director

Accountable to: Executive Director