

No. PCR-1584-2156-E (P.F.)  
Energy & Petrochemicals Department,  
Sachivalaya, Gandhinagar.  
Dated the 7 OCT 2008

To,

1. The Asset Manager,  
Ahmedabad Asset.  
ONGC LTD.  
Fax No.-079-23291284
2. The Project Manager,  
Selan Exploration Technology  
Ltd.  
Fax No.-079-23261091
3. The Asset Manager,  
Ankleshwar Asset.  
ONGC LTD.  
Fax No.-02646-246936
4. The Project Manager,  
Niko Resources Ltd.,  
Fax No.-02621-221280
5. The Asset Manager,  
Mehsana Asset.  
ONGC LTD.  
Fax No.-02762-253705
6. The Project Manager  
Heramec Resources Ltd.,  
Fax No.-040-2368341
7. The Manager,  
Cambay Sub Asset.  
ONGC LTD.  
Fax No.-02698-221136
8. The Project Manager,  
Joshi Technologies  
International  
Fax No.-079-27540029
9. The Project Manager  
Hindustan Oil Exploration Co.  
Ltd.  
Fax No. 0265-2333567

Sub: Execution of Mining Lease Deed.

Sir,

With reference to the above referred subject, a meeting was held at the level of Deputy Secretary (Ptr.), Energy & Petrochemicals Department on 20<sup>th</sup> September 2008 at 15:00 hrs. During the elaborate discussion, the step-wise procedure for execution of the Petroleum Mining Lease Deed under Rule 5, PNG Rules, as agreed upon in consultation with the Superintendent of Stamps, Gandhinagar, was explained to all the representatives of E & P companies.



However, the procedure for the same is narrated below :-

- Step 1: Lessee would submit the lease deed duly filled up to the Energy & Petrochemicals Department (E-branch) for approval, within 30 days from the date of issuance of Mining lease.
- Step 2: After scrutiny of the deed by the deptt. the lessee would be requested to submit the deed to the Superintendent of Stamps, Gandhinagar for calculation of amount of stamp duty.
- Step 3: Lessee would submit the deed (Rs. 10/- court fee attached to it) and along with payment of Rs. 100 with adjudication fee for adjudicating the stamp required for the lease deed.
- Step 4: Superintendent of Stamps, Gandhinagar would give their opinion on adjudication (Stamp duty amount) to lessee.
- Step 5: Lessee will make the payment of the stamp duty amount as opined by the Superintendent of Stamps and submit the original copy (green colour) to Superintendent of stamps for the adjudication.
- Step 6: Lessee will submit the adjudicated lease deed (Stamped) to the Energy & Petrochemical Department for execution.
- Step 7: The Energy & Petrochemicals Department on behalf of the Government would execute the lease deed.

It may also be mentioned that all such lease deeds which are still to be executed, shall be submitted to Energy & Petrochemicals Department, within 30 days time from the date of issuance of this letter.

Further, if any E & P company has already made payment of stamp duty earlier against a lease deed pending execution then such E & P. company shall have to submit the details thereof to this Department, as per the Pro forma (Annexure 1),

I am therefore, to request you please to take further appropriate action, at the earliest.

Thanking you,

Yours faithfully,

  
(K. H. Chorera)

Under Secretary to Government,  
Energy & Petrochemicals Department.

**CFWCS :-**

- To.  
The Superintendent of Stamps, Sector 13, Kh Road, Gandhinagar.
- ✓ To  
The Director of Petroleum, Block no. 15, 3rd floor, Udyog Bhavan Gandhinagar