

# PETROLEUM AND NATURAL GAS REGULATORY BOARD

## SCHEME FOR REGISTRATION OF VCOs/NGOs

Petroleum and Natural Gas Regulatory Board desires to register selected Voluntary Consumer Organizations (VCOs) and Non Government Organizations (NGOs) working for the benefit of users of petroleum products and natural gas in the territory of India.

### **2. Criteria for Registration of consumer organization/NGOs:**

- 1) The criteria for the registration for consumer organizations/NGOs with the Board are as follows:
  - a) The consumer organizations and NGOs should be those registered under Societies Act or under any other statute.
  - b) The consumer organizations registered with MRTPC, BIS or Department of Consumer Affairs shall also be eligible for consideration for registration with the Board subject to the condition that these fulfill the minimum eligibility criteria laid down by the Board.
  - c) The organizations should be non-profit making and non-political.
  - d) The organizations should have been registered under the relevant statutes at least full 3 years prior to the application for registration with

PNGRB. The duly audited annual statement of accounts for the last three years should also be submitted as proof in this regard.

- e) The organizations should submit details of their contributions in protecting the interest of consumers in general and the energy sector in particular.
- f) Their past contributions in representing the interests of consumers of petroleum, petroleum products and or natural gas will be given due weightage while selecting a VCO/NGO for registration.

## **2. Procedure for Registration:**

- i) All the organizations interested in getting themselves registered with the Board, should submit their application along with Registration Form, which is enclosed at Annexure 'A' and along with a demand draft for Rs 100/- drawn in favour of "PETROLEUM & NATURAL GAS REGULATORY BOARD" payable at New Delhi.
- ii) The Organizations, which are found suitable for registration with the Board, will be sent a written communication bearing Registration Number allotted uniquely to them.
- iii) The Registration Number will have to be quoted by the registered organizations in every correspondence with the Board.
- iv) The registered organization will provide audited annual report to the Board on yearly basis.
- v) The registration will be valid initially for initially for a period of three years.

- vi) In the event of the Board observing any conduct unbecoming of a VCO/NGO representing interest of consumers, the Board will have the right to cancel the registration.

### **3. Interaction with the Board**

- a. All consumer organizations/NGOs may interact with the Board. Specific facilities mentioned below will, however, be available only to consumer organizations / NGOs registered with the Board.
- b. All registered organizations will be included in the PNGRB mailing list for circulation of regulations and major decisions on consumer-related issues.
- c. The registered organizations will be informed of and invited to attend open house discussions held by the Board on relevant issues.
- d. In addition to the open house discussions held in various parts of the country, the Board may hold meetings with registered consumer organizations to obtain better understanding of the problems of consumers across the country.
- e. All the Consumer Organizations/NGOs will interact with a Nodal Officer in the Board for the purpose of registration and consumer related issues, whose contact numbers and details will be hosted in the website of the Board.
- f. The Board shall disseminate information through various consultation papers, through website, e-mail and letters.

- g. The consumer organizations/NGOs shall also submit data available with them regarding customer experience, expectation and perception about petroleum products, natural gas and related services. .
- h. The findings and conclusions from any survey, opinion poll, research etc conducted by consumer organizations/NGOs may be shared with the Board either free of cost or through a reasonably priced document.
- i. The Board may, from time to time, review and modify guidelines for Registration of Consumer Organizations/NGOs and their interaction with the Board

**(Ratan P Watal)**

**Secretary**

## ANNEXURE 'A'

### REGISTRATION FORM

Format for Application for registration of NGO/Consumer Organization with the Board

1	Name and address of Organization Telephone No. Fax/Email	
2	Details of registration. (Attach a copy of registration certificate)	
3	Whether Constitution/Memorandum of Association and Rules and Regulations for the organization have been framed, if yes, a copy to be enclosed	Yes/No
4	Name, address and profession of the present office bearers and members of the Governing Council showing the position held in the organization	
5	Whether any office bearer is having any commercial/business relationship or position in any corporate/business house, and if so, indicate the name and address of the organizations and nature of relationship/position/share etc.	
6	Details of members i.e. patron, life, individual, institutional members.	
7	Details of Infrastructure  Premises : Own/Rental  Manpower : Full/part Time (Paid/Voluntary)  Network: Local /Regional  Resource Persons: Available (Y/N)	

8	<p>Organizational Activities</p> <p>Specific Area of Activity (Please tick as applicable)</p> <ul style="list-style-type: none"> <li>a. Handling issues related to petroleum products and natural gas sector Consumers</li> <li>b. Handling consumer complaints</li> <li>c. Research projects/surveys</li> <li>d. Consumer Education/training</li> <li>e. Consumer Lobbying/Advocacy</li> <li>f. Legal Advice Service</li> <li>g. Consumer Litigation</li> <li>h. Comparative Product Testing</li> <li>i. Regular press columns</li> <li>j. Consumer Representations</li> <li>k. Publishing consumer letters</li> <li>l. Consumer Magazines</li> <li>m. Any other activity (Please specify)</li> </ul>	
9	<p>Sources of Funds :</p> <p>(Last three years)</p> <ul style="list-style-type: none"> <li>a) Individual donations/contributions/memberships fee</li> <li>b) State Government</li> <li>c) Central Government</li> <li>d) Funding Agencies</li> </ul>	

	<p>1. Indian</p> <p>2. Foreign</p> <p>(Regn. Certificate Copy)</p> <p>e) From Business sources</p> <p>f) Others</p> <p>(The duly audited annual statement of accounts for the last three years should also be submitted)</p>	
10	Whether any publication/survey work has been done in the areas of Petroleum Products and Natural gas sector, if so, attach a copy of the report.	
12	Whether you have capability of networking to conduct survey/study on All India basis(Give details)	
13	Furnish Activity report of the Organization in the last three years.	

This is to certify that above information has been furnished to the best of our knowledge.

We will abide by the decision of the Board on this application.

**Signature of Authorized**

**Office Bearer of applicant**