



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board
प्रथम-तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नई दिल्ली -110001
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THE PETROLEUM AND NATURAL GAS REGULATORY BOARD (STANDARD OPERATING PROCEDURE FOR FILING OF PLEADINGS BEFORE THE BOARD) GUIDELINES, 2023

For robust functioning of the Petroleum and Natural Gas Regulatory Board and exercising the power conferred under Section 24 and/or 25 of the Petroleum and Natural Gas Regulatory Board Act, 2006, the following guidelines have been made, namely: -

1. Short title and commencement.

- (1) These guidelines shall be called the Petroleum and Natural Gas Regulatory Board (Standard Operating Procedure for filing of Pleadings before the Board) Guidelines, 2023.
- (2) They shall come into force on the date of its webhosting on the official website of PNGRB.

2. Registry of the Board:

For the purpose of these guidelines, the Registry shall mean the Registry of Petroleum and Natural Gas Regulatory Board and filing counter shall be open on all working days from 10:00 A.M. to 1:00 P.M and 2:30 P.M. – 4:30 P.M.

3. Presentation of Pleadings.

- (1) All the pleading must be filed in original (on A4 size white paper) as per Form-I, II and III or as near thereto as prescribed in PNGRB (Conduct of Business, Receiving and Investigation of Complaints) Regulations, 2007, alongwith supporting duly attested affidavit and must be accompanied with 10 duplicate copies by the Complainant/Petitioner or Applicant or Respondent, as the case may be, in person or by his duly authorized agent or by an advocate duly appointed in this behalf in the prescribed form with stipulated fee at the Filing Counter and non-compliance of this may constitute a valid ground to refuse to entertain the same.
- (2) The Pdf. As well as the Word copy of the pleadings or any other documents shall also be submitted via e-mail at e-legal-div@pngrb.gov.in and a copy to secretary@pngrb.gov.in.
- (3) All the pleadings shall only be accepted during the following working hours:
 - i. 10:00 – 13:00 Hours (Monday – Friday, except public holidays)
 - ii. 14:30 – 16:00 Hours (Monday – Friday, except public holidays)

- (4) Upon receipt of the pleadings or any other documents, person in charge of filing counter, shall acknowledge the receipt by allotting a Diary Number and also by stamping and endorsing on the duplicate copy of the document.

4. Scrutiny of Pleadings.

- (1) All the pleadings and/or any other documents filed before the Board, shall be scrutinized by the Bench Officer or any other officer/staff authorized by the Board.
- (2) If, on scrutiny, the pleadings or application or document is found to be defective, such document shall, after notice to the party, be returned for compliance and if there is a failure to comply within seven days from the date of return, the same shall be placed before the Secretary who may pass appropriate orders. For the sake of convenience the list of common objections is enclosed with these guidelines as **Check List**.
- (3) The Secretary, may for sufficient cause, return the said document for rectification or amendment to the party filing the same, and for this purpose may allow to the party concerned such reasonable time as may consider necessary or extend the time for compliance.
- (4) Where the party fails to take any step for the removal of the defect(s) within the time fixed for the same, the Secretary may, for reasons to be recorded in writing, decline to register the pleadings or document.
- (5) On admission of pleadings or application, the same shall be numbered and recorded in the appropriate register maintained in this behalf and its number shall be entered therein and shall be put up before the Board for preliminary hearing and admission.

5. Preparation and webhost of cause list.

The Registry shall prepare and webhost on the website of PNGRB, the cause list for the next working day and subject to the directions of the Board, namely: -

- i. cases for “pronouncement of orders”;
- ii. cases for “clarification”;
- iii. cases for “admission”; and
- iv. part-heard cases, latest part-heard having precedence.

6. Issue of notice.-

Where notice of the Complaint/Petition/Application is issued by the Board/Bench, copies of the same, the affidavit in support thereof and the copy of other documents filed therewith, if any, shall be served along with the notice on the other side and proof of service shall be filed, before the date fixed for hearing.

7. Marking of documents.-

The documents when produce during hearing, shall be marked as follows:

- i. If relied upon by the Complainant/Petitioner's side, they shall be numbered as 'A' series.
- ii. If relied upon by the Respondent's side, they shall be marked as 'B' series.

8. Mentioning of the urgent cases.-

If any party is willing to mention its case for adjournment or any other reason, shall give either in writing or via e-mail at e-legaldivision@pngrb.gov.in and a copy to secretary@pngrb.gov.in, a day prior to date fixed.

Provided that no mentioning will be entertained without serving advance notice to opposite parties.

Provided further that no request of adjournment will be allowed without the appearance of all the parties.

9. Miscellaneous:

- (1) In case of any delay in filing, the application for condonation of delay be filed along with affidavit mentioning the number of days and the reasons thereof.
- (2) In case any cost is imposed by the Board, the matter will be listed only after submission of the said cost. The cost has to be paid either by Demand Draft in the name of 'Petroleum and Natural Gas Regulatory Board, New Delhi' or through RTGS or NEFT to the bank details mentioned below:

<p style="text-align: center;">Petroleum and Natural Gas Regulatory Board A/c No: 37701381383 State Bank of India, Gole Market, New Delhi IFS Code: SBIN017313</p>

- (3) The Vakalatnama must affix the Court Fee of Rs. 10 along with Advocate's Welfare Stamp and must contain Enrolment Number and Signature of each Advocate.

List of common objections

1.	Filing of 1 Original and 10 duplicate copies of the petition/complaint/applications/written statement/other documents must be accompanied with supporting duly attested affidavit.
2.	Correct provision of law must be mentioned in the heading of Pleadings.
3.	Petition or Complaint shall be as per Form-II or as near thereto as prescribed in PNGRB (Conduct of Business, Receiving and Investigation of Complaints) Regulations, 2007.
4.	Filing of Supporting duly attested affidavit alongwith pleadings, written submissions.
5.	Proof of submission of the Pdf. as well as the Word copy of the complaint or any other document, on the mail.
6.	Vakalatnama must be signed by each and every advocate whose name is mentioned in the Vakalatnama and the details of each advocate including name/address/enrolment no., must be mentioned.
7.	Petition/Complaint/Applications/Reply/Written Statement must be signed by the party's authorized representative and advocate, if any.
8.	Brief description of Annexures be given in the main Index.
9.	Submission of Authorization Letter/Board Resolution & stamp of the company in favour of the signatory.
10.	Fair typed copy of dim/illegible and handwritten annexures to be provided. English or Hindi translation of vernaculars be filed.
11.	Filing of Application for condonation of delay be filed along with affidavit mentioning the exact period of delay (No. of days) and the reasons thereof.
12.	Three blank pages must be affixed before the index while filing petition/complaint/applications/written statement/other documents.
13.	Proper court fee has to be paid.
14.	Brief list of dates/events has to be filed.
15.	The petitions or complaint shall be verified by an affidavit & every such affidavit shall be in accordance with Form-III as prescribed in PNGRB (Conduct of Business, Receiving and Investigation of Complaints) Regulations, 2007.
16.	Submission of Proof of advance service to the opposite side.
17.	Submission of True Typed Copy of all Annexures.
18.	Declare that the Complainant/Petitioner has not prayed for a similar relief or filed any other petition before this Board and any other Court in respect of the subject matter of the present petition.
19.	In case of change of advocate, then in such case, a No Objection Certificate has to be submitted along with Fresh Vakalatnama.
20.	Any other, not specified above.

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Lt Col
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Petroleum and Natural Gas Regulatory Board