

# DARPAN



## SUSTAINABILITY REPORT 2016-18



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

## WHAT IS THIS REPORT ABOUT?

This report is the fifth Sustainability Report of Oil India Limited (OIL) and covers the organization's performance for the reporting period FY 2016-17 & FY 2017-18 as per the GRI Standards framework. 'In-accordance'- Core level of disclosure and also incorporated the Oil and Gas (O&G) sector disclosure requirements. The coverage for OIL's performance figures include only the Indian (Assam, Arunachal Pradesh, Rajasthan, Kakinada and Mizoram) operations. The limitations with respect to data coverage for any particular aspect has been highlighted in relevant sections of this report.

The report discloses OIL's achievements, challenges and initiatives across economic, environmental and social growth during this period. The objective of this report is to provide our stakeholders with an insight on how we conduct our activities by disclosing our management approach and the performance indicators on socio-economic and environmental aspects. It has been our endeavor to be a transparent organization by providing accurate information about our operations to our stakeholders. However, if there are still any further queries or clarification pertaining to the information reported in this report, you may please reach out to:



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## » LEADERSHIP S P E A K S

### MESSAGE FROM CHAIRMAN & MANAGING DIRECTOR

#### Dear Stakeholder,

I am delighted to present to you our fifth GRI Standards based sustainability report that covers the performance and results for two consecutive FYs, 2016-17 and 2017-18. This report has been developed using the recently launched GRI Standards framework 'In-accordance – Core' level of disclosure. As an organization we have been adopting the industry best practices in sustainability reporting and this further affirms our motto of practicing high level of transparency in our operations. This report is a disclosure of our management approach & performance across the domains of Environment, Social & Governance for the two consecutive financial years along with our roadmap for the future.

As a leading public sector entity in upstream segment of oil & gas business in India, we are committed to foster energy security and ensuring sustainable growth of our economy. Energy is a critical component of our country's growth and we have been continuously developing strategies to augment production and simultaneously improve upon the operational efficiency parameters. Thereby, operating in a more sustainable manner. Our financial figures are a testament to aforementioned statement. During the FY 2017-18, OIL has earned total revenue of INR 12,140.64 crore as against INR 11,191.07 crore in the previous year 2016-17. There has been a steep increase in our profit due to higher crude price realization and rise in crude oil production.

Government of India has adopted several policies to bridge in the increasing gap between demand and supply of oil. The Government has allowed 100% Foreign Direct Investment (FDI) in many segments



**UTPAL BORA**  
*Chairman & Managing Director*

of the sector. Today, it attracts both domestic and foreign investment. In order to attract investments into the upstream sector for reducing India's energy imports by 10 percent by 2022, the Govt. of India in January 2018 launched its first round of Open Acreage Licensing Policy (OALP) under the new Hydrocarbon Exploration Licensing Policy (HELP) after receiving overwhelming response in Discovered Small Fields (DSF) round. These two key components, viz. OALP and DSF under HELP are expected to change the upstream fiscal regime going forward from a profit-sharing to a revenue-sharing model. The Govt.'s policy of getting access to prospective energy assets overseas through energy diplomacy also got a boost with oil and gas sector PSUs buying stakes in E&P assets in Russia, Abu Dhabi and Israel.

OIL carried out 2D & 3D seismic survey to identify new prospects in the Petroleum Mining Lease (PML) areas and NELP Blocks. It has drilled 14 exploratory wells

in PML areas and continued exploratory efforts in the NELP Block, KG-ONN-2004/1, KG onland basin by drilling 03 (three) wells including one High Pressure - High Temperature (HPHT) well. During FY 2017-18, OIL made 4 oil & gas discoveries in the Upper Assam Basin and established first commercial oil production from new formation (Narpuh) in upper Assam Basin. OIL has already initiated steps for quick appraisal, development and production from these discoveries. During the year, OIL has achieved Reserve Replacement Ratio (RRR) of 1.34. A state of art cableless seismic data acquisition system has been inducted in the organization. This will help in seismic data acquisition in logistically difficult areas, river bed areas, township areas etc.

During FY 2017-18, substantial amount of gas was conserved by using Flow Improver instead of thermal conditioning for pumping crude oil in the trunk pipelines. By boosting and supplying of LP flare gas to OIL's gas distribution network with commissioning of BOO (Build-Own-Operate) compressors in fields, OIL could conserve 105.05 MMSCUM of natural gas during the year. Likewise by utilization of stabilizer and use of gas as housing fuel in Moran OIL Township, natural gas of 2.19 MMSCUM was conserved.

In a bid to address the country's stagnant crude oil and natural gas production, the oil ministry with the help of the upstream regulator Directorate General of Hydrocarbons (DGH) are working on two key policies -- Performance Enhancement Contracts (PEC) and a framework to incentivize Enhanced Oil Recovery (EOR). While policy framework for the same is awaited, we at Oil India have been welcoming of the change and have already submitted our inputs to the Govt.



for incentivizing the EOR schemes for mature fields.

We have been also focusing on diversification of the company's business into non-E&P energy value chain, such as, Renewable Energy, City Gas Distribution, Petrochemicals, pipelines and LNG business within India and outside. During the reporting period OIL jointly with HPCL was successful in securing the bid for development of City Gas Distribution (CGD) Network in the geographical areas of cities of Ambala & Kurukshetra (Haryana) and Kolhapur (Maharashtra).

Our Corporate Social Responsibility (CSR) strategy's primary objective is to engage with the communities in and around our areas of operation. We have identified the needs of the local community and are striving to address it by creating a participatory system that includes the local community. Our social intervention also focus on the sustainability of the intervention in order to create long-term community relationship and promote Nation building. OIL has been active across various social thrust areas as part of its CSR programme, namely healthcare & sanitation, rural infrastructure, education, livelihood & skill development, women empowerment, environmental conservation, promoting sports, arts, culture & heritage. Further details pertaining these programmes can be accessed in the 'Contributing towards social development' chapter of this report. Moreover, OIL has been at the forefront of implementing Govt. of India's flagship schemes such as Swachh Bharat Mission and actively supporting number of other significant Govt. programs like Start-up India, Digital India and Pradhan Mantri Ujjwala Yojana.

Our social interventions have borne positive outcome for the community and the company as well. There has been a notable decline in interruption of OIL's operational activities due to bandhs and blockades in the last couple of years and therefore creating a positive work environment that benefits both OIL all the stakeholders, especially the people of our operational areas.

As a way forward, the Perspective Plan 2030 of OIL has set an ambitious growth plan to make the company an international E&P player with operations at scale in at least two geographical clusters outside India, higher production, reserves and cash flows while being known globally for its capabilities to extract value from mature assets. In particular, the 2030 growth aspirations of the Company has set up a target to reach Production of 15 MMTOE in 2030 more than 50 per cent of which would be coming from outside the current Main Producing Area (MPA), including two or three sizeable clusters (1.5-2 MMTOE each) outside India. To fulfill this aspiration, every OIL Indian thrives to operate with a sense of utmost responsibility, learning from leading practices globally and staying connected with all our stakeholders. I hope you find this report informative and relevant in bringing out our performance on key issues.

I hope you find this report useful in furthering your understanding of how we at OIL have been incorporating sustainability in our business operations.

**UTPAL BORA**  
*Chairman & Managing Director*



## MESSAGE FROM THE BOARD OF DIRECTOR'S

Sustainability is inbuilt into our work ethics and our sustainability report truly serves as a mirror to the organization. It enables the stakeholders to get a holistic understanding of the organization through a wide coverage of initiatives that we carry out under the umbrella of sustainable development. The report covers the numerous initiatives that the company had undertaken during the reporting period across the verticals of Environment, Social & Governance.

Given the nature of our industry, aspects like resource efficiency, climate change and safety are some of the critical concerns from a business sustainability perspective. Therefore, it has been our sincere attempt to bring sustainability at the core of our business performance assessment. Through this report we attempt to mainstream the concerns pertaining to sustainability within the organization and across our value chain.

For us, real growth not only means delivering sound financial performance on y-o-y basis but also continually improve our performance on sustainability parameters.

**RUPSHIKHA SAIKIA BORAH**  
*Director (Finance)*



The climate concerns are now unequivocal and with the recent IPCC Special Report on the impacts of global warming of 1.5°C that states that at the current rate of emissions, the World is set to breach the global warming limit of 1.5 degrees Celsius between 2030 and 2052. At present, the world is 1.2°C warmer compared to pre-industrial levels and the scientific feasibility of the 1.5°C goal set in the Paris Agreement seems improbable. Therefore, the impetus is on us working in a crucial sector like oil & gas to constantly innovate our business models to identify newer, cleaner, and efficient sources of energy to fuel our Country's growth. Sustainable development has been the bed-rock of business operations and we employ state of the art technology to carry out E&P activities in an environment friendly manner and safe & secure manner. During the reporting period, a state of art cableless seismic data acquisition system has been inducted in OIL for exploration activities. This will facilitate in seismic data acquisition in logistically difficult areas, river bed areas, township areas etc. Seismic data acquisition technology is a clean technology and has minimal impact on the flora and fauna in the study area.

Oil India Limited has also forayed into harnessing renewable energy by setting up solar Power Plants and wind farms on a commercial scale to diversify into non-conventional energy sources as well. We reaffirm our commitment to adhere to the best practices of sustainability in our industry and present you this report as a testament of our performance on Environment, Social & Governance parameters.

**DR. P. CHANDRASEKARAN**  
*Director (Exploration & Development)*





Good industrial relations and an agile workforce guides an organization towards its growth trajectory. Therefore, sustainability is a critical consideration for the HR department at OIL. It has been our continuous endeavor to provide necessary resources and healthy work environment that fosters holistic growth and development of our employees, staff members and their families.

We are constantly working to keep our employees & staff motivated and suitably cater to their aspirations. For the last couple of years, our organization has been undergoing an organizational restructuring process. Our initiative 'UDAAN' (Ushering Development and Achieving New Horizons), a growth and reorganization journey that outline and define the future prospects. UDAAN presents us the growth plan for the company over next 10-15 years. This restructuring is based on the aspects of improving business process efficiency by streamlining the business activities as per the changing market

scenarios. This also underpins the growth opportunities generated within the organization due to the constant need of newer areas of expertise.

We have witnessed a steep decline in bandhs and lock-outs in the recent years and we attribute this to the good work being done by our CSR department in maintaining cordial relations with the local community.

OIL undertook its fourth wind energy power project of 52.5 MW, split between 27.3 MW in Kotiya, Gujarat and 25.2 MW in Unchawas, Madhya Pradesh in 2016-17. The part commissioning of the project (14.7 MW) was completed in 2016-17 & remaining 37.8 MW has been completed in 2017-18 and to this effect Power Purchase Agreement was also signed.

The total installed capacity of the Company in respect of renewable energy stands at 188.10 MW (excluding projects for captive utilization), comprising of 174.10 MW of wind energy projects and 14 MW of solar energy projects.

This report in a standardized manner captures the essence of our organization and dwells upon how we are making a positive contribution towards sustainable economic growth, societal development and environmental conservation.

**Biswajit Roy**  
*Director (Human Resources & Business Development)*



Efficiency in operations is a key performance parameter that links sustainability to our daily work. OIL continually strives for up-gradation and incorporation of new technologies and expertise in the entire spectrum of its operations through the Research & Development Department. In-house and collaborative studies in various fields of Geochemistry and Clay Mineralogy, EOR/IOR, Flow assurance in vertical and horizontal sections of wells, oil field chemicals, solvent stimulation, water shut-off, petroleum biotechnology etc., were undertaken and benefits have been derived by the Company. As a technological upgradation, state-of-the-art equipment have been procured and successfully put into the service, which would help in understanding and managing the reservoir in better ways.

During the year 2017-18, thermo-chemical solutions for flow assurance as suggested by R&D were implemented by the Assets, which helped in improving / maintaining flow in several oil producing wells and crude oil delivery lines.

Energy audits were carried out at vital installations and strategic equipment at regular intervals to monitor the energy consumption and suggest corrective measures.

**Pramod Kumar Sharma**  
*Director (Operations)*

## MESSAGE FROM RESIDENT CHIEF EXECUTIVE

'Social license to operate' is very crucial for core industries like oil & gas. Given the turbulent past of industries in the North-East region that were constantly facing local insurgency and bandhs, we at OIL have come a long way. I am extremely delighted to share that we have been working in a peaceful environment and with minimal operation disruptions. This has been possible due to our vision of empowering the local population and especially the youth in North-East states with quality education and suitable employment opportunities.

As we were among the few large size industries operating in this region, we understood our responsibility towards inclusive growth and societal development. Sustainable development is a common parlance in Developed countries and in MNCs however, we at OIL were front runners in India to incorporate social well-being at a time when such concepts were unheard of in this part of the Country.

We strive to bring out maximum disclosure to our stakeholders in a transparent manner and it would be a delight to receive your feedback on how we can further improve this report.

**B.P. Sarma**  
*Resident Chief Executive, Duliajan*

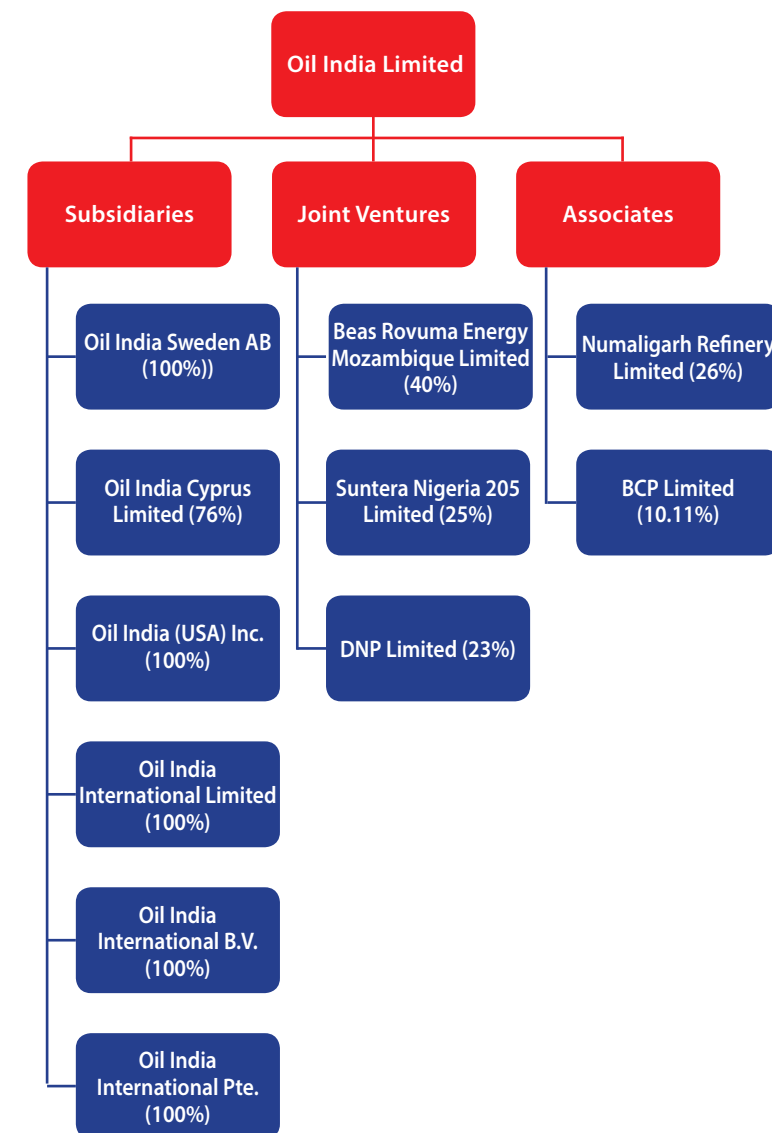
# » OIL INDIA AT A GLANCE

## ORGANIZATIONAL PROFILE

OIL is a public sector oil & gas company under the Ministry of Petroleum and Natural Gas of the Government of India with field headquarter in Duliajan, Assam and corporate office in NOIDA, Uttar Pradesh. Our aim is to become the fastest growing energy company with a global presence, providing value to stakeholders. We aspire to be global leaders through our exemplary governance practices and sustainable growth strategies. Our business includes exploration, development, production and transportation of the crude oil and natural gas from conventional fields in India and overseas along with production of LPG. OIL currently owns participating interest in 13 oil and gas blocks having its footprint in 9 countries viz. Russia, USA, Venezuela, Nigeria, Gabon, Libya, Mozambique, Bangladesh and Yemen. Our Company has a diverse portfolio of exploratory assets, producing assets, pipeline and unconventional shale oil play and has consolidated its experience to take up operatorship in overseas assets of Libya, Gabon and Myanmar.

OIL has strengthened its capabilities and forged strong alliances with notable IOCs and NOCs to emerge as a world class player in the oil and gas sector. It has acquired several notable assets in countries of strategic importance to support India's energy security, growth and to create a balanced oil and gas portfolio for the Company. A few noteworthy acquisitions of OIL in recent times include its unconventional shale oil and gas in Niobrara Shale, USA and its first high value overseas acquisition in a multitrillion cubic feet (tcf) discovered gas asset in Mozambique which is being developed as a mega integrated greenfield LNG Project.

As a way forward, the Perspective Plan 2030 of OIL has set an ambitious growth plan to make the company an international E&P player with operations at scale in at least two geographical clusters outside India, higher production, reserves and cash flows while being known globally for its capabilities to extract value from mature assets.



\* Percentage of shares held with the companies

**Figure 1: Organizational Structure of Oil India Limited**

## OUR KEY INITIATIVES

### Environmental

Oil in collaboration with TERI has implemented an oil spill treatment technology called bioremediation in OIL operational area in an scientific and environment friendly manner.

Plantation of 50,000 mixed trees covering an area of 30 to 35 hectares in one year



### Social

Fuel efficient cook stoves with chimneys were constructed and installed in 3000 rural households in 6 tea gardens in OIL's operational areas of upper Assam.

OIL has built over 1500 kilometers of roads to facilitate and improve basic communication.



### Governance

Alternate (Renewable) Energy - In the Wind and Solar segments and has so far established Commercial Nature Renewable Energy projects of 188.10 MW comprising of 174.10 MW of Wind Energy Projects and 14 MW of Solar Energy Projects.

Implementation of chemical water shut off technology to arrest the increasing water cut from certain fields of OIL and to obtain sustainable production from some of the depleting wells.



## PERFORMANCE HIGHLIGHTS

### ENVIRONMENTAL PERFORMANCE

FY 16-17

**49,82,112 GJ**

Total Energy Conservation

**2,22,913 MW**

Total Renewable Energy Generation

FY 17-18

**76,85,031 GJ**

Total Energy Conservation

**2,51,874 MW**

Total Renewable Energy Generation

### SOCIAL PERFORMANCE

Employee Strength

**7,228** (FY 16-17)

**6,955** (FY 17-18)

Training Hours

FY 16-17

43,327 - Employees

48,583 - Executives

FY 17-18

53,559 - Employees

58,119 - Executives

Expenditure on CSR

**108.37** Cr. (FY 16-17)

**100.58** Cr. (FY 17-18)

### ECONOMIC PERFORMANCE

Natural Gas Reserves (2P)

FY 16-17

**38484**

**MMSCM**

FY 17-18

**34981**

**MMSCM**

Crude Oil Reserves (2P)

FY 16-17

**78.8494**

**MMT**

FY 17-18

**78.6716**

**MMT**

FY 16-17 (in INR)

Economic Value Generated: 111910.70 million

Economic Value Distributed: 87723.10 million

FY 17-18 (in INR)

Economic Value Generated: 121406.40 million

Economic Value Distributed: 95163.70 million



# » ECONOMIC PERFORMANCE

## OUR BUSINESS

We take pride in playing a significant role in the development of Indian petroleum industry. Be it, the discovery of crude oil in Assam or discovering the oil fields of Naharkatiya and Moran (North-East of India), we have crossed a number of milestones to become the Country's fastest growing energy Company with highest profitability. While our core purpose is to keep growing, creating global footprint and providing maximum value to our stakeholders. We are committed to achieve the same in a sustainable manner.



The diagrammatic presentation above is a snapshot of our vision – “of emerging as the fastest growing energy Company, providing customers with quality products and services, being innovative in our initiatives, providing an environment of mutual trust, integrity and honesty to our people, being mindful of Environment, Health and Safety aspects across our operations and contributing towards the society.

### COMPANY PROFILE

Pioneered in 1889, Oil India Limited (OIL) is the country's premier Oil Company engaged in exploration, development and production of Crude oil and Natural gas. Operating under the Ministry of Petroleum and Natural Gas and Government of India, we have our corporate office in Noida, Uttar Pradesh and field headquarters in Duliajan, Assam. Our onshore exploration activities are spread over the Ganga valley, Mahanadi, Mumbai Deepwater and Krishna Godavari Deepwater. We became a wholly owned Government of India enterprise in 1981. Besides, our Pan India presence, we also have global footprints in the countries of Libya, Gabon, Yemen, USA, Venezuela, Nigeria, Mozambique, Russia, Bangladesh and Sudan.

Our key business activity includes exploration, development, production and transportation of the Crude oil and Natural gas and production of LPG. We are one of the recognized petroleum company in India with Government's holding of 66.13%. We produce approximately five million metric standard cubic meter per day (MMSCUMD) of natural gas and we also own a pipeline network for collection and supply of gas as fuel and feedstock to various industries such as refineries, fertilizers and petrochemical plants, and power generation plants.

In India, we have our major operations in the North- East with over 1 lakh sq. km of PEL/ ML areas of exploration and production activities. Our North-East projects accounts for entire crude oil production and majority of gas production. Rajasthan is another key area of production for Oil India. We are also engaged in transporting crude oil to Southeast Asia while we have ownership and operational rights for approximately 1,430 kilometers of cross country crude oil pipelines. In India, we own approximately, 10 crude oil pumping stations and 20 repeater stations across the North-east, West Bengal and Bihar. We are recognized as one

of the five best major PSUs and one of the three best energy sector PSU in the Country as per recent CRISIL- India Today survey.

As far as our shareholding pattern of the company is concerned, Government of India, owns majority of the Company followed by Public Sector Enterprises constituting of Indian Oil Corporation, Bharat Petroleum Corporation and Hindustan Petroleum Corporation. We have an authorized capital of INR 2,000 crores and issues, subscribed and paid up capital of INR 756.60 crores. Government of India is holding 66.13% of the total issued paid up capital while the balance of equity capital is held by public and others include corporates, mutual funds, FIIs, Resident Individuals etc. We also hold 26% of equity in Numaligarh Refinery Limited.

Incorporated in 1959, we are the forerunners in discovering, expanding and developing the fields of Naharkatiya and Moran in the Indian North-East. We became a public sector undertaking in 1981. Our key shareholders include Government of India, Central and Public sector enterprises and other corporate and mutual funds.

## SUPPLY CHAIN

The Supply chain of OIL is diversified and we contribute majorly in the areas of transportation, drilling, wireline logging, field development, production, field/reservoir management, IOR/EOR and Seismic API (2D and 3D)

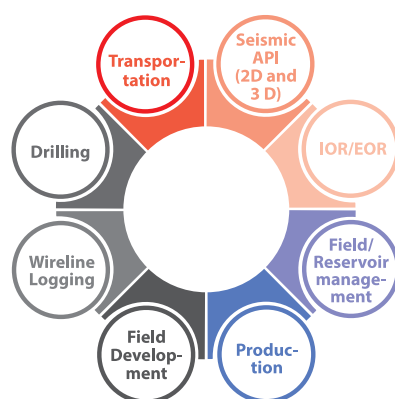


Figure 2: Key components of OIL's supply chain

## OUR PRODUCTS AND SERVICES

Our major functional area is exploration, development and production of Crude oil and Natural gas, transportation of crude oil and production of LPG. We also have an experience and expertise in reservoir management and IOR/EOR operations. Apart from this we also provide various E&P related services henceforth making it a fully integrated Exploration and Production (E&P) company.

**Exploration** - Exploration and development being one of our key activity is centrally managed and supported by the "Exploration & Development (E&D) Directorate in OIL's corporate office in Noida functioning directly under guidance of Director (E&D).

- During the FY 2017-18, the company drilled 14 exploratory

wells in PML areas. During the FY 2016-17, the company drilled 23 exploratory wells

- Discovered 4 oil and gas locations in the Upper Assam Basin and established first commercial oil production in the area in FY 2017-18. We discovered 10 oil & gas locations in the Upper Assam Basin.
- During the year, we also achieved a Reserve Replacement Ratio (RRR) of 1.34.
- We have 5 overseas Oil & Gas assets (Company's proportional share), which includes Niobrara Shale Oil (USA), License-61 (Russia), Vankorneft (Russia), TaasYuryakh (Russia) and Carabobo (Venezuela).
- We ventured into the shallow and deep water areas in Cauvery, Andaman, Mumbai and Gujarat – Kutch offshore in partnership with consortium partners. We are operating in 3 PEL and 22 PML areas allotted in the states of Assam, Arunachal Pradesh and Rajasthan as on FY 2017-18.
- We also hold participating interest (PI) in 7 NELP blocks with the rights of operation in 5 blocks.
- During the year we undertook some National Programs which includes :-
  - National Seismic Programme (NSP)
  - National Oil Companies (NOC) Monitoring
  - Multi Organisation Team (MOT) for Re-assessment of Hydrocarbon Resources of India
  - National Gas Hydrates Project (NGHP)
  - MoU with ONGC

**Production** - During the FY 2017-18, Oil India operated 41 crude oil and 29 Natural Gas

installations and 1242 km of crude oil pipeline & another 660 km long pipeline for evacuation of total 1.72 MMTPA of products from Numaligarh Refinery to Siliguri.

The crude oil production for the FY 2016-17 and 2017-18, is 3.277 MMT and 3.394 MMT respectively.

renewable energy capacity of 188.10 MW which includes 174.10 MW of wind energy projects and 14 MW of solar energy projects. The contribution of renewable energy towards our business accounted to be INR 120.82 crores. The table below is the snapshot of our renewable assets.

## START-UP INITIATIVES

In order to foster new ideas and

### CRUDE OIL PRODUCTION

Source	Unit	2016-17	2017-18
Assam & AP	MT	32,58,029	33,74,688
OIL's share of Kharsang Production (40%)	MT	19,038	17,166
Rajasthan	MT	-	1,582
<b>Total</b>	<b>MT</b>	<b>32,77,067</b>	<b>33,93,436</b>

**Transportation** - The crude oil pipeline transported 6.56 MMT and 6.64 MMT of crude oil in the FY 2016-17 and 2017-18.

**Renewable Energy** - We also have our footprints in the renewable energy segment. As on FY 2017, we have a

motivate innovation in Oil & Gas sector, OIL has assigned a startup development corpus of INR 50 crores in the FY 2017-18. The fund is responsible for encouraging innovation and entrepreneurship in the north-east in collaboration with IIT Guwahati which is the

### RENEWABLE ENERGY

S. No.	Asset	Location
1	5 MW Solar Power Plant	Jaisalmer, Rajasthan
2	9 MW Solar Power Plant	Jaisalmer, Rajasthan
3	13.6 MW Wind Power Plant	Ludurva, Rajasthan
4	54 MW Wind Power Plant	Dagri, Rajasthan
5	38 MW Wind Power Plant	Chandgarh, Madhya Pradesh
6	16 MW Wind Power Plant	Patan, Gujarat
7	27.3 MW Wind Power Plant	Kotiya, Gujarat
8	25.2 MW Wind Power Plant	Unchawas, Madhya Pradesh

incubator in the implementation. The projects undertaken under this initiative during the financial year are:-

- Innotech Interventions Private Limited** – The project aims to develop bioelectrochemical for treatment of produced water and concurrent production of value added products. The estimated financial investment in the project is projected to be INR 70.06 lakhs.
- RD Grow Green India Water & Power Solutions Private Limited** – The project aims to utilize electrolytic technique for the functioning of Effluent Treatment Plant. The estimated financial investment in the project is projected to be INR 62.56 lakhs.

## OVERSEAS ACQUISITIONS AND SHAREHOLDINGS BY OIL

We have subsidiaries companies across the globe as well as shareholding in other companies. The details of the same are shown below:-

- Oil India International Limited (OIL)** – A wholly owned subsidiary of OIL. Established in 2013 and headquartered in New Delhi. The subsidiary will be wound up due to the inability to achieve its objectives of formation. The preparation for the same has already begun.
- Oil India (USA) Inc.** – Headquartered in the Houston, USA. This subsidiary owns 20% stake in Niobrara Shale Oil and Gas Asset in USA. The Company came into existence in the year 2012.

- c) **Oil India Sweden AB** – A wholly owned subsidiary of OIL, Oil India Sweden AB own the shares of other companies, undertakes administrative activities and finances companies and businesses. The Company was established in the year 2009.
- d) **Oil India Cyprus Ltd.** – Oil India holds 76% shares of this private limited liability company incorporated in 2011.
- e) **Oil India International B.V (OIIBV)** – The Company's objective is to channelize the investments into overseas E&P projects. The Company was established in the year 2014.
- f) **Oil India International Pte. Ltd. (OIPL)** - Oil India International Pte. Ltd. is a wholly owned subsidiary of OIL incorporated in Singapore

in 2016 as a private limited company by share. The Company acts as an investment holding company and crude petroleum and natural gas production.

### GENERATING REVENUE RESPONSIBLY

Economic stability being one of the crucial aspects of business sustainability is given due importance at Oil India. We have come a long way since our inception in 1889 to become the one of the country's first five major PSUs and also one of the three best PSUs in the energy sector. With an authorized share capital of INR 2000 crores, we are one of the premier Oil Company of India with 66.13% share of the Government. We work towards improving our profit margins and revenues year after year through market expansion and innovation in products. During the FY 2016-17 and 2017-18 as well, we have seen substantial

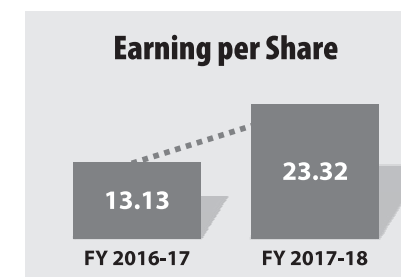
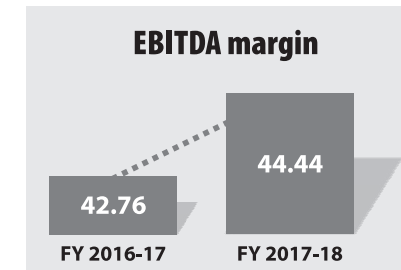
We also have shareholding in various Companies. The details of Companies in which we have shareholding is shown below:

S. No.	Company	OIL's share of equity Capital
1	Numaligarh Refinery Ltd (NRL)	26%
2	Brahmaputra Cracker and Polymer Ltd (BCPL)	10%
3	Suntera Nigeria 205 Ltd.	25%
4	DNP Ltd.	23%
5	IndOil Netherlands B.V	50%
6	Beas Rovuma Energy Mozambique Ltd. (BREML)	10%
7	WorldAce Investments Ltd.	50%
8	Vankor India Pte.Ltd.	33.5%
9	Taas India Pte. Ltd.	33.5%

improvement in our economic performance indicators.

The economic performance of the Company during the FY 2016-17 and 2017-18, has been promising. The revenues made during the year 2016-17 and 2017-18 is INR 1,11,910 Million and INR 1,21,406 Million respectively. The profit before tax (PBT), during the year is INR 3709.80 crores in comparison to INR 2146.32 crores in the previous year. After the deduction of taxes, Profit after tax (PAT) was INR 1548.68 crores and INR 2667.93 crores in the FY 2016-17 and 2017-18. The profits for the financial year 2017-18 in comparison to previous year display steep increase mainly due to payment of differential royalty of INR 1,151.73 crore on crude oil for the period from February, 2014 to March, 2016, as per Govt. directives which had adverse impact on the profits of the Company in financial year 2016-17.

An increase in EBITDA margin and earning per share was achieved during the financial year 2017-18.



**Indirect Economic impact** that we have created during the FY 2017-18 and 2016-17 accounted to INR 301.59 Million and

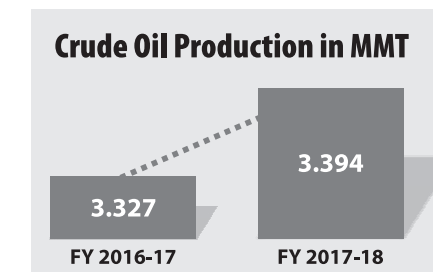
The table below is representing the Economic Value Generated & Distributed (EVG&D) during the financial year 2016-17 and 2017-18 (In Million INR).

Economic Value Generated & Distributed	FY 2016-17	FY 2017-18
<b>Direct Economic Value generated (A): Total</b>		
Revenues	1,11,910.70	1,21,406.40
Operating costs	34,518.10	35,162.00
Employee benefit & wages	16138.70	16932.90
Payment to providers of capital	16,390.60	18,343.00
Payments to Government	19,592.00	23,720.00
Community Investments	1,083.70	1,005.80
Total	87,723.10	95,163.70
Economic Value Retained	24,187.60	26,242.70

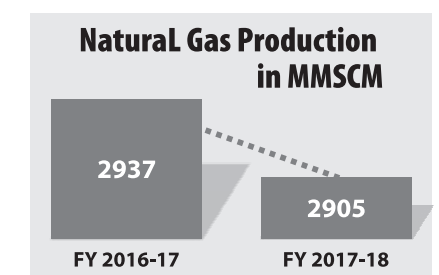
INR 329.56 Million respectively. These impacts generally includes the infrastructural development activities undertaken by us that directly benefits the local community and economy.

Exploration, development and production of Crude Oil and Natural Gas is our key business activity. Henceforth, the business sustainability is highly dependent on the production and sale of Crude Oil and Natural Gas.

During the FY 2017-18, there has been an increase in the Crude Oil production of 3.57% in comparison to the previous year. The sale of Crude Oil is recorded to be 3.327 MMT which is an improvement from previous year sales of 3.221 MMT. In the FY 2017-18 it is recorded to be 3.394 MMT as against 3.277 MMT in the previous year. The chart below is a representation of the same.



The Production of Natural Gas during the FY 2017-18 has slightly reduced in comparison to the FY 2016-17 from 2937 MMSCM to 2905 MMSCM. The reduction in revenue from the Natural Gas is attributed





to the reduction in the prices of the same from USD 2.78/MMBTU to USD 2.69/MMBTU in the FY 2016-17 and FY 2017-18 respectively. The sale valuation of Natural Gas for this FY was 2415 MMSCM against 2412 MMSCM in previous year.

The production of LPG during the year was reported to be 34,110 MT from 34,580 MT previous year. However, the revenue increased by 16.98% due to increase in average price realization by INR 6,170 per MT. Transportation of crude oil from pipeline is another source of revenue for our business. During this financial year, the revenues made from crude oil transportation accounted to be INR 365.58 crores which has increased from previous year's revenues from crude oil transportation i.e. INR 356.18 crores.

We have also expanded our investment in the production of energy through renewable sources. During the year, we installed 52.5 MW of wind energy project and 500 KW of solar energy project, with which we have reached a total installation capacity of 188.10 MW renewable energy. The contribution of renewable energy projects in our revenues constituted of INR 120.82 crores during the FY 2017-18.

### ASSET PROFILE

We are continuously working towards expanding our assets including our Oil and Gas reserve base in Domestic market and Overseas. These reserve base includes independent as well as Joint ventures. The particulars of our Oil and Gas Reserve as on 31.03.2018 is shown in the table below.

Particulars	1P	2P	3P
Oil + Condensate (MMT)	27.1121	78.6716	104.3078
Balance Recoverable Gas (BCM) **	79.7653	127.5892	165.0173
O+OEG (MMTOE)	97.0717	189.5232	247.2386

\*\* Based on projected volume of gas under various sales contracts, 1P, 2P and 3P Gas Reserves are 21.2190, 34.9810 and 69.5700 BCM respectively.

The oil & gas reserves position (as on 31.03.2018) of five overseas Producing assets (Company's Proportionate Share) namely Niobrara Shale Oil (USA), License-61 (Russia), Vankorneft (Russia), TaasYuryakh (Russia) and Carabobo (Venezuela) is as presented below.

Particulars	1P	2P	3P
Oil + Condensate (MMT)	16.9633	38.0551	59.4801
Balance Recoverable Gas (BCM) *	4.8635	6.9002	8.3604
O+OEG (MMTOE)	21.1723	44.0378	66.7245





# » SAFETY & SECURITY

## ENSURING A SAFE AND SECURE WORKPLACE

Safety is our prime concern at OIL. We have an integrated approach towards ensuring an occupational health hazard free work environment for our stakeholders at corporate office and site locations. Our vision statement “OIL is fully committed to safety, health & environment” reflects our sincerity in achieving our safety targets year after year. While we have a safety policy in place, it is supported by the systems and processes which help in the execution of the policy in the operations.

Our approach towards a sustainable environment to work and grow is focused on achieving a zero injury/fatality/accident environment through preventive arrangements. In addition to these we are also aligned with the regulatory requirements of the Oil Industry Safety Directorate (OISD) & The Directorate General of Mines Safety (DGMS) guidelines/regulations. Our two mines – Production Oil Mine (Duliajan) and Production Gas Mine (Duliajan) have been awarded with the prestigious National Safety Award (Mines) under the Oil Mines Category.

### HEALTH & SAFETY POLICY

We have a well-defined HSE policy that provides an extensive guideline on the corporate and individual approach to ensure a safer, cleaner and healthier work environment at OIL. We believe that safety is a bottom up approach in which

employees play a crucial role. Their inputs on the occupational health hazards and commitment towards safety, environment and occupational health services, add significant value in strategizing and implementing safety measures. Some of the key measures undertaken to achieve HSE targets of the company are

1. Adapting HSE safety manual
2. Safety operating procedures
3. Internal Safety Organization (ISO) for management
4. Accident/Injury/Fatality reporting and investigation system
5. HSE audits
6. Training and Awareness programmes
7. Environmental protection measures
8. Documentation and record keeping
9. Sustainable development

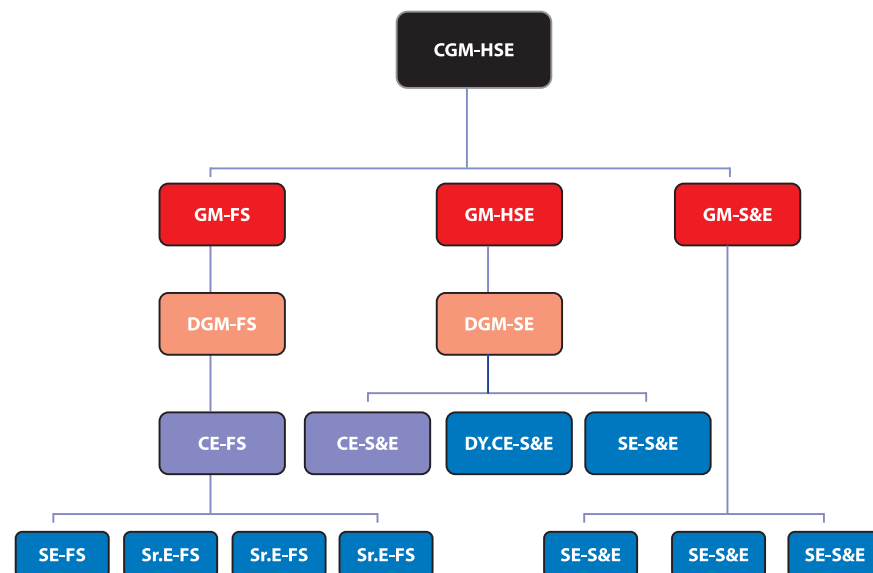
### HEALTH & SAFETY COMMITTEE

We have a four tier Health & Safety committee looking into the implementation and monitoring of Health & Safety policies. These committees are at the Board level, Field level, Departmental level and Pit level. The committee constitute a fair ratio of management and non-management representatives who meet frequently to discuss and strategize on health and safety matters at each level.

The table below shows the number of meetings held in the FY 2017-18 at various levels and the participation from the management and non-management personal.

We are also actively engaged with the recognized trade unions to discuss and decide on safety issues.

Meetings	Level of operation	Non-Management personal	Management personal	Total number of meetings
Pit level Safety Meeting	Installation level chaired by IM	1564	327	648
Departmental Safety Meeting	Departmental level chaired by HoD	265	309	93
Field Level Safety Meeting	Field level chaired by RCE	0	45	2
Apex level Safety Meeting	Company level chaired by CMD	0	33	1
Tripartite Meeting	RCE Chairs the meeting with president of Recognised union	3	34	1
Bipartite Meeting	Dy. Director General Mines Safety, Sitarampur chairs the meeting along with RCE and President, Recognised Union	4	17	1

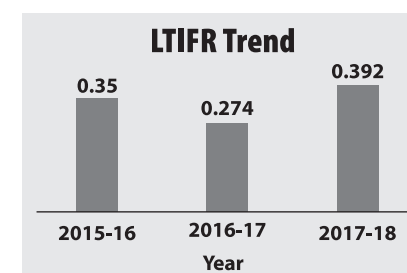


In the Tripartite meetings recognized trade union, OIL Management and Mines Safety Directorate participate every year for implementing and monitoring the recommendations and suggestions made in the conferences.

The Safety & Environment department has spelled down the vision of the company with respect to maintaining highest standards of safety. It says "We are fully committed for continual improvement of Health, Safety and Environment standards in all our activities and for all our stakeholders." The department has three wings fire service, safety and Environment.

The image above is the organogram of the Safety and Environment department at OIL. The department contributes significantly in enhancing the safety standards, improving loss preventions, pollution control measures, monitoring and promoting environmental protection, monitoring occupational health services and fire control and protection measures.

During the FY 2016-17 and 2017-18, we have made some significant progress and developments with respect to our safety performance. Our Lost Time Injury Frequency rate (LTIFR) since last year two years is shown in the graph below. The LTIFR was recorded to be 0.35, 0.274 and 0.392 in the FY 2015-16, 2016-17 and 2017-18. The chart below is showing the trend of the LTIFR since 2015-16 till this year.



Some of the key highlights of our safety performance during 2016-17 and 2017-18 are mentioned below:-

- We undertook 93, 187 and 156 fire safety audits in the FY 2015-16, 2016-17 AND 2017-18
- During the Year 2016-17, we undertook a number of safety

training, awareness and vocational programs like mine vocational training, MVT refresher, Gas testing and work permit, HSE training in field installations and special batches of statutory programs.

- In the FY 2016-17, we reworked on our system of inspection and adopted a new checklist to add value and increase the efficiency to our pre spud and pre workover safety audits.
- In FY 2016-17, the representatives of S&E department actively participated in the formulation of new OISD guidelines for the accident analysis. This year we also organized a workshop on Safety Management System in Mines highlighting the importance of safety, knowledge sharing and stronger imbibition of safety values in future generations and technical paper presentations on pertinent issues in Safety Management System in Mines and an interactive Question & Answers session.
- We reported highest number of near misses i.e. 237 in 2017-18
- Undertook assessment to obtain Qualitative Health Safety & Environment (QHSE) certification in 2017-18
- We did a benchmarking of 72 HSE indicators in operational activities and implementation plan in this financial year
- This year we also developed an Emergency Response Disaster Management Plan (ERDMP) for 18 installations of OIL as per the PNGRB Regulations 2010 certified by a PNGRB.
- We undertook initiatives to reduce Green House Gas (GHG) emission during the FY 2017-18

Apart from the above initiatives we also ensure that most of the OIL's facilities are certified by ISO and other certifier agencies. The below shows the department wise certification for OIL

S. No.	Department	Certification
1	Pipeline	ISO 9001:2008, ISO14001:2004, OHSAS 18001:2007
2	LPG Plant	ISO 9001:2008, ISO14001:2004, OHSAS 18001:2007
3	Fire service	ISO 9001:2008, ISO14001:2004, OHSAS 18001:2007
4	Power House	ISO 9001:2008, ISO14001:2004, OHSAS 18001:2007
5	Water Treatment Plant	ISO 9001:2015, ISO 14001:2015
6	Transport Maintenance Workshop	ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007
7	Medical Department	ISO 9001:2008, OHSAS 18001:2007
8	Well Logging Workshop	ISO 9001:2008
9	Central Workshop	ISO 9001:2015, ISO 14001:2015
10	Chemical Department	ISO 9001:2015
11	ER Department	ISO 9001:2008
12	L&D Department	ISO 9001:2008
13	Kolkata office	ISO 9001:2008
14	R&D Centre	ISO/IEC 17025 :2005 (NABL Accreditation)
15	Internal Combustion Engine (ICE) Shop	ISO 9001:2015, ISO 14001:2015

## SECURITY

The key objective of the security department of OIL is to protect employees and OIL installations from different types of external and internal hazards, losses and threats. The department undertake activities to mitigate the risks of theft, pilferage, fire, act of vandalism, fraud, miscreant activities, sabotage, anti-social activities and law and order situation

etc. The department has well defined targets which are aligned to the objective. These targets are:-

- Providing a secure working environment to all the employees
- Protecting OIL property against sabotage, mischief, damage, loss, pilferage & misuse.
- Deployment of security in OIL installations.



- Mobilization of AISF, CISF and other security personnel in different field locations including Drilling Locations in time
- Liaison with State Police, other security agencies, District Administration & State Administration for better security of OIL
- Correspondence with Police Authority and concerned department/ section for Police verification of newly appointed employees in our organization
- Ensuring security in OIL Township

Security highlights - During the year, a number of security initiatives were undertaken at corporate office and plant location level. The highlights of the same are shown below:-

- Providing security coverage to field areas within and outside Duliajan including OCS, GCS, CGGS, Drilling Locations, Work over Location, Water Injections, Mud Plants, Frigdi Gas Units, Seismic survey camp or any other installations/locations in OIL operational area
- Installation of CCTV cameras at all locations including Township, Offices and field/Drilling locations to cover maximum Locs/Installations under CCTV surveillance in future.
- Recording foreigners visits OIL operational areas which are facilitated by OIL authority.
- Details of total 519 newly recruited executives and employees are sent for the Police verification of character and antecedent to the respective District in the financial year 2017-18 of which 101 details have been received by OIL.
- We conducted security sensitization program with local Police Stations, VDP personnel,

Villagers etc. to educate about the security arrangement and potential hazard of the Oil field.

	FY 16-17	FY 17-18
<b>Number of Injuries</b>		
Male	7	10
Female	0	0
<b>Number of Injuries</b>		
Permanent Employees	7	10
Supervised Employees	0	0
Independent Contractors	0	0

- During the FY 2017-18, we carried out joint operation with Police within our operational areas due to which not only we recovered many stolen materials but also our coordination with the local police got strengthened
- We also undertook quarterly meetings with the Superintendents of Police, Dibrugarh, Tinsukia District & Changlang Dist (AP) and also with various units of CRPF, Army in OIL Operational areas to discuss on security matters

#### Accidents and Injuries

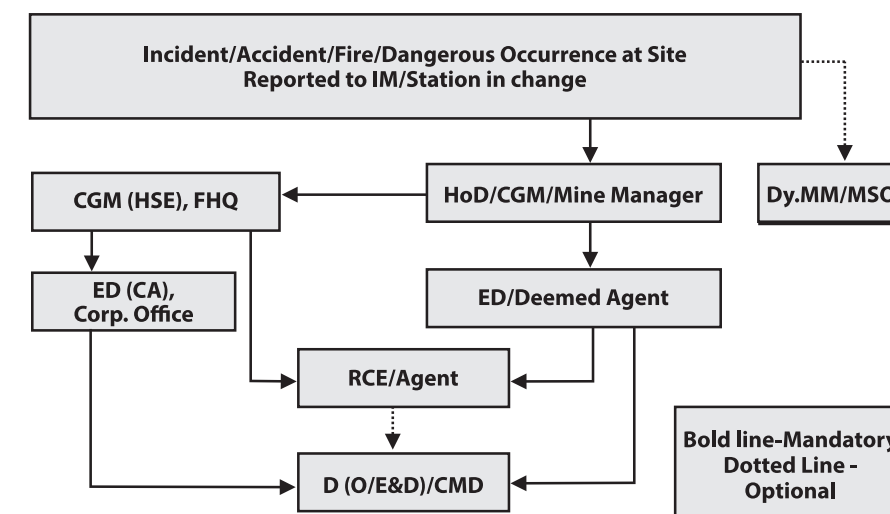
Though we put our best efforts to avoid any kind of accidents and injuries at work. However, there are cases of inescapable incidents. We report these incidents at different levels and take appropriate actions.

We have a well-defined channel to report on the accidents. The organogram above in the representation of the channel followed to report any incident of accident or injury.

We take every accident/injury very seriously and strive to not to repeat the same. In this regard we maintain proper documentation of all the accidents and also do a thorough analysis of the same to identify the root cause of the accident and deploy a strategy to avoid it in future. Some of the key analysis of the injuries due to accident during the FY 2016-17 and 2017-18 is shown below:-

immediate response requirements in the disaster situation. It also assess the magnitude of the impact from the disaster also the measures of evacuation, rescue, relief and rehabilitation. The DMP essentially covers the following in its scope:-

1. **Natural Calamities** – Natural calamities like floods, Hurricane, tornado, cyclone, tsunami, earthquake and lightning.



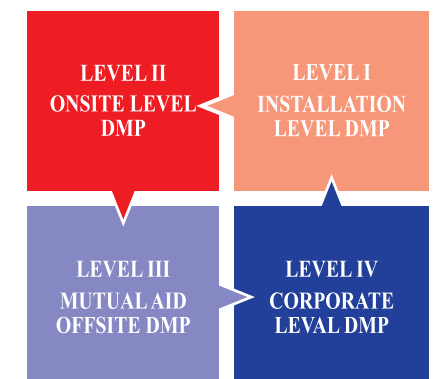
#### DISASTER MANAGEMENT

Like any other Oil and Gas Industry, OIL is also exposed to the inherent risks of handling explosive and hazardous items in bulk. Our systems and procedures handle the expected risks but we are still exposed to the probabilities of unforeseen natural calamities and its consequences. For this purpose we have developed a Disaster Management Plan (DMP) with an aim "to facilitate necessary actions to meet emergency scenarios in a structured manner in order to streamline our preparedness to face disasters and manage the crisis effectively."

The DMP plans, organizes and coordinates the implementation of

2. **Man-made causes during operations** - Oil/gas well blowouts, fires, toxic gas releases, oil / chemical spills, hydrocarbon release, accidents involving radioactive substances, explosions(unconfined, confined, BLEVE, dust explosion Vapour cloud formation), fire & explosion and structure failures.
3. **Man-made causes (outside the operations)** - Riots/Civil disturbances, terrorist attack/sabotage, hostage crisis/abduction, bomb threats, strikes, war, food poisoning/water poisoning.

Our Disaster Management Plan is broadly implemented at four levels



(shown in the diagram above). At **Level I** – the DMP aims to tackle those emergencies which can be effectively and safely managed and contained within the site, location or installation by the available resources in the installation. The outside area and environment is not impacted by such kind of emergency. This plan serves as a basic framework/ document for DMP at level II. The **Level II** DMP is a plan which is prepared to tackle emergencies which cannot be effectively and safely managed by the available resources within the installation and additional support is required from Company's resource available in the particular sphere (such as FHQ/PHQ/Project). This plan serves as a basic document for Disaster Management Plan Mutual Aid (Level III).

The **Level III** DMP is intended to handle emergencies which cannot be effectively and safely managed by the available resources at Company's FHQ/PHQ/Project level and requires additional support from the neighboring industries and district administrative authorities. These are emergencies which have a potential to impact the population, property and environment inside and outside of the installation. This plan falls under the purview of the concerned District Authority and act as a basic document for

Corporate Disaster Management Plan (Level IV).

Finally, the Level IV DMP is the plan made for the emergencies which are beyond the containing ability of the sphere and local/district authorities. The impact of such incidents requires corporate level response because of its adverse impact on the business.

Activation of Disaster Management Plan at various levels To implement and monitor the Disaster Management Plan at the site location we have deployed on-site managers who are the site coordinators in case of any emergency. The line of command and the communication followed at Level I, II, III and IV type of emergency is shown below.

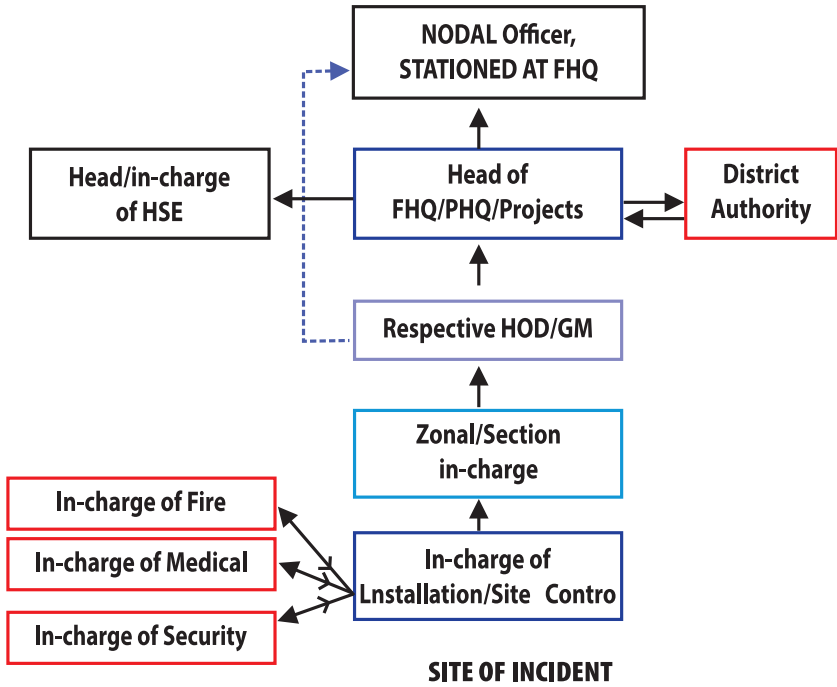
**EMERGENCY RESPONSE PLAN**

We have formulated an on-site emergency response plan to handle

emergency situations at the site location. The primary objective of the plan is to organize rescue, relief, firefighting and medical relief drills operations on top priority. The plan covers emergencies due to deficiency in operations/ maintenance/design or equipment failure, emergencies in nerby Industry and Installations, natural calamities, deliberate acts of Human and debris falling from aircraft/rocket. This plan is a model plan for OIL's operations at Duliajan and surrounding areas. This framework acts as a basic document for the District level off site Emergency Response and Mutual aid plans for hazardous industries in Dibrugarh & Tinsukia districts.

**OIL SPILL CONTINGENCY PLAN**

The nature of our work involves storage, handling, transportation and production of crude oil which has the possibilities of oil spills. To minimize the consequences



Sample line of order and communication chart for each sphere of Disaster Management

of same, we have an Oil Spill Contingency plan (OCSP) in place. The OCSP underlines the details of planning, preparedness and response for oil spilt incidents that may arise during exploration and production /drilling activities in the onshore operational areas. The plan is aligned to the Indian Government commitments to the United Nation's conventions on Oil Spills and its response, enforced by its marine arm, viz. International Maritime Organisation (IMO).

The objective of the plan includes the following:-

- Establishing response procedures for oil spills
- Combating, containing, recovering, cleaning up and disposing off the spilled oil

- Providing training and develop awareness amongst the employees
- Providing plan & programme for practice drill based on scenarios
- Complying with statutory requirements

We have onsite and offsite contingency plans. As a part of offsite contingency plan we have a mutual aid scheme with neighbouring industries for pooling resources in case of emergency situation. The offsite contingency plan is approved by district authorities. At our site locations the following spill control equipments are installed:-

- Sorbent booms to control oil spills in water bodies, if any.
- Petroleum sorbent rolls to control oil spill in large surface area.
- Petroleum sorbent pillars to

absorb bulk oil spills in land/water

The key contingency measures undertaken by us for oil spill management includes the following:-

- Oil spill monitoring mechanism at installation level
- Tank level gauging system for the storage tanks. In case of any leakage & spillage from storage tanks, the installation personnel will immediately detect it from the level gauging system
- SCADA system provided to the trunk pipelines which immediately detects any leakage or spillage thereby.
- Physical checking and monitoring of the pipelines and installations are done on daily basis



# » ENVIRONMENT MANAGEMENT

## PROTECTING OUR ENVIRONMENT

Oil India Limited (OIL) is committed to maintain an outstanding environmental performance by adhering to regulatory compliances, emission control, water and waste management and improving the biodiversity of the location of operation. While we have a sustainable development policy in place that encompasses the overall vision of improving our environmental performance, we adopt a focused approach to achieve our environmental targets. Environment protection is embedded in our operations and we work on a continuous basis to deliver our best through regular review and monitoring.

Being a responsible corporate citizen we are fully aware of our responsibilities towards the environment in which we are operate, the resources we use and the environmental impacts created by our business operations. During the FY 2016-17 and 2017-18 we have not only monitored our environmental performance but also have gone ahead and have undertaken targeted interventions for each environmental indicator.

We adhere to all the regulations and guidelines related to our operation and are compliant to all relevant environmental regulations implemented by MoEF and Pollution Control Board. Along with this we are compliant with any special requirement for operating in sensitive areas. During the

FY 2016-17 and 2017-18, no form of non-monetary sanction or penalty was levied against the company for any noncompliance with laws and regulations regarding the environmental matters.

### ENERGY CONSUMPTION AND CONSERVATION

We use Diesel, Crude Oil, Electricity and Natural Gas mostly in our business operations as direct and indirect source of energy. We are at the forefront of efficiently utilizing energy in our business operations and reduce GHG emissions. Our energy consumption pattern for the FY 2016-17 and 2017-18 is shown in the below table:-

Our continual effort to save energy in the last few years has resulted in saving 1,38,39,20,031.85 kWh and

2,13,47,30,963.89 kWh of energy in the FY 2016-17 and FY 2017-18 respectively. The energy saved is equivalent to approximately INR 220.09 crores in FY 2016-17 and INR 312.37 crores in the FY 2017-18. Our Energy Audit Programs have a vital role to play in this. Under this program we monitored the various forms of energy consumptions at our vital installations and made corrective measures.

We involve all our stakeholders in our endeavor to save energy as every single contribution from different spheres of business counts. We celebrate "National Energy Conservation Day" every year on 14th December in which we spread awareness on environmental protection and conservation among all our stakeholders. We also impart

Source of Energy	Consumption in FY 2016-17	Consumption in FY 2017-18
Direct Energy Consumption (in GJ)		
Diesel	3,39,689	5,90,445
Petrol	170	607
Natural Gas	1,65,83,114	1,60,20,375
Crude Oil	3,13,523	3,76,582
Total Energy Consumption	1,72,36,496	1,69,88,009
Indirect Energy Consumption (in GJ)		
Electricity purchased (Non-Renewable Energy)	3,59,984	3,46,185



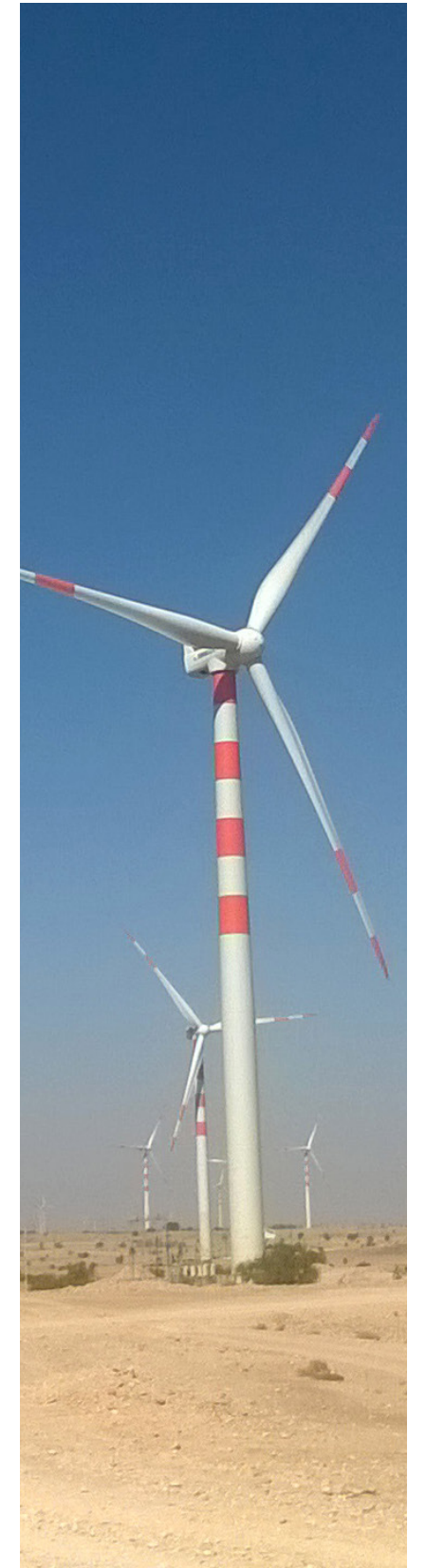
technical trainings to our vehicle drivers, operators and technician on fuel efficient driving techniques. We also organize a workshop on “Sanrakshan Kshamata Mahotsav” for our employees and for school children, ladies/housewives in and

around our operational areas. Activities like auto fuel efficiency checkup camps, campaign on fuel efficient stove and meetings on finding alternate sources of energy for petroleum products were also undertaken.

During the FY 2016-17, we saved energy through our following initiatives.

S. No.	Form of Energy	Equivalent KWh
<b>High Speed Diesel (HSD)</b>		
1	Introduced energy efficient engines	1,20,51,000
2	Using gas pressure to load Tank Trucks at FGGS Deohal in place of EMD pumps	1,67,850
	1,65,83,114	1,60,20,375
3	using non-fired NPU in Well activation jobs resulted in saving of about 6.5 KL HSD	58,500
	1,72,36,496	1,69,88,009
4	Used 5 Solar Gen Set in place of 30 KVA diesel Gen set at Work-over locations and installed 7 new and technology ungraded Solar Gen Set at well site	2,64,150
5	Installing gas engine driven pump sets and gen sets at WHS HWD-H location	6,57,000
<b>Total</b>		<b>1,31,98,500</b>
<b>Natural Gas</b>		
1	Reduced Gas flaring in Rajasthan Project	8,56,974.00
2	Boosting of LP flare gas to OIL's gas distribution network by commissioning of BOO (Build-Own-Operate) compression services in fields.	6,57,000
3	Utilization of stabilizer gas as housing fuel in Moran, which is otherwise flared	2,42,13,000.00
<b>Total</b>		<b>1,06,88,00,164</b>
<b>Condensate</b>		
1	Condensate recovered & sold from LPG Plant, Duliajan (1 KL = 0.71Ton)	7,79,24,175.65
2	Condensate recovered in the fields from gas wells of Rajasthan Project	10,07,952.00
<b>Total</b>		<b>7,89,32,128</b>

<b>Electricity</b>		
1	Replacement of 200 36 W Tube light fittings with 20 W LED Tube light fittings	18,688
2	Installation of distilled water plant (it utilizes waste steam from the existing natural gas heating system instead of electrical heater in Moran Power Station	4,500
3	Replacement of high energy consuming street light fitting with energy efficient & environment friendly 25W LED light in Pipelines Head Quarters and Pumps Stations	6,789
4	Replacement of existing BC lamps, damaged 20W/40W tube light fittings with CFL of 9W& 15W in Pipelines Head Quarters and Pumps Stations	25,754
5	Replacement of conventional tube lights by LED lights at 4MGD WTP & Pontoon leads to saving of 20332 kWh of energy	20,332
<b>Total</b>		<b>7,89,32,128</b>
<b>Crude Oil</b>		
1	Recovered Crude Oil by processing oily sludge at Sludge Treatment Plant	79,91,860
2	Accumulated 1052 KL spilled oil recovered from the pit inside the Hapjan OCS.	
<b>Total</b>		<b>1,82,69,900</b>
<b>High Speed Diesel (HSD)</b>		
1	Installation of solar power plant in Workover wells instead of Diesel Engine Gen sets	1,89,810.00
2	Utilizing Solar PV plants in Pipeline's repeater stations in place of Diesel Engine Gen set	2,01,852.00
3	Installing gas engine driven Gen set replacing Diesel Engine Gen sets at location CH	19,710.00
<b>Total</b>		<b>4,11,372</b>
<b>Natural Gas</b>		
1	Gas monetization of 111000 SCMD HP gas from Well Head set up of location HWDH in Eastern Asset after the diversion of the flared gas to distribution network from 01.08.2017	31,09,98,690
2	Monetization of 60,000 SCMD gas by installing additional 1 no. low pressure booster compressor from 20.02.2018 at Hapjan GCS ,which was being flared	2,76,72,000

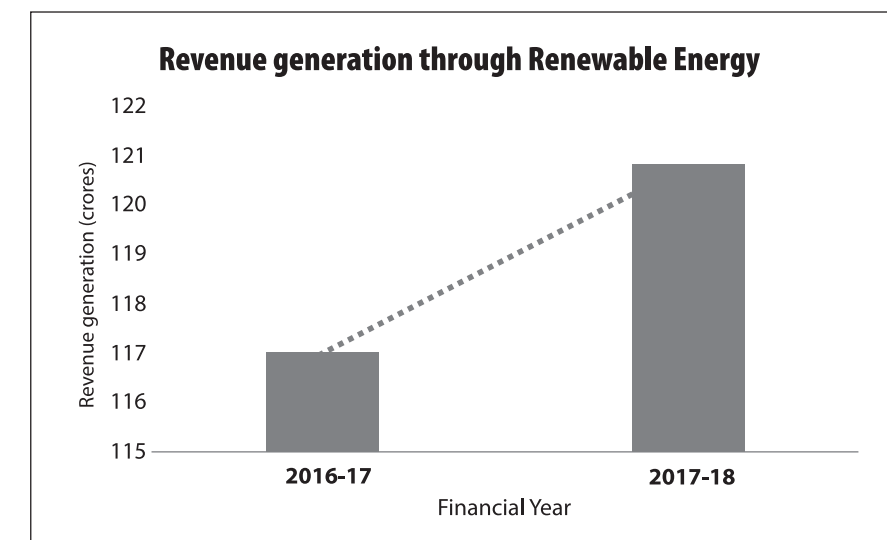


Natural Gas		
3	Boosting of LP flare gas to OIL's gas distribution network by commissioning of BOO(Build-Own-Operate) compression services in fields	1,21,12,01,203.18
4	Utilization of stabilizer gas as housing fuel, which is otherwise flare	2,52,50,700.00
<b>Total</b>		<b>1,57,51,22,593</b>
Condensate		
1	Condensate recovered from LPG Plant, Duliajan (1 KL = 0.71Ton)	28,78,55,805.95
2	Condensate recovered in the fields from gas wells of Rajasthan Project (1 KL = 0.83Ton)	5,97,126.00
<b>Total</b>		<b>28,84,52,932</b>
Electricity		
1	Replacement of 22 125 MV lamp with 45 Watt LED Decorative Luminaire in OIL Housing Area, Duliajan	77,088
2	Use of 20 , 120 Watt and 20 , 90 Watt LED area & street luminaries instead of 400 Watt HPSV fittings and 150 Watt Heavy Vehicle Parkingyard yard, Duliajan	2,75,064
3	110, 36W Tube Light fittings have been replaced with 18W LED Tube Light fittings in Moran	11,563
4	Replacement of high energy consuming street light fitting with energy efficient & environment friendly 48W LED light in Pipelines Pump Station PS-3	4,800
5	Replacement of existing 36W Tube light fittings with 20W LED Tube light fittings in Pipelines Head Quarter	8,640
6	Replacing & installing improved quality of cooling fan, motor & fin in Cooling towers of LPG Plant lead to reduction in Energy requirement	1,87,244.20
7	Installing LED street lights at various work places of RP	31,240.00
<b>Total</b>		<b>3,77,155</b>

## RENEWABLE ENERGY

We believe that embracing new technology and innovation is the key to business growth in future. In this regard we have aligned our business strategy with the Government's vision of becoming global leaders in utilizing renewable sources for energy production. We have entered the renewable energy domain in the recent past by initiating a commercial project of 188.10 MW of energy production. It constitutes of 174.10 MW of Wind Energy and 14 MW of Solar Energy. The energy produced from these projects are consumed internally and is transferred to specific state GRID. Our key renewable energy initiatives are shown in the table below:-

Apart from the above initiatives, this year we have proposed a 500KW Solar project in pump stations at Jorhat, Assam.



Renewable Energy Installation	Location	Generation (kWh)
Solar Projects		
100 KWp Solar Power Plant	Tanot	1,20,51,000
Village Complex, Rajasthan	56,916	1,67,850
100 KWp Solar Power Plant	Joypur OCS, Duliajan	9,900
5 MWp Solar Power Plant	Ramgarh, Rajasthan	87,56,971
9 MWp Solar Power Plant	Ramgarh, Rajasthan	14,85,157
30 KWp Solar Power Plant	Corporate office, NOIDA	34,000
20 KWp Solar Power Plant	Repeater Station, Jagiroad, Assam	20,926
20 KWp Solar Power Plant	Repeater Station, Kishanganj, Bihar	14,139
Solar Photo-Voltaic cells for MART Communication		1,122
Wind Projects		
13.6 MW Wind Farm	Ludravaa, Rajasthan	1,74,07,433
54 MW Wind Farm	Dangari, Rajasthan	6,45,88,056
16 MW Wind Farm	Patan, Gujarat	3,45,80,000
38 MW Wind Farm	Chandgarh, Madhya Pradesh	71,35,000

We have witnessed significant value additions from our renewable projects during the last few years. The chart above is showing the revenue contribution of our renewable projects in our business during financial year 2016-17 and 2017-18.

## EMISSIONS

The changing climate conditions and Global warming requires businesses to keep an account of the emissions by their operations. At OIL we give utmost importance to monitoring and managing the release of GHG emissions in our operations.

**Direct and Indirect GHG Emissions** - Main source of GHG emissions in our business is at our plant location due to the

consumption of crude oil, natural gas, diesel, petrol and GRID electricity. We have been reporting on our GHG emissions since last few years and this year as well we are reporting on our direct and indirect GHG emissions.

NOx, SOx and other emissions - Our business operation results in significant air emissions of NOx and SOx. The stack emissions also comprise of particulate matter, oxides of Nitrogen and Sulphur.

**Flaring and Venting** – Flaring is the gas produced when oil is extracted to the surface. Though the flared gas is a waste product but it can also be utilized as a resource. However, in the absence of required infrastructure these gases are not

Emissions	UoM	FY 2016-17	FY 2017-18
Scope 1 (direct )	tCO2	9,78,477	9,70,141
Scope 2 (indirect )	tCO2	81,996	78,853

\*Data provided below is pertaining to FHQ Duliajan only and not for the entire organization

Air Emission	Unit	Permissible limit	Value	
			FY 2016-17	FY 2017-18
Oxides of Nitrogen	mg/m3	80	15.34	18.99
Oxides of Sulphur	mg/m3	80	21.48	23.32
Particulate Matter	mg/m3	100	52.53	42.99

Type	2016-17		2017-18	
	Volume MMSCM	Operational Region	Volume MMSCM	Operational Region
Flared Hydrocarbon	1116.764	Assam and Arunachal Pradesh	113.337	Assam and Arunachal Pradesh
Natural Gas	2704.538		2670.092	

put to any further usage. Henceforth, posing climate change threats due to emissions. At Oil India, we are committed to minimize flaring in our process.

## WATER MANAGEMENT

Water is a scare resource and is a life essential. With an increased depletion of water sources and continuous raise in its demand, it's crucial that as individuals and corporates we adapt ways of efficient ways of water management in our business operations. We at OIL are extremely cautious of our water usage and are always striving to find ways of conserving water, by deploying methods such as recycling the water used in production and monitoring the use by installation of water meters.

Total volume of water withdrawal by source

The following data is for Duliajan and Moran spheres.

Source	FY 15-16	FY 16-17	FY 17-18
Ground Water	1,699,650	1,673,607	1,703,294
Surface Water	9,387,000	9,290,750	9,300,600
Total (in KL)	1,10,86,650	1,09,64,357	1,10,03,894

The table below shows our water consumption for the FY 2016-17 and FY 2017-18.

Source	FY15-16	FY16-17	FY17-18
Surface water	9,387,000	9,290,750	9,300,600

Recycle and Reuse is the key to efficient water management. We also actively encourage water recycle and reuse by adopting rainwater harvesting and other ways. Some of

the key initiatives we undertook in the FY 2016-17 and 2017-18 includes the following:-

- Water Harvesting** – We have planned and modeled a rain water harvesting system in our new office Building of Field Engineering Department on experimental basis. The projected saving from this pilot project execution is estimated to be 1.4kl/day of water and Rs.46/day of cost. Post the successful implementation of this pilot phase, we shall extend the same to other office complexes in phases.
- Recycling of Backwash Water** – As part of our effort to recycle and reuse water, we have installed a 4 MGD (Million Gallons per Day) capacity Water Treatment Plant (WTP) at Duliajan. The

water is utilized for domestic and industrial purposes in OIL Township and nearby installations. The filter beds in the WTP get clogged by the flocs in the chemically treated water. These are cleaned by backwashing with purified water which is eventually drained off. The project is underway for recycling the water used for backwashing of filter beds. The projected saving from the project is estimated to be INR 24,300/day for 810 kl/day.

- Water footprint study** – We are carrying out water footprint studies at Duliajan Township for a proposed project for “Augmentation of Infrastructure for Water Supply System of OIL, Duliajan”. We are engaging with third party to undertake the study. A detailed report of the same will be finished in 2019.
- Water injection** – Water injection is the process through which the water is forced into a reservoir formation. We have installed 11 Water Injection (WI) stations at various locations. The water for WI is supplied through Deep Tube Well (DTW) set up. The volume of water injection in the FY 2016-17 and 2017-18 is shown below:-5.

	FY 2016-17	FY 2017-18
Water injected (in KL)	3,127,788	3,037,728

- Water Cess Report** - We generate water cess report on a monthly basis. So far we have generated 36 reports in the FY 2016-17 and 2017-18.



6. Improving efficiency of water treatment- We depend on technology to improve the efficiency of our water treatment process. We have Electro-chlorination System in place to deliver active chlorine in the form of Sodium Hypochlorite for disinfection of potable water. This technology uses less salt and there is no chemical usage and is overall more cost effective in comparison to other chlorination methods. We have successfully installed an Electro-Chlorination System at 4 MGD Water Treatment Plant, Tipling, which has been under operation since 2016

Poly Aluminum Chloride (PAC) – PAC which is an alternate for Alum is utilized in our operations on a pilot basis. It is safe as low levels of residual aluminum in the treated water can be achieved by its use, typically 0.01-0.05 mg/L. Trial dosing of PAC is successful and steps have been initiated (PR raised) for procurement of PAC as an alternative to existing coagulant.

Resin based IR filter – Through this technology oxidation of iron for removal in our present IR (Iron Removal) filters is achieved through aeration by compressed air. Resin ion based oxidation rules out the need for compressed air (and hence air compressor set up) for oxidation and requires less frequent back-washing of filter media. We have procured a few resin based IR filters on trial basis. The commissioning of the same will start soon.

## WASTE MANAGEMENT

As an organization we see effective waste management produced

through our operations as our key responsibility. Our business operations results in the formation of various types of waste like oil sludge, drill mud, drill cutting and waste oil. We always ensure that we are compliant with the regulatory requirements pertaining to waste handling, storage and disposal.

- Disposal of Waste Water**
  - Our operations produces significant volumes of formation or produced water. Due to the presence of process chemicals and contaminants, produced water can have substantial harmful impact on the environment. We treat this water and then release it back into the process for further usage.
- Volume and Disposal of produced/ formation water –** Significant volumes of formations or produced water are generated in our operations. The produced waters contain contaminants and process chemicals from the oil and gas reservoir which has an adverse impact on the environment. The oil and gas reservoir contains hydrocarbons, salts and heavy metals. We make sure that this water is treated and thereafter released for further usage. 31,84,800 KL and 32,45,747 KL of formation water was generated during FY 2016-17 and FY 2017-18 respectively.
- Oil Spill –** We constantly work towards achieving zero spill in our operations for which we undertake adequate measures to measure and prevent the spills. During the FY 2016-17 and 2017-18, our operations produced 107.5 KL spill at our Dikom Madarkhat tea estate location. During the FY 2016-17.

Type of waste	Unit	Source	Methods of Disposal	Waste disposed	
				FY 2016-17	FY 2017-18
HAZARDOUS WASTE					
Solid Waste					
Batteries	Numbers	Drilling and Work-over rig	Returned to Materials Department	75	101
Oil filters	Numbers	Drilling and Work-over rig	Waste pit	1156	1076
Non refillable empty Containers (bitumen, admixtures, chemical and oil drums etc. which are disposed)	Numbers	Empty Lube Oil Drums and Chemical Containers	Empty Chemical Drums are used for refilling and also sent to materials department for disposal through registered vendors	NIL	NIL
Liquid					
Lube oil	KL	Drilling and Work-over rig	Mixed with crude oil at OCS	83.73	81.202
Non-hazardous waste					
Drilling fluid	KL	Drilling rig	Leftover drilling fluids (dead volume) were disposed in respective wellsite effluent pits following all regulatory norms of MoEF and Pollution Control Board	650	630
Work over fluid	KL	Workover rig	Leftover workover fluids (Dead volume) were disposed in respective wellsite effluent pits following all regulatory norms of MoEF and Pollutions Control Board	770	750

- Drilling Waste –** Drilling waste is produced during the extraction of Hydrocarbons which contains chemical additives and hydrocarbon products. These waste products have an adverse impact on flora, fauna, vegetation and water bodies. Approximately, 142 Cubic Meter of drill cuttings are generated per well. These cuttings are further used for landfills in the plinth itself. Since only WBM is used drill cuttings do not contain oil. During the FY 2016-17 and 2017-18 130 KL out of 650 KL of and 126 out of 630 KL amount of drilling waste (Drill mud using aqueous drilling fluid) was produced.

Some of the key waste management initiatives include:

- Pilot scale Bioremediation initiative using In-house Developed Bioremediation Technology -** In the FY 2016-17, we undertook six biological interventions that included four bacterial site treatments. The progress of the bioremediation process was monitored by collecting representative composite soil samples from the site. Results and data interpretation for the completed Biological Interventions have been published in the form of a R&D Report No. 95. Additionally, bioremediation job in Dikom Bowser Unloading Station (DBUS) had been initiated and was ongoing as per schedule. The success of the biological interventions using in-house developed bacterial strains capable of enhanced biodegradation of crude oil in field conditions prevailing in operational areas of OIL indicates to the potential of extending



this technology to bio-remediate similar sites in the near future.

Field application of the In-House Developed Bioremediation Technology - In the FY 2017-18, Field trials of the In-House Bioremediation Technology developed by R&D Department were conducted at three locations within the Operational areas of Oil India Limited in the Upper Assam Basin. Two oil contaminated sites selected for the trials were located in the Digboi oilfield (Eastern Asset) while the third one was located at Dikom (Central Asset). The Development of In-house Bioremediation Technology for remediation of crude oil contamination and its Pilot Trials in sites located within the Operational areas of Oil India Limited have been reported in the form of a R&D Note No. 245. Efforts towards commercialization of this technology have been initiated by entering into a Confidentiality Agreement with a Start-Up Company located in a MSME recognized incubator at IIT campus at Guwahati. The success of the biological interventions using in-house developed bacterial strains capable of enhanced biodegradation of crude oil in field conditions prevailing in operational area of Oil India Limited indicates to the potential of extending this technology to bio-remediate similar sites in the near future.

- **E-Waste Management**  
- Aligned to the Government's E-waste (Management & Handling) Rules, 2010, we have formulated a committee to study and implement the provisions of

the applicable rules. The committee framed the TOR for an end-to-end solution to outsource the activity to a certified vendor. For disposing off our E-Waste in a responsible manner we are engaged with a third party who is responsible for providing us solution for collecting and recycling E-waste. Till date more than 93 tonnes of E-waste has been collected by our third party vendor from our offices in at FHQ Duliajan, BEP Bhubaneswar, Kolkata Office and Corporate Office, Noida. The collected waste has been transported to Attero's plant, our party vendor for recycling of E-waste at Roorkee and the same has been disposed/ recycled as per the requirement. Attero has provided the Certificate of processing and the asset destruction certificate for the collected lots. For future, a schedule for collection of waste across different spheres is prepared to collect more lots from across the company operations.

## BIODIVERSITY

We operate in regions of rich biodiversity and therefore it is our responsibility to conserve the flora and fauna in nearby areas. We have launched a conservation program to protect the habitat of Endangered Hoolock Gibbon, this specie is also listed in IUCN Red List and is found in few sites in and around our operational areas. The project is a step towards our long term commitment for the steadfast protection of the rich rainforests in and around our operational areas in Assam and Arunachal Pradesh, which in turn ensures the future conservation of the Hoolock Gibbon and many such endangered species

in their natural habitats. We plan to further expand our program to the site that may be affected by our operations in critical habitats. In this regard we undertake awareness campaigns across the regions of our operations including villages in the Dibrugarh, Tinsukia, Golaghat and Jorhat districts of Assam.

The followings are the main focus areas of the campaign:-

- Golaghat district: Fringe areas of Nambor Doigrong wildlife Sanctuary.
- Jorhat district: Fringes of Hologapar Gibbon Wildlife sanctuary.
- Dibrugarh district: Joypur, Upper Dihing, Dirak and fringe areas of DihingPatkai Wildlife sanctuary
- Tinsukia district: Barekuri area, fringes of Dibrusaikhowa National Park, Dhola area

Site Parameter	Details
Country of operation	India
Operation Type	Production
Size of the operational site (in square kilometer)	NA
Is the site or a part of it located in a protected area?	Yes
Is the site located adjacent to a high biodiversity value area?	Yes
If yes, what is the listing of protected status? I-UCN, Ramsar Convention, etc.?	Wild Life Sanctuary and National Park

S. No.	Block
1	Borhat-Titlagarh Block
2	North Hapjan-Tinsukia-Dhola Block
3	Jorajan Block
4	7 Extended Reach Drilling wells
5	Mechaki Block
6	Moran Block
7	Khowang Shalmari
8	Dibrugarh-Bhogpara
9	Nahorkatia-Deohal-Bogapani-Nagajan(NDBN)
10	Khagorijan

We have also identified our operations which are adjacent to protected area and areas with high biodiversity value. Our operations have no significant impact or have no adverse effect on any species due to exploration and production of hydrocarbon.

Oil India Limited in collaboration with our community, analyse the potential impacts of our operations before setting up any new project and during any expansion of existing projects, so as to address the concerns of the community. We are committed to maintain the integrity and stability of our natural habitat, environment and resources. We have been working on habitat restoration and ensure integrity of natural habitats and environment in and around our operations. In this regard, OIL has carried out Environment Impact Assessment and made the Environment Management Plan for the following locations during 2017-18 and is in the process of obtaining Environment Clearance.



# » SOCIAL RESPONSIBILITY

## CONTRIBUTING TOWARDS SOCIAL DEVELOPMENT

**OIL is a responsible corporate citizen deeply committed to socio-economic development in its areas of operation. Community initiatives at OIL contributes towards the national development agenda of the Government.**

We strongly believe that businesses exist only with the support of its community hence we consistently improvise in our social responsibilities, environment and economic practices to create revolutionary changes and positive impact, thereby contributing to the progress of our country.

OIL has been supporting the communities in which it operates and now has reached many milestones in contributing towards the welfare of the society. We have experienced several changes in terms of widening areas of operation during the overall progress of OIL, which has broadened the horizon and scope for doing business responsibly. While we do businesses responsibly, we ensure to align our business priorities with our social commitments.

### CORPORATE SOCIAL RESPONSIBILITY AT OIL

Our Corporate Social Responsibility (CSR) strategy's primary objective is to engage with the communities proximate to wherever we have significant operational presence. While we try to implement our initiatives, we have identified issues at the local level and we are striving to resolve issues in the community by creating a system that involves our stakeholders, which in turn creates a snowball effect in creating positive impact.

We ensure there is sustainability in our initiatives, which creates long-term community relationships and promotes nation building. In FY 2016-17 & 17-18 none of our

operations showed any potential or actual negative impact on local communities.

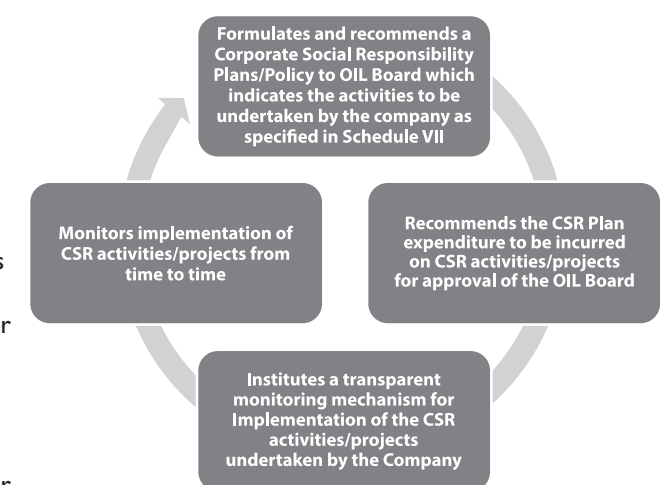
In our areas of operation, we transform lives by promoting healthcare, education, clean India initiatives and employment opportunities. We aim to continue our efforts to build on our tradition of social responsibility to empower people and deepen our social engagements.

### BOARD LEVEL CSR & SD COMMITTEE

The Corporate Social Responsibility and Sustainable Development (SD) Committee constituted by the OIL board comprises of Directors, an Independent Director and a Government Nominee Director. The Chairman of the committee is an Independent Director.

The CSR and SD committee carries out monitoring at the board level. This committee functions as a built-in, through self-regulatory mechanism by which they review and monitor company's CSR and sustainability practices to ensure its active compliance with the spirit of law and ethical standards. Members of the committee are as follows:

The CSR & SD Committee of the Board performs following functions:



S. No	Name	Designation	Chairman/Member
1.	Shri. Utpal Bora	Chairman & Managing Director	Chairman
2.	Smt. R. S. Borah	Director (Finance)	Member
3.	Shri. Biswajit Roy	Director (HR & BD)	Member
4.	Shri. P.K Sharma	Director (Operations)	Member
5.	Shri. Sunjay Sudhir	Government Nominee Director	Member

## MONITORING, EVALUATION & IMPACT ASSESSMENT OF CSR PROJECTS

Generally, process of monitoring is a two-tier mechanism whereas the CSR and SD committee monitors on quarterly basis and ensures that the CSR activities and projects are aligned with company's CSR and Sustainable Development policy. The Public Affairs (PA) department along with some other department across the operating spheres and FHQ carry out the monitoring at the field level. The PA & SD department constitutes of professionals who report directly to the Board, thereafter reporting the progress, achievements and impact of the CSR activities to the CSR & SD committee at the corporate office.

Performance of CSR activities are evaluated regularly at all levels through field visits, feedbacks from the beneficiaries and other stakeholders. Feedbacks are very crucial for success of CSR project, hence are being dealt time to time.

Further, corrective measures are enforced in order to achieve the desired impact in the community.

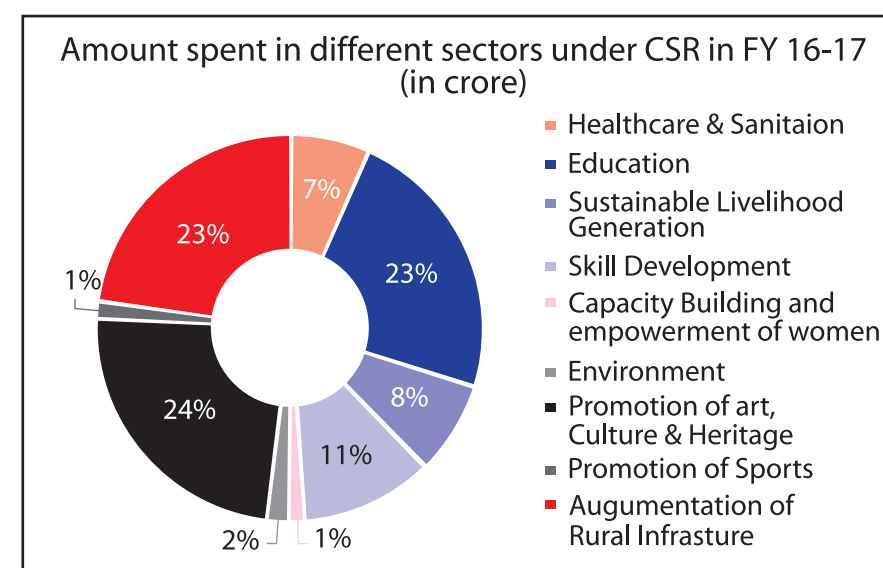
Our community members are involved throughout the cycle of the project for us to understand their varied needs. This approach serves both, enlightened business interest and social good. Our impact assessment processes helps us to negate the negative impacts foreseen.

## CSR EXPENDITURE

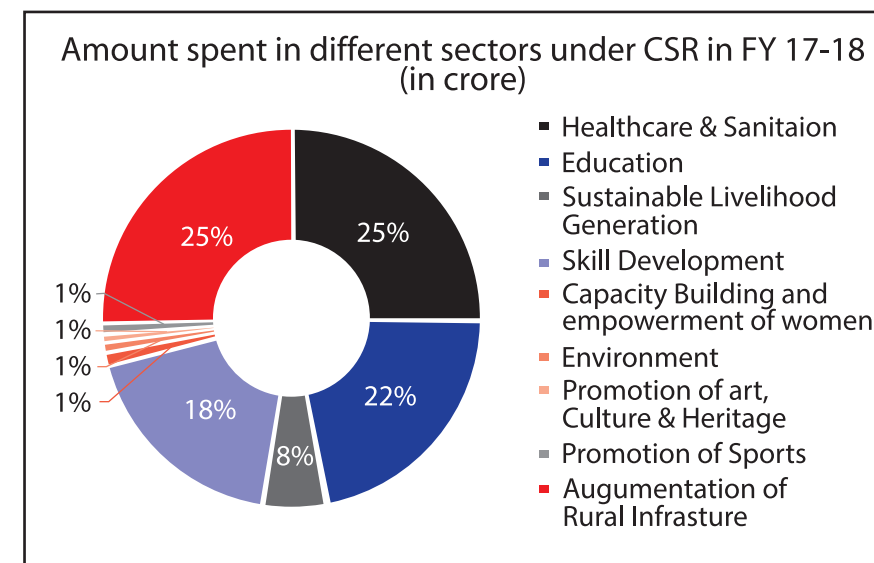
The expenditure incurred for FY 16-17 & 17-18, under Section 135 of the Companies Act, 2013 applicable for CSR activities amounted to INR 108.37 Crores & INR INR 100.58 Crores respectively. We have received many awards for our continuous dedication towards transforming lives in our society through our initiatives.

## CSR INITIATIVES AT OIL INDIA

CSR activities undertaken at OIL is in line with the Schedule



Amount spent in different sectors under CSR in FY 16-17



Amount spent in different sectors under CSR in FY 17-18

VII of the Companies Act, 2013. Our initiatives at OIL help elevate the quality of life of the disadvantaged sections of the society. Our comprehensive CSR program supports initiatives in the field of healthcare, education, sustainable livelihood, infrastructure

development, sports and many more that contributes to India's growth.

To emphasize our increasing commitment towards community development and inclusive growth, some significant initiatives were undertaken in our various

CSR Thrust Areas	Projects
Promoting Healthcare	OIL Sparsha & OIL Arogya
Promoting Quality Education	OIL Merit Scholarships & Awards, OIL Super 30, OIL Shikshya Ratna Puraskar, OIL Diksha, OIL Sakshyam
Sustainable Livelihood	Oil India Rural Development Society (OIRDS), OIL Rupantar, OIL Jeevika
Infrastructure Development	Building Social Assets
Promoting Sports	Rural Sports, Other Sporting events
Environment	OIL Urja, Swachh Bharat Pakhwada, Open defecation free, Swachh Vidyalaya
Skill Development	OIL Swabalamban, General Nursing Midwifery Training
Art, Culture & Heritage	Contribution towards promotion of Art & culture

domains of engagement with support of community participation are listed below.

## PROMOTING HEALTHCARE

We have been contributing towards enhancing India's access to quality and affordable healthcare. We aim to reach out to the most vulnerable sections of the community through various healthcare projects that are carefully designed by us.

## PROJECT OIL AROGYA

For Reduction of Infant Mortality Rate (IMR) and Maternal Mortality Rate (MMR): Implementing agency: IL&FS Education and Technology Services (IETS), New Delhi established by IL&FS which is promoted by nationalized banks (UTI, HDFC, CBI). OIL has been implementing the project for reduction of IMR and MMR by entering into an MoU with IETS on 2nd December 2013, in OIL's selected areas of operation as per a baseline survey carried out by a specialized agency which had given the details of the areas and specific villages.

The project is currently being implemented in 20 villages (10 in Tinsukia and 10 in Dibrugarh district) of OIL's operational areas in Upper Assam. This project includes pre and post-natal health check-ups, sensitizing women on maternal, child health and benefits of institutional delivery, tracking and counselling of pregnant women, immunization of babies and pregnant women, training in and awareness on community health for better hygiene, sanitation and family planning.

As part of our joint initiative under Swachh Bharat Abhiyan and Project OIL Arogya, in FY 2017-18, distribution of sanitary napkins





was carried out amongst young mothers and adolescent girls of Balijan and Lakhipather villages of Tinsukia district, where majority of the beneficiaries were from the tea gardens. Sanitary napkins were distributed amongst a total of 370 nos. of beneficiaries (220 in Balijan and 150 in Lakhipather).

#### PROJECT OIL SPARSHA

Rural areas lack access to healthcare services, in order to cater to the needs of the people in rural parts of our operational areas we have launched 'Sparsha', the Mobile Dispensary services of OIL. This project have always been one of the most significant community welfare projects of the Company. Our services were then carried out with in-house doctors and paramedics. This project caters to the primary health care needs of the people and covers OIL operational areas Dibrugarh, Tinsukia & Charaideo districts of Assam and Arunachal Pradesh.

Since the inception of these projects in 2010-11, 7,629 medical and flood relief camps were held impacting a total of 10,93,983 patients.

#### SUPPORTING CANCER PATIENTS

Financial Assistance towards one-time annual expenses of Deepsikha, a hospice and palliative

care center at Guwahati for terminally ill cancer patients of North East India with special focus on Assam. Also in the post financial assistance was provided for building the centre as well as for procuring a Bus (25 seater Mahindra Tourister bus - model T25) benefitting the patients and their attendants in their uninterrupted transportation to the hospital.

### PROMOTING QUALITY EDUCATION

Education is one of the most important areas indispensable for the overall development of an individual and well-being of the society at large.

#### OIL MERIT SCHOLARSHIPS & AWARDS

As a measure to promote quality education two separate categories of scholarships, namely the OIL Merit Scholarship Scheme and the OIL Awards (a special initiative) was instituted in the year 1997 and 2006 respectively to encourage meritorious students. The OIL Merit Scholarship Scheme awards merit-based scholarships to students passing class Xth and XIIth examinations under CBSE, ICSE, Assam State Boards and other State Boards where activities are being carried out by OIL.

Under a special gesture OIL also honors students with special abilities

(Mrinaljyoti Rehabilitation Center, Duliajan and Moran Blind School) and meets the needs of most those who belong to BPL (Below Poverty Line) category. Since inception, in total (including all categories), OIL has awarded scholarships to more than 25,000 students.

#### PROJECT OIL SUPER 30

The basic concept of the program is to keep the students focused and develop a result oriented approach in preparing for the JEE Mains, Advance & other Engineering entrance examinations. The students are provided with free food, boarding and coaching for eleven months starting from July to May (of each year). Residential coaching is provided to underprivileged students at six centres of Guwahati, Jorhat, Dibrugarh, Nagaon, Jodhpur and Itanagar with a capacity of 30 in each of the centres.

#### PROJECT OIL SHIKSHYA RATNA PURASKAR

Oil India Limited introduced 'OIL Shikshya Ratna Puraskar' for recognizing the all-round contribution of the teaching fraternity from provincialised schools and colleges from all over Assam. In FY 2017-18, Prof. Jagdish Mukhi, Hon'ble Governor of Assam, ceremoniously awarded 5 teachers. Started in the year 2013, so far, 28 teachers had received the award comprising INR 1.00 lakh in cheque and a silver salver each.

#### PROJECT OIL DIKHYA

Project OIL Dikhya aimed at school level interventions for students & teachers and adult education.

- **Computer & Value added Education to schools:** OIL Dikhya, is one of the most visible CSR project under

which Computer Education is imparted to the students of rural schools from districts of Tinsukia, Dibrugarh and Charaideo. Computer and value added education program is being implemented in 30 schools (6 schools by SIRD & 24 schools by IETS) via mobile education vans/ buses to the students of class VI, VII and VIII. Since inception till FY 2017-18, the project has benefitted around 26,500 students. In FY 2017-18, a total of 7,094 students of 30 schools were benefited.

- **Teacher Training to primary school teachers:** In FY 2017-18, training was provided to 152 primary school teachers on innovative teaching methodologies.



The program aims at capacity building among the primary school teachers. The Teacher training program focuses on enhancing the characteristics of the teachers, teacher behavior towards students affecting learning styles, learner achievement and learner motivation. The program seeks to build on the existing knowledge, skills and experiences of the teachers. The module is positioned as an in-service training requirement in order to re-orient teachers to their professional needs. Since FY 2013-14 to 2017-18, a total of 754 primary school teachers were trained.

- **Life Skills education in Girl's school:** In FY 2017-18, 6,850 girl students were impacted under the program covering 75 schools. Under this program, two level of life skill programs were delivered, they are Level I: based on sports and Level II: life anchor. Both these levels are based on 16 session's module focusing on the girl students. The broad objective of the programme is all round personality development of the girl students thereby helping them to become a good decision maker. The broad topics covered under the programme were rapport building, hygiene, environment, gender, financial literacy etc. Since FY 2014-15, 23,634 girls of classes VII and VIII were impacted.



- **Adding Dimension program:** Started in FY 2016-17, Adding Dimensions' comprised of interactive learning interventions which illustrated concepts from the curriculum, in English, Maths and Science to make learning real, interactive and fun. Adding Dimensions also aimed at improving creativity / thinking skills and sensitization in life skills though interventions focused on health & hygiene, self-expression, optical illusions, games, etc. were implemented in 30 schools. The teachers were sensitized on usage of the concepts illustrated through the physical infrastructure through training



and capacity building initiatives. Dimensions is an end to end solution aimed at a seamless integration of design and educational processes to impact learning outcomes. The activity of fabricating the classrooms with interesting teaching-learning aids carried out in 30 schools under OIL operational areas benefitted 6,957 students.

- **Financial Literacy Program for Community:** Started in 2017-18, the Financial Literacy Program also popularly known as 'Money Vidya', is a one-day training program which has targeted people of the rural areas in 24 locations of Upper Assam. With the growing importance of digitization in financial transactions, some of the topics covered were, financial planning to meet future expenses, importance of starting to invest early, investment options (FDs, RDs, SIP, Equity, NSC, KVP, etc.), insurance (term, life, health), importance of loan repayment, formal credit sources vs. unorganised credit market, banking facilities on credit, avoiding debt trap by moneylenders, how to open a bank account and various cashless methods to manage finances (like mobile banking products, e-wallets, internet banking and other offline options like cheque, DD, PDCs, etc. Under the program, a total 4,800 persons were covered (200 persons on an average in each of the 24 locations).
- **Supplementary Education Program:** Started in FY 2017-18, under this program, trained supplementary teachers in English, Maths and Science for

classes VI to VIII were provided to 30 government schools of Upper Assam. The program aimed at supporting the existing teaching staff of the schools by providing qualified teachers trained in theoretical and practical understanding of education, classroom management, subject pedagogy & evaluation. The teaching methodologies involved provision and integration of blended teaching resources and methods are i.) activity based learning and use of interactive learning kits in Maths, Science & English. ii.) Innovative application of the BALA (Building as Learning Aid) Concept for an interactive environment (use of adding dimension where the physical spaces of the classrooms were converted into interactive learning teaching tools). iii.) Use of multi media and technology (K-Yan & K-Class) to ensure greater teaching effectiveness and student learning abilities. The program was much appreciated by schools, which benefitted 6,580 students of classes VI, VII and VIII.

- **Adult Education:** On the other hand, launched in 2012-13, adult education classes are conducted in 30 areas targeting illiterate and semi-literate people of the rural and tea Garden areas. In FY 2017-18, 1,500 nos. of adults were provided education classes. The course module is designed based on the government of Assam approved textbooks of Sarva Shikshya Abhiyan. Apart from the regular course, sessions on other important issues like women empowerment, health, hygiene, sanitation, awareness on available government schemes, child

rearing, etc. are also taught to the elderly participants.

- **Assistance to schools & colleges:** In FY 2017-18, OIL had provided financial assistance to various educational institutions towards enhancement of infrastructure & value of education namely towards construction of 09 nos. of classrooms in rural schools, boundary wall cum fencing covering 8065.09 meters in 45 schools, 01 no. of cycle stand, provided 02 nos. of computers to Duliajan Junior College at Duliajan and developed 5 nos. of school playgrounds.

#### OTHER EDUCATION RELATED INITIATIVES:

- **Career Counselling & Guidance:** This event is one of largest and prestigious educational events of North East India wherein several reputed institutions affiliated to government bodies and universities from across the country participate with over 10,000 students/parents at all the locations taken together. The fair provides excellent opportunity to the students to learn innovative career

options along with interaction with reputed institutions with valid recognition/affiliation to government/universities under one roof. The most important features of the fair are the career guidance workshops including a psychometric test, information on educational institutions, admission procedures, fees structure, educational loans, etc.

- **E-learning facility:** In FY 2017-18, OIL had agreed to provide financial assistance of INR 22.90 lakh towards setting up of an E-Learning facility at Directorate of Open and Distance Learning (DODL), Dibrugarh University. The main objective of DODL is to take Higher Education to the doorsteps of the learners and impart excellent education. The E-Learning lab will conduct Vocational, Certificate, Diploma, UG & PG programs through an Electronic Learning Management System and usage of internet/CDs (if there is no internet connection) etc. With the introduction of E-Learning Lab, DODL will be able to provide full lectures online as well as offline for the previously mentioned programs. Further, new diploma, certificate, vocational and PG Diploma courses shall be

introduced benefitting a large number of students.

#### PROJECT OIL SAKSHYAM (PROJECT FOR PEOPLE WITH DISABILITIES)

OIL has ventured into the noblest areas of welfare under CSR by extending need based support to the communities of physically challenged. Every year as a special gesture under the OIL Merit Scholarship Scheme, OIL provides scholarship in the form of monetary support to students with disabilities and special needs, studying in two special schools of Mrinaljyoti Rehabilitation Centre and Moran Blind School.

In the last two years, financial assistance was provided to the students of both the schools in the form of annual scholarships. At the same time, financial assistance was provided to Mrinaljyoti Rehabilitation Centre, Duliajan for construction of a shelter home for girls, procurement of a diesel generator set and annual grant for extension of services of the Centre. Similarly, Moran Blind School was provided annual grant for incurring the running cost of the school.

#### SUSTAINABLE LIVELIHOOD

Sustainable livelihood at OIL improves communities' understanding on the relationships between



environmental conditions, livelihood possibilities and enhances the skills of the people to get regular income.

#### **PROJECT OIL INDIA RURAL DEVELOPMENT SOCIETY (OIRDS)**

Realizing the importance and significance of rural development, Oil India Rural Development Society (OIRDS) was instituted by Oil India Limited. The Society was conceived with the principle objective to promote, undertake, carry out, sponsor, assist or aid directly or in any manner, any activity for the promotion and growth of rural economy and economic development and welfare or upliftment of the masses from rural areas/villages from the selected districts of OIL operational areas. The activities of the Society have been running under the guidance of a Board of Directors constituted of few Senior Officers of Oil India Limited, Agriculture experts from Assam Agriculture University and few Local senior persons having interest in the field of agriculture.

OIRDS under the aegis of OIL India is engaged in two core areas namely- the Agriculture Project & the Handicraft Training and Production Centre (HTPC). The Agriculture Project started in the year 1991, introduced modern methods of cultivation to generate large scale production and thus providing an opportunity to the unemployed youths of the society. Whereas the HTPC was established in 1984 as a Silver Jubilee Year Project of Oil India Limited training young girls/women from the OIL operational areas in knitting, embroidery and weaving under the expert trainers making constant efforts to generate self-employment opportunities and economic empowerment of women.

#### **AGRICULTURE PROJECT**

In FY 2017-18, 16 new villages were adopted under Sali cultivation covering 3000 bighas and impacting 2053 farm families. On the other hand, 17 villages were adopted under Rabi cultivation covering 1465 bighas and impacting 2153 farm families. Since 1991-92 until 2017-18, OIRDS has adopted 135 villages under various farmers' collectives, covering around 21,427 farm families. Recently, OIL has also signed MoU with AAU to promote integrated farming in villages of OIL's operational areas in Upper Assam.

Started in FY 2016-17, under the patronage of Oil India Limited, OIRDS for the first time has initiated a three-year program with the objective to facilitate agriculture-centric livelihood and economic empowerment options for rural people. Altogether 167 beneficiaries directly took part in the project.

#### **HANDICRAFT TRAINING AND PRODUCTION CENTRE (HTPC)**

OIL's Handicraft Training and Production Centre, located at Duliajan, Assam has been imparting nine-month stipendiary training in Weaving, Cutting & Tailoring, Embroidery & Knitting to young girls/women from OIL operational areas. The students are selected through written test and viva-voce.

In FY 2017-18, out of 42 candidates enrolled, 32 nos. of women (14 in Weaving and 18 in cutting Cutting/ Tailoring, Embroidery & Knitting) have completed the eleven-month stipendiary training in Weaving, Cutting & Tailoring and Embroidery & Knitting at the Centre.

A monthly stipend of INR 1200 is given to the students along with post training assistance. The course

content of the trainings has been designed as per the recognized ITI syllabus of Government of Assam in case of Knitting & Weaving and USHA syllabus is followed in case of Cutting, Tailoring & Embroidery.

#### **PROJECT OIL RUPANTAR**

Today one of the main reasons of growing social unrest in the primary agrarian region is the lack of employment avenues and lack of adequate industrial growth.

OIL being a responsible corporate citizen deeply committed to socio-economic development in its areas of operation has collaborated with State Institute of Rural Development (SIRD) Assam, by signing a Memorandum of Understanding (MoU) on September 8th 2003, with a common goal to work towards the socio-economic development of people. The joint venture christened as Project 'Rupantar' (meaning transformation) aspires to overcome unemployment. The marketing outlet 'AASTHA' at Duliajan has been satisfactorily providing the requisite support to the marketing needs of the SHGs. In order to continue benefitting the local communities, Oil India Limited (OIL) re-signed another significant MoU with State Institute of Rural Development, Assam (SIRD) on 5th December 2014 at OIL, Duliajan.



- **Assistance to rural communities:** Since 2003, with infrastructural and other support from OIL, SIRD has formed around 8500 Self Help Groups (SHGs)/Joint Liability Groups (JLGs). The groups were involved in self-employment ventures in order to economically support their respective households. The beneficiaries of the Project are mainly unemployed rural people, especially the farmers, women & youth with focus on Tea Garden areas. In FY 2017-18, 400 JLGs were formed consisting of around 1850 families.

- **Computer Centre:** Since 2004, SIRD is successfully implementing a computer education programme. The Computer centre offers various short term courses (3-6 months) to students as well as other candidates at a subsidized rate of INR 500 per month. In FY 20-17-18, 919 students were trained in courses such as Basic, DTP, Web Page Designing, Tally, C Language, C++, Java, Linux, Visual Basic and Visual Basic Script.

#### **PROJECT OIL JEEVIKA**

Launched in 2016-17 fiscal and implemented by Indian Institute of Entrepreneurship (IIE), Guwahati, a community-cluster based sustainable

rural livelihood promotion project is benefitting 400 households. The project aims at imparting skill development and up-gradation training to the targeted beneficiaries on beekeeping & honey processing, mustard, buckwheat & local pulse processing,

The initial production of honey has already started flowing in with many successful case studies of the honey clusters. The 1st phase of distribution of bee colonies have been completed. Consultant has been engaged for preparation of DPR and SPV. On the other hand, the trainings of mustard, buckwheat & local pulse processing is under progress. The beneficiaries were being trained on various food products made of mustard, buckwheat & local pulses along with packaging techniques and their marketing.

#### **INFRASTRUCTURE DEVELOPMENT**

Infrastructure is the key driver that boosts the Indian economy. OIL has invested heavily in developing rural infrastructure to bring about all round development of the region.

#### **BUILDING SOCIAL ASSETS**

Over the years the company has built over 2000 kilometres of roads to facilitate and improve basic communication. Added to these many public stages, auditoriums, libraries, lecture halls, computer centres, roadside waiting sheds, upgraded & developed rural hospitals, rural schools & institutes of higher education were also constructed. In the FY 2017-18 about 203.189 Kms of rural roads and 56 Culvert has been sanctioned and construction works going on.





In addition, 3 Community Auditoriums and 7 Waiting Sheds were sanctioned and construction of the same are under progress.

### PROMOTING SPORTS

OIL's endeavour to promote rural sports was initiated in the year 2001 which provided a platform and encouraged the budding talents to participate at the village level and eventually represent at the district/ state levels. OIL's contribution & collaboration with the social groups, district administration and sports bodies, has helped in making rural sports as one of the most popular sports event in the rural areas creating social advantage. The community engagement in organizing the sports event has played the most important role in relationship development between Oil India and the people of its operational areas.

Apart from rural sports, in FY 2017-18, OIL has provided financial assistance for development of 5 playgrounds in and around OIL's operational areas of Upper Assam benefitting a large number of youth. Financial assistances were also extended towards many district, state and national level sports associations/events.

### ENVIRONMENT

OIL has made significant efforts in promoting ecological sustainability through resource conservation,

promotion of biodiversity and use of cleaner energy sources. In addition to the environment initiatives we have also contributed towards the Swachh Bharat Abhiyan of the Government.

### OIL URJA - PROJECT ON CLEAN ENERGY

Started in 2016-17 fiscal, keeping in view the need to create a safer environment for the people at large, the project aims at reducing carbon emissions with renewable energy and prevention of indoor air pollution for communities. The project has two components namely distribution of Fuel-Efficient Chullahs (Cook Stoves) with Chimney and Solar Solutions.

In FY 2017-18, 3,000 fuel-efficient cook stoves with Chimneys were constructed in 6 tea gardens. It is believed that in rural areas, it is mostly the womenfolk who take the responsibility of cooking for her family and spends maximum time of the day in doing the same. As such cooking in traditional cook stoves require more firewood and hence emit a lot of smoke thereby leading to indoor air pollution. Therefore, the fuel-efficient cook stoves were able to:

- Reduce indoor air pollution, reduce child mortality and improve maternal health.
- Help women in reducing the physical labour as well as drudgery of collecting fire wood by increasing gender equality and getting more spare time

to involve themselves in other productive activity.

- Reduce quantity of fuel/firewood consumption reducing the pressure on natural forest resources.

Keeping in view sustainability of the project, a pool of fuel-efficient chullah cum chimney entrepreneurs were created from interested unemployed youths who were trained and provided with the technology of construction of fuel-efficient chullahs with chimney right from the initiation of the project.

Currently 20 youths from 6 tea gardens have successfully completed the Entrepreneurship Training Programme focusing on areas ranging from personality development, communication skill, sales promotion & marketing, entrepreneurship development.

Further, mobilization towards distribution of Clean Cooking & Lighting Solution under Happy Home Package in alignment with MNRE (Ministry of New & Renewable Energy, Govt. Of India) has already started in one villages of Upper Assam where accessibility to electricity is poor or negligible.

The MNRE Happy Home Package shall include three components

- Solar energy lanterns: Rechargeable LED portable lamps (by small solar panel) battery
- Solar home systems which are an affordable solution for multi-energy needs of rural households. These systems can power multiple LED lights, mobile recharging, and other small home appliances through a battery that can be recharged using solar photovoltaic panels
- Improved biomass cook stoves.

### SMOKELESS VILLAGE CAMPAIGN

The Ministry of Petroleum and Natural Gas directed OIL to make five villages smokeless to mark Oil and Gas Conservation Fortnight, 2016. OIL distributed free LPG connection to 131 households at Innao village in Arunachal Pradesh's Changlang district and 117 households in Amdanga and Teluguri villages of Nagaon district, Assam. Two other villages –Beldanga village near Alipurduar in West Bengal; and Tanot desert village in Rajasthan's Jaisalmer – will be made smokeless soon.

The villages were chosen after a 2015-16 survey which revealed the majority of the households were using unhealthy firewood/biomass for cooking. Awareness and handling of LPG kit is also part of the campaign. This noble initiative of OIL, aims to reduce indoor smoke and the drudgery of the homemakers while catering to the needs of their families.

### SWACHH BHARAT PAKHWADA

As part of the guidelines received from Ministry of Petroleum & Natural Gas, Govt. of India to organize Swachh Bharat Pakhwada from 16th to 31st July 2017 under Swachh Bharat Mission, Public Affairs Department of Oil India Limited at Field Headquarters had organized awareness and various activities to promote cleanliness at the community level amongst the beneficiaries of OIL's CSR projects.

As a part of the program, following activities were carried out:

- Pledge (as was received from the concerned Ministry) taking ceremony
- Documentary film shows on Hygiene & Sanitation in skill training institutes

- Outdoor activity on Clean your campus in schools, locations and skill institutes
- Tree plantation in adult education locations
- Session with the students, teachers and elderly beneficiaries on topics of general cleanliness such as clean your school, clean your community, clean your neighborhood, benefits of cleanliness on health & hygiene, importance of attitude change
- A special session on OIL's social responsibility of carrying out such a program and our vision of ushering in a clean & responsible India with special focus on OIL's operational areas.

The aforementioned activities were carried out so that the targeted beneficiaries can become torchbearers or active agents of change thereby contributing towards Prime Minister's Swachh Bharat Mission while spreading the zeal of clean India in the society.

### OPEN DEFECATION FREE

To accelerate the efforts to achieve universal sanitation coverage and to put focus on sanitation, the Prime Minister of India, Shri Narendra Modi, launched the Swachh Bharat Mission on 2nd October, 2014.

Oil India Limited has signed a MoU dated 10th January 2018 to provide financial assistance to construct 1500 Individual House Hold Latrine (IHHL) with an aim to achieve 100% Open Defecation Free status of Dibrugarh District under Swachh Bharat Mission (Gramin).

Oil India Limited has agreed to fund an amount of INR One Crore Eighty Lacs, towards construction of 1500 IHHL which will be executed and monitored by The District

Water and Sanitation Committee, Dibrugarh, Govt. of Assam. The project was completed in FY 2017-18 and as per MoU, Oil India Limited has disbursed the agreed amount to The Office of Deputy Commissioner, Dibrugarh District.

#### SWACHH VIDYALAYA

Swachh Vidyalaya as part of Swachh Bharat is the national campaign driving 'Clean India: Clean Schools'. A key feature of the campaign is to ensure that every school in India has a set of functioning and well-maintained water, sanitation and hygiene facilities.

#### BIODIVERSITY CONSERVATION

OIL takes cognizance of the impact of E&P activities on the biodiversity of an area and therefore ensuring minimal impact to the local environment is a critical factor in our planning process. We employ state of the art technologies and scientific investigation techniques that reduces the risk of impact on the flora and fauna near our site. Several measures have been undertaken towards biodiversity conservation under the aegis of our CSR programmes and some key initiatives are presented below:

- **Adoption of rhino calves:**  
OIL was one of the first PSU to adopt 3 rhino calves orphaned by the devastating floods of 2016 in Kaziranga National Park. The rhino calves are undergoing rehabilitation for reintroduction in the wild later. Around INR 50,00,000 (Rupees Fifty Lakh) will be provided by OIL for looking after the Rhino calves for a three-year period.
- **Support to Assam state Zoo:**  
Oil India Ltd had provided

financial assistance towards meeting the cost of construction of a Quarantine House and Fabrication of squeeze and transportation cages for rescued animals and their rehabilitation after providing necessary care and veterinary treatment.

#### SKILL DEVELOPMENT

Skills and knowledge development is a catalyst to improving country's economic growth. OIL initiated several initiatives to promote the Skill India mission.

#### PROJECT OIL SWABALAMBAN

In the recent past, in view of successful completion of training and placement targets as well as for benefitting the large number of unemployed youths from rest of Assam and Arunachal Pradesh. Since last two years, the project has been extended to other districts of Assam like Sivasagar, Jorhat, Golaghat, Karbi-Anglong, Lakhimpur, Kamrup, Dhemaji, Udalguri, Baksa, Bongaigaon, Sonitpur, Majuli, Nagaon, Morigaon, Darrang, Barpeta, Chirang, Kokrajhar, Biswanath, Nalbari, Goalpara and Dhubri as well Namsai and Changlang districts of Arunachal Pradesh.

Since 2013-14, Project OIL Swabalamban had trained 11,680 and placed 9,171 candidates from various parts of Assam with maximum number of candidates from OIL's operational areas of Upper Assam. In FY 2017-18, the trades offered were Food & Beverages, Electrician, General Duty Assistant, Industrial Sewing, House Keeping & Hospitality, BPO and Industrial Fitter. The placement target given to implementing agencies of minimum 70% of the total trained has been met successfully.

#### GENERAL NURSING MIDWIFERY TRAINING

Established in 1991, the nursing school in OIL Hospital Duliajan conducts 3 years General Nursing

Midwifery (GNM) training courses which is recognized by the Directorate of Medical Education, Government of Assam. Stipend is paid to the students in addition



to limited hostel accommodation, uniform and protective clothing. In last two years, 60 new students (30 in each year) were given admissions and trained under the ongoing 3 year course.

#### ART, CULTURE & HERITAGE

To promote art, culture and heritage for its future generations, several initiatives were carried out at OIL.

#### RENOVATION & PRESERVATION OF BERRY WHITE MEDICAL SCHOOL IN DIBRUGARH

Dr. John Berry White Medical School, currently known as Assam Medical College at Graham Bazar is located in OIL's prime operational district of Dibrugarh. It was established by Dr. John Berry White, a British philanthropist and retired brigadier of British Army way back in the year 1900. In FY 2017-18, OIL, District Commissioner (Dibrugarh) and INTACH, New Delhi had entered into tripartite partnership to achieve the objective of preserving, restoring and renovating the cherished heritage of Assam Medical College. OIL has agreed for a financial assistance of INR 2.01 crore, out of which INR 1.00 crore has been paid in FY 2017-18. INTACH, New Delhi will implement the project as an expert technical partner as per the advice of Deputy Commissioner, Dibrugarh.

In FY 2017-18, OIL had contributed towards several events promoting and preserving local art, culture and heritage of Upper Assam while facilitating their expression in varied socio-cultural forms like dance, music, drama, theatre, art & craft, literary groups and other local traditions.



# » HUMAN RESOURCES

## CARING FOR OUR PEOPLE

**We believe that an engaged and inspired workforce is key to innovation, performance, and ensuring we meet our business objectives. Our employees are the drivers of success and we invest in nurturing their growth by providing opportunities for professional and personal development.**

We value the contribution of all our employees and acknowledge that the success of our business is directly linked to their efforts and performance. Our efforts are directed towards creating an enabling work place where excellence thrives.

With an integrated approach to human resource management, we focus on building a positive employee-organization relationship, by engaging with employees, caring for their wellbeing and supporting their professional and personal goals. A compassionate ambiance at the workplace promotes productivity, motivates commitment and leads to personal satisfaction. Furthermore, given the inherent nature of our business, we are exposed to potential safety risks and concerns. As a result, we prioritize working in a safe and responsible manner which protects our workers and communities. We have implemented various policies and programs to ensure that we adhere to all employee needs and regulatory requirements to augment safety, protection and growth.

At Oil India, Human Resource Management comprises a defined structure which includes an Employee Relations Department, Personnel Department and the Learning and Development Department. While the Employee Relations Department is responsible for effective implementation of different labor and welfare statutes relating to the terms and conditions of employment and our policies, the Personnel Department manages recruitment, on-boarding, employee engagement, performance, career

progression, separation and post-separation. The Learning and Development Department engages with employees to understand their aspirations and career goals, designs and develops the training strategy and is responsible for aligning employee skills and competencies with business objectives.

### OUR WORKFORCE STRENGTH AND COMPOSITION

As an employer, we provide equal employment opportunities for all. We also stand for the human rights of all our employees and have implemented robust policies to ensure that these are upheld. Having a diverse mix of people has enhanced decision-making by considering different viewpoints when developing strategies, delivering projects or problem solving.

We systematically assess the present Vis-a-Vis future manpower requirements by periodically reviewing various parameters including current sanctioned manpower, existing strength,

future retirements, future growth strategy and projections and present as well as planned structural changes in the organization, if any. The process involves carrying out extensive deliberations with departments across the organization to understand their perspective and gain valuable insights towards defining a successful human resourcing planning and management strategy.

The tables below provide details of our workforce strength and diversity:

### PROMOTING DIVERSITY AND INCLUSION

We believe that there is a lot to be gained from having a diverse workforce and an inclusive workplace. As an employer, we provide equal employment opportunities for all staff regardless of race, colour, religion, sex, age, national origin or disability. Employees from across the country have created a vibrant culture in our company, and have provided us with a diverse talent pool that is a major contributor to the innovation and creativity fueling our growth.

#### TOTAL NUMBER OF EXECUTIVES (CATEGORY WISE)

Executives Category	2017-18		2016-17	
	Male	Female	Male	Female
Senior Management	165	7	203	7
Middle Management	283	18	277	18
Junior Management	943	152	872	129

#### TOTAL NUMBER OF EXECUTIVES (AGE-WISE)

Age group	2017-18		2016-17	
	Male	Female	Male	Female
0-30	233	58	187	44
30-50	703	83	708	78
>50	455	36	457	32

#### TOTAL NUMBER OF WORKMEN (AGE-WISE)

Age group	2017-18	2016-17
0-30	252	304
30-50	1955	1987
>50	3180	3431

#### CONTRACTUAL ENGAGEMENTS (FIELD HEAD QUARTERS)

##### Executive

Period	Total no. of contractual engagements
FY 2016-17	90
FY 2017-18	48

##### Workmen

Period	Total no. of contractual engagements
FY 2016-17	10
FY 2017-18	64

At OIL we promote diversity across the organization & at all levels. No cases of discrimination were reported across OIL in the reporting period. We provide equal opportunity in recruitment, career development, promotion, training and reward for all employees, regardless of gender, ethnicity, sexual orientation or physical ability.

Throughout our establishment, both men and women of the same grade or category: executive, employee or contractual labor are equally remunerated for the service provided by them. OIL has always been supportive towards female employees participating in events organized by Women in Public Sector (WIPS).

#### WORKFORCE DIVERSITY AND INCLUSION METRICS:

Executive	SC	ST	OBC	PWD	WOMEN
FY17	205	133	344	22	154
FY18	209	142	364	24	177

Workmen	WOMEN	MINORITIES	PWD	ESM
FY17	225	352	92	20
FY18	209	329	88	18

#### NEW-JOINEE AGE-WISE (FIELD HEAD QUARTERS)

EXECUTIVES				
Age group	Male		Female	
	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18
0-30	75	84	22	17
30-50	9	11	2	0
>50	0	0	0	0
WORKMEN				
0-30	36	52	8	2
30-50	31	72	4	0
>50	0	0	0	0

#### NEW JOINEE GENDER-WISE (FIELD HEAD QUARTERS)

Employee Category	Male		Female	
	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18
Workmen	67	124	12	2
Executive	84	95	24	17

Executive	SC	ST
(a)	Land-affected persons belonging to operational areas	40%
(b)	Local candidates residing around operational areas	35%
(c)	Employee's children	25%

In order to promote the inclusion of local people or marginalized individuals, we are collaborating with the State Government and other local organizations to develop a suitable policy to assess and identify potential employment opportunities to local and land-affected people. To this end, we have developed an approach to recruit unskilled workmen to meet the following composition:

There were no incidents of discrimination on the grounds of race, color, gender, religion, political opinion, nationality, extraction or social origin reported in the reporting period.

#### ATTRACTING THE BEST TALENT

To deliver business excellence, we have to attract and recruit the best available talent with the right skills, competencies and attitude. We recruit individuals who demonstrate the alignment of their credentials and experience with our vision, values and business goals. This is achieved by connecting with students at leading universities to increase awareness of who we are and what opportunities

we can provide, and scouting for potential candidates with requisite qualifications. We also promote internal job postings and source potential candidates from within the organization itself or through our employee networks, social media channels and job portals.

courses, behavior based trainings etc. Our training methods include classroom delivery, experiential learning and on the job training. Employees have the option to access external training sessions and attend conferences on an as needed basis to supplement the company's internal

#### TOTAL MAN-HOURS OF TRAINING

FY 2017-18	Male	Female
Contractors	63,009 hrs	1,958 hrs
Employees	51,617 hrs	1,942 hrs
Executives	51,644 hrs	6,475 hrs

FY 2017-18	Male	Female
Contractors	68,201 hrs	408 hrs
Employees	41,916 hrs	1,411 hrs
Executives	42,279 hrs	6,304 hrs

#### ENHANCING SKILLS AND DEVELOPING COMPETENCIES

At Oil India, our training and development strategy is aligned with the professional needs of our people and our business requirements. The training needs of the organization are identified to ensure a future-ready workforce that is equipped to respond to market dynamics that are characterized by an ever changing regulatory landscape, rapid technological progress and the evolution of consumer preference supporting responsible businesses.

We provide training programmes in leadership and supervisory development, goals management and programme management, technical and functional trainings, specialized

training programs. Providing career development guidance to our employees is a further key area of focus.

By sharpening skills, reinforcing positive attitudes and equipping our employees with the latest technologies and tools, we are prepared to seize opportunities, making excellence a way of life at Oil India.

#### VALUING THE CONTRIBUTION OF OUR PEOPLE

OIL is committed to ensuring the overall well-being and satisfaction of our workforce, and we're pleased to offer an inclusive workplace free of discrimination, transparent performance management and appraisals, training and development support, competitive wage and benefits package, healthcare and financial protection for employees

and their families, and a performance linked rewards and recognition program. All of our employees are entitled to benefits in line with our human resource policy. We have several reward and recognitions schemes to encourage and appreciate employee contributions.

Our comprehensive benefits program is designed to provide employees with the resources they need to maintain enhance their professional development and personal well. Benefits provided by us are many and varied, and are a part of the total compensation provided to employees and workers. The welfare benefits that we provide to unionized employees include house building loan, children education loan, car loan, two-wheeler loan, utility loan.

Other benefits include sanction of maternity, paternity and child care leave and medical benefits to employees and their dependents at OIL's own hospital and at empaneled hospitals. We also have a robust Post-Retirement Medical Benefit Scheme, where retired employees, their spouses and eligible dependent parents are eligible for medical benefits. Moreover, spouse, dependent children & eligible dependent parents of employees who die during service are also extended medical facilities. We also provide various recreational, social, educational, and other amenities such as welfare programmes covering workmen's housing, operation of markets, ration stores, airport-bus facility, canteens, nursery, crematorium, sport facilities and counselling services amongst others.

We encourage employee engagement through sports as it helps develop comradery and cohesion. We have football, cricket,

chess, tennis, volleyball, golf, billiards & snookers team that participating in various team events and inter-unit/departmental tournaments.

In lieu of streamlining processes, simplifying systems and improving accessibility, this year (January 2018) we introduced a single window referral system for unionized employees. It is an ERP based system, where Referral Application Forms are generated instantly through the platform at the Medical Department, with required particulars of the concerned employee and his/her dependents for further referrals for either diagnostics or treatment. With this system employees are not required to visit the ER department for necessary endorsements in Referral Forms before submitting them to the Medical Department.

#### MANAGING PERFORMANCE

An effective performance management system is imperative to achieving business success as it aligned individual efforts and aspirations with broader business goals. We use the transparent performance management system to evaluate our employees and a formal performance review is conducted annually. It is based on a structured framework linked to individual development goals and targets.

To ensure a common understanding and make certain that objectives are defined properly for each function, we engage our employees in how the process operates and to clarify their role in shaping their own careers. Through formal and informal feedback discussions with each employee, we focus on objective setting, identification of required competencies or training needs, and annual performance appraisals.

#### UPHOLDING HUMAN RIGHTS

At Oil India, we strongly support the human rights of all employees and all stakeholders we engage with. We are committed to providing a safe and a congenial work environment that promotes open and free flow of ideas uninhibited by fear, harassment or discrimination. Our policies protect all our employees from any act of discrimination and everyone is required to abide by these policies. We encourage our employees to speak up openly regarding any issue that infringes on their human rights.

We do not employ any child labour in any of our operations and our standards ensure that we comply with the requirements set out by all applicable labour regulations. We expect our business partners to fully abide by these standards. We also ensure the right to collective bargaining and protection of indigenous rights across our operations. There have been no cases of discrimination and human right breaches in the reporting period.

#### PROMOTING ETHICAL LABOUR PRACTICES ACROSS THE SUPPLY

We aim to partner with contractors and suppliers demonstrating high ethical standards, integrity, transparency and accountability. Our rigorous process of onboarding includes defined selection criteria, due diligence and supplier pre-assessments that help ensure that we engage with supply chain partners that share our values and policies. This ensure that there are no human rights or labour violations within our supply chain. We set standards through legally binding contracts for our suppliers, contractors and partners to establish safe and responsible operations depending upon their capabilities and performance.





Calendar Year	No. of contract jobs provided	No. of labour clearance advices issued	No. of contractors applied for labour License
2016	600	600	174
2017	347	347	86

Data only for Field Head Quarters

#### GRIEVANCE REDRESSAL

Our Grievance Management System for unionised employees provides an easy accessible mechanism for redressal of their grievances and ensures expeditious settlement for the aggrieved employees. It includes informal engagement through personal discussions and counselling by respective HoD where efforts are made to settle the grievances. Grievances which require further enquiry or information are mandated to be replied within 15 working days. In case the matter is not resolved at

this stage, the employee concerned may resort to the formal channel if he/she so desires. The formal channel has three stages beginning at the HoD, moving to the Grievance Committee and finally the Appellate Authority. A unionized employee, if so desires, may also take up their grievances through the recognized union. Matters referred to and taken up by the recognized union is dealt separately and does not form a part of the system/procedure and no further action will be initiated under this system.





# » CORPORATE GOVERNANCE

## ENHANCING OUR GOVERNANCE MECHANISMS

**At OIL, transparency and accountability are the two pillars of corporate governance. We work in a transparent manner and our stakeholders are aware of our policies and the way we conduct businesses. We aim to create long-term stakeholder value and our corporate governance structure brings together the policies and guidelines that drives the organization towards reaching its objectives.**

We are committed to our values and ethical conduct of business through a clearly defined internal framework of policies, procedures, protocols and external regulations. A key element of our governance approach is to regularly monitor and review our performance measures internally. To achieve sustainable growth, we have an organized governance structure that translates organization's strategic vision into enduring value for our employees and stakeholders. We are conscious of the laws and regulations relevant in our areas of operation and comply with them.

Overall responsibilities of the business performance across economic, social and environmental dimensions lies with the Chairman and Managing Director who is assisted by the Board of Directors and its Committees. The Board

has various functions and meets frequently to formulate & review strategies, policies & goals. The Board mainly focuses on addressing the pressing and imminent concerns of the organization, develop the business strategies and seek opportunities to overcome the discussed concerns. They have considerable professional experience and expertise in areas like business, industry, finance, audit, law and public enterprise.

Pursuant of Article 118, 119 and 120 of the Articles of Association of the Company, all the directors of the Board of the Company are appointed by the President of India through Administrative Ministry. The Board comprises of 5 Functional Executive Directors including the Chairman & Managing Director and 6 Non-Executive Directors

(NEDs). Out of 6 NEDs, 5 are Independent Directors (IDs) and 1 as Government Nominee from Ministry of Petroleum & Natural Gas (Administrative Ministry). Our board of directors maintain a high sense of responsibility towards our shareholders, customers, employees, suppliers and the communities in which we operate.

On the basis of Clause 49 of the Listing Agreement and Guidelines on Corporate Governance of CPSEs by Department of Public Enterprise, Government of India, we structure the Board of the Company. In accordance with the above, where the Chairman of the Board is an Executive Director, at least half of the Board should comprise of Independent Director. Presently the Board consists of the following members:

Designation	Names	Chairman/Member
Chairman & Managing Director	Shri. Utpal Bora	Chairman
Director – Finance	Smt. Rupshikha Saikia Borah	Member
Director – Human Resources & Business Development	Shri. Biswajit Roy	Member
Director – Operations	Shri. Pramod Kumar Sharma	Member
Director – Exploration & Development	Shri. P. Chandrasekaran	Member
Government Director & Joint Secretary	Shri. Sunjay Sudhir	Member
Government Director & Joint Secretary	Shri. Diwakar Nath Misra	Member
Independent Director	Smt. Asha Kaul	Member
Independent Director	Shri. Priyank Sharma	Member
Independent Director	Shri. S. Manoharan	Member
Independent Director	Smt. Amina R. Khan	Member
Chief Vigilance Officer	Shri. Rajiv Kumar Gupta	Member
Company Secretary	Shri. S.K. Senapati	Member

At their induction to OIL, we apprise them of our operations, businesses and its performance. We keep our Board informed on a regular basis and our board is kept apprised with all the statutory provisions, guidelines issued by the government bodies and departments. Our senior executives, professionals, consultants provide detailed information about risk assessment, business related risk at board committee meetings. Board members are nominated by the company for suitable programmes and seminars that are benefits them. The evaluation of performance of EDs is carried out as per the DPE guidelines. However, in case of NEDs, appropriate guidelines procedures are being prepared by DPE.

#### BOARD COMMITTEES

As per SEBI's listing obligations and disclosure requirements various sub committees are formed to support the smooth functioning of the Board. The Board Committees focus on specific areas and make informed decisions within the authority delegated. Majority of the members of the Committees are Executive Directors or Non- Executive Directors. Shri. S.R Krishnan, Company Secretary, acts as Secretary to all Committees of Board.

- Audit Committee: The audit committee is formed of

Independent Directors which is formed as per Company's Act, 2013, Clause 49 of the Listing Agreement and DPE guidelines on Corporate Governance. Their roles and responsibilities are to review financial reports of the company, assess adequacy of internal control and risk management as well as regulatory compliance etc. Although the terms, roles and power of the audit committee are specified by Board which align with Company's Act 2013, Listing Agreement and DPE Guidelines. The Director (Finance) and Director (Operations) are permanent invitees to Audit Committee meetings. Statuary auditors and internal auditors also attend the meeting to clarify the concerns and questions of the audit committee.

- Stakeholders Relationship Committee (SRC): We have formulated a Stakeholders Relationship Committee which looks after redressing the grievance of security holders of the Company inter-alia including transfer of security, non-receipt of balance sheet, non-receipt of dividend etc. The Committee also oversees and reviews performance of the Registrar and Share Transfer Agents and

Board committees at OIL comprises of the following:

- Audit Committee
- Stakeholders Relationship Committee
- Nomination & Remuneration Committee
- Human Resource Management Committee
- Business Development Committee
- Health, Safety and Environment (HSE) Committee
- Corporate Social Responsibility (CSR) and Sustainable Development (SD) Committee

recommends measures for overall improvement in the quality of investor services. The committee also recommends measures of overall improvement in the quality of investor services and reviews performance of registrar and share transfer agents.

- Nomination & Remuneration Committee: Perks and Allowances and Performance Related Payment (PRP) etc. which are payable to Board level and below Board level executives within the framework of DPE guidelines are decided and recommended by the Remuneration Committee. The pay of the Directors are decided by the Government of India. The Perquisites/PRP being paid to the employees of the company are extendable to the Executive Directors as per DPE guidelines. Only sitting fees paid to Independent Directors which is decided by the Board within the limit set by the Government of India. The Government Nominated Directors do not receive any commercial benefits including sitting fees from the company.
- Human Resource Management (HRM) Committee: HRM committee consists of a blend of Directors and Independent Directors and considers all issues related to Human Resource Planning & Management, HR Policies & Initiatives and Promotions to level of E- 91 employee category.
- Business Development Committee: The Business Development Committee oversees and explores new

areas of business, recommends and approves the proposal for collaborations, joint ventures, acquisitions.

- Health, Safety & Environment (HSE) Committee: HSE is on our priority since we understand that keeping our people and environment safe will ensure long-term viability of our operations and sustainability. HSE Committee is constituted to assist the Board for evolving, monitoring and reviewing appropriate systems to deal with HSE issues and ensuring compliance to statutory provision.
- Corporate Social Responsibility (CSR) and Sustainable Development (SD) Committee: CSR and SD Committee comprises of 5 Directors, 3 Independent Directors and 1 Government Nominee Director. The Chairman of the committee is an Independent Director. This committee functions as a built-in, through self-regulatory mechanism through which they review and monitors company's CSR and sustainability practices and ensures its active compliance with the spirit of law and ethical standards. (Please refer to the CSR chapter for more details on this committee)
- Risk Management Committee: The Board is primarily responsible for the risk management of the company as per the Company's Act, 2013, Revised Clause 49 of the Listing Agreement and Section 134 & 177. Risk Management Committee is being formed to assist the Board.

#### ETHICS AND INTEGRITY

We are committed to ensuring that the highest levels of integrity and ethical conduct are adhered by our employees and management. We believe that harnessing a culture of high integrity will help build trust and confidence amongst our investors, customers and partners and enable us to attract and retain talented employees.

Employees are made aware of their rights and responsibilities and are provided with details of the available avenues for voicing their concerns or complaints. Through the induction programs, regular trainings and workshops. Stakeholders including employees are encouraged to contact the nodal officer for any queries relating to ethics and compliance.

We obey and respect all applicable laws and regulations and are compliant with such rules and regulations of regulatory authorities on capital market. No penalty or restrictions were imposed on the Company by any Statutory Authorities during the reporting period.

- Code of Conduct: Our commitment to high ethical standards, corporate responsibility and professional integrity is reflected in our Code of Conduct. We have corrective measures in place and all our Board Members and senior management personnel of the Company abide by OIL's 'Code of Conduct'. In pursuance of the SEBI (Prohibition of Insider Trading) Regulations, 2015, the Board has approved the revised Code of Conduct to regulate, monitor and report trading by Insiders, to ensure monitoring, timely reporting and adequate



disclosure of price sensitive information by the directors, key managerial personnel, designated employees and connected persons of the Company.

Insiders (Directors, Key Executives, Designated Employees and Statutory Auditors) are prohibited to deal in the shares of the Company, when in possession of Unpublished Price Sensitive Information (UPSI) and during the closure of Trading Window.

- **Whistle Blower Policy:** We also have Whistle blower policy which is further supplemented with an appropriate mechanism to report any concern pertaining to non-adherence to the said Code. The policy does not deny any personnel to access the audit committee. We endeavour to work against corruption and thus the company has put in place the system to avoid and minimize such unethical practices. The policy provides all the employees to report the Management in case they observe unethical or improper practices or any other wrongful conduct in the Company and to prohibit managerial personnel from taking any adverse personal action against those employees. If desired, anonymity is maintained for such reports.
- **Grievance redressal mechanism:** We have a complaint handling policy for redressal of public and employee grievances. This policy addresses the complaints and grievances of employees, general public, stakeholders such as contractors, vendors and suppliers. Employees could report to the management on instances of unethical behaviour, actual or

suspected fraud or violation of the Company's Consolidated Model Conduct, Discipline and Appeal (CDA) rules.

This policy neither releases employees from their duty of confidentiality in the course of their work, nor is it a route for taking up a grievance about a personal situation for an employee. Complaints should be submitted through email, in writing or through the Grievance/complaint web link that is available on our website. The public grievance officers will handle public grievances and their contact details are available on our website under the citizen charter. This policy also ensures transparency in all dealings and enables to address any loopholes, malpractices found in the system.

- **Banning Policy:** While dealing with various agencies, in the course of various procurement, works and service contracts, vendors are expected to adopt ethics of highest standard and a very high degree of integrity, transparency, commitments and sincerity towards the work undertaken by them. It is not in the interest of OIL to deal with any agency who commits deception, fraud or other misconduct of whatsoever nature in the tendering process and contract execution processes.

In case any agency fails to meet the standard benchmark of integrity, it is prudent to put the agency on holiday/banning list for specific periods in order to deter the Agencies from committing such defaults. For further details, please refer to the Banning policy that is available on our website.

- **Integrity Pact:** To ensure full compliance, transparency and to work against corruption in forms like bribery and extortion, an Integrity Pact is formed. In order to achieve these goals, MoU is signed between OIL and the renowned international Non-Governmental Organisation, Transparency International (TI). An external independent member is appointed in consultation with TI to monitor the tender process and the execution of the contract.

#### MEMBERSHIPS AND ASSOCIATIONS

OIL has collaborated with industry leaders and associations to address challenges and use their expertise knowledge for a common goal. The engagement with these associations has proved to be a value add to the organization. To ensure consistent engagement with other industry players we have associated with a number of trade chambers and associations that are detailed below:

##### Memberships of Associations

All India Organization of Employee
All India Management Association
Petroleum Federation of India
Standing Conference of Public Enterprises
Federation of Indian Chamber of Commerce and Industry
Petroleum Sports Promotion Board
Confederation of Indian Industry
The Associated Chambers of Commerce & Industry in India



# » STAKEHOLDER ENGAGEMENT & MATERIALITY ASSESSMENT

## UNDERSTANDING STAKEHOLDER CONCERNS

Strengthening channels of open communication and facilitating productive dialogues with our stakeholders, supports reinforcing our understanding of their perspectives and critical concerns. We see it as an opportunity to better engage with the people that matter to us and to build mutually beneficial relationships based on trust.

There is an equal amount of collaboration in a competitive World. In fact, it is the collaborative spirit that binds us and moves us, together, forward. As we move ahead into a rapidly changing world, collaboration will be crucial towards addressing collective concerns around climate change, social welfare and security. At Oil India, we develop partnerships and explore possibilities to create, preserve and enhance value for all of our stakeholders.

### IDENTIFICATION OF STAKEHOLDERS

We have identified our internal and external stakeholders. Our internal stakeholders are our executives and employees, and our external stakeholders comprise customers, contractors, vendors, business partners, regulatory bodies, local communities, non-governmental organizations and the media.

define and focus towards our sustainability priorities. It is our endeavour to continually improve our stakeholder engagement mechanism and enhance stakeholder participation. Meeting the expectations of our stakeholders is crucial to our success and the stakeholder engagement framework below depicts our approach to interacting with them and their key concerns.



Being a 'Navratna' Public Sector Undertaking (PSU), we consider it our responsibility to foster inclusive growth and meet the needs of the nation sustainably. Our approach to stakeholder engagement is a blend of formal modes that are regularized and planned, and informal modes, which arise out of everyday interactions between business units and their stakeholders. While structured engagements, allow us to systematically obtain feedback, create awareness and build partnerships with stakeholders, informal channels provide an avenue to tap into their pulse.

### STAKEHOLDER ENGAGEMENT FRAMEWORK

Embedded within our business process are systematic channels of interaction with our stakeholders using diverse modes of engagement such as one to one meetings, Annual General Meetings, press releases, trainings, group discussions, surveys, supplier meets and grievance redressal mechanisms. Issues raised by stakeholders are evaluated for consideration at a strategic level. We analyze concerns that have a potentially high impact and that helps us

### STAKEHOLDER ENGAGEMENT

This year we focused on a select group of executives, over half whom have been with Oil India for more than 15 years, to capture their perspectives with an aim of ensuring deeper historical context to their responses.

Encouragingly, 99% of the executives responded indicating that they would like to know more about Oil India's sustainability initiatives. This builds a strong case for us to further share our sustainability practices and initiatives with all of



our stakeholders. We are committed to finding ways to increase participation of our stakeholders in our sustainability efforts.

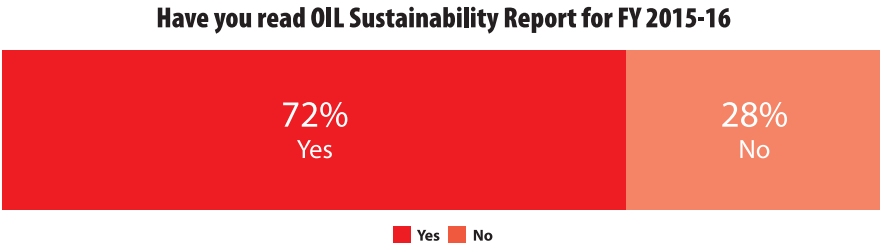
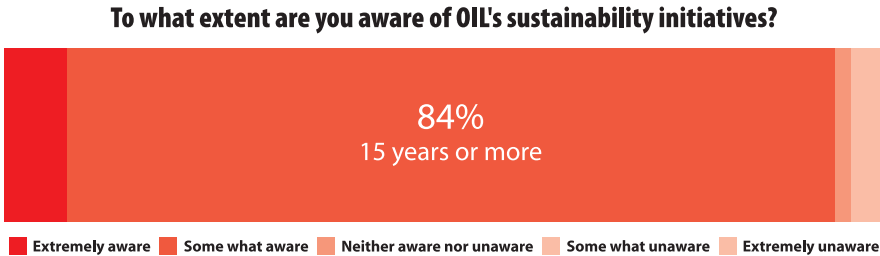
A few additional questions were put to respondents to gauge their interest and awareness of sustainability at Oil India. The results suggest that there is quite a bit of scope to expand outreach of Oil India's sustainability strategy, initiatives and its annual sustainability report.

Understanding the stakeholders' concerns and expectations is an essential part of Oil India's sustainability approach. As part of our stakeholder engagement process,

we identified the following key stakeholder groups and their key concerns:

MATERIALITY ASSESSMENT

We conducted an online materiality survey to verify the list of top sustainability topics for strategic and tactical consideration. The list of sustainability topics for the materiality assessment was prepared by taking into consideration sector specific sustainability trends, the macro-business environment, benchmarking with peer groups. We have identified an exhaustive list of 37 sustainability topics that are relevant to Oil India and the broader industry.



Stakeholder Group	Mode of Engagement	Key Concerns	Our Responses
Executives	Interviews	Training and development programmes	OIL has been working on improving workplace conditions and provide the required resources and training.
	Meetings	Safety at workplace	
	Discussions	Resource requirements	
Government and regulators	Engagement on a need basis	Compliance	Active collaboration and participation with regulatory agencies
	Industry level consultations	Sustainable practices	
	Participation in forums	Inclusive growth	
Employees	Employee surveys	Professional growth	HR initiatives to counsel, motivate and reward employees.
	Team building workshops	Diversity at the workplace	
	Capacity building and training	Leadership connect sessions	
	Annual appraisals	Workplace safety	
	Employee newsletters	Equal opportunities	
	Rewards and recognitions	Work-life balance	
	Volunteering opportunities	Wages and benefits	
Business partners /suppliers and contractors	Contract agreements	Payment processing cycles	Technology enabled payment processing.
	Direct interactions	Business ethics	
	Supplier meets	Transparency	
	Industry associations	Compliance	
Communities & NGO's	Direct engagement	Infrastructure development	Actively engaged with the local communities through several ongoing programmes across areas of education, healthcare, livelihood, sanitation and local infrastructure development.
	Dedicated CSR team	Education & healthcare	
	CSR projects and initiatives	Vocational training	
	Visits and camps	Employment opportunities	
	Needs assessments	Human rights	





We were able to record materiality responses from 50 select executives and employees. They were asked to prioritize the list of 37 identified sustainability topics. Furthermore, we provided narratives and additional guidance for each sustainability topic,

providing suitable explanations and definitions.

The below table maps the top material sustainability aspects that were identified through a materiality assessment to relevant GRI Standards:

Rank	Material Sustainability Aspect	GRI Standards	Boundary
1	Business integrity and anti-corruption	GRI 205, 206	Internal
2	Asset security and safety	OGSS 13	Internal / External
3	Occupational health & safety	GRI 403	Internal
4	Waste and effluent management	GRI 306	Internal / External
5	Renewable energy	GRI 302, OG 2, OG 3, OG 14	Internal
6	Energy security and reserve accretion	NA	Internal/External
7	Data and cyber security	GRI 418	Internal
8	Climate change and air emissions	GRI 305	Internal / External
9	Water management	GRI 303	Internal
10	Transparent disclosures	GRI 205, 206	Internal





# » AWARDS & ACCOLADES

## AWARDS & ACCOLADES

Oil India Limited was recognized for its exemplary performance through the following awards and accolades, during the years FY 16-17 & FY 17-18.

Environmental
<ul style="list-style-type: none"> <li>• Ranking of #201 in the Platts Top 250 Global Energy Company Rankings for 2016.</li> <li>• Best Corporate Management Excellence Award 2016-17 by 'The Geomintech Awards' for the categories 'Safety and Environmental Performance' and 'Implementing an Effective Safety Management System and Outstanding Achievement in Safety Performance'.</li> </ul>

Social
<ul style="list-style-type: none"> <li>• The ET 2Good 4Good Awards by The Economic Times - Certificate of Commendation for CSR performance.</li> <li>• The prestigious 'Rastra Vibhushan Award 2017' from FAME (Foundation for Accelerated Mass Empowerment) under the category of Health and Safety for Workers.</li> <li>• Award for Development of Welfare for Women &amp; Children for 'Project Anubhuti' by Global HR Excellence Awards.</li> <li>• Asia Best CSR Award for Best Education Project and Best CSR Practices categories at 7th Asia Best CSR Practices Awards 2017 organized by CMO Asia.</li> <li>• The 15th Annual Greentech Safety Award, 2016, in recognition for its commitment to Safety.</li> <li>• Diversity Impact Award for 'Project Anubhav' and Fun at work Award for Project Utusan under Dream Companies to Work for Award - by TIMES ascent.</li> <li>• Award for Learning &amp; Development Initiative Excellence for 'Project Sakshyam' under HR &amp; Leadership Awards by ABP News.</li> </ul>

Governance
<ul style="list-style-type: none"> <li>• HR Excellence Awards under PSU Sector - Innovative HR Practices for 'Project Sampark that fosters a work place culture for its employees' by HR Talent Management Leadership awards.</li> <li>• Best Public Sector Initiative for 'Project Udvikas that trains employees on digital payments &amp; cyber security' by ET Modi Awards.</li> <li>• Credit Rating Agencies, Moody's and Fitch, reaffirmed Oil India Limited's Credit Ratings. While Moody's Investor Service rated Oil India Limited as Baa2 (Stable), Fitch rated the Company as BBB (Stable).</li> <li>• Standing Conference of Public Enterprises (SCOPE) - Corporate Communications Excellence Awards, 2016, for the categories 'Innovative stakeholder Interface' and the 'Best External Communication Programme'.</li> <li>• The Jury choice Award for Strategic Investment at the 4th Governance Now Public Sector Undertaking Awards 2016 - Best CFO Award - 2016 for OIL's Director (Finance) in Oil &amp; Gas Sector by The Institute of Chartered Accountants of India (ICAI) Awards under various categories at the World Human Resource Development Congress, 2017.</li> <li>• OIL was also ranked 20th in the listing of Best Employer Brand in India out of 470 organizations participating in the 11th Employer Branding Awards, 2017, and was also ranked 45th out of 750 participating organizations in the Dream Companies to Work for listings.</li> </ul>





Federation of Indian Petroleum Industry (FIPI)- E&P Company of the Year Award- 2016.



Oil India Pipeline Headquarters was awarded First Prize (Rajbhasha Shield) amongst all PSU'S of North-East Region by Ministry of Home Affairs.



Environment Management Award, 2017 in the 19th World Congress on Environment Management



Golden Globe National training Award



National Safety Awards (Mines)- Production Oil Mine and Production Gas Mine Duliajan.



OIL bags 2nd position in the Rajbhasha Shield Award for the year 2017-18



Gold award in World HRD Congress



Greentech HR Platinum Award 2017- for Training Excellence



Golden Peacock Occupational Health Safety Award.



Governance Now PSU Award-2016 under the category of Jury choice for Strategic Investment



5 OIL bags the award for Excellence in Training & Development at Asia's Training and Development Awards



Asia Best CSR Award 2017 by CMO Asia



OIL Bags Award at the World HRD Conference



»  
GRI  
C O N T E N T I N D E X

GRI  
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## Environmental

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305-3	Other indirect (Scope 3) GHG emissions	34
305-5	Reduction of GHG emissions	32-33
305-6	Emissions of ozone-depleting substances (ODS)	We have phased out Ozone Depleting Substances (ODS) from our operations. At present we are using eco-friendly chemicals like Freon – 34 replacing Ozone like Halon and Freon – 12.
305-7	Nitrogen oxides (NOX), sulfur oxides (SOX), and other significant air emissions	34
Effluents and Waste		
103-1	Explanation of the material topic and its Boundary	74
103-2	The management approach and its components	35-37
103-3	Evaluation of the management approach	35-37
306-1	Water discharge by quality and destination	37
306-2	Waste by type and disposal method	36
306-3	Significant spills	37
Environmental Compliance		
103-1	Explanation of the material topic and its Boundary	74

	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
Environ- mental	Environmental Compliance		
	103-2	The management approach and its components	67
	103-3	Evaluation of the management approach	67
Social	307-1	Non-compliance with environmental laws and regulations	NIL
	Employment		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	57-59
	103-3	Evaluation of the management approach	57-59
	401-1	New employee hires and employee turnover	59
	401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	61
	Labour/ Management Relations		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62
	402-1	Minimum notice periods regarding operational changes	21 days or as per statutory notification of the labour department
	Occupational Health and Safety		
	103	Explanation of the material topic and its Boundary	74
		The management approach and its components	21
		Evaluation of the management approach	21

	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
Social	Occupational Health and Safety		
	403-1	Workers representation in formal joint management-worker health and safety committees	21
	403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	24
	Training and Education		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	60
	103-3	Evaluation of the management approach	60
	404-1	Average hours of training per year per employee	60
	404-2	Programs for upgrading employee skills and transition assistance programs	60
	404-3	Percentage of employees receiving regular performance and career development reviews	60
	Diversity and Equal Opportunity		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	58
	103-3	Evaluation of the management approach	58
	405-1	Diversity of governance bodies and employees	58-59
	405-2	Ratio of basic salary and remuneration of women to men	58-59
	Non-Discrimination		
	103-1	Explanation of the material topic and its Boundary	58-59

	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
Social	Non-Discrimination		
	103-2	The management approach and its components	58-59
	103-3	Evaluation of the management approach	58-59
	406-1	Incidents of discrimination and corrective actions taken	NIL
	Freedom of Association and Collective Bargaining		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62
	408-1	Operations and suppliers at significant risk for incidents of child labor	62
	Child Labour		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62
	408-1	Operations and suppliers at significant risk for incidents of child labor	62
	Forced or Compulsory Labour		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62

	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
Social	Forced or Compulsory Labour		
	103-3	Evaluation of the management approach	62
	409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	62
	Security Practices		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	24
	103-3	Evaluation of the management approach	24
	410-1	Security personnel trained in human rights policies or procedures	24
	Rights of Indigenous People		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62
	411-1	Incidents of violations involving rights of indigenous peoples	62
	Human Rights Assessment		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62

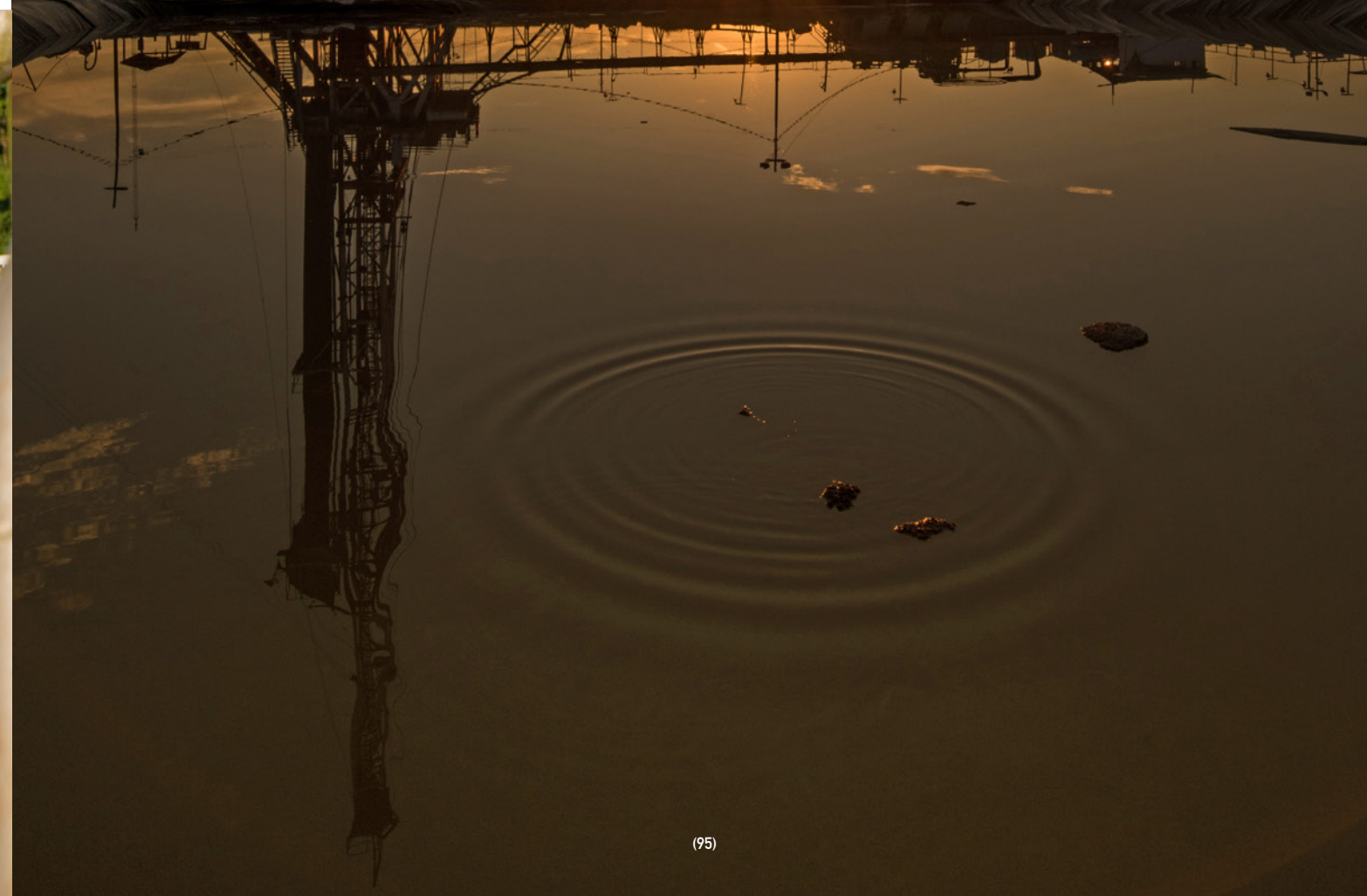


Social	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
	Human Rights Assessment		
	412-1	Operations that have been subject to human rights reviews or impact assessments	62
	412-2	Employee training on human rights policies or procedures	62
	412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	62
	Local Communities		
	103-1	Explanation of the material topic and its Boundary	62
	103-2	The management approach and its components	62
	103-3	Evaluation of the management approach	62
	413-1	Operations with local community engagement, impact assessments, and development programs	41
	413-2	Operations with significant actual and potential negative impacts on local communities	41
	Supplier Social Assessment		
	103-1	Explanation of the material topic and its Boundary	74
	103-2	The management approach and its components	41
	103-3	Evaluation of the management approach	41
	414-1	New suppliers that were screened using social criteria	NIL
	414-2	Negative social impacts in the supply chain and actions taken	NIL
	Socio-economic Compliance		
	103-1	Explanation of the material topic and its Boundary	74

Social	GRI Standard	Disclosure Title	Page Reference / Location (or direct response)
	Socio-economic Compliance		
	103-2	The management approach and its components	41
	103-3	Evaluation of the management approach	41
	419-1	Non-compliance with laws and regulations in the social and economic area	41











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