

**THE PETROLEUM TRAINING INSTITUTE  
ACT, CAP 356  
LAWS OF THE FEDERAL REPUBLIC OF  
NGERIA, 1990**

**THE PETROLEUM TRAINING INSTITUTE  
CONSULTANCY SERVICES UNIT BYE-LAW,**

**1998**

**THE PETROLEUM TRAINING INSTITUTE ACT, CAP 356**

**LAWS OF THE FEDERAL REPUBLIC OF NIGERIA, 1990**

**THE PETROLEUM TRAINING INSTITUTE**

**CONSULTANCY BYE – LAW, 1998**

**PART 1**

1.00 DATE OF COMMENCEMENT .....DAY OF .....1998.

1.01 ESTABLISHMENT OF THE PETROLEUM TRAINING INSTITUTE CONSULTANCY SERVICE UNIT.

Pursuant to the powers conferred on the Council by S.13 of the Petroleum Training Institute Act Cap 356 Laws of the Federal Republic of Nigeria, 1990 and by virtue of all other Laws enabling it in that behalf, the Council do hereby establish for the Institute the PETROLEUM TRAINING INSTITUTE CONSULTANCY SERVICE UNIT (hereinafter referred to as ‘ PTI CONSULT UNIT’’

1.02 THE HEAD OFFICE AND BRANCHES

- a) The Head Office of the PTI Consult Unit shall be the Petroleum Training Institute premises, Effurun in the Uvwie Local Government Area of Delta State of Nigeria.
- b) The management of the PTI Consult Unit may establish branch offices or service points in other parts of Nigeria where in its opinion, it shall be economically viable to do so.

**PART 2**

2.00 OBJECTS OF PTI CONSULT UNIT

The Objects for which the PTI Consult Unit is established are:

- a) To provide qualitative technical and professional services to all government and non-governmental organizations. These services, particularly those related and relevant to the critical aspects of the Nigerian Economy, shall cover a wide range of specialized and professional fields by essentially running full and part-time staff development programme, refresher courses, etc
- b. To stimulate and sensitize PTI staff who are able and willing to provide consultancy services as a legitimate means for personal development as well as making additional sources of income and generally provide a complimentary funding for PTI to procure or resuscitate the broken down equipment and facilities.

- c) To manufacture and supply essential goods and services to the allied oil industries in particular and the general public in general with a view to contributing significantly to the financial resources available to the Institute and the need to invest the funds so generated.
- d) To enhance and ensure the application of appropriate academic programme for the Institute through the active and direct involvement of academic staff in the designing and implementation of consultancy services.
- e) To purchase or by any other means acquire in the name of the Institute any right, patent, copyright, privilege, easement over or in respect of any building, offices, factories, mills, petrol/lubricant service stations, wharves, roads, railway, tramway, machinery, engines, stock, vehicles, barges, rigs, vessels and any real or personal property whatsoever which may be necessary or may be conveniently used with or may enhance the value of any other property of the PTI Consult Unit.
- f) To sell or otherwise dispose of through the Institute the whole or any part of the business or property of the PTI Consult Unit either together or in portions for such consideration as it may think fit and in particular for shares debentures or securities of any Company purchasing the same.
- g) To co-operate or go into any joint venture with any Company Research Institute College School Charitable Institution or Consultancy organizations, whose objects are or include objects similar to those of PTI Consult Unit for the purpose of pursuing the objects herein contained.
- h) To organize and run training courses and programmes under the PTI Consult Unit in any part of the Federal Republic of Nigeria.
- i) To provide on a part-time basis specialized training and courses for persons working in or seeking to work in the Oil & Gas industries in Nigeria.
- j) To organize and run lectures, courses, seminars and workshops for the development of technical skills and provision of technical support for the oil and gas industries.
- k) To provide Consultancy Services in the areas of technical education relating to exploration of mineral deposits, petro-chemical engineering, building, structural engineering, hydrography, coastal and marine works, water resources development, hydro geological services, engineering surveys, water treatment, marketing, purchasing and supply, insurance, general management, corporate planning, feasibility studies, computer selection and application, design and development of computer programmes, computer education programmes, computer maintenance, computer repairs, pollution management and

environmental control, safety, hazard identification and quality control management.

- 1) To carry on any other business or activity and to do any thing which may seem to the PTI Consult Unit capable of being conveniently carried on or done in connection with the above or calculated directly or indirectly to enhance the value or render more profitable any of the P11 Consult business.

### **PART 3**

#### **3.00 THE CONTROL AND MANAGEMENT OF PTI CONSULT UNIT**

3.01 The control and Management of the PIT Consult Unit shall be the responsibility of the PTI Consult Unit which shall consist of the following members, that is:

- (a) A Director and
- (b) Six Coordinators.

3.02 It shall be the function of the Management of the PTI Consult Unit to perform and execute the objects set out in Part 2 of this Bye Law.

3.03 The Director shall be appointed by Council on the recommendation of the Principal of the Institute.

3.04 The Director shall be responsible for:

- a) The formulation and execution of the policies of the P11 Consult Unit.
- b) The formation, implementation and supervision of the overall activities of the PTI Consult Unit.
- c) The co-ordination and supervision of the Coordinators of the various sub units and all subordinate staff.
- d) The day to day running of the PTI Consult Unit.

3.05 A person shall be qualified for appointment as a director under this part if in the opinion of the principal he:

- (a) Is a fit and proper person to hold that office and
- (b) He has the relevant qualification and experience to hold the office;

3.06 The Director shall hold office for a term of two years from the date of bi appointment and may be eligible for re-appointment for a second term of two years.

- 3.07 Where a Director has by reason of his re-appointment held that office for a second term, he shall not thereafter be eligible to be appointed as a Director of the PTI Consult Unit.
- 3.08 Subject to the provisions of Section 7 of the Act and the Institute Conditions of Service the Director of the PTI Consult Unit may be removed from office by the Principal with the consent of the Council on grounds of misconduct or inability to perform the functions of that Office.
- 3.09 The Principal shall appoint a Coordinator for each to the following sub units of the PTI Consult Unit.
- i) Business commercial ventures
  - ii) Computer Centre
  - iii) Conference Centre
  - iv) Petroleum Analysis Laboratory Research Centre
  - v) Printing Press.
  - vi) Industrial Continuing Education (ICE).
- 3.10 A person shall be qualified for appointment as a Coordinator under this part, if in the opinion of the Principal he:
- a) Is a fit and proper person to hold that Office,
  - b) Has the relevant qualifications and experience in any field of study relevant to that Sub Unit; and
  - c) Is not below the rank of a senior lecturer in the Institute
- 3.11 A Coordinator appointed under this part shall hold office for a period of two years from the date of his appointment and may be eligible for reappointment for a second term.
- 3.12 A Coordinator appointed under this part shall perform such functions as may be assigned to him by the Director.
- 3.13. Where a Coordinator has by reason of re-appointment held that office for a second term, he shall not thereafter be eligible to be re-appointed as a Coordinator of the PTI Consult Unit.
- 3.14 The Registrar of the Institute shall appoint a Secretary for the PTI Consult Unit who shall
- a) Keep records of all correspondence and activities of PTI Consult Unit; and

- b) Perform such other duties as the Director may from time to time direct.
- 3.15 The Registrar may after consultation with the Director of the PTI Consult Unit remove any person appointed as secretary and such removal shall not be construed as removal from the Institute.
- 3.16 The Director shall after due consultations with the Registrar and the approval of the Principal appoint such other staff and agents as he deems necessary for the efficient performance of its objects PROVIDED ALWAYS that such recruitment shall be in strict conformity with the Policy and Standards set by the Institute.
- 3.17 The personal emoluments and other allowances of the Director, Coordinators and other staff of the PTI Consult Unit shall for the time being, be paid by the Institute and the conditions of services shall be the same applicable to the Institute.

## **PART 4**

### **4.00 PROCUREMENT OF BUSINESS**

- 4.01 The business of the PTI Consult Unit may be procured by any or a combination of the following methods:
- a) The PTI Consult Unit may directly source for, secure and or obtain contracts from potential clients by making direct contacts or through competitive bids/proposals.
  - b) Any department of the Institute other than the PTI Consult Unit may source for, secure or procure job or contract for the Consult Unit.
  - c) Any member of staff of the Institute may source for and secure contracts for the PTI Consult Unit.
  - d) By any other method which may be recommended and approved by the Principal.
- 4.02 The PTI consult Unit shall not embark on or accept any investment project or contract unless it is of the opinion that the investment project or contract is profitable and viable.
- 4.03 The PTI Consult Unit shall ensure that all advertisements and promotions of its programmes course(s) or training offered shall be in accordance with the accepted standard of the Institute and shall at all times highlight the PTI/Consult Unit format.

## PART 5

### **5.00 ASSIGNMENT AND EXECUTION OF BUSINESSES & PROJECTS**

- 5.01 The Director shall before or at any stage of the execution of any business or project assign the whole or part thereof to one or more Coordinators and other number of persons as he may deem fit to:
- a) Undertake any preliminary study, feasibility study, research, programme analysis, or make any observation; and
  - b) Execute and or supervise the business, project and or programme.
- 5.02 In the assignment of any business, project or programme the Director shall as far as it is practicable assign a Coordinator and other persons who are learned and skillful in that field or area of undertaking.
- 5.03 Any project assigned must be in writing and shall state the persons assigned to carry out the project, the nature of the project and the expected date of completion of the project.
- 5.04 It shall be the duty and responsibility of the Coordinator to whom any assignment is given to submit a report and the report shall be:
- a) accurate and/or contain such information or data that are required
  - b) made in the form designed by the P11 Consult Unit;
  - c) submitted to the Director not later than the expected return date; and
  - d) no report shall be made public without the prior written consent of the Director.
- 5.05 Where an expert and or any other person who is not a member of staff of the Institute is engaged by the PTI Consult Unit for the purpose of carrying out any object of the PTI Consult Unit, the Director shall with the approval of the Principal negotiate and determine the emolument or commission of that expert.
- 5.06 The Director shall not later than fourteen days from the date of receipt of any report submitted under Clause 5.04 hereof constitute a Committee of the PTI Consult Unit or such other forum as he may deem fit to consider the report for the purpose of:
- a) approving and/or executing same
  - b) making further findings or observations or
  - c) disapproving same.

5.07 The PTI Consult Unit shall:

- a) Print and submit reports to clients or any other appropriate authority requiring same.
- b) Negotiate and or fix fees for its undertakings.
- c) Keep true and accurate records of all its undertakings.
- d) Keep true and accurate records of all income received and expenses incurred on any undertaking or service rendered.
- e) Collect all fees, rents and other income from clients and other bodies.
- f) Issue official receipts for all moneys collected.

## **PART 6**

### **6.00 FINANCIAL PROVISIONS**

6:01 The PTI Consult Unit shall with the approval of the Principal establish in reputable Bank or Banks accounts to which shall be lodged:

- a) Takeoff grants provided to it by the Institute for running the PTI Consult Unit.
- b) All revenue generated and all charges received by the PTI Consult Unit in respect of the services rendered under the PTI Consult Unit activities.
- c) Revenue from time to time accruing to the PTI Consult Unit by way of subvention, grants—in-aid, endowment or otherwise.
- d) Interests on investments and
- e) Donations and legacies accruing to the PTI Consult Unit from any source for the general or special purposes of the PTI Consult Unit.

6.02 There shall be four signatories to each account and. for the purpose of any withdrawal, it shall be sufficient if the instrument or cheque is signed by two of the signatories, that is, to say, either:

- i) The Principal or Registrar of the institute, and
- ii) The Director of the PIT Consult Unit or the Director of Finance & Supplies of the Institute.



- 6.03 (a) In the case of any revenue or income derived from any project or service, the net income or revenue after deducting any tax imposed or expenses, shall be disbursed by the signatories as follows:
- i) 40% shall be paid to the Institute
  - ii) 25% shall be paid to the Department or respective Departments responsible for the execution of the project and that share shall be used to provide facilities and infrastructure in the department(s).
  - iii) 15% shall be paid to and shared amongst the Staff of the Department on the proportion of work contribution.
  - iv) 10% shall be paid to any Staff or Department that procured or secured the contract or project; and
  - v) 10% shall be invested by the PTI Consult Unit in projects as may be determined by the management of the PTI Consult Unit.
- 6.03 (b) The PTI Consult Unit shall have power to invest its funds and maintain a general reserve.
- 6.04 The PTI Consult Unit shall not without the approval of the Principal, borrow any sum of money.
- 6.05 The Director shall submit to the Principal not later than the 30th day of time in each year an estimate of its expenditure and income for the next succeeding year.
- 6.06 Not later than the 31st day of January in any year, the Director shall cause to be prepared a statement of its income and expenditure during the previous financial year together with a statement of the assets and the liabilities of the PTI Consult Unit as at the last day of that financial year.
- 6.07 The Principal shall not later than two months after the end of the year to which the accounts relate cause its accounts to be audited by qualified Auditors to be appointed by the institute.
- 6.08 The Director shall keep proper accounts in such form as may be directed by the Institute.
- 6.09 The Auditors shall on completion of the audit for the accounts of the PTI Consult Unit for each year prepare and submit to the Principal the following two reports:
- a) a general report setting out the observations and recommendations of the Auditors on the financial affairs of the TPI Consult Unit generally for that year and on any important matters which the Auditors may consider necessary to bring to the notice of the Institute; and

- b) a detailed report containing the observations and recommendations of the Auditors on all aspects of the operations of the P11 Consult Unit for the year.
- 6.1.0 The Principal shall prepare and submit to the Council of the Institute not later than June in each year the activities of the Consult Unit during the immediately preceding year and shall include in such a report, a copy of the Audited Account of the Unit' for that year and the Auditors report thereon.

## **PART 7**

### **MEETING & PROCEEDINGS OF THE UNIT**

- 7.01 Subject to the provisions in the Schedule of the Petroleum Training Institute Act Cap 356 Laws of the Federal Republic of Nigeria, 1990 regulating meetings, the PTI Consult Unit may make standing orders regulating its proceedings or that of any of its Committee thereof.
- 7.02 The PTI Consult Unit shall meet as often as may be necessary or desirable for the dispatch of the business of the PTI Consult Unit at a convenient time during normal business hours on week day (not being a public holiday) at a convenient venue.
- 7.03 Every meeting of the PTI Consult Unit may be summoned by the Director or a simple authority of the Coordinators demanding for the holding of a meeting specifying the venue, time and agenda of such a meeting.
- 7.04 Every meeting of the P11 Consult Unit shall be presided over by the Director as Chairman or if the Director is unable to attend a particular meeting, the coordinators present at the meeting shall elect one person amongst them to preside at the awaiting.
- 7.05 The quorum at a meeting of the P11 Consult Unit shall consist of the Chairman (or in an appropriate case, the person presiding at the meeting pursuant to Clause 7.04 hereof) and three other coordinators.
- 7.06 Where in any special occasion the PTI Consult Unit desires to obtain the advice of any person on any particular matter, it may co-opt that person to be a member for as many meetings, as may be necessary and that person co-opted shall have the rights and privileges of a member except that he shall not be entitled to vote.

## **COMMITTEES**

- 7.07 Subject to its standing orders, the PTI Consult Unit may appoint such number of standing and ad hoc committees as it thinks fit to consider and report on any matter in respect of which the Unit is concerned.7.08 A committee appointed under this clause shall be presided over by the Director or a Coordinator of the PTI Consult Unit and be made up of such number of persons (not necessarily members of the PTI Consult Unit) as may be determined by the Director.
- 7.09 The quorum of any Committee set up by the Director shall be determined by the Director.
- 7.10 The decision of a Committee shall be of no effect until it is confirmed by the PTI Consult Unit.

## **PART 8**

### **8.0 GENERAL & MUTUAL OBLIGATION OF' MEMBERS OF THE INSTITUTE**

- 8.01 Each member of staff of the Institute shall co-operate and act in good faith to enable the PTI Consult Unit perform its function's and attain the objects for which it was established.
- 8.02 Each member of the Institute shall accordingly respond promptly to requests properly made by the PTI Consult Unit for approvals, information, academic contribution or any other assistance may be required of him from time to time.
- 8.03 Unless otherwise directed by the Director, no staff of the Institute shall disclose to any person, firm or organization or corporate body any confidential information that may come to his knowledge by virtue of his employment in the Institute.

## **PART 9**

### **9.00 SEALING AND EXECUTION OF CONTRACTUAL DOCUMENT**

- 9.01 The PTI Consult Unit shall not have a seal of its own and whenever it is necessary to enter into any contract or execute any document it shall do so in the name of Petroleum Training Institute.
- 9.02 Any instrument, other than a cheques that requires a seal, shall be executed by the institute in accordance with the provisions of the Act for the benefit of the PTI Consult Unit,

**PART 10**

**AMENDMENTS**

10.00. The Council reserves the right to make amendments to this Bye Law and such amendments if published in a circular under the hand of the Chairman shall be effective and valid without any further assurances.

**PART 11**

**11.00 INTERPRETATION**

In this Bye-Law the words or expression

“Act” means the Petroleum Training Institute Act Cap 365 Laws of the Federal Republic of Nigeria 1990

“Council” means the Council of the Petroleum Training Institute.

“Financial Year” means the period January to 31 December of any given year.

“The Institute” means the Petroleum Training Institute, Effurun.

“Year” means a financial Year.

THIS BYE LAW IS MADE BY THE COUNCIL OF THE PETROLEUM TRAINING INSTITUTE THIS .....DAY OF .....1998 THE COMMON SEAL OF THE COUNCIL HAVING BEEN HERETO AFFIXED IN THE PRESENCE OF:

.....  
CHAIRMAN  
COUNCIL OF PETROLEUM  
TRAINING INSTITUTE

.....  
SECRETARY COUNCIL OF  
PETROLEUM TRAINING INSTITUTE