



**INSTRUCTION FOR THE ENTITIES AUTHORISED TO MARKET TRANSPORTATION FUELS-  
RETAIL/BULK (HSD & MS)**

**REFERENCE: P-12029 (11)/2/2018-OMC-PNG Dated 8<sup>th</sup> November 2019**

- 1- Entities authorized for marketing transportation fuel are requested to send authorization letter received from MOP & NG to PPAC. The request must have complete email address and phone number of authorized person, who will be updating the details on PPAC portal. Request may be forwarded by email to [anjum@ppac.gov.in](mailto:anjum@ppac.gov.in) / [nsbudiyal@ppac.gov.in](mailto:nsbudiyal@ppac.gov.in).
- 2- PPAC will issue company code, login id & password to the marketing entity for accessing PPAC portal for data upload.
- 3- The authorized entity will have to download the data input formats and file monthly returns in following formats.

- 3.1- Monthly Petroleum Oil & Lubes (POL) sales
- 3.2- Monthly Retail Outlet (RO) infrastructure (commissioning/de-commissioning) details
- 3.3- Monthly POL Terminal/Depot/AFS infrastructure details (Terminal/Depot Infrastructure, logistics, transfers)
- 3.4- Monthly Petroleum Oil & Lubes (POL) Import/Export

Authorized entity can download the related master files (State, District, Product etc.) and its codes from the PPAC portal.

- 4- Authorized entities will furnish information in the above given/any other formats prescribed by the PPAC from time to time.

For any clarifications kindly contact:

**Additional Director  
Demand & Economic Studies**

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