



पेट्रोलियम योजना एवं विश्लेषण प्रकोष्ठ
(पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय, भारत सरकार)
Petroleum Planning & Analysis Cell
(Ministry of Petroleum & Natural Gas, Govt. of India)

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

REFERENCE: P-12029 (11)/2/2018-OMC-PNG Dated 8th 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 epankaj.sharma@ppac.gov.in / v.kansal@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**

1. Telephone: 011-24306181
epankaj.sharma@ppac.gov.in

2. Telephone: 011-24306127
v.kansal@ppac.gov.in