



(As on) 11.07.2024

## Information Manual

### Suo Moto (Proactive/ Voluntary) Disclosure under RTI Section 4 of the RTI Act, 2005

## 1. Organization and Function

### 1.1. Particulars of the organization, functions and duties

#### 1.1.1. Name and address of the Organization

Petroleum Planning & Analysis Cell  
2<sup>nd</sup> Floor Core-8, SCOPE Complex,  
7, Institutional Area, Lodhi Road  
New Delhi-110003

#### 1.1.2. Head of the organization

Director General

#### 1.1.3 Vision, Mission and Key Objectives

##### **Vision**

To be the most authentic official source for data and policy analysis on the hydrocarbon sector in the country.

##### **Mission**

- To strengthen the existing data system in PPAC by adopting the latest techniques and best practices.
- To render effective assistance to the Ministry of Petroleum and Natural Gas in the discharge of its responsibilities, particularly pricing of petroleum products and administration of subsidy schemes.
- To monitor and analyze developments in the domestic oil and gas sector.
- To undertake analysis of domestic and international energy markets.
- To develop a cooperative framework for exchange of information and conduct of studies with other countries and international organizations in the energy sector.

## Key objectives

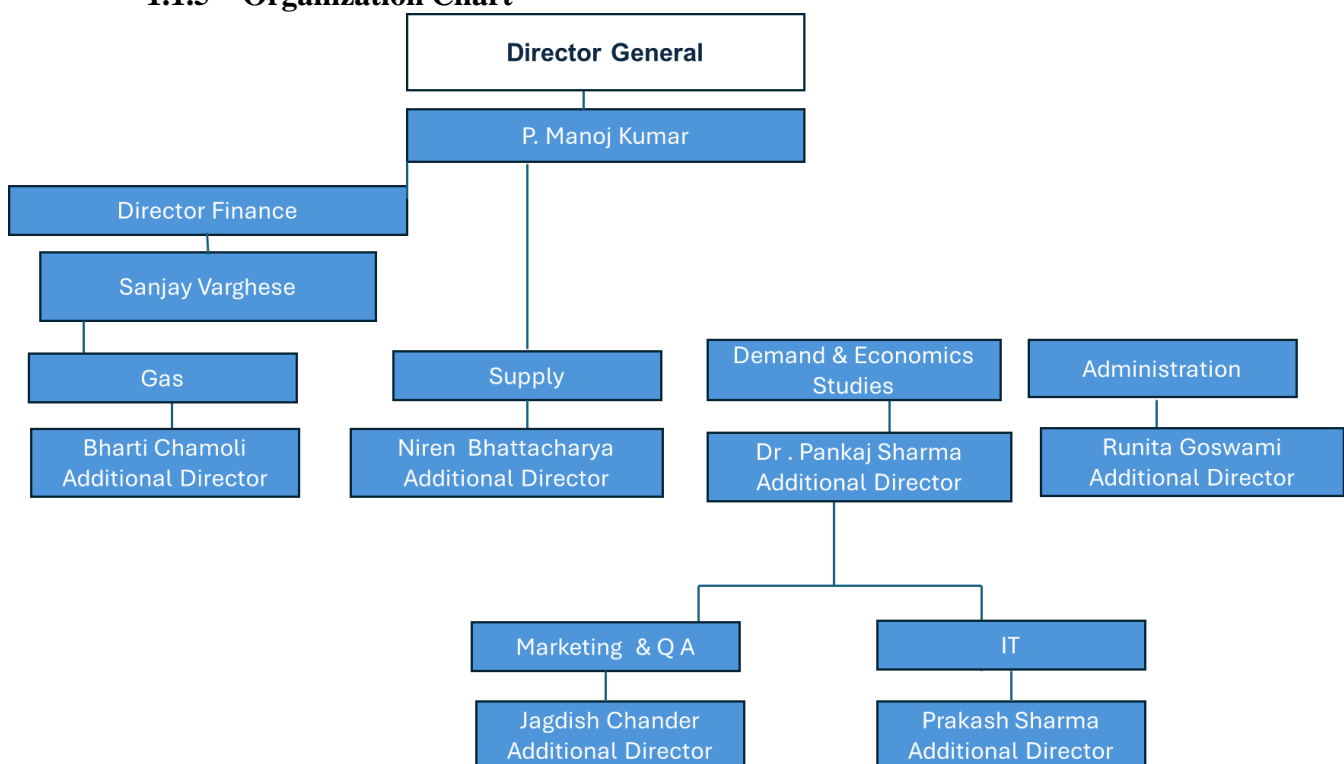
- To ensure effective administration of the subsidy schemes notified by the Government.
- To monitor and analyse trends in prices of crude oil, petroleum products and natural gas and their impact on the oil companies and consumers and prepare appropriate technical inputs for policy making.
- To monitor developments in the domestic market and analyse options for policy changes in pricing, transportation distribution of petroleum products.
- To collect, compile and disseminate data on the domestic oil and gas sector in a continuous manner and maintain the data bank.
- To ensure quality of data in terms of prescribed parameters such as accuracy, completeness, and timeliness.
- To prepare periodic reports on various aspects of the oil and gas sector.

### 1.1.4 Function and duties

The mandate of PPAC as per the gazette notification dated 30.03.2002 is to assist the government in the following functions: -

- Administration of subsidy on PDS Kerosene and domestic LPG and freight subsidy for far flung areas.
- Maintenance of information data bank and communication system to deal with emergencies and unforeseen situations.
- Analyzing the trends in the international oil market and domestic prices.
- Forecasting and evaluation of petroleum import and export trends.
- Operationalizing the sector specific surcharge schemes, if any.

### 1.1.5 Organization Chart



**1.1.6 Any other details - the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.**

The governing body of PPAC is as under:

The composition of the present Governing Body is as follows:

Sl. No.	Name	Designation	Organization	Role in Governing Body
1	Shri Pankaj Jain	Secretary	Ministry of Petroleum & Natural Gas	Chairman
2	Ms. Kamini Chauhan Ratan	Additional Secretary & FA	Ministry of Petroleum & Natural Gas	Member
3	Shri Praveen Mal Khanooja	Additional Secretary	Ministry of Petroleum & Natural Gas	Member
4	Ms. Sujata Sharma	Joint Secretary	Ministry of Petroleum & Natural Gas	Member
5	Shri D.K. Ojha	Dy. Director General	Ministry of Petroleum & Natural Gas	Member
6	Ms. Varsha Sinha	Secretary	Oil Industry Development Board	Member
7	Shri Shrikant Madhav Vaidya	Chairman	Indian Oil Corporation Limited	Member
8	Shri Pushp Kumar Joshi	Chairman & Managing Director	Hindustan Petroleum Corporation Limited	Member
9	Shri Ranjit Rath	Chairman & Managing Director	Oil India Limited	Member
10	Shri Arun Kumar Singh	Chairman & Managing Director	Oil & Natural Gas Corporation Limited	Member
11	Shri Sandeep Kumar Gupta	Chairman & Managing Director	GAIL (India) Limited	Member
12	Shri G Krishna Kumar	Chairman & Managing Director	Bharat Petroleum Corporation Limited	Member
13	Shri P. Manoj Kumar	Director General	Petroleum Planning and Analysis Cell	Member Secretary

**1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

The mandate of PPAC is as per the Gazette notification of 2002.

[https://ppac.gov.in/uploads/suo-moto/Gazette\\_Notification\\_of\\_2002.pdf](https://ppac.gov.in/uploads/suo-moto/Gazette_Notification_of_2002.pdf)

### 1.2.1 Powers and duties of officers (administrative, financial and judicial)

The Governing Body of PPAC approves the work plan and the budget of PPAC.

### 1.2.2 Power and duties of other employees

The Governing Body of PPAC approves the work plan and the budget of PPAC.

### 1.2.3 Rules/ orders under which powers and duty are derived and

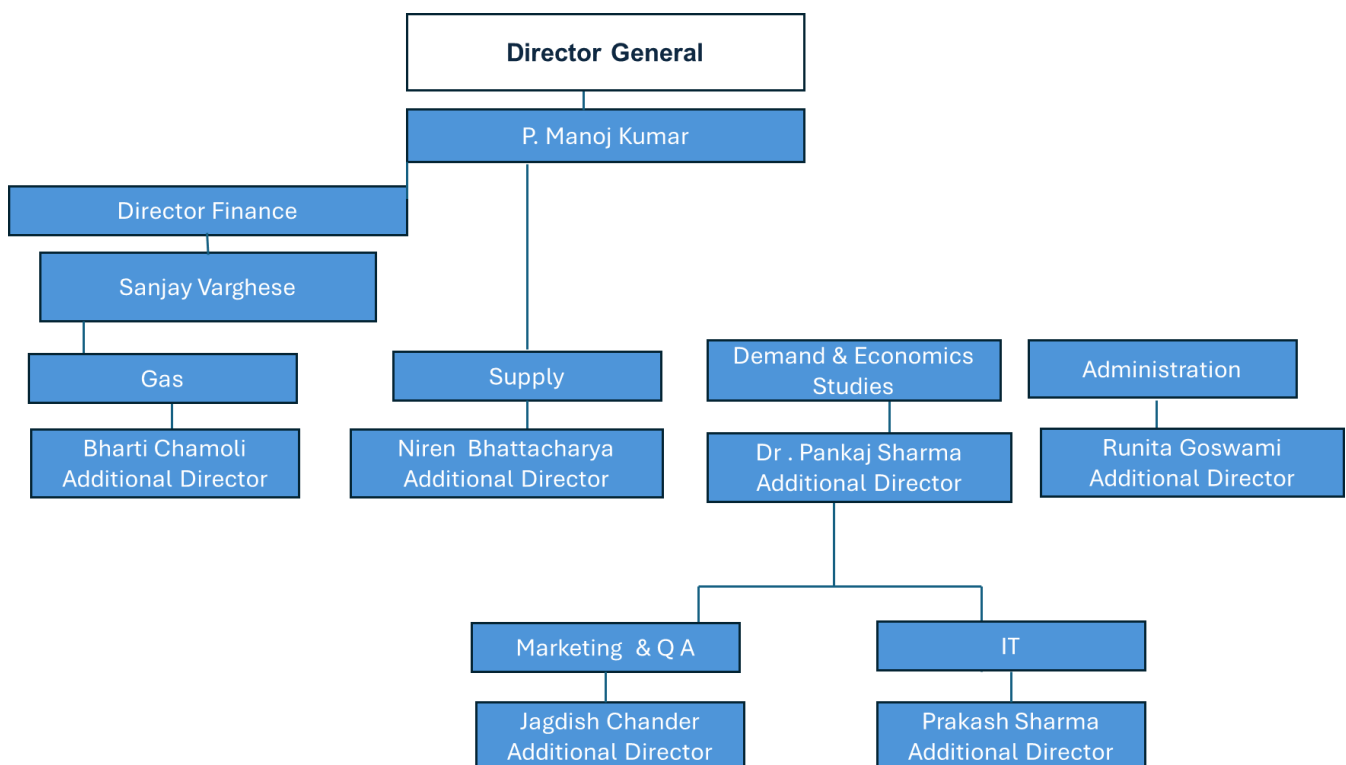
The mandate of PPAC is as per the Gazette notification of 2002.

[https://ppac.gov.in/uploads/suo-moto/Gazette\\_Notification\\_of\\_2002.pdf](https://ppac.gov.in/uploads/suo-moto/Gazette_Notification_of_2002.pdf)

### 1.2.4 Exercised

As above

### 1.2.5 Work allocation



### 1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

The Governing Body takes decisions on the annual program and budget.  
All employees report through the Divisional Heads to the Director General.

#### 1.3.1 Process of decision making Identify key decision-making points

The Governing Body of PPAC is the final decision-making authority.

#### 1.3.2 Final decision-making authority

The Governing Body of PPAC is the final decision-making authority.

### **1.3.3 Related provisions, acts, rules etc.**

General Financial Rules (GFR) 2017

Delegation of Authority of PPAC

Notifications / Laws/ Acts as given in PPAC website

<https://ppac.gov.in/all-govt-not-laws>

### **1.3.4 Time limit for taking decisions, if any**

The Citizen's/ Client's Charter of PPAC is available at :

[https://ppac.gov.in/uploads/suo-moto/Citizen\\_Charter.pdf](https://ppac.gov.in/uploads/suo-moto/Citizen_Charter.pdf)

### **1.3.5 Channel of supervision and accountability**

All employees report through the Divisional Heads to the Director General.

### **1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]**

The Citizen's/ Client's Charter of PPAC is available at

[https://ppac.gov.in/uploads/suo-moto/Citizen\\_Charter.pdf](https://ppac.gov.in/uploads/suo-moto/Citizen_Charter.pdf)

#### **1.4.1 Nature of functions/ services offered**

The Function and duties of PPAC are as per the mandate according to the gazette notification dated 30.03.2002. The same is mentioned in para 1.1.4.

#### **1.4.2 Norms/ standards for functions/ service delivery**

The Citizen's/ Client's Charter of PPAC is available at

[https://ppac.gov.in/uploads/suo-moto/Citizen\\_Charter.pdf](https://ppac.gov.in/uploads/suo-moto/Citizen_Charter.pdf)

#### **1.4.3 Process by which these services can be accessed**

The data/ information is available in public domain on the website in different sections.

#### **1.4.4 Time-limit for achieving the targets**

The time limit is as per the Citizen's/ Client's Charter

#### **1.4.5 Process of redress of grievances**

PPAC follows the RTI timelines. PPAC has limited public dealing. External grievances, if any are handled by HR Head under the guidance of the Director General.

### **1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]**

The functions of PPAC are as per the Gazette notification of 2002.

### **1.5.1 Title and nature of the record/ manual /instruction**

Files / Records / Documents related to the division are kept with the division concerned.

PPAC follows e-Office for file movement and records are available in the e-Office System.

### **1.5.2 List of Rules, regulations, instructions manuals and records.**

General Financial Rules (GFR) 2017

Notifications / Laws/ Acts as given in PPAC website

<https://ppac.gov.in/all-govt-not-laws>

### **1.5.3 Acts/ Rules manuals etc.**

General Financial Rules (GFR) 2017

Notifications / Laws/ Acts as given in PPAC website

<https://ppac.gov.in/all-govt-not-laws>

### **1.5.4 Transfer policy and transfer orders**

As all employees in PPAC are on deputation from OMCs / Government, the transfer policy and orders are as per their respective parent organizations.

## **1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]**

### **1.6.1 Categories of documents**

Files / Records / Documents related to the division are kept with the division concerned.

PPAC follows e-Office for file movement and records are available in the e-Office System.

### **1.6.2 Custodian of documents/categories**

Files / Records / Documents related to the division are kept with the division concerned.

## **1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**

### **1.7.1 Name of Boards, Council, Committee etc.**

Governing Body (GB) was constituted vide MoP&NG letter dated 03.08.2007. Main function of GB is to approve annual work programme of PPAC and its budget. In addition, GB would be responsible for extending guidance to PPAC for becoming a center for excellence in chosen fields. The composition of the Governing Body of PPAC is available at

<https://ppac.gov.in/governing-body>

### **1.7.2 Composition**

As mentioned above.

### **1.7.3 Dates from which constituted**

As mentioned above.

### **1.7.4 Term/ Tenure**

The members are as per their appointment tenure in the respective organizations.

### **1.7.5 Powers and functions**

As mentioned above.

### **1.7.6 Whether their meetings are open to the public?**

The meeting is presided by the Chairman of the GB which is Secretary, P&NG. The meetings of the GB are not open to public.

### **1.7.7 Whether the minutes of the meetings are open to the public?**

The meeting is presided by the Chairman of the GB which is Secretary, PNG. The minutes of the GB meetings are not open to public.

### **1.7.8 Place where the minutes, if open to the public, are available?**

Not applicable.

## **1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

### **1.8.1 Name and designation**

<https://ppac.gov.in/whos-who>

### **1.8.2 Telephone, fax and email ID**

<https://ppac.gov.in/whos-who>

## **1.9 Monthly Remuneration received by officers & employees including system of**

## compensation [Section 4(1) (b) (x)]

### 1.9.1 List of employees with Gross monthly remuneration

[https://ppac.gov.in/uploads/suo-moto/Employees\\_Remuneration.pdf](https://ppac.gov.in/uploads/suo-moto/Employees_Remuneration.pdf)

### 1.9.2 System of compensation as provided in its regulations

All employees are on deputation. The compensation is as per their entitlements in parent organization.

## 1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

### 1.10.1 "Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority"

Appellate Authority in accordance with provision of section 19(1) of the Act (w.e.f. 14.03.2022)	Shri Sanjay Varghese Director (Finance) 2nd Floor, Core-8, SCOPE Complex Lodhi Road New Delhi – 110 003 Tel No: 24306121/24360356 E mail: <a href="mailto:sanjay.varghese@ppac.gov.in">sanjay.varghese@ppac.gov.in</a>
Public Information Officer (w.e.f. 02.11.2020)	Ms. Runita Goswami Additional Director (HR&C) 2nd Floor, Core-8, SCOPE Complex Lodhi Road New Delhi – 110 003 Tel No: 24306111/ 24361717 E mail: <a href="mailto:runita.goswami@ppac.gov.in">runita.goswami@ppac.gov.in</a>
Assistant Public Information Officer (w.e.f. 01.07.2023)	Shri Vinod Yadav Joint. Director (Admin) 2nd Floor, Core-8, SCOPE Complex Lodhi Road New Delhi – 110 003 Tel No: 24306116 E mail: <a href="mailto:vinod.yadav2@ppac.gov.in">vinod.yadav2@ppac.gov.in</a>

## 1.11 No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

NIL

### 1.11.1 "No. of employees against whom disciplinary action has been (i) Pending



## **for Minor penalty or major penalty proceedings''**

NIL

### **1.11.2 Finalized for Minor penalty or major penalty proceedings**

NIL

## **1.12 Programs to advance understanding of RTI (Section 26)**

### **1.12.1 Educational programs**

Two half day training programs on different aspects of implementation of RTI Act were organized in PPAC on 27<sup>th</sup> - 28<sup>th</sup> January, 2020. Prof M.M. Ansari (Former CIC, Former Member University Grant Commission) conducted these programs.

### **1.12.2 Efforts to encourage public authority to participate in these programs.**

All employees participated in the programs

PPAC has nominated 2 officers to the 14<sup>th</sup> Annual Convention organized by CIC on 12<sup>th</sup> October, 2019.

### **1.12.3 Training of CPIO/ APIO**

Two half day training programs on different aspects of implementation of RTI Act were organized in PPAC on 27<sup>th</sup> - 28<sup>th</sup> January 2020. Prof M.M. Ansari (Former CIC, Former Member University Grant Commission) conducted these programs.

### **1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned**

The links are uploaded on the portal.

## **1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**

### **1.13.1 Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]**

As all employees in PPAC are on deputation and therefore the transfer orders are issued by their parent organizations.

## **2. Budget and Program**

**2.1. "Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]"**

**2.2.**

**Not applicable**

**2.1.1 Proposed expenditures**

**Not applicable**

**2.1.2 Revised budget for each agency, if any**

**Not applicable**

**2.1.3 "Report on disbursements made and place where the related reports are available"**

**Not applicable**

**2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**

**Budget:** uploaded at : <https://ppac.gov.in/uploads/suo-moto/Budget.pdf>

**2.2.1**

**2.2.2 "Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit"**

Details of tours undertaken by Director General since 1.4.2017 is available at

[https://ppac.gov.in/uploads/suo-moto/Tour\\_Expenses.pdf](https://ppac.gov.in/uploads/suo-moto/Tour_Expenses.pdf)

**2.2.3 "Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured (c) The works contracts concluded – in any such combination of the above-and (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed."**

List of existing contracts is available at:

[https://ppac.gov.in/uploads/suo-moto/Contract\\_List.pdf](https://ppac.gov.in/uploads/suo-moto/Contract_List.pdf)

## 2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Finance Division	
(i) Name of the programme of activity	PAHAL (DBTL) Scheme, 2014	Pradhan Mantri Ujjawala Yojana (PMUY), 2016 & Pradhan Mantri Ujjawala 2.0 & PMUY Extension
(ii) Objective of the programme	The objective of the scheme is to provide subsidy up to the capped number of LPG cylinders to domestic LPG consumers having LPG connection, directly into their bank account, since the subsidized LPG cylinder (as per her/his entitlement) would be purchased by the consumer at market price.	<p><b>PMUY-</b> To make available clean cooking fuel for poor rural households of the country.</p> <p><b>PMUY 2.0-</b> To provide deposit free LPG connections to those poor families who could not be covered under the earlier phase of PMUY.</p> <p><b>PMUY Extension</b> – To provide deposit free LPG connections to 75 lakh households.</p> <p><b>PMUY Targeted subsidy</b> – Additional subsidy is also provided to PMUY beneficiaries on upliftment of cylinder (subject to max. cap of 12 cylinders).</p>
(iii) Procedure to avail benefits	On upliftment of domestic subsidized LPG cylinder at market price, subsidy amount will be directly transferred to the bank account of the consumer who is CTC (Cash Transfer Compliant).	<p><b>PMUY-</b> A woman of the BPL household, who does not have access to LPG connection may apply for a new LPG connection to the LPG distributor by filling in the details in the prescribed format. After verification of the documents and other checks the connection is issued to the eligible beneficiary.</p> <p><b>PMUY 2.0-</b> Adult women belonging to defined categories, who does not have access to LPG connection. Additionally, migrants are also eligible for connections under this scheme who are already having an LPG connection at their native place.</p> <p><b>PMUY extension</b> – Women of the poor household, who doesn't have an LPG connection, may apply for a new LPG connection under this scheme by submission of application in the prescribed format.</p> <p><b>PMUY Targeted subsidy</b> – Eligible on domestic LPG cylinder refill taken by PMUY beneficiaries.</p>
(iv) Duration of the programme/ scheme	PAHAL was launched in 54 identified districts w.e.f. 15.11.2014 and was extended throughout the country w.e.f 01.01.2015	<p><b>PMUY-</b> April 2016 to March 2020</p> <p><b>PMUY 2.0-</b> From May 2021 onwards.</p> <p><b>PMUY Extension</b> – W.e.f Sept'23 (2023-24 to 2025-26).</p> <p><b>PMUY Targeted Subsidy</b> – W.e.f May'22 upto Mar'25.</p>
(v) Physical and financial targets of the programme	N.A.	<p><b>PMUY-</b> Initially scheme was to cover to 5 crore BPL households over a period of three years but the same was extended to cover 8 crore BPL households over a period of 4 years. Target of 8 crore connections was achieved in September 2019</p> <p><b>PMUY 2.0-</b> Initially scheme was to cover to 1 crore household but the same was extended to cover additional 60 Lakh households.</p> <p><b>PMUY Extension</b> – Govt. has approved the release of additional 75 lakh LPG connections under PMUY.</p> <p><b>PMUY Targeted subsidy</b> – Currently, additional subsidy of Rs. 300/cylinder is provided to PMUY</p>

		beneficiaries on each upliftment (subject to max. cap of 12 cylinders).
(vi) Nature/ scale of subsidy /amount allotted	Budgeted Estimates for 2024-25 - Rs. 1500 crores	Budgeted Estimates for 2024-25 - Rs. 9094 crores (including budget towards additional cash subsidy towards refill of LPG connections to PMUY consumers)
(vii) Eligibility criteria for grant of subsidy	1. LPG Consumer should get CTC (Cash Transfer compliant) by linking Aadhar number/ bank account number with the LPG consumer number 2. Consumer should have uplifted domestic LPG cylinder within the maximum capping limit at the market price.	The selection of adult women beneficiaries would be from one of the following categories: (1)SC Household (2) ST Household (3) Pradhan Mantri Awas Yojana (Gramin) (4)Most Backward classes (5) Antyodaya Anna Yojana (AAY) (6) Tea and Ex-Tea Garden Tribes (7) Forest Dweller (8) People residing in islands and river islands (9)SECC Household (AHL TIN) (10)Poor household as per 14-Point declaration  Further, while releasing PMUY connections, preference will be given to SC/ST Poor families residing and families residing in areas with Lower penetration than the National/state average.  In addition to above, migrant individuals/families are also eligible for applying a new LPG connections under this scheme even if they are already having an LPG connection in their household at their native place or residence.  <b>PMUY Targeted subsidy</b> – Eligible on domestic LPG cylinder refill taken by PMUY beneficiaries (subject to max. cap of 12 cylinders).
(viii) Details of beneficiaries of subsidy programme (number, profile etc)	All are eligible as defined under eligibility criteria above.	<b>PMUY</b> - LPG connection under this Scheme shall be released in the name of the woman belonging to the BPL family. Selection of beneficiaries will be carried out as given above.  <b>PMUY Targeted subsidy</b> – Eligible on domestic LPG cylinder refill taken by PMUY beneficiaries.
<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>	<b>Finance Division</b>	
(i) Name of the programme of activity	<b>Scheme for Promotion of Flagging of merchant ships in India</b>	<b>Natural Gas Subsidy Scheme</b>
(ii) Objective of the programme	To provide subsidy support to Indian Shipping companies in global tenders floated by Ministries and CPSEs for import of government cargo.	
(iii) Procedure to avail benefits	The Indian shipping company shall be eligible for subsidy who have availed ROFR benefit and are not L1.	Notified customers in North- Eastern region receive natural gas at consumer price which is 60% of the declared producer price.
(iv) Duration of the programme/ scheme	The scheme shall be for a period of 5 years starting from 14.7.2021	The Scheme is effective from 01.06.2010.
(v) Physical and financial targets of the programme	Budgetary support of Rs. 1624 Crore shall be provided over a period of 5 years as subsidy support to Indian shipping companies in global tenders.	N.A.
(vi) Nature/ scale of subsidy /amount allotted	Budgetary support of Rs. 1624 Crore shall be provided over a period of 5 years as subsidy support to Indian shipping companies in global tenders	Budgeted Estimate for 2024-25 - Rs. 1200 crores
(vii) Eligibility criteria for grant of subsidy	The scheme is applicable: - 1. Indian Shipping Company. 2. The subsidy would not be applicable in a case where the Indian flagged vessel is the L1 bidder.	Customer as notified by MoPNG

	Ships older than 20 years would not be eligible for any subsidy under the scheme.	
(viii) Details of beneficiaries of subsidy programme (number, profile etc)	This scheme under MoP&NG is applicable for two imports of 2 products i.e., LPG and Crude Oil.	As per eligibility criteria mentioned above

Details of subsidy programs is available at MoP&NG's website:

**2.3.1 Name of the programme of activity**

As above in para 2.3

**2.3.2 Objective of the programme**

As above in para 2.3

**2.3.3 Procedure to avail benefits**

As above in para 2.3

**2.3.4 Duration of the programme/ scheme**

As above in para 2.3

**2.3.5 Physical and financial targets of the programme**

As above in para 2.3

**2.3.6 Nature/ scale of subsidy /amount allotted**

As above in para 2.3

**2.3.7 Eligibility criteria for grant of subsidy**

As above in para 2.3

**2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)**

As above in para 2.3

Details for 2.3.1 to 2.3.8 are available at MoP&NG's website: <https://mopng.gov.in/>

**2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

**2.4.1 "Discretionary and non-discretionary grants/ allocations to State Govt. /NGOs/ other institutions"**

Not applicable

**2.4.2 "Annual accounts of all legal entities who are provided grants by public authorities"**

Not applicable

**2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**

**2.5.1 Concessions, permits or authorizations granted by public authority**

Not applicable

**2.5.2 "For each concessions, permit or authorization granted - (a) Eligibility criteria (b) Procedure for getting the concession/ grant and/ or permits of authorizations (c) Name and address of the recipients given concessions/ permits or authorizations (d) Date of award of concessions/ permits of authorizations"**

Not applicable

**2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**

**2.6.1 "CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament."**

No para is pending/ unanswered.

**3 Publicity Band Public interface**

**3.1 "Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]"**

**3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens**

Information is made available in public domain at <https://ppac.gov.in/home> and mobile app <https://play.google.com/store/apps/details?id=com.app.ppac>

**3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation (b) Day & time allotted for visitors (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants**

Frequently sought information in RTI applications are populated on the website for direct access.

**3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any**

Not Applicable

**3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)**

Not Applicable

**3.1.5 Public- private partnerships (PPP)- Concession agreements.**

Not Applicable

**3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals**

Not Applicable

**3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP**

Not Applicable

**3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government**

Not Applicable

**3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes**

Not Applicable

**3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)**

Not Applicable

**3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project**

Not Applicable

**3.2 Are the details of policies/ decisions, which affect public, informed to them [Section 4(1) (c)]**

PPAC does not have public dealing or policies/ decisions directly affecting public. Information is provided to the companies/ ministry or published on the website.

**3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year**

**3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process**

**3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy**

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

Information is made available in public domain at <https://ppac.gov.in/> and PPAC mobile app <https://play.google.com/store/apps/details?id=com.app.ppac> (Currently available on Android)

**3.3.1 Use of the most effective means of communication - Internet (website)**

<https://ppac.gov.in/> and mobile app <https://play.google.com/store/apps/details?id=com.app.ppac>

**3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]**

**3.4.1 Information manual/handbook available in Electronic format**

**3.4.2 Information manual/handbook available in Printed format**

**3.4.1 & 3.4.2 :** Information is available at :  
<https://ppac.gov.in/> and mobile app <https://play.google.com/store/apps/details?id=com.app.ppac>



### **3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

Published on the website and mobile app free of cost.

#### **3.5.1 List of materials available Free of cost**

As above

#### **3.5.2 List of materials available at a reasonable cost of the medium**

As above

## **4 E-Governance**

### **4.1 Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**

The website <https://ppac.gov.in/> is bilingual. All relevant information is published on the website and on the mobile app.

#### **4.1.1 English**

Yes

#### **4.1.2 Vernacular/ Local Language**

Hindi

### **4.2 When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]**

#### **4.2.1 Last date of Annual updation**

Suo moto voluntary disclosure of PPAC as on 14.03.2022

### **4.3 Information available in electronic form [Section 4(1)(b)(xiv)]**

All relevant information for the public is available on the website and the mobile app.

#### **4.3.1 Details of information available in electronic form**

#### **4.3.2 Name/ title of the document/record/ other information**

#### **4.3.3 Location where available**

### **4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**

Petroleum Planning and Analysis Cell,  
2nd Floor Core 8, SCOPE Complex,  
7, Institutional Area, Lodhi Road,  
New Delhi-110003. Phone: 011-24306191 / 24306192

Working Hours: Monday to Friday (09:00 hrs to 17:30 hrs)  
Citizen's/ Client's Charter is available at  
[https://ppac.gov.in/uploads/suo-moto/Citizen\\_Charter.pdf](https://ppac.gov.in/uploads/suo-moto/Citizen_Charter.pdf)

RTI Voluntary Disclosure Information manual is available at  
<https://ppac.gov.in/archives/rti>

**4.4.1 Name & location of the facility**

**4.4.2 Details of information made available**

**4.4.3 Working hours of the facility**

**4.4.4 Contact person & contact details (Phone, fax email)**

**4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)**

RTI Voluntary Disclosure Information manual and other information related to RTI is available at  
<https://ppac.gov.in/archives/rti>

**4.5.1 Grievance redressal mechanism**

As above in para 4.5

**4.5.2 Details of applications received under RTI and information provided**

As above in para 4.5

**4.5.3 List of completed schemes/ projects/ Programmes**

Not applicable

**4.5.4 List of schemes/ projects/ programme underway**

Not applicable

**4.5.5 "Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract"**

The existing list of contracts is available at  
[https://ppac.gov.in/uploads/suo-moto/Contract\\_List.pdf](https://ppac.gov.in/uploads/suo-moto/Contract_List.pdf)

**4.5.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**

**4.5.7 Frequently Asked Questions (FAQs)**

<https://ppac.gov.in/faqs>

**4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter**

Citizen's/ Client's Charter is available at :

[https://ppac.gov.in/uploads/suo-moto/Citizen\\_Charter.pdf](https://ppac.gov.in/uploads/suo-moto/Citizen_Charter.pdf)

**4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]**

**4.6.1 Details of applications received and disposed**

**4.6.2 Details of appeals received and orders issued**

RTI related information is available at <https://ppac.gov.in/archives/rti>

**4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]**

**4.7.1 Details of questions asked, and replies given**

Not applicable.

**5 Information as may be prescribed**

**5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]**

**5.1.1 "Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015"**

Name & details of current CPIOs & FAAs and earlier CPIO & FAAs from **1.1.2015** is available at

<https://ppac.gov.in/uploads/suo-moto/CPIO.pdf>

**5.1.2 "Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out"**

Self audit carried out on 26.02.2023. Third party auditor assigned by CIC.

**5.1.3 "Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers"**

Not applicable

**5.1.4 "Consultancy committee of key stake holders for advice on suo-moto disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers"**

**5.1.5 "Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers"**

## **6 Information Disclosed on own Initiative**

### **6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**

Monthly and historical data in easily downloadable MS Excel formats for Production/ Import/ Export/ Consumption/ Prices/ Subsidy/ Marketing of the oil and gas sector is available at <https://ppac.gov.in/production/petroleum-products>

#### **6.1.1 "Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information"**

As above

### **6.2 "Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)"**

#### **6.2.1 Whether STQC certification obtained and its validity**

STQC certification is under process. Web Application Security Certificate from CERT-In empaneled auditor has been received is valid up to 11<sup>th</sup> Jan 2025..

<https://ppac.gov.in/website-policies>

#### **6.2.2 Does the website show the certificate on the Website?**

Web Application Security Certificate is uploaded on the website.