

Self appraisal report for Year (2025-26)

Ministry Name: Ministry of Petroleum & Natural Gas

Department Name:

Public Authority Name: Petroleum Planning & Analysis Cell (PPAC)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1	Organisation and Function					
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]					
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
1.1.4	Function and duties	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
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	Fully Met	1.28	1.28	https://ppac.gov.in/rti	empty
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]					
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.2.4	Work allocation	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]					
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]					
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://ppac.gov.in/rti	empty
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]					
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://ppac.gov.in/rti	empty
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://ppac.gov.in/rti	empty
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://ppac.gov.in/rti	empty
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]					
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
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.	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.2	Composition	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://ppac.gov.in/rti	empty
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]					
1.8.1	Name and designation	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
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	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)					
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ppac.gov.in/rti	empty
1.12	Programmes to advance understanding of RTI(Section 26)					
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://ppac.gov.in/rti	empty
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]	Fully Met	7.69	7.69	https://ppac.gov.in/rti	empty
Total			100	100		
2	Budget and Programme					
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]					
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://ppac.gov.in/rti	empty
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	empty
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	empty
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	empty
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the	Fully Met	10	10.00	https://ppac.gov.in/rti	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
	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.					
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)					
2.2.1	Budget	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
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	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]					
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://ppac.gov.in/rti	empty
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	0	0	empty	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty
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	0	0	empty	empty
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	Not Applicable	0	0	empty	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
	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					
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.	Fully Met	50	50.00	https://ppac.gov.in/rti	empty
Total			160	160		
3	Publicity and 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	Fully Met	12.5	12.50	https://ppac.gov.in/rti	empty
3.1.2	a) Arrangements for consultation with or representation by 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	Not Applicable	0	0	empty	empty
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]					
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	Fully Met	16.67	16.67	https://ppac.gov.in/rti	empty
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	Fully Met	16.67	16.67	https://ppac.gov.in/rti	empty
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	Fully Met	16.67	16.67	https://ppac.gov.in/rti	empty
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]					
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://ppac.gov.in/rti	empty
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]					
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://ppac.gov.in/rti	empty
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://ppac.gov.in/rti	empty
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]					
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://ppac.gov.in/rti	empty
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://ppac.gov.in/rti	empty
Total			213	213		
4	E-Governance					
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
4.1.1	Hindi	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
4.1.2	English	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
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	Fully Met	28.57	28.57	https://ppac.gov.in/rti	empty
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]					
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
4.3.3	Location where available	Fully Met	9.52	9.52	https://ppac.gov.in/rti	empty
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]					
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://ppac.gov.in/rti	empty
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://ppac.gov.in/rti	empty
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://ppac.gov.in/rti	empty
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://ppac.gov.in/rti	empty
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)					
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.5	Annual Report	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	https://ppac.gov.in/rti	empty
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	Fully Met	14.29	14.29	https://ppac.gov.in/rti	empty
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://ppac.gov.in/rti	empty
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]					
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://ppac.gov.in/rti	empty
Total			200	200		

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
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	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
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	0	0	empty	empty
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
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	Fully Met	20	20.00	https://ppac.gov.in/rti	empty
Total			80	80		
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 [Section 4(2)]					
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://ppac.gov.in/rti	empty
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	Fully Met	12.5	12.50	https://ppac.gov.in/rti	empty
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://ppac.gov.in/rti	empty
Total			50	50		
Grand Total			803	803		