

## INFORMATION MANUAL

### 1. Organisation and Function

S. No.	Particulars of the organization, functions and duties
1.1	<p>(i) Name and address of the Organization  <b>Petroleum Planning &amp; Analysis Cell</b>  <b>2<sup>nd</sup> Floor Core-8 , SCOPE Complex,</b>  <b>7, Institutional Area, Lodhi Road</b>  <b>New Delhi-110003</b></p> <p>(ii) Head of the organization is <b>Director General</b></p> <p>(iii) Vision , Mission and key objectives is available at  <a href="http://www.ppac.gov.in/content/143_1_VisionMissionObjective.aspx">http://www.ppac.gov.in/content/143_1_VisionMissionObjective.aspx</a></p> <p>(iv) Function and duties is available at  <a href="http://www.ppac.gov.in/content/142_1_Mandate.aspx">http://www.ppac.gov.in/content/142_1_Mandate.aspx</a></p> <p>(v) Organization Chart is available at  <a href="http://www.ppac.gov.in/content/144_1_OrganizationCharteng.aspx">http://www.ppac.gov.in/content/144_1_OrganizationCharteng.aspx</a></p> <p>(vi) 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</p> <p><b>Subsequent to the dismantling of the Administered Pricing Mechanism (APM) in the petroleum sector, Oil Coordination Committee (OCC) was abolished and a new cell called Petroleum Planning &amp; Analysis Cell (PPAC), attached to the Ministry of Petroleum &amp; Natural Gas, was created effective 1<sup>st</sup> April 2002 vide Govt. Resolution No. P-20029/22/2001-PP dated 30.03.2002.</b></p> <p><b>The governing body of PPAC is available at</b>  <a href="http://www.ppac.gov.in/content/145_1_GoverningBodyEng.aspx">http://www.ppac.gov.in/content/145_1_GoverningBodyEng.aspx</a></p> <p><b>Details of Heads of PPAC since inception is available at <a href="#">Incumbency chart</a></b></p>
<b>Power and duties of its officers and employees</b>	
1.2	<b>Functions of the various Divisions of PPAC are available at <a href="#">Powers and Duties</a></b>
1.3	Procedure followed in decision making process
	<p>Process of decision making Identify key decision making points :</p> <p>(i) <b>Director General PPAC is the final decision making authority</b></p> <p>(ii) Related provisions, acts, rules etc.  <b>General Financial Rules (GFR) 2017, Delegation of Authority of PPAC, and Notifications / Laws/ Acts as given in PPAC website</b></p>

	(iii) Time limit for taking decisions are given as per Citizen Charter available at <a href="http://ppac.gov.in/content/232_2_Others.aspx">http://ppac.gov.in/content/232_2_Others.aspx</a>
	(iv) Channel of supervision and accountability <b>All Divisional Heads are responsible for effective supervision and accountability of the work emanating from their respective Divisions.</b>
1.4	Norms for discharge of functions
	(i) Nature of functions/ services offered is provided at <a href="http://www.ppac.gov.in/content/142_1_Mandate.aspx">http://www.ppac.gov.in/content/142_1_Mandate.aspx</a>
	(ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances <b>Details available in the website in the citizen/ client charter at <a href="http://ppac.gov.in/content/232_2_Others.aspx">http://ppac.gov.in/content/232_2_Others.aspx</a></b>
1.5	Rules, regulations, instructions manual and records for discharging functions
	(i) Title and nature of the record/ manual /instruction. <b>Files / Records / Documents related to the division are kept with the concerned division in the custody of the officer responsible for the work.</b>
	(ii) Acts/ Rules manuals etc. <b>GFR 2017, Delegation of Authority of PPAC, various manuals and Notifications / Laws/ Acts as given in PPAC website</b>
	(iii) Transfer policy and transfer order <b>As all employees in PPAC are on deputation, the transfer policy and orders are as per their parent organizations. PPAC follows deputation tenure of 5+2 years.</b>
1.6	Categories of documents held by the authority under its control
	<b>Respective Divisions are the custodians of documents pertaining to their area.</b>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority
	<b>Governing Body (GB) was constituted vide MoP&amp;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 <a href="http://www.ppac.gov.in/content/145_1_GoverningBodyEng.aspx">http://www.ppac.gov.in/content/145_1_GoverningBodyEng.aspx</a></b>
1.8	Directory of officers and employees
	<b>Name and designation with Telephone , fax and email ID is given in <a href="#">Directory PPAC</a></b>
1.9	Monthly Remuneration received by officers & employees including system of compensation
	<b>The pay scales of employees in PPAC is given in <a href="#">Remuneration</a></b>

1.10	Name, designation and other particulars of public information officers.
	Name and designation of the public information officer (PIO), Assistant Public Information Officer & Appellate Authority with address, telephone numbers and email ID of each designated official are provided at the website <a href="http://ppac.gov.in/WriteReadData/userfiles/file/RTI_PIO_Details.pdf">http://ppac.gov.in/WriteReadData/userfiles/file/RTI_PIO_Details.pdf</a>
1.12	Programmes to advance understanding of RTI
	<b>As and when new public authority assumes charge, they are nominated for RTI programmes</b> Guidelines and Updates on RTI by the Public Authorities concerned are available at link <a href="https://dopt.gov.in/guidelines-on-rti">https://dopt.gov.in/guidelines-on-rti</a>
1.13	Transfer policy and transfer orders
	<b>As all employees in PPAC are on deputation, the transfer orders are issued by their parent organizations.</b>

## 2. Budget and Programme

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.
	<b>Total Budgeted amount with bifurcation for revenue expenses and capital expenditure is available in <a href="#">Budget</a>.</b>
2.2	Foreign and domestic tours
	(i) <b>Details of tours undertaken by Director General since 1.4.2017 is available in <a href="#">TOURS</a></b>
	(ii) <b>Information related to procurements since 1.4.2017 is available in <a href="#">Contracts</a></b>
2.3	Manner of execution of subsidy programme
	<b>Details of subsidy programs is available in <a href="#">Subsidy</a></b>

## 3. Publicity Band Public Interface

3.1	Dissemination of information widely and in such form and manner which is easily accessible to the public
	<b>The information relating to PPAC is available at the website <a href="http://www.ppac.gov.in">http://www.ppac.gov.in</a></b>
3.2	Form of accessibility of information manual/ handbook
	<b>Information manual/handbook is available in electronic format, free of cost</b>

#### 4. E. Governance

4.1	Language in which Information Manual/Handbook Available
	The information Manual/Handbook is available in both English and Hindi and is available in electronic form on the website at <a href="http://ppac.gov.in/content/161_2_RTIBottom.aspx">http://ppac.gov.in/content/161_2_RTIBottom.aspx</a>
4.2	Last Date of Annual Updation- 08.08.2019
	Data on Petroleum and Natural Gas pertaining to Production/Import/Export/Consumption/ Prices/Subsidy/ Marketing. <a href="http://ppac.gov.in/content/3_1_Petroleum.aspx">http://ppac.gov.in/content/3_1_Petroleum.aspx</a>
4.3	Particulars of facilities available to citizen for obtaining information
	<p><b>Petroleum Planning and Analysis Cell</b>  <b>2<sup>nd</sup> Floor Core-8 , SCOPE Complex,</b>  <b>7, Institutional Area, Lodhi Road</b>  <b>New Delhi-110003.</b></p> <p><b>Phone: 011-24306191 / 24306192</b></p> <p><b>Working Hours: Monday to Friday (9.00 am to 5.30 pm)</b></p>
4.4	Such other information as may be prescribed under section
	(i) Details of applications received under RTI and information provided have been given at <a href="http://ppac.gov.in/content/161_2_RTIBottom.aspx">http://ppac.gov.in/content/161_2_RTIBottom.aspx</a>
	(ii) Frequently Asked Question (FAQs) are given at <a href="http://ppac.gov.in/content/137_3_Faq.aspx">http://ppac.gov.in/content/137_3_Faq.aspx</a>
4.5	Receipt & Disposal of RTI applications & appeals
	Details of applications and appeals received and disposed is available at <a href="http://ppac.gov.in/content/161_2_RTIBottom.aspx">http://ppac.gov.in/content/161_2_RTIBottom.aspx</a>

#### 5. Information as may be prescribed

5.1.	Such other information as may be prescribed
	(i) Name & details of current CPIOs & FAAs and earlier CPIO & FAAs from 1.1.2015 is available at <a href="#">PIO Details since 1.1.2015.</a>
	(ii) Consultancy committee of key stake holders for advice on suo-motu disclosure was constituted on 24.8.2018 and the details of the committee members are available at <a href="#">Committee on suo moto disclosure</a>

## 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 <a href="http://ppac.gov.in/content/3_1_Petroleum.aspx">http://ppac.gov.in/content/3_1_Petroleum.aspx</a>
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)
	<b>STQC certification has been done and the same is valid till 30.10.2020 and is displayed on the website at</b> <a href="http://www.ppac.gov.in/content/222_2_WebsitePoliciesEnglish.aspx">http://www.ppac.gov.in/content/222_2_WebsitePoliciesEnglish.aspx</a>

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