

INFORMATION MANUAL

(PURSUANT TO SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005)

PETROLEUM PLANNING & ANALYSIS CELL

2nd Floor, Core-8, SCOPE Complex, 7, Institutional Area, Lodhi Road
New Delhi –110 003

CONTENTS

CHAPTER	PARTICULARS	PAGE NO.
CHAPTER-I	PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES	2
CHAPTER-II	POWERS AND DUTIES OF OFFICERS & EMPLOYEES	2
CHAPTER-III	PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.	3
CHAPTER-IV	NORMS SET FOR DISCHARGE OF FUNCTIONS	3
CHAPTER-V	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE ORGANISATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS	3
CHAPTER-VI	STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE ORGANISATION OR UNDER ITS CONTROL	4
CHAPTER-VII	PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF	4
CHAPTER-VIII	STATEMENT ON THE BOARD & SUB COMMITTEES OF THE BOARD AND OTHER COMMITTEES	4
CHAPTER-IX	DIRECTORY OF OFFICERS AND EMPLOYEES	4
CHAPTER-X	STATEMENT OF MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION	5
CHAPTER-XI	BUDGET ALLOCATION AND EXPENDITURE	6
CHAPTER-XII	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES	6
CHAPTER-XIII	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT	7
CHAPTER-XIV	DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM	7
CHAPTER-XV	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION	7
CHAPTER-XVI	NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS	8
CHAPTER-XVII	OTHER INFORMATION AS MAY BE PRESCRIBED	8

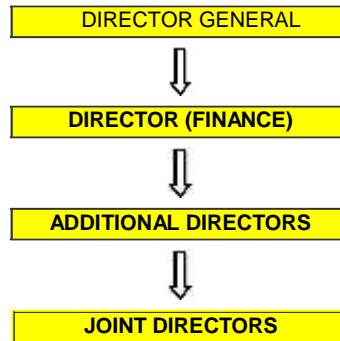
CHAPTER-I	
PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES	
Particulars of PPAC	
a) Date of formation	1 st April, 2002 through Government resolution published in the Gazette of India (Extraordinary) dated 30 th March 2002
	<u>Gazette Notification</u>
b) Administrative Ministry	Ministry of Petroleum & Natural Gas, Government of India
c) Functions	<p>1. Administration of subsidy on PDS Kerosene and Domestic LPG</p> <p>2. Administration of Freight subsidy for far flung areas</p> <p>3. Maintenance of Information data bank and communication system to deal with emergencies and unforeseen circumstances</p> <p>4. Analyzing the trends in the international oil market and domestic prices</p> <p>5. Forecasting and evaluation of petroleum import and export trends</p> <p>6. Operationalising the sector specific surcharge schemes, if any.</p> <p>7. The services of PPAC were also utilized to wind up the Oil Pool Account of the erstwhile Oil Co-ordination Committee (OCC).</p>
d) Finance	The expenditure of PPAC is met through a grant from the Oil Industry Development Board.

CHAPTER-II	
PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES	
<p>PPAC is headed by the Director General (Joint Secretary level) who is appointed by the Ministry of Petroleum & Natural Gas.</p> <p>As per the Government Resolution of 1st April 2002, a team of officers on deputation from various Oil Public Sector Companies assists the Director in discharging the functions of the Organisation. Job description and current jobs handled by the individuals are broadly reflected in the Organogram.</p>	
<u>Organogram</u>	

CHAPTER-III

PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process of the Organisation follows the following channel:



CHAPTER-IV

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

While there are no specific norms for discharging different activities carried out in PPAC, the functions are performed as per the scheduled targets wherever applicable.

CHAPTER-V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE ORGANISATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS

The employees are drawn from Oil Public Sector Companies and they are governed by the rules & regulations of their parent companies. In other sphere of activities, particularly related to the discharge of functions, government rules/instructions/guidelines are followed wherever applicable.

CHAPTER-VI

DOCUMENTS THAT ARE HELD BY THE ORGANISATION OR UNDER ITS CONTROL

The organisation maintains various documents, registers, books, manuals, agreements etc. as required under various statutes and Government guidelines.

CHAPTER-VII

PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

Since PPAC is a non-commercial organisation set up to assist the Ministry of Petroleum & Natural Gas, there is no public dealing in the organisation.

CHAPTER-VIII

STATEMENT ON THE BOARD & SUB COMMITTEES OF THE BOARD AND OTHER COMMITTEES

There are no board/ sub committees in the organisational structure.

CHAPTER-IX

DIRECTORY OF OFFICERS & EMPLOYEES

The directory is available at [Telephone Directory](#)

CHAPTER-X

STATEMENT ON MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION

(I) Remuneration as per Government scale:

Grade	Designation	Pay Scale
Joint Secretary of Govt. of India	Director General, PPAC	Level 14 in Pay Band-- (Rs. 144200-218200)

(II) Remuneration as per Schedule A Oil Company:

The manpower posted at PPAC are taken on deputation mostly from oil companies and are governed by the terms and conditions as applicable to them in their parent organisation.

Grade	PPAC Designation	Pay Scale
A	Asstt. Director	Rs.60000-180000
B	Asstt. Director	Rs.70000-200000
C	Deputy Director	Rs.80000-220000
D	Joint Director	Rs.90000-240000
E	Joint Director	Rs.100000-260000
F	Addl. Director	Rs.120000-280000
G	Addl. Director	Rs.120000-280000
H	Director	Rs.120000-280000

CHAPTER-XI

BUDGET ALLOCATION AND EXPENDITURE

Statement of budget estimates for 2017-18 (Rs. in Crores)

Expenditure	Budget Estimates
I. Revenue	
Employees Remuneration & Benefits	16.07
Travel & Conveyance	0.26
Electricity & Power	0.60
Repairs & Maintenance	1.60
Professional Charges on Technical Studies	1.48
Security & Manpower Expenses	0.34
Expenses on Training	0.10
Printing & Stationery	0.18
Others	0.49
Subscription to international market oil prices	1.73
Total Revenue	22.85
II. Capital	
Furniture & Fixture	0.03
Office and Electrical	0.09
Computer Peripherals	3.02
Total Capital	3.14
Grand Total	25.99

CHAPTER-XII

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The details are as per the given link:

[Execution Of Subsidy Programmes](#)

CHAPTER-XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

PPAC does not grant any concession, permits or authorization.

CHAPTER-XIV

DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The information relating to PPAC at the website <http://www.ppac.gov.in>.

CHAPTER-XV

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Citizens desirous of getting information may contact the PIO or the APIO, the details of which are given in Chapter XVI.

PPAC is also maintaining a website <http://www.ppac.gov.in>. Citizens desirous of obtaining information may visit the website.

CHAPTER-XVI

NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS

Appellate Authority

Shri Vikram Gulati
Director (Finance)
2nd Floor, Core-8,
SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No : 24306121/24360356
E mail: vikram.g@ppac.gov.in

Public Information Officer

Shri Rohit Dawar
Addl. Director (Demand & Economic Studies)
2nd Floor, Core-8, SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No: 24362486 /24306181
E mail : rdawar@ppac.gov.in

Assistant Public Information Officer

Shri Vijay Kumar
Nodal Officer
2nd Floor, Core-8, SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No : 24306162
E mail: vkumar@ppac.gov.in

CHAPTER-XVII

OTHER INFORMATION AS MAY BE PRESCRIBED

Rates to get information under the Act are as per the notification-dated 16.09.2005 from Director, Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions.

All remittance to be addressed to **Petroleum Planning and Analysis Cell** payable at **New Delhi**.