

INFORMATION MANUAL

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

PETROLEUM PLANNING & ANALYSIS CELL

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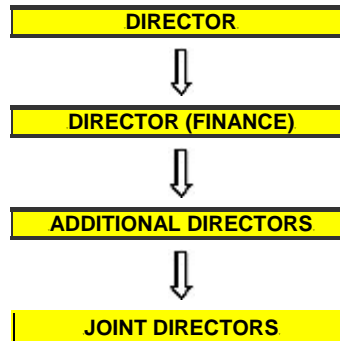
CHAPTER-I	
PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES	
Particulars of PPAC	
a) Date of formation	1 st April, 2002 through Government resolution published in the Gazette of India (Extraordinary) dated 30 th March 2002 http://ppac.org.in/notifications/k15-02.pdf
b) Administrative Ministry	Ministry 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 (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>	
http://www.ppac.org.in/organo3.htm	

CHAPTER-III

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

The decisions 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

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

CHAPTER-VIII

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

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

CHAPTER-IX

DIRECTORY OF OFFICERS & EMPLOYEES

The directory is available at
<http://10.197.32.47/tel-dir2006.htm>

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, PPAC	Rs. 18400-22400

(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 organization.

Grade	PPAC Designation	Pay Scale
A	Asstt. Director	Rs.12000-17500
B	Asstt. Director	Rs.13750-18700
C	Deputy Director	Rs.16000-20800
D	Joint Director	Rs.17500-22300
E	Joint Director	Rs.18500-23900
F	Addl. Director	Rs.19000-24750
G	Addl. Director	Rs.19500-25600
H	Director	Rs.20500-26500

CHAPTER-XI

BUDGET ALLOCATION AND EXPENDITURE

Statement of budget estimates for 2006-07

(Rs. in lakhs)

Expenditure	Budget Estimates
I. Revenue	
Employees Remuneration & Benefits	350
Travel & Conveyance	60
Electricity & Water Charges	11
Repairs & Maintenance	85
Insurance	3.3
Postage, Telegram & Telephones	15
Data Circuits Rental	6
Printing & Stationery	15
Consultancy Charges	52.41
Books & Periodical (Incl. Software Packages)	35
Training & Seminar	2
Audit Fee	0.6
Rent, Rates & Taxes	40
Miscellaneous Expenses	30.5
Total (I)	705.81
II. Capital	
Electrical Appliances	1.5
Furniture & Fixtures	8
Equipment & Appliances	
Office Equipment	1.5
Computer Systems	83
Total (II)	94
Grand Total	799.81

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:

http://www.ppac.org.in/RTI/subsidy_details.htm

Subsidy payment by the Ministry of Petroleum & Natural Gas as per the approved subsidy scheme during 2005-06 in Rupees Core is as under:

Particulars	Budget	Actual
Main Subsidy	2900.00	2661.99
Freight Subsidy	30.00	20.97

CHAPTER-XIII

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

PPAC does not grant any concession, permits or authorisation.

CHAPTER-XIV

DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The information relating to PPAC at the website <http://www.ppac.org.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.org.in>. Citizens desirous of obtaining information may visit the website.

CHAPTER-XVI

NAMES, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS

Apellate Authority

Shri Ram Singh
Director(F&A)
2nd Floor, Core-8,
SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No : 24360356
E mail : rsingh@occindia.org

Public Information Officer

Shri Vijay Sethi
Addl. Director (Demand & Intl. Coop.)
2nd Floor, Core-8, SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No: 24362486
E mail : vjsethi@occindia.org

Assistant Public Information Officer

Shri S.K.Singh
Joint Director (Distribution)
2nd Floor, Core-8, SCOPE Complex
Lodhi Road
New Delhi – 110 003
Tel No : 24362568
E mail: shailesh@occindia.org

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**.