

# INFORMATION MANUAL

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

## PETROLEUM PLANNING & ANALYSIS CELL

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

<b>CHAPTER-II</b>	
<b>POWERS AND DUTIES OF OFFICERS &amp; EMPLOYEES</b>	
<p>PPAC is headed by the Director General (Joint Secretary level) who is appointed by the Ministry of Petroleum &amp; Natural Gas.</p> <p>As per the Government Resolution of 1<sup>st</sup> April 2002, a team of officers on deputation from various Oil Public Sector Companies assists the Director General in discharging the functions of the Organization. Job description and current jobs handled by the individuals are broadly reflected in the Organogram.</p>	
<a href="#">Organogram</a>	

### CHAPTER-III

#### PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decisions making process of the Organization follows the Organization Structure available at [“Organization Chart”](#)

### 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 organization 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 [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	Rs. 37400-67000

**(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.24900-50500
B	Asstt. Director	Rs.29100-54500
C	Deputy Director	Rs.32900-58000
D	Joint Director	Rs.36600-62000
E	Joint Director	Rs.43200-66000
F	Addl. Director	Rs.51300-73000
G	Addl. Director	Rs.51300-73000
H	Director	Rs.51300-73000

## CHAPTER-XI

### BUDGET ALLOCATION AND EXPENDITURE

Statement of budget estimates for 2015-16 ( ` in lakhs)

Expenditure	Budget Estimates
<b>I. Revenue</b>	
Employees Remuneration	1411.40
Travelling & Conveyance Exp.	37.00
Repairs & Maintenance	197.55
Consultancy Charges	145.61
Subscription for Oil Prices and Market related International	161.87
Postage ,Telephone etc.	17.55
Data Circuit Rental /Internet Charges.	4.30
Printing & Stationery	20.30
Electricity Charges	60.00
Insurance Expenses	1.50
Security Expenses	14.00
Manpower Services	14.00
Training & Seminar	13.50
Audit Fees	0.75
Expert Group Expenses.	0.00
IOGO Journal	0.00
Car Hire & Staff Car Exp. etc.	12.70
Horticulture	1.10
Meeting Expenses	8.00
Hindi Expenses	4.50
Interns/Statistician	4.50
Advertisement	1.20
Miscellaneous Expenses	3.05
Total (I)	2134.93
<b>II. Capital</b>	
Electrical Appliances	2
Furniture & Fixtures	8
Equipment & Appliances	
Office Equipment	3.50
Computer Systems	22
Total (II)	28.50
<b>Grand Total</b>	<b>2162.89</b>

## CHAPTER-XII

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

The details for Subsidy payment by the Ministry of Petroleum & Natural Gas as per the approved subsidy scheme during 2014-15 abovementioned 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 is available 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 whom 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**

Ms B M Sujatha  
Additional Director(Supply)  
2<sup>nd</sup> Floor, Core-8,  
SCOPE Complex  
Lodhi Road  
New Delhi – 110 003  
Tel No : 24306141/24360356  
E mail [sujathabm@ppac.gov.in](mailto:sujathabm@ppac.gov.in)

#### **Public Information Officer**

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

#### **Assistant Public Information Officer**

Shri S. S. Love  
Joint Director (RTI)  
2nd Floor, Core-8, SCOPE Complex  
Lodhi Road  
New Delhi – 110 003  
Tel No : 24306163  
E mail: [sslove@ppac.gov.in](mailto:sslove@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**.



