

1. Organisation and Function

S. No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully met	http://petroleum.nic.in/http://petroleum.nic.in/sites/default/files/induction.pdf
		(ii) Head of the organization	Fully met	http://petroleum.nic.in/about-us/meet-the-minister
		(iii) Vision, Mission and Key objectives	Fully Met	http://petroleum.nic.in/about-us/about-ministry
		(iv) Function and duties	Fully Met	http://petroleum.nic.in/sites/default/files/induction.pdf
		(v) Organization Chart	Fully Met	http://petroleum.nic.in/us/organization-structure
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/	Fully Met	http://petroleum.nic.in/sites/default/files/Incumbency.pdf http://petroleum.nic.in/sites/default/files/PWDReport.pdf http://petroleum.nic.in/sites/default/files/rti16.pdf

No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
		Commissions constituted from time to time have been dealt		
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully Met	http://petroleum.nic.in/sites/default/files/induction.pdf
		(ii) Power and duties of other employees	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf
		(iii) Rules/ orders under which powers and duty are derived and	Fully Met	As per DOPT's rules and guidelines
		(iv) Exercised	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(v) Work allocation	Fully Met	http://petroleum.nic.in/sites/default/files/workalloc.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf
		(ii) Final decision making authority	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf
		(iii) Related provisions, acts, rules etc.	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf

S No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
		(iv) Time limit for taking a decisions, if any	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf
		(v) Channel of supervision and accountability	Fully Met	http://petroleum.nic.in/sites/default/files/channel_of_submission.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(ii) Norms/ standards for functions/ service delivery	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(iii) Process by which these services can be accessed	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(iv) Time-limit for achieving the targets	Fully Met	http://petroleum.nic.in/documents/citizen-charter-0
		(v) Process of redress of grievances	Fully Met	http://petroleum.nic.in/documents/citizen-charter-0
1.5	Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction.	Fully Met	http://petroleum.nic.in/marketing/policies-and-guidelines/lpg-policies-and-guidelines http://petroleum.nic.in/marketing/orders-notifications-amendment/lpg-orders-notification-amendments http://petroleum.nic.in/marketing/policies-and-guidelines/retail-outlets http://petroleum.nic.in/sites/default/files/rtigp051.pdf http://petroleum.nic.in/sites/default/files/rtigp052.pdf http://petroleum.nic.in/sites/default/files/biofuelpolicy2018_1.pdf

No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
	[Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	Fully Met	http://petroleum.nic.in/marketing/policies-and-guidelines/lpg-policies-and-guidelines http://petroleum.nic.in/marketing/orders-notifications-amendment/lpg-orders-notification-amendments http://petroleum.nic.in/marketing/policies-and-guidelines/retail-outlets http://petroleum.nic.in/sites/default/files/rtigp051.pdf http://petroleum.nic.in/sites/default/files/rtigp052.pdf http://petroleum.nic.in/sites/default/files/biofuelpolicy2018_1.pdf
		(iii) Acts/ Rules manuals etc.	Fully Met	http://petroleum.nic.in/marketing/policies-and-guidelines/lpg-policies-and-guidelines http://petroleum.nic.in/marketing/orders-notifications-amendment/lpg-orders-notification-amendments http://petroleum.nic.in/marketing/policies-and-guidelines/retail-outlets http://petroleum.nic.in/sites/default/files/rtigp051.pdf http://petroleum.nic.in/sites/default/files/rtigp052.pdf http://petroleum.nic.in/sites/default/files/biofuelpolicy2018_1.pdf
		(iv) Transfer policy and transfer orders	Not Applicable	--
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met	http://petroleum.nic.in/statement-categories-document-are-held-it-or-under-its-control
		(ii) Custodian of documents/categories	Fully Met	http://petroleum.nic.in/statement-categories-document-are-held-it-or-under-its-control
1.7	Boards, Councils,	(i) Name of Boards, Council,	Fully Met	http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/pngrbboard.pdf

S NO.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
	Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Committee etc.		http://petroleum.nic.in/sites/default/files/SFPL.pdf
(ii) Composition		Fully Met	http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/pngrbboard.pdf http://petroleum.nic.in/sites/default/files/SFPL.pdf	
(iii) Dates from which constituted		Fully Met	http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/pngrbboard.pdf http://petroleum.nic.in/sites/default/files/SFPL.pdf	
(iv) Term/ Tenure		Fully Met	http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/pngrbboard.pdf http://petroleum.nic.in/sites/default/files/SFPL.pdf	
(v) Powers and functions		Fully Met	http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/pngrbboard.pdf http://petroleum.nic.in/sites/default/files/SFPL.pdf	
(vi) Whether their meetings are open to the public?		Not Applicable	--	
(vii) Whether the minutes of the meetings are open to the public?		Not Applicable	--	
(viii) Place where the minutes if open to the public are available?		Not Applicable	--	
1.8	Directory of officers and employees	(i) Name and designation	Fully Met	http://petroleum.nic.in/sites/default/files/TELDIRFEB20.pdf
(ii) Telephone , fax		Fully Met	http://petroleum.nic.in/about-us/whos-who-0	

S. No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
	[Section 4(1) (b) (ix)]	and email ID		
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully Met	http://petroleum.nic.in/sites/default/files/salnov19.pdf
		(ii) System of compensation as provided in its regulations	Fully Met	http://petroleum.nic.in/sites/default/files/salnov19.pdf
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully Met	http://petroleum.nic.in/sites/default/files/CPIO22.1.20.pdf
		(ii) Address, telephone numbers and email ID of each	Fully Met	http://petroleum.nic.in/sites/default/files/CPIO22.1.20.pdf

S No.	Item	Details of disclosure	Fully met/partiall y met/ not met/ Not applicable	URL links
		designated official.		

11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	--
		(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	--
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Fully Met	http://petroleum.nic.in/sites/default/files/training.pdf
		(ii) Efforts to encourage public authority to participate in these programmes	Fully Met	http://petroleum.nic.in/sites/default/files/training.pdf
		(iii) Training of CPIO/APIO	Fully Met	http://petroleum.nic.in/sites/default/files/training.pdf
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	http://petroleum.nic.in/rti/rti-2005
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Transfer Policy and Transfer Orders	Fully Met	Ministry of Petroleum and Natural Gas, being a Cadre unit of the Department of Personnel and Training abides by the rules and regulations issued by DoPT. All transfer policies and transfer orders are issued by the respective Cadre Controlling Authorities viz. DoPT, Department of Economic Affairs and Department of Official Language etc.

5. Budget and Programme

S.No	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Fully Met	http://petroleum.nic.in/sites/default/files/demand1819.pdf
		(ii) Budget for each agency and plan & programmes	Fully Met	http://petroleum.nic.in/sites/default/files/demand1819.pdf
		(iii) Proposed expenditures	Fully Met	http://petroleum.nic.in/sites/default/files/demand1819.pdf
		(iv) Revised budget for each agency, if any	Fully Met	http://petroleum.nic.in/sites/default/files/demand1819.pdf
		(v) Report on disbursements made and place where the related reports are available	Fully Met	http://petroleum.nic.in/sites/default/files/OIDBAnnual Report 2017-18.pdf
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Fully Met	http://petroleum.nic.in/accounts/demands-for-grants
		(ii) 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	Fully Met	http://petroleum.nic.in/sites/default/files/foriegn tour.pdf http://petroleum.nic.in/sites/default/files/Domestic tour.pdf

S.No	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		<p>members in the official delegation</p> <p>d) Expenditure on the visit</p>		
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded - in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or</p>	Fully Met	<p>http://petroleum.nic.in/notices/tender</p> <p>https://petroleum.euniwizarde.com/HomePage/ebidSites?siteName=petroleum</p>

S No	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Fully Met	http://petroleum.nic.in/marketing/schemes/distribution-schemes http://petroleum.nic.in/sites/default/files/allpage.pdf http://petroleum.nic.in/sites/default/files/scan.pdf http://petroleum.nic.in/execution-subsidy-programmes
(ii)	Objective of the programme	Fully Met		
(iii)	Procedure to avail benefits	Fully Met		
(iv)	Duration of the programme/ scheme	Fully Met		
		(v) Physical and financial targets of the programme	Fully Met	http://petroleum.nic.in/sites/default/files/allpage.pdf http://petroleum.nic.in/sites/default/files/scan.pdf http://petroleum.nic.in/execution-subsidy-programmes
		(vi) Nature/ scale of subsidy /amount allotted	Fully Met	http://petroleum.nic.in/sites/default/files/demand20-21.pdf http://petroleum.nic.in/sites/default/files/allpage.pdf http://petroleum.nic.in/sites/default/files/scan.pdf http://petroleum.nic.in/execution-subsidy-programmes
		(vii) Eligibility criteria for grant of subsidy	Fully Met	http://petroleum.nic.in/marketing/schemes/distribution-schemes http://petroleum.nic.in/sites/default/files/allpage.pdf http://petroleum.nic.in/sites/default/files/scan.pdf http://petroleum.nic.in/execution-subsidy-programmes
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	http://petroleum.nic.in/sites/default/files/allpage.pdf http://petroleum.nic.in/sites/default/files/scan.pdf http://petroleum.nic.in/execution-subsidy-programmes
2.4	Discretionary and non-	(i) Discretionary and non-discretionary	Not Applicable	--

No	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
	discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	grants/ allocations to State Govt./ NGOs/other institutions		
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	--
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Fully Met	http://petroleum.nic.in/sites/default/files/explorerti.pdf http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/cbmblocks.pdf http://petroleum.nic.in/sites/default/files/pipelinepngrb.pdf
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or	Fully Met	http://petroleum.nic.in/sites/default/files/explorerti.pdf http://petroleum.nic.in/sites/default/files/refrti08.pdf http://petroleum.nic.in/sites/default/files/cbmblocks.pdf http://petroleum.nic.in/sites/default/files/pipelinepngrb.pdf

S No	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		authorisations d) Date of award of concessions /permits of authorizations		

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		http://petroleum.nic.in/sites/default/files/AR_2018-19.pdf
-----	--	---	--	---

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
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	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Met	--
	[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information &	Not Met	--

S.No.	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants		
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Met	--
		(ii) Detailed project reports (DPRs)	Not Met	--
		(iii) Concession agreements.	Not Met	--
		(iv) Operation and maintenance manuals	Not Met	--
		(v) Other documents generated as part of the implementation of the PPP	Not Met	--
		(vi) Information relating to fees, tolls, or the	Not Met	--

S.No.	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		other kinds of revenues that may be collected under authorisation from the government		
		(vii) Information relating to outputs and outcomes	Not Met	--
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Met	--
		(ix) All payment made under the PPP project	Not Met	--
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Not Met	-

No.	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		(i) Policy decisions/ legislations taken in the previous one year	Not Met	--
		(ii) Outline the Public consultation process	Not Met	--
		(iii) Outline the arrangement for consultation before formulation of policy	Not Met	--
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully Met	http://petroleum.nic.in/ http://petroleum.nic.in/more/pan
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic	Not Applicable	-

No.	Item	Details of disclosure	Fully met/partially met/ not met- Not applicable	URL links
		format		
		(ii) Printed format	Not Applicable	-
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	Not Applicable	-
		(i) Free of cost	Not Applicable	
		(ii) At a reasonable cost of the medium	Not Applicable	-

E.Governance

S. No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Not Applicable	-
		(ii) Vernacular/ Local Language	Not Applicable	-
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Not Applicable	-
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(ii) Name/ title of the document/record/ other information	Fully Met	http://petroleum.nic.in/norms-set-it-discharge-its-functions
		(iii) Location where available		
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully Met	http://petroleum.nic.in/sites/default/files/RTI1.pdf
		(ii) Details of information made available	Fully Met	http://petroleum.nic.in/sites/default/files/RTI1.pdf
		(iii) Working hours of the facility	Fully Met	http://petroleum.nic.in/sites/default/files/RTI1.pdf
		(iv) Contact person & contact details (Phone, fax email)	Fully Met	http://petroleum.nic.in/sites/default/files/RTI1.pdf

5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully Met	http://petroleum.nic.in/sites/default/files/RTI1.pdf
		(ii) Details of applications received under RTI and information provided	Fully Met	http://petroleum.nic.in/sites/default/files/RTI2.pdf
		(iii) List of completed schemes/ projects/ Programmes	Fully Met	http://petroleum.nic.in/marketing/schemes/lpg-schemes http://petroleum.nic.in/marketing/schemes/distribution-schemes
		(iv) List of schemes/ projects/ programme underway	Fully Met	http://petroleum.nic.in/marketing/schemes/lpg-schemes http://petroleum.nic.in/marketing/schemes/distribution-schemes
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	-
		(vi) Annual Report	Fully Met	http://petroleum.nic.in/documents/reports/annual-reports
		(vii) Frequently Asked Question (FAQs)	Not Applicable	-
		(viii) Any other information such as	Fully Met	http://petroleum.nic.in/documents/citizen-charter-0
		a) Citizen's Charter		
		b) Result Framework Document (RFD)	Fully Met	http://petroleum.nic.in/documents/result-framework-document
c) Six monthly reports on the	Not Met	--		
d) Performance against the benchmarks set in the Citizen's Charter	Not Met	--		

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully Met	http://petroleum.nic.in/sites/default/files/RTI2.pdf
		(ii) Details of appeals received and orders issued	Fully Met	http://petroleum.nic.in/sites/default/files/RTI2.pdf
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully Met	Petroleum.nic.in ⇨ More+ ⇨ Lok Sabha/Rajya Sabha

Information as may be prescribed

S. No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	http://petroleum.nic.in/sites/default/files/CPIO22.1.20.pdf
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Fully Met	27 th July 2018 http://petroleum.nic.in/sites/default/files/transaudit.pdf
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Fully Met	http://petroleum.nic.in/rti/du1-rti-2005 27.022020 Rohit Mathur, Joint Secretary [General]
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure	Fully Met	http://petroleum.nic.in/rti/du1-rti-2005

No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
		(a) Dates from which constituted (b) Name & Designation of the officers	Fully Met	27.02.2020 Shri Shyam Singh Mahar, Deputy Secretary [GP] Shri Noas Kindo, Under Secretary, [FP] Smt. Vibha Saxena, Under Secretary [RTI & PG]
		(v) 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	27.02.2020 Shri Shyam Singh Mahar, Deputy Secretary [GP] Shri Noas Kindo, Under Secretary, [FP] Smt. Vibha Saxena, Under Secretary [RTI & PG]

Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Fully met/partially met/ not met/ Not applicable	URL links
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	i) Status of Board level position of CPSE under MoPNG ii) Appointment of president of IPE iii) Appointment of Director RGIPT (As per information provided by CA Section)	Fully Met	http://petroleum.nic.in/vti
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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Yes (27 th November, 2020) Yes	petroleum.nic.in/sites/default/files/stqc_mopng.pdf
