



PM Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
2nd Floor, Tower-A, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011)26752004 Fax – (011) 26129091

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Sub: Dedicated e-mail ids for Business Partners for raising payment related issues.

During the Corporate Business Partners Meet 2021, CMD advised to have dedicated e-mail IDs, wherein Business Partners can raise payment related issues.

In this context, it has been decided that all work centers will create a dedicated "EMAIL id", which shall be monitored by the Office of concerned Key Executive. Further, following instructions shall also be given to the vendors:

"Even after submission of complete invoice along with all relevant documents if Vendors do not receive due payment pwithin due date and they also do not receive any intimation regarding discrepancy in invoice, they may raise the issue in the dedicated Email-ID (-----@ongc.co.in) with copy to Chief MM and Chief Corporate Finance, giving complete details of IMS/VIM DP no., PO number and details of concerned identified user from ONGC."

Work centers shall submit a monthly report on action taken against issues raised on delays in payments to Chief Corporate Finance with a copy to Chief MM, for appraisal to EC on periodic basis.

All work centers lead by Key Executives have to create dedicated Email-ID (-----@ongc.co.in) latest by 27.07.2021 and intimate to the Office of Chief MM (CPF No. 78092).

Above guidelines should be meticulously followed by all concerned.


(A. P. Tripathi) 20/7/2021
ED-Chief MM Services

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