



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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### Circular No. 14/2021

No: MAT/PMC/13(29)/2021

Dated: 03.06.2021

#### **Sub: Submission of agenda briefs for consideration of EPC**

1. Reference is invited to the provisions under Para 10.6.1 (o) of Integrated MM Manual, wherein inter-alia it has been stipulated that agenda briefs being submitted to EPC should be compact, to the point, self-contained and containing only the specific and relevant issue(s)/documents. Further reference is also invited to PMC Circular 07/2016, wherein inter-alia it was stipulated that only relevant and case specific documents/exhibits/annexures should be appended in the agenda and that the concerned work centre while submitting the agenda to EPC should ensure that only relevant documents form part of the agenda.

EPC, in its meeting (09/2021) held on 13.05.2021 observed that in spite of above guidelines, agenda brief which are being submitted to it contains deliberations pertaining to process related matters and compliances thereof, which are to be ensured by the Work Center. They neither come within the purview of EPC nor require consideration/ deliberations by EPC and are also not relevant from the perspective of the recommendations put forth for consideration of EPC. Accordingly, EPC has directed that such deliberations should not be incorporated in agenda brief.

2. While deliberating one of the cases, EPC noted that in the proposal submitted by the work center, no choice was given to EPC for taking a decision. Only one option was submitted to EPC. It was a fait-accompli situation where EPC was provided with no other alternative but to view the proposal of work center under compulsion to meet the operational requirement.

In this context, EPC opined that with a view to enhance the due diligence and strengthen the decision making process, in each proposal submitted to EPC for consideration, a paragraph shall be incorporated in the body of the agenda wherein the Work Centre shall evaluate and deliberate all options available and clearly bring out the reasons and justifications for either recommending or not recommending the options deliberated. Further, in case there are no options and proposal is being presented as a fait-accompli, the reasons for fait accompli should also be recorded.

All concerned are advised to strictly comply with the above directive of the EPC and aforementioned provisions of Integrated MM Manual, while submission of agenda briefs for consideration of EPC

  
3/06/2021  
(A. P. Tripathi)  
ED-Chief MM Services

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