



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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No: MAT/PMC/13(62)/2016

Dated: 04.10.2016

Sub: Empanelment & Training of Enquiry Officer.

EPC, in its meeting (25/2016) held on 11.08.2016, while deliberating the provisions pertaining to suspension/banning of business dealings with erring vendors/contractors desired that:

- i) For the purpose of conducting enquiry in respect of banning cases, 2-3 Enquiry Officers shall be empanelled at each work center. The Enquiry Officer shall not be less than the E-6 level executive. The Enquiry Officers shall be identified by concerned Key Executive and approved by the concerned Director. Any addition/deletion to the panel of EOs shall require the approval of concerned Director on the recommendation of concerned Key Executives.
- ii) Panel of Enquiry Officers shall be imparted training on process to be followed for conducting enquiry and other important aspect to be considered during the enquiry process. Office of Chief MM shall be the nodal agency for conducting the training program, which shall be imparted by offices of Chief MM & Chief Legal.

Above instructions should be meticulously followed by all concerned. Further, in order to implement the above, all workcentres are requested to forward the list of Enquiry Officers duly approved as above to PMC latest by 31/10/2016.

Ashwini Nagia
4/10/16

(Ashwini Nagia)
ED-Chief MM Services

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3. CVO, ONGC, Jeevan Bharti Building, New Delhi.
4. ED-Chief Legal, ONGC, Scope Minar, New Delhi
5. GM (MM)- EPC Cell, ONGC, Jeevan Bharti Building, New Delhi.