



PMC Cell – MM

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Sub: Identification of materials having outlived their shelf life and to transfer them to junk yard.

Executive Committee (EC) in its meeting held on 13.04.2016, *inter alia*, directed that material lying in the stores of ONGC which have outlived their shelf life be identified and the same be transferred to junk yard. EC further directed that, if required, an outside agency be hired to identify the good inventory and junk materials and clear the existing pile of junk materials. Thereafter, the above exercise be repeated on continuous basis by deploying in-house manpower.

In accordance with the above decision of EC, the following guidelines are issued for compliance:

- (i) Key Executives of concerned work centres shall constitute a dedicated team of technical officers to identify the good/useful materials and those materials which have lost their shelf life.
- (ii) In respect of certain materials, in case it is considered necessary that an outside agency needs to be hired to ascertain whether these items have outlived their shelf life, the decision to hire the outside agency may be taken as a onetime measure by the concerned Key Executive on the recommendation of the team of technical officers.
- (iii) After identification of materials which have lost their shelf life, the process of their transfer to salvage yard will be governed by para 40.1 & 40.2 of Integrated MM Manual - 2015.
- (iv) The above exercise be repeated at concerned work centres on continuous basis, by deploying in-house manpower.

All guidelines should be meticulously followed by all concerned.

Ashwini Nagia
31/8/16

(Ashwini Nagia)
ED-Chief MM Services

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