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**Sub: Framework for movement of files between NTA & CPD- reg.**

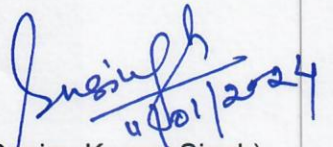
Reference is invited to PMC Circular 83/2023 and subsequent Circulars regarding Centralization of Materials Management (MM) Organization Structure for Procurement of Goods, Services and LSTK Tenders.

As per these guidelines, it has been mentioned that all Work Centers will be required to submit their requirements to Nodal Technical Agency for procurement of Centralized Items/Services/LSTK projects. Nodal Technical Agency will aggregate the requirement received from all the work center and forward the complete indent to Central Procurement Department (CPD) for initiating the procurement action. Work-centers shall submit their requirements for Centralized items/services/LSTK to NTA and not to CPD directly.

In this regards, with a view to minimize the movement of files between NTA and CPD at L1 level, it has been decided that after aggregating the requirement and obtaining necessary approvals from competent authority /sanctioning authority as per IMMM & BDP, the complete indent shall be forwarded by Head/L2 in NTA to CPD Group Head (L2). The concerned Head in respective NTA shall coordinate with corresponding CPD Group Head (L2 executive) directly for movement of files irrespective of the value of the case for Centralized procurement. However, the approvals would be obtained at appropriate level by dealing officers in NTA/CPD groups as per IMMM and BDP.

The operating model and typical organisational structure for NTAs is attached at Annexure-1 herewith for reference.

Above guidelines should be meticulously followed by all concerned.

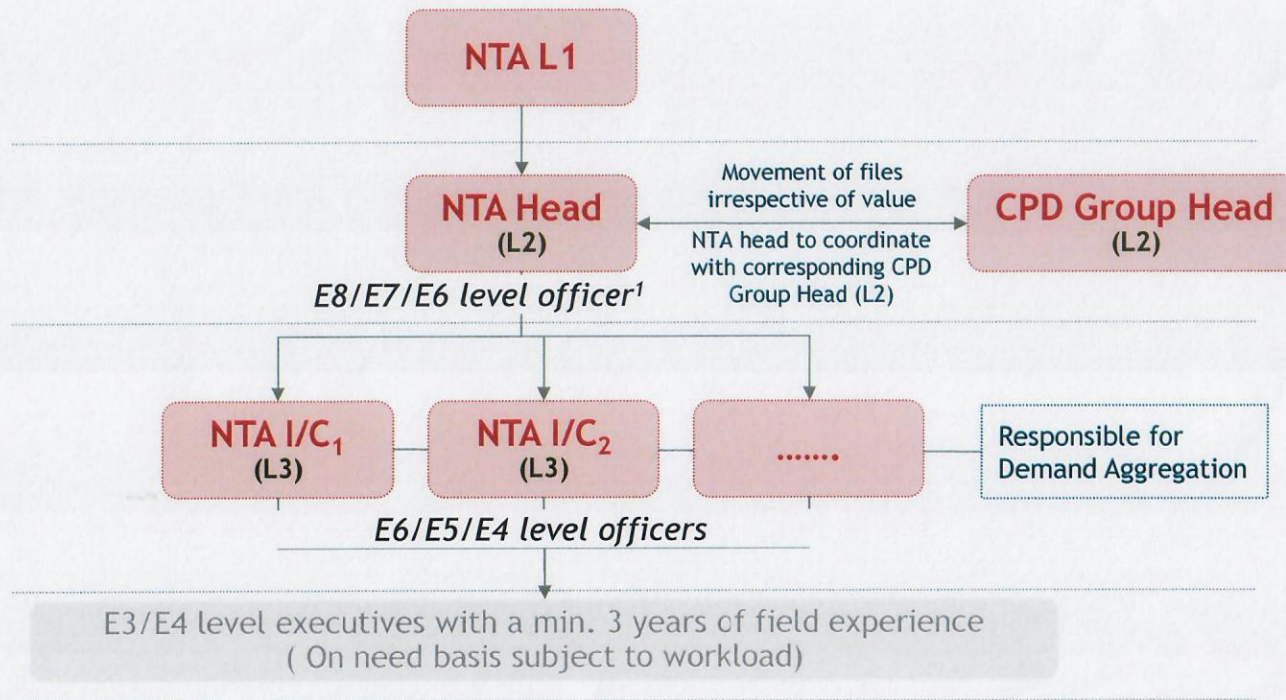
  
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ED-CPO

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

**All concerned may download the circular from the site. Hard copies are not distributed separately.**



## Nodal Tech Agencies (NTA) | Typical Org & Operating Model



### Key Responsibilities related to Central Procurement

- 1 Indent Sanction covering tech BEC, SoW, SCC and other technical aspects
- 2 Unambiguous & clear response to technical queries
- 3 Technical Acceptability Report and/or clarifications from the bidders

### NTA Org & Operation Model Guiding Principles

- 1 Any movement of files between NTA and CPD will happen between L2 officers only
- 2 There can be multiple NTA I/C (L3 exec.) in case of high workload & specialization
- 3 NTA Heads/ I/c activities in relation to procurement will be SLA-driven
- 4 SLAs of NTA Heads/I/c to be part of KPI scorecard; tracked annually
- 5 L3/ NTA In-charges will be responsible for demand aggregation from WCs
- 6 Multiple NTA heads (L2 exec.) within NTA only when single L2 cant manage the workload

1. E8/E7 preferred. E6 to be deployed in case an E8/E7 level officer is not available

*Just*