



Oil and Natural Gas Corporation Ltd
Corporate Materials Management
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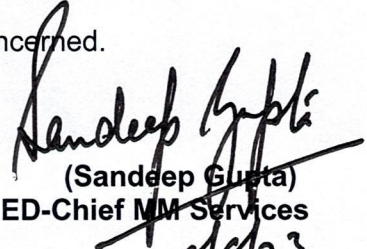
Amendment to Circular No. 56/2023

No: DLI/CORP-MM/2022/PMC/13(18)/13(7)/1131723
Dated: 08.08.2023

Sub: Timelines for release of payment and e-invoicing

In a partial modification to Circular No. 56/2023 dated 07.08.2023, Para 22.5 of IMM Manual as mentioned in Annexure-1 of the Circular, stands modified as per attached Annexure-1.

Above guidelines should be meticulously followed by all concerned.

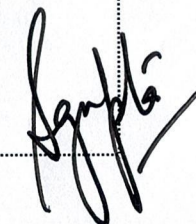

(Sandeep Gupta)
ED-Chief MM Services
8/8/23

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

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Existing vis-a-vis modified provisions of Integrated MM Manual

Clause No.	Existing Provision	Modified Provision	Remarks																																				
22.5	<p>22.5 Time Norms for processing of invoices by various sections</p> <p>22.5.1 Invoice for Procurement of Materials, where payment is against receipt of Materials</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Time Norm</th> </tr> </thead> <tbody> <tr> <td>Inward Section</td> <td>02 Calendar Days</td> </tr> <tr> <td>Receipt & Inspection Section</td> <td>05 Calendar Days</td> </tr> <tr> <td>GR Section</td> <td>05 Calendar Days</td> </tr> <tr> <td>Pre-Audit Section</td> <td>06 Calendar Days</td> </tr> <tr> <td>Cash & Bank Section</td> <td>03 Calendar Days</td> </tr> </tbody> </table> <p>22.5.2 Invoices for Services, LSTK Contracts and Invoice for cases relating to "Direct FI entry"</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Time Norm</th> </tr> </thead> <tbody> <tr> <td>Technical / Indenting Section</td> <td>12 Calendar Days</td> </tr> <tr> <td>Pre-Audit Section</td> <td>06 Calendar Days</td> </tr> <tr> <td>Cash & Bank Section</td> <td>03 Calendar Days</td> </tr> </tbody> </table>	Section	Time Norm	Inward Section	02 Calendar Days	Receipt & Inspection Section	05 Calendar Days	GR Section	05 Calendar Days	Pre-Audit Section	06 Calendar Days	Cash & Bank Section	03 Calendar Days	Section	Time Norm	Technical / Indenting Section	12 Calendar Days	Pre-Audit Section	06 Calendar Days	Cash & Bank Section	03 Calendar Days	<p>22.5 Time Norms for processing of invoices by various sections</p> <p>22.5.1 Invoice for Procurement of Materials, where payment is against receipt of Materials</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Time Norm <i>(contracts valuing upto Rs. 10 crore / above Rs. 10 crore)</i></th> </tr> </thead> <tbody> <tr> <td>Inward Section</td> <td><u>01 / 01</u> Calendar Days</td> </tr> <tr> <td>Receipt & Inspection Section</td> <td><u>03 / 02</u> Calendar Days</td> </tr> <tr> <td>GR Section</td> <td><u>04 / 02</u> Calendar Days</td> </tr> <tr> <td>Pre-Audit Section</td> <td><u>05 / 04</u> Calendar Days</td> </tr> <tr> <td>Cash & Bank Section</td> <td><u>02 / 01</u> Calendar Days</td> </tr> </tbody> </table> <p>22.5.2 Invoices for Services, LSTK Contracts and Invoice for cases relating to "Direct FI entry"</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Time Norm <i>(contracts valuing upto Rs. 10 crore / above Rs. 10 crore)</i></th> </tr> </thead> <tbody> <tr> <td>Technical / Indenting Section</td> <td><u>09 / 06</u> Calendar Days</td> </tr> </tbody> </table>	Section	Time Norm <i>(contracts valuing upto Rs. 10 crore / above Rs. 10 crore)</i>	Inward Section	<u>01 / 01</u> Calendar Days	Receipt & Inspection Section	<u>03 / 02</u> Calendar Days	GR Section	<u>04 / 02</u> Calendar Days	Pre-Audit Section	<u>05 / 04</u> Calendar Days	Cash & Bank Section	<u>02 / 01</u> Calendar Days	Section	Time Norm <i>(contracts valuing upto Rs. 10 crore / above Rs. 10 crore)</i>	Technical / Indenting Section	<u>09 / 06</u> Calendar Days	Underlined provision modified
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Signatures