



PM Cell – MM

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**Circular No.63/2023 - cum-IMMM Amendment No. MM/101/2023,**

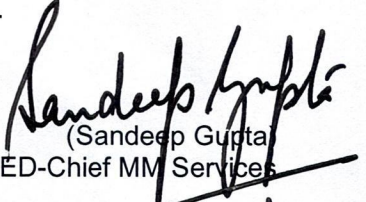
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Dated:29.08.2023

**Sub: Minutes of discussion of Executive Procurement Committee**

Reference is invited to para 10.6.2 of Integrated Materials Management Manual, wherein process regarding issuance of discussion of EPC Meeting along with time lines for finalizing the same, has been stipulated.

The above process and the timelines have been reviewed by EPC and modified provisions under para 10.6.2 of IMMM approved by EPC, are attached as Annexure-1.

  
(Sandeep Gupta)  
ED-Chief MM Services  
29/8/23

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## Statement showing existing vis-a-vis modified provisions of Integrated MM Manual

Para Ref.	Existing provision	Modified provision
10.6.2	<p><b>Minutes of discussion of Executive Procurement Committee</b></p> <p>a. The Executive Procurement Committee Cell will circulate amongst EPC members a copy of agenda brief and after discussions of the case in the meeting, will prepare draft record note of the Executive Procurement Committee meeting (within 3 working days if summary is not to be prepared and 5 working days if summary is to be prepared) and circulate, with approval of Director Concerned, the same to all the EPC members for their comments. Comments if any, are to be given by EPC Members on the draft Record Note to the EPC Cell within one working day and that Saturday will be treated as working day for this purpose The draft Record Note will be modified by EPC cell based on the comments received from EPC members and thereafter, the final draft will be submitted to CMD for approval through the concerned Director and Director (Finance). Upon approval of the Record Note by CMD, EPC cell will forward the approved Record Note to all the EPC members and also to the concerned work centre for taking further action. However, the present practice of issue of the summary of EPC decision with the approval of concerned Director, will remain unaltered, based on the discussions in EPC meeting.</p>	<p><b>Minutes of discussion of Executive Procurement Committee</b></p> <p>a. The Executive Procurement Committee Cell will circulate amongst EPC members a copy of agenda brief and after discussions of the case in the meeting, will prepare draft record note of the Executive Procurement Committee meeting within 2 working days and will seek the approval of Director Concerned, which needs to be accorded, with any changes in the Draft Record Note, if required, within a period of two working days.</p> <p>b. After the approval of Director concerned or after expiry of two working days from the date of submission of Draft Record Notes for approval to Concerned Director, EPC Cell shall circulate the Draft Record Note to all the EPC members for their comments. Comments if any, are to be given by EPC Members on the draft Record Note to the EPC Cell within one working day.</p> <p>For activities at Sl. No. 10.6.2 (a) and (b) above, Saturday will be treated as working day for this purpose.</p> <p>c. The draft Record Note will be modified by EPC cell based on the comments received from EPC members and thereafter will be submitted by EPC cell directly to Chairman for approval.</p> <p>d. Summary of EPC decision with the approval of Chairman based on the discussions in EPC meeting, shall be issued for Agendas discussed, wherein the approval of EPC is required for either award of contract/order and/or for any dispensation sought during the processing a tender. In all the other cases, only the detailed Record notes shall be issued. For cases pertaining to appraisal or in case an agenda is withdrawn no record notes shall be issued. In case an Agenda is partially withdrawn, no record notes for the withdrawn portion shall be issued.</p> 