



ओयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड  
Oil and Natural Gas Corporation Ltd.

पॉलिसी मॉनिटरिंग एंड कंट्रोल सेल  
द्वितीय मंजिल, टॉवर ए, दीनदयाल ऊर्जा भवन  
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No.: CVM/SOP/VENDOR BAN/4


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**Subject: Guidelines for Submitting Enquiry Report for Vendor Banning Cases**

While examination of one of the banning case, Corporate Legal advised that the copy of enquiry report is to be attached as the annexure in concerned DISHA file while submitting the final recommendation of inquiry. Accordingly, the Committee of Directors has directed to issue necessary guidelines for all the Work Centre(s) in this regard.

In view of above, all concerned (Enquiry Officer) are advised to attach the duly signed Enquiry Report as the annexure in concerned DISHA file while submitting the final recommendation of inquiry.

Above guidelines should be meticulously followed by all concerned.

  
(B C Sharma)  
CGM-Head PMC

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