



PMC Cell – MM

Oil and Natural Gas Corporation Ltd Corporate Materials Management

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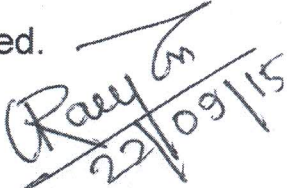
Dated: 22.09.2015

Sub: Presentation of cases to IEMs.

In cases which are being considered by IEMs, the representation which has been made to the IEMs is available with them before they come for the meeting but ONGC's comments on the issues raised in the representation are not available with the IEMs and are presented during the meeting itself. The concerned work centre orally explain / present their viewpoint to the IEMs on the issues involved/points raised by the representing party.

It has been felt that ONGC's comments on the issues raised in the representation should also be available with the IEMs before they come for the meeting. Thus, all concerned are advised to submit their comments on the points raised in the representation along with the relevant documents /presentations to the Internal Compliance Officer (O/o Chief MM) after endorsement by the concerned Key Executive for onward submission to IEMs. The comments should be submitted at least three days prior to the date of personal hearing.

Above guidelines should be meticulously followed by all concerned.


(C.R. Mohanty)
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').

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

Copy to:

1. EO to CMD, ONGC, Jeevan Bharti Building, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration)/ Director (Onshore) / Director (Finance), ONGC, Jeevan Bharti Building, New Delhi.
3. CVO. ONGC. Jeevan Bharti Building. New Delhi.