



PM Cell – MM

## Oil and Natural Gas Corporation Ltd Corporate Materials Management

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Circular No. 22/2015

No: MAT/PMC/13(139)/2015  
Dated: 19.06.2015

**Sub: Online Reporting of Nomination Cases.**

Reference is invited to the provisions under para 16.10 of Integrated MM Manual wherein procedure for reporting nomination cases has been detailed.

In order to streamline the process of compiling data pertaining to nomination cases, facility of online reporting of nomination cases has been created in the ICE system. For this purpose transaction code ZICE\_NOM\_DATA shall be used.

Henceforth, data in respect of the nomination cases for the respective quarter shall be entered by the work centers directly into the system. Further, in accordance with the provisions under para 8.5.5 of Integrated MM Manual, information in respect of the following aspects shall be invariably entered in the system in brief and to the point only:

- (i) Reasons and justification for award on nomination basis instead of competitive bidding.
- (ii) Reasons and justification for recommending a particular vendor/service provider for nomination contract.
- (iii) Reasonability of rates explicitly ascertained/confirmed.

Scanned copies of the supporting documents will also be uploaded along with the corresponding data. Same transaction code shall be used by the respective Key Executives for approving and forwarding the data pertaining to their work center. The data on quarterly basis shall be forwarded by the work center within one month after completion of the respective quarter.

Key Executives are requested to ensure that the nomination report for the first quarter of 2015-16 may be sent through this system including "Nil Report" using the same transaction code. Reports received in physical form shall not be considered.

Above guidelines should be meticulously followed by all concerned.

*Ray m*  
19/06/15

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

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