



PM Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management

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Circular No. 47/2020

No: MAT/PMC/13(6)/2020

Dated: 05.10.2020

Sub: Uploading of documents in ICE PO/Contract and mentioning system generated PO/OLA no. in the NOA/LOA

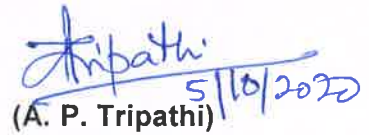
Reference is invited to IMM Manual para 20.1.1 and Circular no. 25/2019 dated 24.10.2019 whereby interalia it has been advised to upload PO/Contract Agreement alongwith related documents.

It has come to the notice that despite above instructions, very few Order signing Authorities/Dealing Officers are uploading requisite documents in designated tab of PO/Contract in ICE.

All concerned are again advised to invariably upload the scanned copies of signed NOA, PO/Contract Agreement alongwith technical specifications (GeM Contract in case of procurement through GeM), approved drawings, QAP, General Terms and Conditions/GCC, Special Terms and Conditions etc. and subsequent amendments thereto (if any) under the "Document" Tab of Purchase Order/Contract Outline Agreement in ICE as and when such documents are signed/issued. Further, immediately after issuing PO/amendment, the authorities as mentioned under para 20.1.1 of IMM Manual, should be informed through e-mail by concerned officer preferably with a scanned copy of the same.

It has also come to the notice that in some cases system generated PO/OLA no. is not been mentioned in NOA. It is reiterated that system generated PO/OLA number should invariably be mentioned in the NOA/LOA as directed vide PMC Circular no. 04/2016 dated 19.01.2016.

Above guidelines should be meticulously followed by all concerned.


(A. P. Tripathi)

ED-Chief MM Services

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