



PMC Cell – MM

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Circular No. 26/2020

No: MAT/PMC/13(49)/2020

Dated: 05.06.2020

Sub: Tracking and monitoring of EMD/SD release process.

While deliberating on an audit issues brought out in the Financial Statement FY 2018-19 of the Principal Director of Commercial Audit, Executive Committee in its 535th meeting held on 16.11.2019 observed that inspite of clear norms under para 16.5.4 and 16.6.6 of IMMM pertaining to release of EMD/SD, considerable delays are being caused in release of these instruments. EC has expressed serious concerned over the delay in release of EMD/SD within the stipulated period.

In order to ensure tracking and monitoring of EMD/SD release process and to also capture the details of EMDs/SDs pending for refund, henceforth, two new programs have been developed in SAP which can be accessed using transaction **ZMMEMDSDREP** & **ZMMEMDSDUPD**.

ZMMEMDSDREP: To check the status of any EMD/SD document as per SAP records with exhaustive details related to that document.

ZMMEMDSDUPD: To capture the reason for pendency and to update the status of EMD/SD document as per actuals (in case of system discrepancy) by Dealing Officer.

By using above transaction codes, a report shall be created in the system displaying details of EMDs/SDs pending for refund (Process guide attached as **Annexure-1** for ready reference).

Every month Dealing officer has to make sure to run transaction **ZMMEMDSDUPD** to check the pending documents (as per SAP records) and take suitable action.

In view of the above, all concerned are advised to ensure release of EMD/SD within the stipulated period and to run the above transaction.

(A P Tripathi)

ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

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

Copy to:

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

To address the issue of pending EMD/SD details, two new programs have been developed in SAP which can be accessed using transaction **ZMMEMSDREP** & **ZMMEMSDUPD**.

ZMMEMSDREP : to check the status of any EMD/SD document as per SAP records with exhaustive details related to that document.

ZMMEMSDUPD : to capture the reason for pendency and to update the status of EMD/SD document as per actuals (in case of system discrepancy) by Dealing Officer.

Any document will be listed in transaction **ZMMEMSDUPD** only if it is marked as pending as per the report **ZMMEMSDREP** and additionally satisfy following criteria:

EMD

1. Document created by using RFQ, Offline Tender number (Collective number) or E-Tender Number (E Bid number) :

- a. If an OLA has been created against this tender before 30 days of running this transaction.
- b. If no OLA exists AND a PO has been created against this tender before 30 days of running this transaction.

2. Document created using "Others" category under ZMMEMD :

- a. Since in this case there is no reference document for PO/OLA/RFQ/Tender, it will be flagged as "Pending" from first day itself.

SD

1. Document created by referring OLA :

- a. If the OLA has been expired before 90 days of running this transaction.

2. Document created by referring Primary PO / Standard Direct PO :

- a. If invoices worth more than 95% have been processed against this PO.

3. Document created by referring Secondary PO :

- a. If the OLA used in this PO has been expired before 90 days of running this transaction.

4. Document created using RFQ, Offline Tender number (Collective number) or E-Tender Number (E Bid number) :

- a. If OLA against this tender has been expired before 90 days of running this transaction.

- b. If no OLA exists AND a PO has been created against this tender AND invoices worth more than 95% have been processed against this PO.

5. Document created using "Others" category under ZMMEMD :

- a. Since in this case there is no reference document for PO/OLA/RFQ/Tender, it will be flagged as "Pending" from first day itself.

Every month Dealing officer has to make sure to run transaction **ZMMEMSDUPD** to check the pending documents (as per SAP records) and take suitable action:

1. In case document is actually pending with ONGC - Select "Pending" status using drop down and enter the reason for pendency under "Remarks" field.
2. In case document is already refunded/forfeited/converted - Selected "Processed" status using drop down, enter FI Posting document number under "Ref Doc" field and remarks under "Remarks" field.

EMD/SD status update (for more details refer - ZMMEMSDREP)

Type	Document No.	Item Co...	Status	Ref Doc	Remarks	Last upd by	Last upd on	Purch. Doc	Doc type	Vendor Code	Pur Grp	Created by
EMD	1000103438	3	MDM					6020173116	RFQ	0000106477	101	CHM_KARAA
EMD	1000103438		PROCESSED		Fully Processed - Refund / Forfeiture Processed			6020173116	RFQ	0000106477	101	CHM_KARAA
EMD	1000103438		PENDING		Pending with ONGC			6020173116	RFQ	0000106477	101	CHM_KARAA
EMD	1000303444	1	MDM					7010000360	RFQ	0000404619	NY1	CHM_SUEHA
EMD	1000303445	1	MDM					7010000360	RFQ	0000404619	NY1	CHM_SUEHA
EMD	1000303453	1	MDM					6020173116	RFQ	0000106477	101	CHM_KARAA
EMD	1000303471	1	MDM					6020173116	RFQ	0000106477	101	CHM_KARAA

Please note that, in any calendar month, in case appropriate action is not taken by Dealing Officer for any pending EMD/SD document then the list of all such documents will be escalated to next level and after a certain amount of time, all such cases will be reported to the teams of CMD and Director (Finance).