



PMC Cell – MM

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Sub: Payment of Service providers' bills under the exceptional situation of Lockdown due to COVID-2019.

Executive Committee in its 21st special meeting (21/2019-20) held on 27.03.2020 has noted that work centers are facing problem in releasing payments to the service providers in the present lock down situation due to COVID-2019 Pandemic. EC recognized that there is an urgent need for release of payment for manpower intensive contracts such as housekeeping/facility maintenance contracts and also to other service provider.

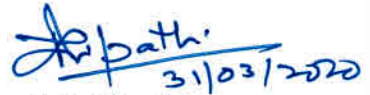
Under the prevailing exceptional circumstances, EC while acknowledging the need for release of payment of the bills for the month of Feb & March 2020 and till continuation of lockdown for continuation of services, even though may be in deviation to existing procedure, directed that for such cases, certain percentage of payment, as may be considered appropriate up to a maximum of 80% may be considered for release against invoices and certification of services by service receivers (SES) during the lockdown period. Balance payment to the service providers may be released by following laid down procedures/guidelines/contract conditions after ensuring that all the deficiencies have been made good. Following guidelines in this respect are to be followed:

1. This guidelines is applicable for the cases where documents are deficient. For cases where all the documents are available normal procedure will be followed.
2. Service receiver/indenter to prepare service entry sheet (SES) in system for the full amount of service received.
3. Service receiver/indenter to certify the amount for payment (maximum upto 80%) to be released on invoice and the same to be sent to respective Pre-Audit Officer. If it is physically not possible to send document ,then scanned copy along with SES number to be sent through ONGC mail with subject as 'Payment of Invoice under COVID' to respective Pre Audit officer with copy to I/c Finance
4. In- normal course, wherever possible, tracking number is to be generated by the designated person. Wherever it is not possible to generate Tracking number due to present situation of lockdown, Pre-Audit Officer to generate tracking number for the invoice for which payment is being processed.
5. ICE to give authorization for creating tracking number to Pre Audit Officer.

Dr. Patil
31/03/2020

6. Pre Audit executive to prepare & release LIV of the SES for full amount and deduct TDS as per IT Act & GST as applicable.
7. Pre-Audit Section to verify the Vendor GL for any other deduction and pass the invoice for payment to the extent mentioned by service receiver. However, the amount in no case will exceed 80% of the invoice value.
8. After final release, Pre-Audit officer will send such vouchers to cash & bank officer either physically or through ONGC mail , certifying the amount to be released along with the documents number for final release.
9. Cash & bank section after releasing the payment has to keep such vouchers separately for future reference and regularization after the lockdown period is over.

Above guideline has approval of CCF & CIO as per directives of Executive Committee


31/03/2020

(A P Tripathi)
ED-Chief MM Services

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