



Oil and Natural Gas Corporation Ltd
Corporate Materials Management

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No. DLH/CMM/ Nomination/ 2018-19	Dated : 06th December, 2018
From: ED-Chief MM, Corp MM, ONGC, Vasant Kunj, Delhi	
To: All Key Executives	


Sub: Delay in reporting of nomination cases in the SAP system

Please refer this office letter No. DLH/CMM/GB/(28)/2016 dated 21-11-2016 regarding reporting of Nomination cases and reminder dated 10.02.2017.

As per instructions vide circular no. 22/2015, dated 19.06.2015, the data on quarterly basis should be forwarded by the work center within one month after completion of the respective quarter.

However, although compliance is largely observed, it has been observed that either data for second quarter of 2018-19 has not been submitted by a few work centers in time or the data filled in is also not correct/proper. The Board agenda has to be finalized in first week of the subsequent month, i.e., 7th Nov. in the instant case, which has elapsed.

Management has taken a serious view of the delay in reporting this issue to Board/EPC, as such, it is reiterated that all concerned may ensure that the data is entered in the system in timely manner and report is approved by concerned key-executive within one month after completion of the quarter.


(Ashwini Nagia)
ED-Chief MM

Copy to:

- i) Director (E)-I/c MM
- ii) All I/c MMs

