



PMC Cell – MM

Oil and Natural Gas Corporation Ltd

Corporate Materials Management
2nd Floor, Tower-A, Deen Dayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj
New Delhi - 110070

Tel – (011)26752004 Fax – (011) 26129091

Circular No. 47/2018-cum-Integrated MM Manual Amendment No. 40/2018

No: MAT/PMC/13(7)/13(139)/2018

Dated: 29.08.2018

Sub: Review of the provisions of Integrated MM Manual pertaining to procedure for Charter Hiring of Aircraft/ Helicopters for movement of VVIPs or to meet contingency.

EPC, in its meeting (19/2018) held on 27.08.2018 has reviewed the clause no. 32 of Integrated MM Manual provisions pertaining to procedure for Charter Hiring of Aircraft/ Helicopters for movement of VVIPs or to meet contingency.

In accordance with the decisions taken in the aforesaid meeting of EPC, relevant provisions of Integrated MM Manual stand modified as per Annexure-I.

Above guidelines should be meticulously followed by all concerned.

Ashwini Nagia
29/8/18

(Ashwini Nagia)
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 through mail:

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.

Annexure-I

Statement showing existing vis-à-vis modified provisions of Integrated MM Manual

Para No.	Existing Provisions	Modified Provisions
32.1	The Indenting Department / Corporate Logistics shall obtain Administrative Approval (AA) and Expenditure Sanction (ES) from the <u>concerned Director</u>	The Indenting Department / Corporate Logistics shall obtain Administrative Approval (AA) and Expenditure Sanction (ES) <u>from CMD</u>
32.5	The enquiries with brief technical details, terms & condition and tentative schedule shall be sent to as many firms by Logistics/Indentor as possible, as per instruction in vogue on this issue. Names of such firms proposed for sending enquiries shall also be get approved from the <u>Concerned Director</u> . The enquiry can be sent to the firms either by fax or by post depending upon the availability of time.	The enquiries with brief technical details, terms & condition and tentative schedule shall be sent to as many firms by Logistics/Indentor as possible, as per instruction in vogue on this issue. Names of such firms proposed for sending enquiries shall also be <u>got</u> approved from the <u>Director-I/c Logistics</u> . The enquiry can be sent to the firms either by ONGC mail, fax or by post depending upon the availability of time.
32.7	The <u>fax bids</u> can also be obtained and accepted for processing and finalization of the tender. However, the <u>fax bids</u> should be followed by original bid for records.	The bids through <u>fax or e-mail</u> can also be obtained and accepted for processing and finalization of the tender. However, bids submitted through <u>fax or e-mail</u> should be followed by original bid for records.
32.9	A Tender Committee at In-charge level of Logistics/ Indentor and corresponding level of Finance Department shall meet for deliberation on hiring of the aircraft and lowest technically acceptable offer shall be recommended for award of Work Order. Irrespective of the value of the case, recommendation of the Tender Committee shall require approval of <u>Concerned Director, Director (Finance) and CMD</u> . In case of hiring of aircraft through Board of officers also, the proceedings of the Board consisting of In-charge level of Logistics/ Indentor and corresponding level of Finance Department for award of the Work Order shall be approved by <u>Concerned Director, Director (Finance) and CMD</u> .	A Tender Committee at In-charge level of Logistics/ Indentor and corresponding level of Finance Department shall meet for deliberation on hiring of the aircraft and lowest technically acceptable offer shall be recommended for award of Work Order. Irrespective of the value of the case, recommendation of the Tender Committee shall require <u>approval of Director-I/c Logistics</u> . In case of hiring of aircraft through Board of officers also, the proceedings of the Board consisting of In-charge level of Logistics/ Indentor and corresponding level of Finance Department for award of the Work Order shall be approved by <u>Director-I/c Logistics</u> .