



Oil and Natural Gas Corporation Ltd
Corporate Materials Management
Pandit Deen Dayal Upadhyay Urja Bhawan,
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No: DLE/CMM/SV/2018-19
Dated: 02.07.2018

To : All Key Executives

Sub: Stock Verification of Stores and Spares.

Reference is invited to this office letter No. DLE/CMM/SV/2018-19 dated 17.05.2018, wherein it was enjoined upon all work-centers to complete Stock Verification of Stores & Spares (as mapped in ICE System) during FY 2018-19 and also make necessary entries in ICE system. In this context, all Key executives were requested to extend their personal attention, to ensure completion verification of Stores & Spares at site during FY 2018-19.

With reference to the above guidelines, it may please be noted that the Statutory Auditors have raised their concern on the aspect of non-verification of materials at various work centers. Hence it is once again requested that detailed planning may be made at the work centers for verification of materials. Periodical review may be undertaken for ensuring the achievement of the targets of physical verification. Progress report on achievement, on quarterly basis, may be submitted to this office. The first quarter report may be sent latest by 16.07.2018.

(Ashwini Nagia)
ED-Chief MM Service

Copy for kind information to

1. CEA to Director (E) - I/C MM
2. CEA to Director (Finance)