



PM Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
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Sub: Issuance of completion / experience certificate to the contractor.

The issue of streamlining the system of issuance of completion / experience certificate to the contractor after completion of work was under examination for some time in the past.

It has been decided that henceforth, in case of LSTK contracts handled by Offshore & Onshore Engineering Services, whenever requested by the contractor, concerned Project Coordinator (PC) / Project Manager (PM) / First Person Responsible (FPR) of the indenting departments / projects shall be authorized to issue completion / experience certificate to the contractor with the approval of Concerned Head Works, after ascertaining satisfactory completion of the works / contract.

For other LSTK contracts handled by work centre, completion / experience certificate shall be issued after ascertaining satisfactory completion of the contract by the officer handling the project with the approval of concerned L-II.

Prescribed format for issuance of Completion / experience Certificate is enclosed as Annexure-1.

Above guidelines should be meticulously followed by all concerned.


(Ashwini Nagia)
ED-Chief MM Services

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Copy to:

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

OIL AND NATURAL GAS CORPORATION LIMITED

COMPLETION CERTIFICATE

- 1. Name Of Works:**
- 2. Brief Scope Of Work:**
- 3. Name Of The Contractor:**
- 4. NoA No. & Date:**
- 5. Contract Agreement No. & Date:**
- 6. Scheduled Completion Date/ Duration of Contract:**
- 7. Contract Price:**

Certified that the project has been completed satisfactorily on in line with approved drawings, contract specifications and standards, without any defect, pending liquidation of punch points, operational issue, verification / certification of documents, final measurement, resolution of cost benefits/unit adjustment, other technical & commercial issues etc. and this certificate is being issued according to and in compliance with contract clause.....

For Oil and Natural Gas Corporation Limited

DATE:

(Signature of PC with Stamp)

PLACE: