



PMC Cell – MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management

9th Floor, South Tower, SCOPE Minar,
Laxmi Nagar, Delhi -110 092
Tel – (011) 22406044 Fax – (011) 22446494

Circular No. 07/2016

No: MAT/PMC/13(172)/2016

Dated: 04.03.2016

Sub: Submission of agenda briefs for consideration of EPC.

Reference is invited to the provisions under Para 10.6.1 (o) of Integrated MM Manual, wherein *inter alia* it has been stipulated that agenda briefs being submitted to EPC should be compact, to the point, self-contained and containing only the specific and relevant issue(s)/documents.

EPC, in its meeting (06/2016) held on 23.02.2016 observed that inspite of above guidelines, agenda briefs which are being submitted to it contain irrelevant documents which are not required to be appended with the agenda. Hence, EPC directed that only relevant and case specific documents/exhibits/annexures should be appended in the agenda and that the concerned work centre while submitting the agenda to EPC should ensure that only relevant documents form part of the agenda.

In view of the above, all concerned are advised to strictly comply with the above directive of the EPC and aforementioned provisions of Integrated MM Manual, while submission of agenda briefs for consideration of EPC.

C.R. Mohanty
04/03/16

(C.R. Mohanty)
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').
All concerned may download the circular from the site. Hard copies are not distributed separately.

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.