



PMC Cell – MM

Oil and Natural Gas Corporation Ltd Corporate Materials Management

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Sub: Requirement of mentioning system generated PO/OLA no. in the NOA/LOA issued to the firms.

Reference is invited to circular No. 01/2016 dated 01.01.2016, wherein *interalia* all concerned have been advised that in exceptional circumstances where any contract is required to be extended, prior to extending the same / placing fresh POs/NOA/LOA, the status of the vendor should be ascertained in the list of suspended / banned firms available on MM website.

In this context, all concerned are advised that system generated PO/OLA number should invariably be mentioned in the NOA/LOA for all cases including nomination cases so that no NOA/LOA is placed on any suspended/banned firm.

Above guidelines should be meticulously followed by all concerned.

C.R. Mohanty
19/01/16

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

Distribution: (Through ONGC's intranet website 'ongcreports.net').

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