



PMC Cell - MM

Oil and Natural Gas Corporation Ltd
Corporate Materials Management
2nd Floor, Tower-A, Pandit Deen Dayal Upadhyaya Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070
Tel – (011) 2675 2004 Fax – (011) 2612 9091

Circular No. 23/2017

No: MAT/PMC/17(1)GST/2017

Dated: 15.06.2017

Sub: Collection of GSTIN data from vendors.

In view of the impending implementation of GST w.e.f. from 01-July-2017, it has become imperative to maintain GST data of vendors in the ICE system in order to ensure compliances.

The steps to be taken up immediately are listed below:

- 1) All dealing officers at Work Centres shall contact vendors whose POs are still open. The communication sent to vendors must request them to provide the following:
 - a. Data in the format enclosed at **Annexure - A**
 - b. Copy of the GSTIN acknowledgement letter or mail
 - c. Declaration form on the vendor's letterhead in the format attached at **Annexure - B**.

The communication to vendors will also include **Annexure -C** which lists the GST number of ONGC's work centers.

- 2) The data received will be entered in the ICE system using transaction code ZFI_GSTIN by the dealing officers of concerned departments. Scan of the documents specified above will also be uploaded in the same request. The request will be approved by minimum L3 officer of the respective departments at the Work Centers. The requests will finally be processed by Vendor Management Cell. The process guide for the transaction will be made available by ICE.
- 3) The second step involves data collection in new tenders. Henceforth, all tender documents will contain instructions to bidders to submit data and documents specified in Annexures 'A' & 'B'. Upon opening of tenders, requests for data upload will be created in the system as specified above.

In view of the short time left before GST comes into force, all concerned are advised to take urgent action in this matter.

Ashwini Nagia
15/6/17

Ashwini Nagia
ED-Chief MM

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, 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 -A

S. No.	Vendor Code in ONGC	Vendor Name	State	State Code	GSTIN

Sign of vendor:

Date:

Name:

Annexure - B

(The following to be provided on the vendor's letterhead duly signed and stamped)

To

ONGC Limited

PDDU Urja Bhawan,

5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110092.

Subject: Submission/Confirmation of GSTIN & PAN details

This is to certify that our Firm/Company has been registered with Goods and Service Tax
vide

registration number : _____
dated : _____
under the name : M/s _____
having address at : _____
with PAN details as : _____

Kindly use the details shared above for all GSTIN Compliance purposes.

For and on behalf of:

Name of the Firm/Company

Authorized Signatory

Oil and Natural Gas Corporation Limited

PAN No.- AAACO1598A

GST Application Reference Number (ARN) and
GST Provisional ID- State wise

Sr. No.	State	Status	ARN	Provisional ID
1	Delhi	Done	AA0712160027878	07AAACO1598A1ZP
2	Goa	Done	AA3012160000861	30AAACO1598A1Z0
3	Chennai	Done	AA330117000475R	33AAACO1598A1ZU
4	Andhra Pradesh	Done	AA370117014723G	37AAACO1598A1ZM
5	Jharkhand	Done	AA2012160041618	20AAACO1598A1Z1
6	Uttar Pradesh	Done	AA091216000291R	09AAACO1598A1ZL
7	Rajasthan	Done	AA080617066427T	08AAACO1598A1ZN
8	Tripura	Done	AA1603170000016	16AAACO1598A2ZP
9	West Bengal	Done	AA1903170013796	19AAACO1598A1ZK
10	Odisha	Done	AA2103170101251	21AAACO1598A1ZZ
11	Dehradun	Done	AA050317006152U	05AAACO1598A3ZR
12	Maharashtra	Done	AA2703171597015	27AAACO1598A1ZN
13	Gujarat	Done	AA2404170089827	24AAACO1598A4ZQ
14	Assam	Done	AA180317011019I	18AAACO1598A2ZL
15	Himachal Pradesh	Done	AA020317003909E	02AAACO1598A1ZZ
16	Madhya Pradesh	Done	AA030317002587H	23AAACO1598A1ZV
17	Punjab	Done	AA030317002587H	03AAACO1598A1ZX