



PMC Cell – MM

**Oil and Natural Gas Corporation Ltd
Corporate Materials Management**

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Sub: Uploading of TC minutes in Tender Monitoring System (TMS).

Reference is invited to provisions under para no. 27.9 of Integrated MM manual, wherein inter-alia it has been stated that TC recommendations and approvals which will be outside system, will be subsequently uploaded in the system by the dealing officer.

While perusing the tender monitoring report, it is observed that many of the work centres are still not uploading the TC minutes in the SAP system.

In this regards, all concerned are advised to ensure that TC minutes once approved by the competent authority are immediately uploaded in the system.

Above guidelines should be meticulously followed by all concerned.

Ashwini Nagia
5/12/16.

(Ashwini Nagia)
ED-Chief MM Services

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