



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

Corporate Materials Management

2<sup>nd</sup> Floor, Tower-A, Deendayal Urja Bhawan,  
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070  
Tel – (011)26752004 Fax – (011) 26129091

Circular No. 37/2021

No: CORP-MM/PMC/2021/808612

Dated: 29.09.2021

**Sub: Activity and Time Log Sheets in LSTK Contracts.**

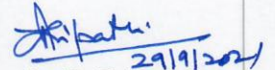
EPC in its meeting (02/2021) deliberated regarding issues being faced in carrying out delay analysis and signing of joint statement in respect of LSTK projects /works (both offshore and onshore).

Accordingly, to address the above issue, following guidelines are to be complied by all concerned:

- (i) Activity and time log sheets should be prepared on monthly basis as a part of project scheduling. These log sheets should capture the delay, if any, in completion of activities/tasks and also record the reasons for the delay and to whom (whether ONGC or contractor) such delay is attributed and need to be signed by ONGC /ONGC authorized representatives and contractor representatives.
- (ii) The above Log sheets shall be considered while preparing the Joint Statement. In this regard, PMC Circular 16/2021 is to be followed regarding the periodicity in which joint statement is to be prepared and signed.

Suitable provisions on the above lines shall be incorporated in all the future tenders for LSTK contracts.

The aforementioned log sheets can be manual initially but subsequently these log sheets are to be converted to digital/IT enabled within a short time by Onshore & Offshore Engineering Services in consultation with Infocom and PMC.



(A. P. Tripathi)

ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'reports.ongc.co.in').

**All concerned may download the circular from the site. Hard copies are not distributed separately.**