



Oil and Natural Gas Corporation Ltd

Corporate Materials Management

2nd Floor, Tower-A, Deen Dayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi -110 070

No. CMM/VMC/MSE/2021/1

Date 21/06/2021

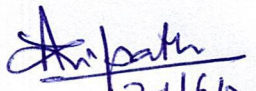
From: ED- Chief MM Services

To: All Key Executives

Subject: - Correction of data pertaining to MSE vendors in SAP

1. Kind reference is invited to PMC Circular No. 29/2020 dated 07/07/2020 on the classification of MSEs and to Letter vide no. MAT/VMC/MSEs/2020/4 dated 13.08.2020 regarding correctness of data pertaining to MSEs in POs/ OLAs.
2. During the review of Annual accounts for the year ending as on 31st March 2021, Statutory Auditors have raised their concern on incorrect identification of MSE vendors. For e.g. a vendor has been identified as MSE Vendor in one company code and as Non-MSE vendor in other company code. Due to different identification of same vendor in different units, Auditors have raised their observation on the outstanding amount to be reported by the company in the financial statements for the year ended 31.03.21.
3. In this regard, a meeting was held with Chief Corporate Finance and Chief Accounts & Financial Reporting Services. CA&FRS informed that Auditors would be raising the issue of wrong identification and reporting of outstanding balance of MSE vendor in the board and an action plan is required to be confirmed to auditors to remove such anomalies.
4. Based on the deliberation and way forward for removing such anomalies, all Key executives are requested to kindly instruct I/C MM of their respective unit/location to take following action immediately :-
 - a) To download vendor master wherein the MSE indicator is appearing either in PO/OLA or Vendor master in SAP.
 - b) Thereafter, a communication to be sent to all those vendors asking for confirmation as on that date whether they are registered as MSE or not with the appropriate authorities.
 - c) Accordingly, on receiving the communication from the Vendors, all I/C MM of the units/location to update the data in vendor master in SAP.
5. In view of above, all Key Executives are once again requested to kindly look into the matter and accord TOP PRIORITY. A compliance report on above action may kindly be submitted to this office by 23rd June, 2021.

Regards,


(A.P. Tripathi)
21/6/2021
ED- Chief MM

Copy for kind information (email/ONGC report/MM website):

1. Chief Corporate Finance
2. Chief Accounts & Financial Reporting Services
3. Head MM/ I-c MM of all work-centers