



PMC Cell – MM

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Corporate Materials Management

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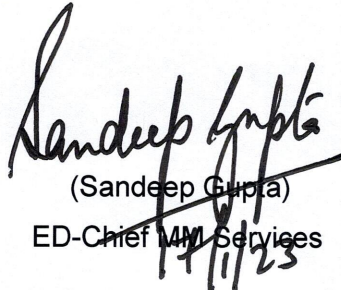
No. DLI/CORP-MM/2022/PMC/1001615
Dated 17.01.2023

Sub: Revision in Vendor Banning Process

Reference is invited to Integrated MM Manual para 17.5.2 on 'Vendor Banning Process'. EPC in its meeting (01/2023) held on 06.01.2023, while deliberating on an agenda of a Work Centre, opined that all facets of the banning process including decision on whether to ban a vendor totally or partially (i.e. provide an exemption window) or not to ban a vendor, fixation of the quantum of banning period and review / modification / revocation, if any, of the banning decision needs to be vested with the same competent authority i.e. Committee of Directors.

In accordance with decision taken by aforesaid meeting of EPC, the modified provisions of Integrated MM Manual in this regard are attached at Annexure-1.

Above guidelines should be meticulously followed by all concerned.


(Sandeep Gupta)
ED-Chief MM Services
17/1/23

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

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Statement showing existing vis-a-vis modified provisions of Integrated MM Manual.

IMMM Para No.	Existing Provisions	Proposed modified Provisions	Remarks
17.5.2	<p>Vendor Banning Process</p> <p>The Committee of Directors consisting of concerned Director, Director-I/c MM and Director (F) shall be competent for approving proposals for banning of business dealings with erring vendors. Chief MM shall be the nodal officer to assist this Committee and all the proposals from the Work Centre shall be first scrutinized by Chief MM before they are put up to the committee of Directors. <u>The Committee of Directors can refer the case for banning of business dealings with an erring vendor to EPC after obtaining the approval of CMD only in case if business dealings with a major vendor who is involved in various areas of operations of ONGC is proposed to be banned and if banning of business dealings with that vendor could have a major impact on ONGC's operations.</u> Following process shall be followed for the purpose of banning any vendor:</p> <p>.....</p>	<p>Vendor Banning Process</p> <p>The Committee of Directors consisting of concerned Director, Director-I/c MM and Director (F) shall be competent for approving proposals for banning of business dealings with erring vendors <u>including the decision to ban totally or partially (i.e. provide an exemption window) or not to ban at all, fixation of the quantum of banning period and review / modification / revocation, if any, of the banning decision.</u> Chief MM shall be the nodal officer to assist this Committee and all the proposals from the Work Centre shall be first scrutinized by Chief MM before they are put up to the committee of Directors. Following process shall be followed for the purpose of banning any vendor:</p> <p>.....</p>	<p>Underlined portion in existing clause deleted.</p> <p>Bold Underlined portion in modified clause added.</p>
	<p>f. The Key Executive shall peruse the inquiry report along with the replies submitted by the firm and all other related documents of the subject case. In case the recommendations of Enquiry Officer are in line with the decision of concerned Director for initiating banning process, recorded earlier, Key Executive shall submit the case through the Legal Section of the concerned Work Centre and Chief- Legal Services to Chief MM Services for obtaining approval of the Committee of Directors for issuing the banning order. However, where based on the findings/recommendation of the Enquiry Officer and the replies submitted by the firm and all other related</p>	<p>f. The Key Executive shall peruse the inquiry report along with the replies submitted by the firm and all other related documents of the subject case. In case the recommendations of Enquiry Officer are in line with the decision of concerned Director for initiating banning process, recorded earlier, Key Executive shall submit the case through the Legal Section of the concerned Work Centre and Chief- Legal Services to Chief MM Services for obtaining approval of the Committee of Directors for issuing the banning order. However, where based on the findings/recommendation of the Enquiry Officer and the replies submitted by the firm and all other related</p>	<p>Underlined portion in existing clause deleted.</p> <p>Bold Underlined portion in modified</p>

IMMM Para No.	Existing Provisions	Proposed modified Provisions	Remarks
	documents of the subject case, <u>a review of the decision is required, then the Key Executive of the work center shall submit the case to concerned Director for reconsideration with due justification along with recommendations.</u>	documents of the subject case, <u>if the Enquiry Officer recommends not to ban business dealings, then also the case shall be referred by the Key Executive with due justification along with recommendations to Committee of Directors for approval after obtaining the endorsement of the concerned Director.</u> <u>For review / modification / revocation, if any, of the banning decision, the Key Executive shall submit the case with due justification along with recommendations through the Legal Section of the concerned Work Centre and Chief- Legal Services to concerned Director for endorsement. If the case is endorsed by the concerned Director, the same shall be submitted to Chief MM Services for obtaining the approval of Committee of Directors.</u>	clause added.

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