



PMC Cell – MM

## Oil and Natural Gas Corporation Ltd

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**Circular No. 52/2022 -cum- Integrated MM Manual Amendment No. 80**

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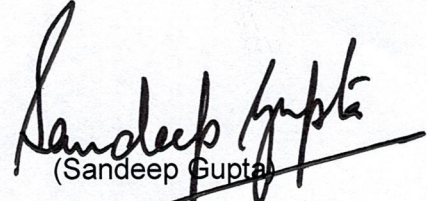
Dated: 19.10.2022

**Sub: Nomination of alternate TC member**

Reference is invited to para 10.3.1(v) of Integrated MM Manual wherein it has been stipulated that if the required level of TC member is not posted / not in station (on leave / tour) at a Work Centre then the TC member will be of the next lower level available and /or as nominated by I/c MM, I/c Finance and L2 of Indenting Dept. where CPAs are Level-2 to Level-4 executives.

In this context, EPC in its meeting (21/2022) held on 03.10.2022, deliberated on above provisions. Accordingly, as per EPC approval, the modified provisions of Integrated MM Manual are attached at Annexure-1

Above guidelines should be meticulously followed by all concerned.

  
(Sandeep Gupta)

ED-Chief MM Services

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

Para No.	Existing Provision	Modified provision	Remarks
10.3.1 (v)	If the required level of TC member is not posted / not in station (on leave / tour) at a work centre then the TC member will be of the next lower level available and /or as nominated by I/c MM, I/c Finance and L2 of indenting dept. where CPAs are Level-2 to Level-4 executives.	<p>If the required level of TC member is not posted <u>or on leave / foreign tour for at least 5 continuous calendar days</u> at a work centre then the TC member will be of the next lower level available and / or as nominated by I/c MM, I/c Finance and L2 of indenting dept. where CPAs are Level-2 to Level-4 executives. <u>Thus, an alternate TC member should step-in only when the regular TC member is either on leave or on foreign tour for at least 5 continuous calendar days.</u></p> <p><u>However, in case of extreme urgency, which shall be recorded in file, alternate TC member may be nominated with the approval of L-1 Executive, even when TC member is on leave / foreign tour for less than 5 continuous calendar days.</u></p>	Underlined portion modified

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