Oil and Natural Gas Corporation Limited

Book of Delegated Powers, 2015

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ONGC

Preamble

The Board of Directors of ONGC, in order to facilitate the business activities of the organization, to foster more efficient use of resources and to strengthen the position of ONGC as India's leading energy company, has brought into force this revised Book of Delegated Powers (BDP) 2015. Through this book, the Board of Directors has empowered the company executives with authority so as to achieve the vision of being a global leader in the integrated energy business.

Part A – Instructions for Exercising Powers in BDP

I: Delegation of Authority & Segregation of Duty

a) Defining delegated authority and segregating duties at work are cornerstones of any successful activity or project or scheme.

b) Delegation of authority and defining principles of segregation of duties through this BDP is aimed at two objectives: (i) to define the limitation to decision making authority granted to individuals/committees, (ii) to set out accountability and responsibility for participants in the activity by defining decision making authority for the activity.

c) This BDP has been developed using a framework that defines the limitation of authority to an individual/committee based on risks associated with the activity. For each activity, risk has been evaluated using different risk dimensions such as financial, human capital, operational, legal & regulatory, reputational and social.

d) The segregation of duties is based on iRAID framework as described below.

II: iRAID Framework

a) To exercise the delegated authority, individuals/committees will perform a set of tasks identified below that will result in reasonable and fair decision making.

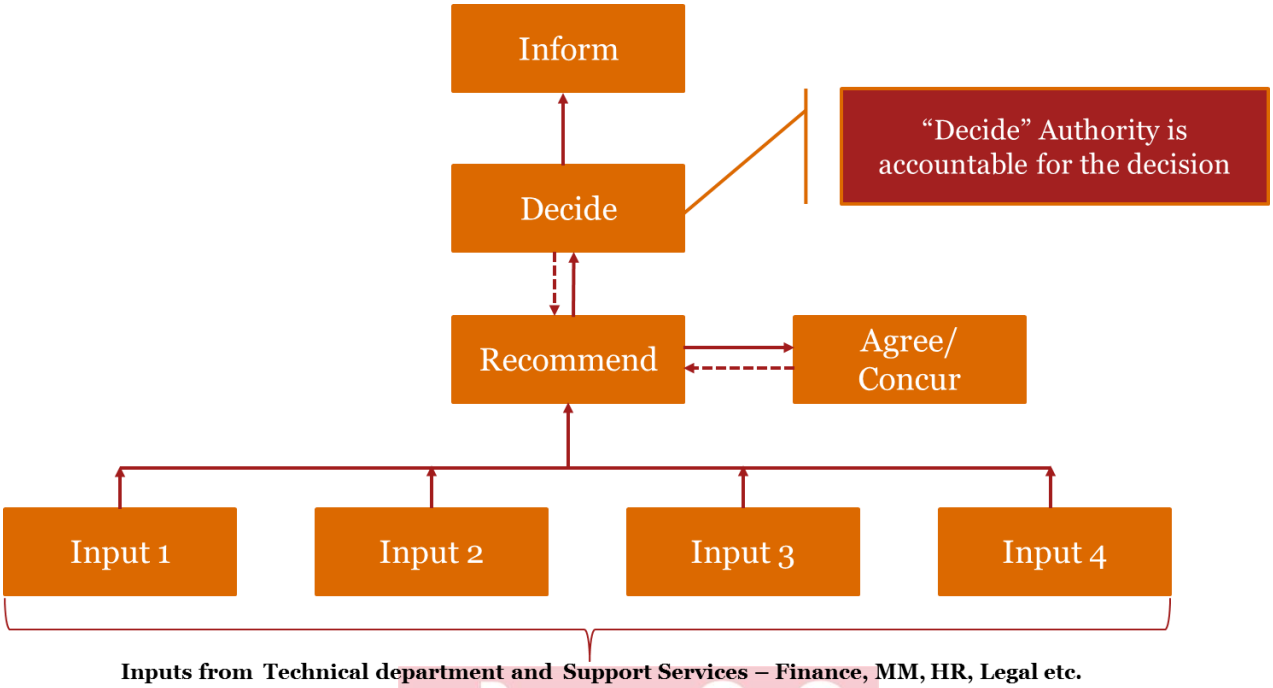
b) The levels mentioned in the below framework are drawn from ONGC's CRC structure. In case the stated CRC level is not available in the work center,

   (i) Power of decide authority shall be exercised by next higher authority (CRC level)

   (ii) Role of Input, Agree and Recommend authority in the decision making process shall be rendered by the senior most authority (E level which is below the requisite CRC level authority for respective roles) in the respective units/department/functional area.

c) "Decide" authority is accountable for a decision and its successful execution. Responsibility to undertake elements of decision making activity and elements of executing the decision are shared by the "Decide" authority with individuals below that authority both in the line function and support functions.

d) For **decision making**, the roles performed by levels below the "Decide" authority are segregated in the manner depicted below using iRAID framework. For **executing the decision**, the roles will be segregated using iRAID framework too and they will be set-out in manuals of respective departments.



Description of Roles Under iRAID Framework for decision making:

Authority	People Involved (Who?)	Responsibility (What?)
Input (i)	One or more individual(s) - To be assigned/ nominated/ approached by the "Recommend"ing authority; - from different departments (viz. Technical, Finance, Legal, MM, Commercial, HR etc.) and competencies; - each of them being the senior most in the respective departments amongst levels below "Recommend"ing authority.	Individual(s) on the back of their experience or with assistance from external agencies/consultants will a. Collate relevant and critical insight or information b. Including cost estimates and c. Provide this information within the assigned timeline to the "Recommend"ing authority.
Recommend (R)	One individual - From indenting/user/ technical department; and - the senior most in the department amongst levels below "Decide"ing	i. Develops a proposal including business case, evaluation of various alternatives, building of overall plan and checking whether sufficient information is available for decision making. ii. Starting from the preliminary level of development of proposal keeps the "Decide" authority updated, through regular meetings and minute the key

Authority	People Involved (Who?)	Responsibility (What?)
	authority.	decisions, about the activity to be proposed, resources being committed to make proposal, and the broadly the expected outcome. Stops development of proposal if "Decide" authority declines consent to proceed. iii. Drafts the proposal to demonstrate business merit that includes the following items (wherever applicable): a. Detailed description of the proposed activity; b. Reasons for undertaking it; c. Determining the final outcome; d. Listing all sub-activities and resources (equipment, spares, stores, manpower, land, etc.) needed to perform the activity; e. Detailed project plan including intermediate milestones, KPIs and contingencies; f. Detailed time schedule needed to complete the proposed activity g. Detailed cost estimates of each sub-activity; h. Financial/non-financial gains (if applicable) that will accrue to ONGC; i. All possible scenarios that could result in cases of delay or stoppage of the proposed activity; j. Status of budget availability (for cases not accounted in budget or schemes); k. List of other alternatives (if any) in comparison to the proposed activity; iv. To illustrate the merit of the proposed activity, wherever possible, attaches copies/originals of documents/data to build up the business case. v. Seeks "Concur"rance on the proposal of independent authority(ies) designated as "Agree/Concur" from support functions like finance, MM, HR, commercial, etc. vi. Forwards the proposal to "Decide" authority for approval, including if required makes comments why Decide authority's veto is required despite decline of concurrence by "Agree/Concur" authority(ies).
Agree (A)/ Concur	One or more individual(s) - Each one of them is a domain expert from various support functions (viz. Finance, Legal, MM, Commercial, etc.) - In case of departments other than finance, it is the senior most in the	i. In case of domain expert from finance, the "Concur"ring authority will do the following activities (wherever applicable): a. Check the reasonability of costs; b. Validate the tax treatment and computations; c. Check Financial viability as proposed by "Recommend"er of the scheme/project; and ii. In case of domain expert from other areas (viz. MM, Legal, Commercial, HR etc.), the authority reviews the proposal and confirms proposal's

Authority	People Involved (Who?)	Responsibility (What?)
	function amongst levels below "Decide"ing authority. - In case of finance department, Incharge Finance is the first level (C-1) finance officer, he can also designate second Level (C -2) and third level (C-3) finance Officer. These C-1, C-2, C-3 level finance officers shall provide concurrence to the corresponding level of deciding authority, L-I & Functional Director, L-II and L-III respectively. For cases where deciding authority is L-IV, concurrence shall be provided by C-3/E4 officers as designated by Incharge Finance.	compliance with company processes and statutory provisions in their respective area of expertise. iii. Before according the concurrence, the "Agree/Concur"ring authority may ask for additional clarifications/ information/ documents from "Recommend"ing authority as per the requirement. iv. In case the "Agree"ing authority does not concur with the elements of proposal from their expertise area, then the proposal will be forwarded to "Decide"ing authority with reasons for not concurring and recommendations on changes desired.
Decide (D)	Individual or an empowered committee of individuals as mentioned in the respective clause of this BDP.	The authority shall reject or accord Approval/Financial Sanction to the proposal of "Recommend"ing authority after confirming that a. The activity proposed is necessary to be undertaken; b. Scheme/Project/Activity is financially viable or there exists the technical requirement; c. All risks (legal, reputational, financial, technical, etc.) have been evaluated properly and proposed mitigation plans are adequate and feasible; d. The proposal has been "Agree/Concur"red by all domain experts from the functional areas within the scope of the proposal; e. The activity is feasible; f. No conflict of interest is envisaged; g. The proposal is well documented; h. Before giving his/her approval, the "Decide"ing authority may ask additional clarifications/ information/ documents from "Recommend"ing authority; i. Directing documentation with proper reasons and justifications for the final decision. ii. "Decide" can overrule agree/concurring authority

Authority	People Involved (Who?)	Responsibility (What?)
		with reasons to be recorded and reported to the next higher authority iii. Measure execution and delivery of the project or activity against strategic objectives and physical targets by using KPIs or metrics. iv. "Inform" designated authority wherever required as per BDP. v. "Financial Sanction" by "Decide" encompasses both administrative approval and financial sanction. However, in cases where expenditure is not involved, "Decide" shall give his/her "Approval" for the proposal.
Inform (I)	Individual or an empowered committee of individuals at level higher than "Decide"ing authority.	The authority will receive information about decision taken by "Decide"ing authority with respect to the proposal made by "Recommend"ing authority. This is for information only, and unless in contravention to any organisational or statutory provisions, the decision made will not be questioned or reviewed by "Inform"ation receiving authority. The need to inform is decided based on materiality.

- Each proposal will contain authorities which provide inputs, recommend, agree/concur, decide and which are informed. For undertaking the roles mentioned above, indicative checklist has been provided in the above table while detailed procedures and checklists are provided to the individuals through process manuals or circulars and polices. These documents shall be reviewed and amended if required based on ongoing feedbacks received.

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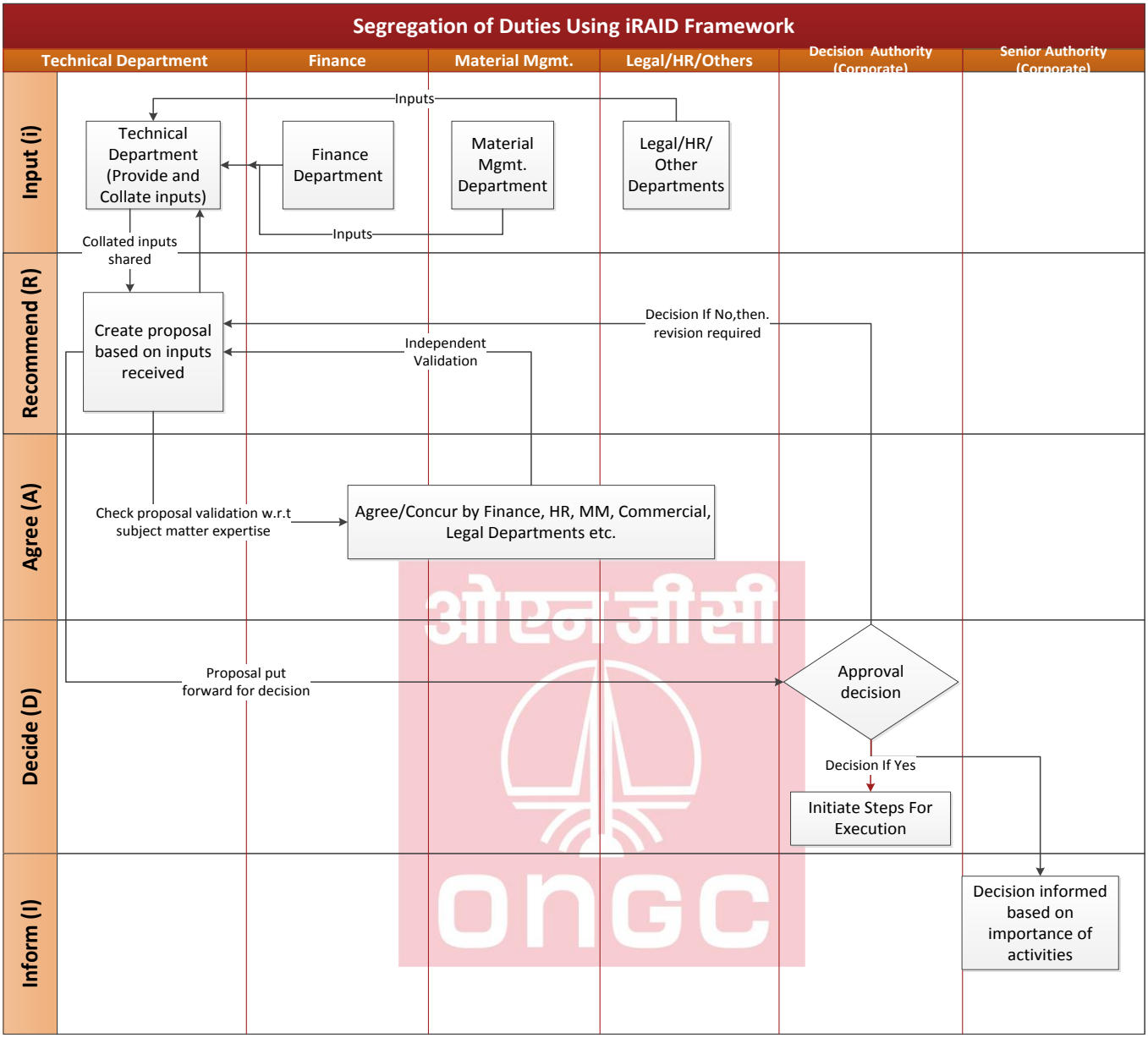


(02/2017 dated 05.06.2017)

III: Schemes

a) **Schemes include activities like survey, exploratory drilling, workover etc. and development projects consisting of development/side track drilling and related facilities.**

b) Schemes, in the context of this BDP, are part of integrated business with stand-alone identity, and are executable as a distinct activity. Usually, Schemes seek to expend money and as a result (i) have quantifiable outcomes, and (ii) contribute to the physical targets in terms of revenue and production. In the exceptional cases, there will be Schemes which incur expenditure but either the outcomes are not quantifiable or they do not contribute to physical target or both.

c) The Schemes shall be developed by consolidating the itemized planned activities at work

centers within the Assets, Basins, Plants, Services and Institutes. Schemes would include activities like Capital Projects, Field Development Plan, Work Programs, Maintenance, CSR, New Business Entry, etc. or a combination of these activities.

d) The “Inputs” to the proposal of a Scheme shall be provided by the individual(s) from different departments (viz. Technical, Finance, Legal, MM, Commercial, etc.) based on their functional expertise in developing a scheme.

e) The “Recommend”er shall decide on the size of the Scheme and right sizing is achieved by ensuring:

   (i) that the estimation of expenditure and outcome targets are very detailed because they go into formulation of budgets; and

   (ii) that the scheme has justified business case on a stand-alone basis.

f) The economic viability of a successful Scheme is based on proper business case justification as prepared by “Recommend” authority (an individual part of technical/business department). Once the business case or feasibility report of the scheme is prepared, the “Agree/Concur” authority (authorities) provides “Concur”rence from the perspective of their functional areas. The authorities are domain expert from various support functions (viz. Finance, Legal, MM, Commercial etc.).

g) The “Decide” authority shall review and shall accord approval or reject the proposal of “Recommend”ing authority after confirming the merit of the proposal, technical and financially viability of the scheme or other such criteria. In a nutshell, approval by “Decide” authority of a scheme encompasses business case approval (administrative approval), financial concurrence, and financial sanction.

h) Upon receipt of approved schemes, at a particular time in a year, estimated Expenditure and Outcome Targets will get consolidated in the form of budgets. These budgets are put up to competent authority for approval. Firstly, financial sanction is obtained for the proposed schemes and then Expenditure Sanction shall be accorded through budgeting process.

i) In the case of NELP PSC Assets, the expenditure sanction will be considered interim at this stage. Authorization for Expenditures (AFE) is a final authorization of expenditure under a PSC usually for a year. Expenditure estimates prepared through Schemes consolidated at the PSC level, will provide proposal for budget approval which is segregated on annual basis.

j) Budgets approved for the next year will be called “Budgeted Expenditures”. Expenditure estimated and approved for the next year shall be subjected to review in the next year and hence such revised estimate shall be termed as “Revised Budget Expenditure”. This AFE once approved by operating committee and management committee will be considered as the final Expenditure Sanction.

k) In case of nomination blocks or Pre-NELP blocks, budgets approvals are considered as the final expenditure sanction.

l) In case where approval is followed by procurement activity, it will be taken up for the individual items (material, services, etc.) or group of items as necessary, including by way of clubbing of similar items in more than one Scheme.

   (i) Indenting department shall reassess the need for the items and ensure that the parameters on which items were approved under the scheme/budget, have not under gone change and justification exists for procuring such items.

m) The reporting for the schemes is done to monitor for controlling purposes.

n) Once the Expenditure Sanction is accorded to a scheme, no separate sanction is required for individual items.

o) Any change in physical and financial parameters in an approved Scheme (within sanctioned expenditure) shall require approval of the sanctioning authority beyond the contingencies built in the schemes.

(02/2017 dated 05.06.2017)

IV: Rules of Financial Propriety

a) The individual officers shall note the purpose of proposal /activity and observe the nature of expenditure at the time of incurrence of the expenditure.

b) The individual officers while exercising these powers shall exercise the same vigilance in respect of expenditure from the organization funds, as a person of ordinary prudence would exercise in respect of expenditure of his own money.

c) The expenditure should prima-facie be not more than the demand of the occasion.

d) No authority should exercise his powers of sanctioning expenditure which will be directly or indirectly to his own advantage.

e) The funds are available in approved budget for the relevant period. However if funds are not available and delay in execution of a work/expenditure is detrimental to the interest of the organization, then the same can be re-appropriated as per the prescribed procedure and guidelines and informed to higher authority.

f) Financial concurrence is required unless specified otherwise for exercising financial powers.

g) Decide or Sanctioning Authority shall have the powers to overrule the views of Agree or Concurring Authority.

h) Monitoring of annual limits shall be done in respect of the items where delegation is made on "per annum" basis.

i) All financial expenditures incurred shall be aligned with the vision and mission of the organization. The funds of the organization as mentioned in BDP shall not be utilized for the benefit of a particular person or community or section of a community unless the expenditure is in pursuance of a recognized policy or as per the business requirement.

j) Wherever powers for approval for deposit of money/advance payments have been delegated in BDP, the same also includes powers for approval for submission of Bank Guarantees/Letters of Credit.

k) In case of excess of expenditure over sanctioned value, sanction need to be obtained from the same authority who had accorded original sanction. In case revised total expenditure falls within the sanctioning powers of higher authority, sanction for excess expenditure need to be obtained from such higher authority. This rule applies in all the cases except specified otherwise.

l) The process of administrative approval needs to be exercised wherever the proposals are non-operational in nature and are not covered by any policy guidelines. Such proposals would require prior approval before initiating financial sanction process.

m) The proposals shall be evaluated considering the total cost of an activity or a job or a proposal in its entirety including other related costs i.e Services, Material, Manpower etc. e.g. For a proposal for hiring of any service, for the purpose of analysis of hiring

Vs Owning, not only the hire charges but the estimated cost of fuel, logistics and other direct costs to be incurred by ONGC shall also be included. Similarly, for a proposal of repairs or overhaul, for the purpose of analysis of repair Vs replacement, estimated cost of spares shall also be included.

n) **The financial concurrence shall be provided based on the concurrence manual approved by EC in its 474th meeting held on dated 23.09.2015 and Project Appraisal Guidelines in vogue, wherever applicable.**

V: Rationale for Increase in Monetary Values and Limits

a) To achieve the organizational targets mentioned in Perspective Plan 2030, the monetary values and limits have been increased based on both external and internal factors.

b) The external factors include oil prices, global upstream capital spending, inflation index, growth rate, production rates, cost of oil field services and equipment, new market avenues etc.

c) The internal factors include internal expenses, operating costs, maturing fields requiring frequent & costly interventions, land acquisition rates and its appreciation, maintenance and repair expenses etc.

VI: Inherent or Further Delegation

a) The delegated powers in BDP 2015 are as per the existing activities at various work center levels. However, changes may be necessitated from time to time due to work exigencies and operational requirements. Therefore, the Executive Committee (consisting of Chairman and Managing Director and Directors in the whole time employment of the organization) is authorized to sub-delegate the powers vested in them to the Functional Directors or to the Executives below Board level in the interest of the organization. However, such sub-delegation to be reported to the Board by Company Secretary from time to time.

b) Senior authority may exercise the powers delegated to a sub-ordinate authority.

c) In normal cases, powers defined in BDP are not to be sub delegated. However, in case an officer holding CRC position, is absent on leave or tour, he may authorize in writing his/her next/subordinate senior most officer available to exercise his/her powers during such absence, signing as “for on leave/tour”. For other officers, the respective Section Incharges shall have power to delegate authority in such cases. However, disciplinary powers cannot be exercised by such subordinate officer during the absence of the officer who has delegated such powers.

VII: Emergency and Operational Breakdown

a) In cases of operational breakdown or emergency, decisions may be taken by respective Asset / Basin / Plant or Services managers to protect the company’s interests from any type of damage. The decision-making process and the detailed justifications shall be documented without undue delay by the concerned authority. In such cases, the authority shall inform to his/her higher authority about the decisions taken and consequences.

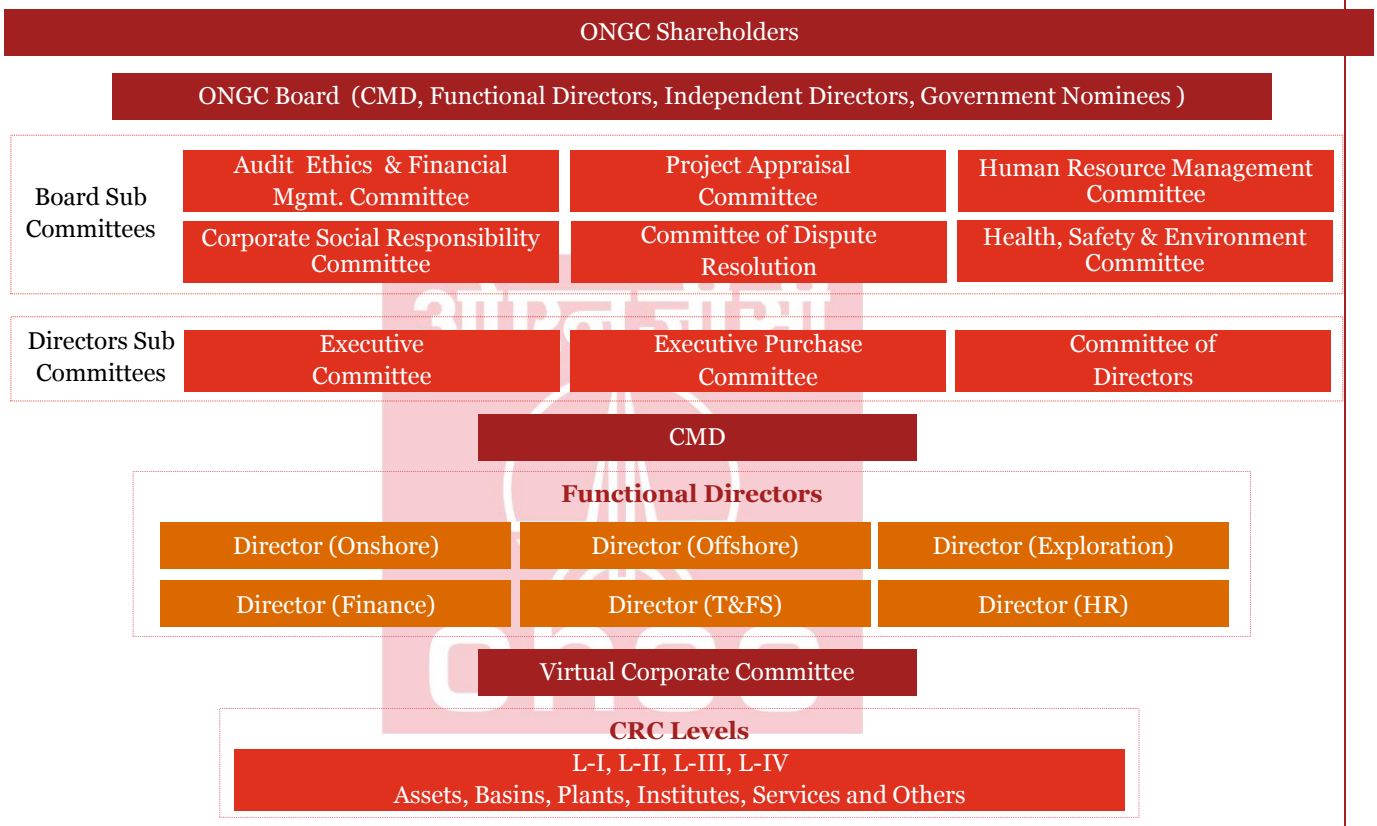
b) Depending upon the situational exigencies, CMD may exercise full powers of the Board in between two Board meetings where the decision cannot be kept pending for the next Board Meeting. However, such decisions will be reported to the Board at its next meeting.

c) The powers mentioned will be exercised in case of emergencies like flood, fire, civil disturbances, war, cyclones, blowout and other operational break down.

d) Detailed justification for resorting to emergency / operational break down should be recorded at the time of processing the proposal for approval.

e) Cases beyond powers of L-I Executive shall require approval of Competent Authority under Chapter 25 of BDP.

VIII: Governance Framework



(01/2015 dated 5.11.2015)

Executive Committee:

Executive Committee (EC) is one of the forums of ONGC's top Management and the role of EC is related to major decisions at corporate level and its related issues. It consists of CMD as Chairman of the Committee and full time Directors as members. It provides in-principle approval for the following areas:

a) All policy related issues across organization (only those issues related to policies not resolved in local Virtual Corporate Committees (VCC)).
b) Issues delegated by the Board. Audit & Ethics Committee.
c) Issues such as:

i. Periodic review of all operations related to business

ii. Creation/abolition of any post (including GT)

iii. Appointment of individual advisors / consultants (BDP Item 9.3)

iv. *Administrative approval for Construction of office/residential buildings above `1 Crore as provided in BDP item 7.8*

v. *Administrative approval for first time hiring of office/residential buildings above `10 Lacs per month (as mentioned in BDP item 8.7 & 8.8)*

vi. *Financial assistance /grants-in-aid for CSR cases where value is more then `50 lakh (BDP item 2.2)*

vii. *Corporate level promotion and transfers, (as provided in chapter 18 of the BDP) and corporate awards,*

viii. *All cases of voluntary retirement which are not as per the scheme.*

ix. *Voluntary retirement for GMs and above as per VRS scheme and all cases of pre mature retirement on medical ground.*

x. *All other issues desired by the Functional Directors to be discussed in EC.*

Executive Purchase Committee:

Executive Procurement Committee (EPC) consists of CMD as Chairman and full time Directors as members of the Committee. It mainly deals with the following areas:

a)Any major modification in the Materials Management policy.

b)Procurement under cases where Concerned Director power is exceeded.

c)Issues desired by Functional Directors with permission of CMD.

Virtual Corporate Committee:

Virtual Corporate Committee (VCC) is constituted at work center level for taking decisions for operational requirements. The VCCs shall consist of L-I as Chairman and L-II executives, In-charge MM (wherever posted) & In-charge Finance (wherever posted) as members. In case, In-charge Finance or In-charge MM is not available, next subordinate member will form the part of VCC. It acts as a decision making body between L-I and Director. Empowering and strengthening the role of VCC shall filter issues coming up to Executive Committee (EC) forum for discussion. The VCC provides in-principle approval (except CSR cases) and replicates the role of EC at the work center level for operational requirements. The matters which may be deliberated in VCC are as under:

a) Issues delegated by Executive Committee.
b) Follow up of EC decisions and discuss roll out procedures of policies at local levels.
c) Issues desired by L-I to discuss at locations VCCs.
d) Cases referred by Functional Director.
e) Review of physical & financial performance of unit and measures required for optimization of cost.
f) In principle approval of Issues such as:

i. Consolidation and Recommendations of budgets for both physical and financial at location levels.

ii. Local level operational review.

iii. First time hiring of buildings for operational purposes up to ₹ 10 lakh per month.(As mentioned in BDP item 8.7 & 8.8)

iv. CSR activities provided in BDP item 2.2.

v. Vetting of cost estimation methodology for schemes.

vi. Recommendation for Inclusion of any special conditions in the contract based on local requirements.

vii. Recommendation for project closures and settlement in cases of losses/contractual complication.

viii. Recommendation for construction of local facilities like socio-cultural center, recreation facilities etc.

ix. Specialized training at location level for regular or contractual employees as per ONGC policies.

x. Recommendation for hiring of goods and passenger transport for both light and heavy handling equipment.

g) Any other issues at work center level which do not infringe with corporate policies.
Empowering and strengthening the role of VCC shall filter issues coming up to Executive Committee (EC) forum for discussion.

IX: Accountability & Responsibility

Accountability means not only being responsible but also ultimately answerable for taking decisions. This BDP defines individuals (or committees) who are authorized to take decisions and are accountable for the decision taken by them. The single point of accountability applies for all actions and measurable deliveries.

a) The persons accountable will undertake their role through active sharing of responsibilities with various functions associated with the activity. They will also motivate those shouldering responsibility and encourage them to perform by leveraging on organization's reward mechanisms.

b) From our organization's point of view:

   i. Individuals taking decisions are accountable for the decisions taken, project delivery, results and performance;

   ii. The decision making authority's team with people from own and other departments, as also concurring authorities (Finance, HR, MM, Commercial), Services, Institutes, etc. are responsible (not accountable) for inputs/assessment/recommendations/support for decision making including deliveries of services, products/solution in their respective areas of responsibility/functions.

c) The performance of decision makers (those accountable) and of those who share responsibility to execute the decision will be reviewed. Therefore, each and every member shall establish clear direction for executing decisions, clearly own up responsibilities, adhere to delivery milestones, follow through the actions needed, deliver on promises and accept full responsibility for whatever happens within his/her area.

d) "Decide"ing authority shall measure the execution or delivery of the project/activity against strategic objectives or physical targets by using key performance indicators (KPIs) and undertaking inter-alia the following:

   i. Measure progress against strategic objectives or physical targets

   ii. Compare performance with other units

   iii. Tie the use of resources to deliveries

   iv. Identify and address areas of improvement.

e) Importantly, the person exercising powers and those sharing responsibilities of executing

decisions made by the authority shall be guided by integrity and ethical propriety.

(02/2017 dated 05.06.2017)

X: Internal Controls

a) Internal control is a process, affected by ONGC's board of directors & management, designed to provide reasonable assurance regarding the achievement of the objectives relating to operations, reporting, and compliance. The internal control process is segregated in five layers-control environment, risk assessment, control activities, information & communication and monitoring.

b) The governance framework of ONGC, Board sub-committees, delegation of authority through BDP 2015 and CRC structure form the first layer of control environment. In addition, the control environment comprises of the integrity and ethical values of the organization; the process for attracting, developing, and retaining competent individuals; and the rigor around performance measures, incentives, and rewards to drive accountability for performance.

c) Risk is defined as the possibility that an event will occur and adversely affect the achievement of ONGC's objectives. The process of assessing risk is a dynamic and iterative process which relates to the achievement of objectives. Risk assessment in BDP 2015 is captured through the Risk Matrix which defines the authority to be delegated at each level based on the risk associated with the activity or event.

d) Control activities are policies and procedures that help to ensure that management directives are carried out such as integrated MM manual. Segregation of duties is ingrained in BDP 2015 through the use of iRAID framework in the decision making process.

e) Information & communication channel is maintained through extant channels such as circulars, letters and SAP system. In addition, the introduction of "Inform" authority in the decision making process has further strengthened the internal controls system.

f) Once the Scheme is approved, the same will be loaded as WBS in SAP by the Recommending Authority. Primarily, one Scheme would be one WBS element further divided into various WBS as per requirement. There would be controls for their yearly consumption budget. The monitoring will happen at different elements under a particular Scheme.

g) Monitoring is done through internal audit team. Ongoing evaluation in the form of controlled self-assessments (or self-audits) are to be carried out by each department as per the process laid out by Internal Audit at regular intervals.

h) Internal Audit shall carryout Audit of the schemes keeping in view whether the schemes have been formulated as per the prescribed guidelines, the same has been executed as per the approvals and objectives of the scheme as projected during scheme formulation have been achieved.

XI: Reporting Mechanisms

a) All matters related to strategic or fundamental or financial importance shall be referred to the Board, CMD and Functional Directors as per the requirements. The reporting frequency of decisions shall be monthly, quarterly and half yearly based on the associated risks attached to the activity.

b) All cases related to nomination and emergencies shall be reported as per the prevailing

regulations of the Corporation and other cases are reported as specified in the BDP. The information shall contain all details and justifications.

c) Capital schemes like Development schemes shall also be reported to higher authority.

d) In respect of items for which delegation is done on "per annum" basis, the sanctioning authority shall maintain the appropriate record of the cumulative expenditure already sanctioned.

e) All other cases where information is required to be provided to higher authority as per BDP clauses:

   i. Where report is to be submitted on "as and when basis" or "on monthly basis", report to be submitted to concerned authority latest by 7th of the following month.

   ii. Where report is to be submitted on "Quarterly basis" report to be submitted to concerned authority latest by 7th day after completion of the quarter.

   iii. Where report is to be submitted to EC/EPC/Board, agenda note shall be forwarded to EC Cell/EPC cell/Company Secretary Office as applicable, by scheduled dates.

XII: Statutory Abidance

a) The exercise of powers shall not infringe/violate the provisions of the prevailing Companies Act, Memorandum and Articles of Association, relevant policy, vigilance guidelines and administrative instructions of the Corporation, other Statutes, Govt. Guidelines and any other statutory/regulatory requirement.

XIII: Clarification Authority

a) Any clarification on the BDP shall be issued by Company Secretary with the approval of Director (Human Resource) for HR powers and with the approval of Director (Finance) for other cases. Prior approval of the appropriate corporate authority is necessary while deciding any new policy.

XIV: Extent of powers

(01/2015 dated 5.11.2015)

a) Action for Procurement mentioned in BDP for different levels to be initiated only in case of approved budget and sanction. The authority shall not exercise the delegated purchase power in anticipation of sanction as per BDP and budget approval by the Board. In case of unbudgeted items/insufficient funds, budget shall be re-appropriated as per powers for sanction of budgeted items/re-appropriation powers. In case of operational exigencies, L-I executive can allow tender processing even without sanction and availability of sufficient fund. However, in such cases sanction as well as funds availability shall be ensured by the user department prior to opening of price bid.

b) Extents of Powers mentioned in the BDP are in Indian Rupees. In order to ascertain the Decide Authority, cases involving Foreign Currency are to be converted into equivalent Indian Rupees based on BCS rate maintained in SAP or obtained from SBI.

Powers	"Decide" (Authority)	Additional Notes

Part B – Strategy

Chapter 1: Strategy, Policy and Structure

1.1 Develop vision & mission of ONGC		
Full Powers	Board	

1.2 Formulate long term strategy of ONGC		
Full Powers	Board	

1.3 Decide strategic business investments and divestments		
Full Powers	Board	

1.4 Enter into partnerships, mergers & acquisitions and participating interest (including farm in and farm out)		
Full powers	Board	

1.5 Create new internal business units and their organizational structure		
Full Powers	Executive Committee	

1.6 Opening & closing of offices in India & abroad and create new activity centers		
Full Powers	Executive Committee	

Powers	"Decide" (Authority)	Additional Notes

Part C – Corporate Social Responsibility

Chapter 2: Corporate Social Responsibility

2.1 Formulate Corporate Social Responsibility Policy		
Full Powers	Board	• Through CSR Sub-Committee of the board

(01/2015 dated 5.11.2015)

2.2 Expenditure sanction under CSR Policy (including projects funded through ONGC CSR foundation)		
Full Powers	Board	• Through CSR Sub-Committee of the board
Up to ₹ 1 crore in each case	EC	• Through Chief CSR
Up to ₹ 50 lakh in each case	Director (HR)	• Through Chief CSR • Inform Executive Committee on quarterly basis
Up to ₹ 25 lakh in each case (Annual limit of ₹ 1 crore)	Functional Director	• Through Chief CSR • For proposals related to work centers/areas within their administrative control • Inform Executive Committee on quarterly basis through Chief CSR
Up to ₹ 20 lakh in each case	Chief CSR	• With recommendations from CSR screening Committee at corporate level • Inform Functional Director on decisions taken and delivery performance on monthly basis
Up to ₹ 10 lakh in each case	L-I	• With recommendation of VCC • Inform Corporate CSR Group on decisions taken and delivery performance on monthly basis

2.3 Grant-in-aid to ONGC project/sponsored schools		
Full Powers	L-I	• With recommendation of Incharge HR/ER • Inform Corporate CSR Group on quarterly basis

Powers	"Decide" (Authority)	Additional Notes

(01/2015 dated 5.11.2015)

2.4 Execute, sign contracts/agreements for CSR activities which have been approved by the Competent authority (including amendments which do not have financial implications)		
Full Powers for cases approved by Board & EC	Chief CSR L-1 (for cases pertaining to work center)	
Full Powers - Cases approved by competent authority below EC	E6 at corporate CSR In-charge HR-ER at work center.	

Powers	"Decide" (Authority)	Additional Notes

Part D – Budgeting & Financial Management

Chapter 3: Budgeting

Annual Budgets

3.1 Approval for annual budget		
Full Powers	Board	

Re-appropriation of funds for budgeted items

3.2 Re-appropriation of funds from one Commitment item (CI) to another for budgeted Capital head		
i. Re-appropriation allowed from one Capital CI to another Capital CI		
Full Powers	Functional Director	• Item for which re-appropriation is required should fall within his/her functional area and sanctioning power • Reason for re-appropriation shall be documented
Full Powers (within sanctioning powers of L-I)	L-I	

3.3 Re-appropriation of funds from one Commitment item (CI) to another for budgeted Revenue head		
ii. Re-appropriation allowed from one Revenue CI to another Revenue CI		
Full Powers	Functional Director	• Item for which re-appropriation is required should fall within his/her functional area and sanctioning power • Reason for re-appropriation shall be documented

3.4 Re-appropriation of funds from one Commitment item to another for budgeted Stores, Spares, Contractual and Other Charges heads within the approved budget of their respective units subject to such expenditure falling within his/her expenditure sanctioning powers		
Full Powers - From one Fund Center to another and/or from one budget head to another (within sanctioning powers of L-I)	L-I	• Only where both fund centers are under his/her control • Reason for such re-appropriation shall be documented
Full Powers - Within Fund center and within Budget head (within sanctioning powers of L-II)	L-II	• Only for the sections under his/her control

Powers	"Decide" (Authority)	Additional Notes
		• Reason for re-appropriation shall be documented

3.5 Re-appropriation of funds from one Commitment item (CI) to another for budgeted Manpower head		
iii. Re-appropriation from one Manpower CI to another Manpower CI only		
Full Powers - From one Fund Center to another	L-I	• Only where both fund centers are under his/her control • Reason for re-appropriation shall be documented
Full Powers - Within Fund center	L-II	• Only for the sections under his/her control • Reason for re-appropriation shall be documented

3.6 Re-appropriation of funds from one unit to another		
i. Re-appropriation of funds can be made within Capital to Capital, Manpower to Manpower and Others to Others only. (Others Include Stores, Spares, Contractual and Other Charges)		
Full Powers - From one unit to another	L-I	• Approval of both L-I executives along with the approval of Head Corporate Budget is needed • Reason for re-appropriation shall be documented

Re-appropriation of funds for non-budgeted items

3.7 Re-appropriation of all non-budgeted Items		
a) Capital Items		
i. Please refer to clause 7.2 for reappropriation of funds and expenditure sanction for non-budgeted capital expenditure		
b) For all Other Cases i.e. Other than Capital Items:-		
Full Powers in his/her functional area	Functional Director	• Re-appropriation from one item/head to another item/head provided total budget utilization of functional area is not exceeded from approved budget • Reason for re-appropriation shall be documented
Full Powers in his/her unit	L-I	• Re-appropriation from one item/head to another item/head provided total

Powers	"Decide" (Authority)	Additional Notes
		budget utilization of the unit is not exceeded from the approved budget • Reason for re-appropriation shall be documented

Powers	"Decide" (Authority)	Additional Notes

Chapter 4: Financial Management

4.1 Raising debt through domestic/external sources		
Up to ₹ 4000 crore for borrowing / up to USD 700 million in refinance	CMD and Director (Finance) jointly	• As per prevailing Govt. and RBI guidelines

4.2 Entering in to arrangement with Banks & Financial Institutions for availing line of Credit, enhancing Credit Limits and limits of Bank Guarantees/Letters of Credit		
Inform to the Board by Treasury Management Group: *i. Status of actual borrowings outstanding as on 31st March each year* *ii. Maximum amount of actual borrowing during the year* *iii. Limits utilized for submission of Bank Guarantees / Letter of Credits as on 31st March each year* *iv. Maximum limit utilized for submission of bank guarantees/Letter of credits during the year*		
Up to ₹ 15,000 crore in any currency (outstanding at any time)	CMD and Director (Finance) jointly	• As per prevailing Govt. and RBI guidelines subject to each Bank Guarantee /Letter of Credit not exceeding ₹ 1000 crore

4.3 Approval for investment of surplus funds		
Full Powers	Committee of Directors comprising of CMD and Director (Finance)	• As delegated by the Board from time to time • Inform the Board on a monthly basis

4.4 Approval for opening/closing of Bank Accounts and their operation (including nomination of principal officer/regulator for facilities such as tele/mobile/e-banking)		
Full Powers	Director (Finance)	

4.5 Approval for appointment of authorized signatories for operation of bank accounts		
Full Powers	Principal Officer	

Powers	"Decide" (Authority)	Additional Notes

Chapter 5: Payments

Payment of Advance

5.1 Payment of advance against supply order/work order to vendors/ contractors		
a) To include interest bearing advance payment clause in Tender as per prevailing rules of corporation – Full Powers	Functional Director	• Generally applicable to LSTK contracts backed by Bank Guarantee
b) Payment of advance to government authority, Statutory authority, public utilities, government departments, including when such advance is not provided in any contract/ supply order/work order		
i. Applicable in the situations where there is no other option but to accept the advance payment clause *ii. Any approval accorded by functional Directors shall be reported to the Board on quarterly basis. Cases approved by L-I executives shall be reported to Functional Directors on quarterly basis*		
Full Powers	Functional Director	• To be decided on case by case basis
Up to ₹ 15 lakh in each case	L-I	

Miscellaneous Payments

5.2 Interest/penalty on various statutory levies		
Full Powers	Functional Director	• Cases approved by Functional Directors should be informed to Board on quarterly basis and cases approved by L-I to be reported to Functional Directors on quarterly basis
Up to ₹ 5 lakh in each case	L-I	

(02/2017 dated 05.06.2017)

5.3 Expenditure sanction for statutory & miscellaneous payments		
a) Statutory payments (taxes, duties, surcharges, cess, PEL/ML fees, license fees, royalty, port trust dues, payment for certification, inspection, survey charges, etc.)		
Full powers - As per actuals	L-IV	• FCNR
b) Payment of insurance charges for cash, goods in transit, vehicles, accident, group insurance or other type of insurance and reimbursement of insurance premium of fidelity guarantee policies		
Full powers - As per actuals	L-III	• FCNR
c) Sanction for payment/investigation of contingent bill/claim of suppliers, which are not preferred within one year from the date claims are due		
Full Powers - As per actuals	L-I	• FCNR

Powers	"Decide" (Authority)	Additional Notes
		• Proper justification must be submitted by the claimant for the claim not having preferred within time

5.4 Expenditure sanction for payment of fees for ISO & other similar Certification/audits		
Full Powers	Functional Director	
Up to ₹ 3 lakh	L-I	

(02/2017 dated 05.06.2017)

5.5 Expenditure sanction for post & courier charges, electricity & water charges, other municipal taxes		
Full Powers - As per actuals	L-IV	• Excludes purchase of water for operational use • Deposits/Advance/issue of Bank Guarantee for availing electricity/telephone/water connection etc. shall require approval of Competent Authority under clause 5.1

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Powers	"Decide" (Authority)	Additional Notes

Part E – Schemes

Chapter 6: Schemes

(02/2017 dated 05.06.2017)

Note:

i. *The individual(s) granted authority to make decisions will be accountable for the decision. Hence, in addition to taking decisions, the authority shall establish clear direction for execution of the decision, clarify responsibilities for that, set delivery milestones, follow through and deliver on promises made in the proposal. The authority by being accountable also owns up the responsibility for successful achievement of objectives of the proposal. The authorities' performance will be reviewed periodically*

ii. *This chapter is applicable for Exploration (Survey and Exploratory Drilling), Development (Installations/Pipelines/Facilities, Development/Sidetrack Drilling), Workover Activities, Replacement/Revamp of Plants/Installations/Pipelines, Value Added and Integration Projects.*

iii. *Project Completion report for each project/scheme, to be submitted to the sanctioning authority of the project within 90 days of completion of the project. Completion report of projects/schemes completed after 01.04.2015 to be submitted to competent sanctioning authority within 90 days of this amendment, if not submitted earlier.*

iv. *The sanctions for schemes/projects shall be provided considering the total cost of scheme/activity in its entirety including other related costs i.e Services, Material, Manpower etc. based on :-*
   a. *Para III of Part A of BDP 2015;*
   b. *Scheme Manual approved by EC in its 474th meeting held on 23rd September 2015. (Uploaded on "ongcreports") and;*
   c. *Project Appraisal Guidelines in vogue and template of economic model circulated by Project Appraisal Section from time to time*

   The probability of success shall also be factored wherever necessary. In case of non- economic activities, concept of SMART as per para 2.7 of Scheme Manual shall be applied.

v. *The cost of hiring of Production facilities for the project life to be included as part of the project cost for the purpose of obtaining sanction.*

Pre-budget Approval for Schemes

6.1 Pre-budget Approval for Schemes - Assets/Plants/Basins/Services/Institutes/Others	
i.	*For Pre-budget Approval of Schemes, steps involved and procedures to be followed are explained in manual separately*
ii.	*Investment proposals above ₹ 500 crore shall be appraised by established Merchant Bankers / Financial Institutions*
iii.	*Evaluation of projects as per PAC/PAS guidelines*
iv.	*Scheme proposals are to be taken to the Board after consideration of the concerned sub-committee of the Board*

Powers	"Decide" (Authority)	Additional Notes

v. Wherever deemed necessary, the proposals shall also be appraised by independent technical experts					
	Input	**Recommend**	**Concur**	**Decide**	**Inform**
Full Powers	L-I	Functional Director	Director (Finance)	Board	-
Up to ₹ 500 crore	L-II	L-I	Incharge Finance	Functional Director	EC
Up to ₹ 250 crore	L-III	L-II	Incharge Finance	L-IA	Functional Director
Up to ₹ 200 crore	L-III	L-II	Incharge Finance	L-IB	Functional Director
Up to ₹ 150 crore	L-III	L-II	Incharge Finance	L-IC	Functional Director
Up to ₹ 50 crore	L-III	L-II	Incharge Finance	L-ID	Functional Director
Up to ₹ 25 crore	L-III	L-II	Incharge Finance	L-IE	Functional Director

(01/2015 dated 5.11.2015) (02/2017 dated 05.06.2017)

6.2 Approval for additional expenditure in excess of Expenditure Sanction for a Scheme

i. For increase solely due to forex fluctuations and changes in taxes and duties covered under change in law clause of the contract, ~~no~~ additional Expenditure Sanction will be provided by the "Decide"ing authority for the budgeted activity, provided revised estimate is within his/her sanctioning power. Concerned Director shall have full power for approval for additional sanction in such cases including Board approved cases. However such Board approved cases shall be reported to PAC along with impact on Project Economics.

ii. For the purpose of deciding powers for additional sanction under this clause, increase due to forex fluctuation and changes in taxes and duties covered under change in law clause shall not be included

iii. Sanction of additional funds for already Expenditure Sanctioned cases which are spilled over to next year is also covered under this clause

iv. Financial appraisal by established Merchant Bankers/Financial Institutions as per the policy approved by the board

	Input	**Recommend**	**Concur**	**Decide**	**Inform**
Full Powers	L-I	Functional Director	Director (F)	Board	-
Note for clause below: *i. Inform CMD on monthly basis*					
Up to 10% of any capital scheme sanctioned by Functional Director provided revised estimate is within his/her powers of sanctioning	L-II	L-I	Incharge Finance	Functional Director	CMD

Powers	"Decide" (Authority)			Additional Notes	
expenditure					
Note for clause below: *i. Revised estimated expenditure in excess of 10% will require sanction* of **CMD with financial concurrence from Director (F)**, *provided revised estimate is within sanctioning powers of Director for capital and revenue expenditure limits*					
Up to 10% of any capital scheme sanctioned by L-I provided revised estimate is within his/her powers of sanctioning expenditure	L-III	L-II	Incharge Finance	L-I	Functional Director

Powers	"Decide" (Authority)	Additional Notes

Part F – Operational & Non-operational (not through AFEs)

Chapter 7: Capital Expenditure

Note:

The individual(s) to whom the authority is delegated will be primarily accountable for the decision and his/her performance during delivery execution shall be reviewed by higher authority on a periodic basis. The individual(s) shall establish clear direction, clarify responsibilities, set delivery milestones, follow through and deliver on promises and accept full responsibility for whatever happens within his/her area

7.1 Expenditure Sanction for budgeted capital expenditure (only for the cases where power is exceeded for clauses 7.4 to 7.8)		
Full Powers	Board	• Investment proposals above ₹ 500 crore shall be appraised by established Merchant Bankers / Financial Institutions • Proposal to be taken to the Board after consideration of the concerned sub-committee of the Board • Wherever deemed necessary, the proposals shall also be appraised by independent technical experts
Up to ₹ 250 crore in each case	Functional Director	

7.2 Expenditure Sanction for non-budgeted capital expenditure (Provisions for Non-budgeted capital items should be within the overall budget limit approved by the Board)		
i. Funds to be reappropriated from other capital budget of their respective functional area/unit to ensure that overall capital budget approved is not exceeded. This is further subject to condition that there is no change in approved plan schemes on account of reappropriation		
Up to ₹ 50 crore in each case	Functional Director	
Up to 10% of the expenditure sanction powers pertaining to capital items	L-I	• Reasons for such Expenditure Sanction for unbudgeted capital items to be recorded subject to prior concurrence of Finance for re-appropriation of budget & sanction • Inform Functional Director on

Powers	"Decide" (Authority)	Additional Notes
		decisions taken on monthly basis

(01/2015 dated 5.11.2015) (02/2017 dated 05.06.2017)

7.3 Sanction for additional expenditure (In excess of the sanctioned budget for a project/scheme)		
i. This sanction power is only for capital expenditure. For revenue expenditure please refer Chapter 8 For increase solely due to forex fluctuations and changes in taxes and duties covered under change in law clause of the contract, additional expenditure sanction will be provided by the "Decide"ing authority for the budgeted activity, provided revised estimate is within his/her power of sanctioning capital expenditure. Concerned Director shall have full power for approval in such cases including Board approved cases. However such Board approved cases shall be reported to PAC along with impact on Project Economics. *ii. For the purpose of deciding the powers for additional sanction under this clause, increase due to forex fluctuation and changes in taxes and duties covered under change in law clause shall not be included.* *iii. Sanction of additional funds for already sanctioned cases which are spilled over to next year is also covered under this clause*		
Full Powers	Board	
Up to 10% of any capital scheme sanctioned by Functional Director provided revised estimate is within his/her powers of sanctioning capital expenditure	Functional Director	• Revised estimated expenditure in excess of 10% will require sanction of CMD with financial concurrence from Director (F) provided revised estimate is within sanctioning power of *Director (`250/-Crore).*
Up to 10% of any capital scheme sanctioned by L-I provided revised estimate is within his/her powers of sanctioning capital expenditure	L-I	• Revised estimated expenditure in excess of 10% will require sanction of Functional Directors, provided revised estimate is within his/her sanctioning capital expenditure limits. • Inform to Functional Directors on monthly basis

7.4 Expenditure Sanction for Permanent or temporary acquisition of land including right of use when land is acquired for operational activities
i. Cases beyond the powers of L-I shall require Expenditure Sanction from competent authority as per clause 7.1 *ii. Norms refer to requirements with reference to land dimension*
(a) When land is acquired through local revenue authorities

Powers	"Decide" (Authority)	Additional Notes
i) Cases as per norms (per site) – Full Powers	Incharge HR/ER	• When land is acquired directly at the rate fixed by local Revenue Authorities, there is no requirement of the committee
ii) Cases above norms up to 25% (per site) – Full Powers	L-I	
(b) When land is acquired on the basis of recommendations of in-house negotiating committee with representatives from User Department/Finance/HR/Civil		
i) Cases as per norms (per site)		• If negotiated price is more than 20% above the prevailing market rates of land in area, details of such transaction will be informed to next higher authority on a monthly basis
Full Powers	L-I	
Up to ₹ 20 lakh (per site)	Incharge HR/ER	
ii) Cases above norms up to 25% (per site) – Full Powers	L-I	
(c) Without negotiating committee in emergency when payment needs to be settled quickly		
Full Powers	Functional Director	• Powers to be exercised in the case of emergencies like natural calamities (flood, fire, earthquake, cyclone, and tsunami) and civil disturbances (war, out rages, terrorism, arson, protest movements, strikes, and riots) & operational breakdown like sudden equipment failure, unplanned shut down, operational accidents and blow outs, etc. • Reporting would be done as per the prevailing guidelines
Up to ₹ 5 lakh (per site)	L-I	
(d) Additional Compensation to occupiers on forest land due to acquisition of forest land as per existing Act/s and Government guidelines		
Full Powers	L-I	
(e) Under any other mode/method by concerned Asset & Basin including payment to occupiers of forest land as per the act		
Full Powers	L-I	• Through in-house negotiating committee
(f) Rehabilitation and Resettlement payment as applicable under:		
i) As per existing Act/s and Government guidelines – Full Powers	L-II/Support Manager/Head HR/ER	
ii) Under any other mode/method by concerned Asset & Basin – Full Powers	L-I	• Through in-house negotiating committee

Powers	"Decide" (Authority)	Additional Notes

Budgeted Capital Items – General Nature

(02/2017 dated 05.06.2017)

7.5 Expenditure sanction for Budgeted Capital items of general nature		
i. Furniture, Air conditioners, Air Coolers, Refrigerators, Water Coolers, Water Purifiers, Fans, Appliances and Other Capital Goods, including office equipment, computer hardware & software		
Up to ₹ 2 crore per annum	L-I	• In case of unbudgeted capital items expenditure sanction to be obtained under clause 7.2 • For cases beyond the powers of Level I Executive, it shall require Expenditure Sanction under clause 7.1
Up to ₹ 25 lakh per annum	L-II	
Up to ₹ 5 lakh per annum	L-III	

Budgeted Capital Items – Operational

7.6 Expenditure sanction for Computer hardware and software of capital nature including interpretation work station & communication system / equipment for exploration and operational use (Includes software sold through cloud for downloading and replacement/ upgradation of hardware/ equipment/ software)		
Up to ₹ 25 crore in each case	L-IA	• In case of unbudgeted capital items expenditure sanction to be obtained under clause 7.2 • For cases beyond the powers of Level I Executive, it shall require Expenditure Sanction under clause 7.1 • Inform higher authority on decisions taken on quarterly basis
Up to ₹ 15 crore in each case	L-IB	
Up to ₹ 10 crore in each case	L-IC	
Up to ₹ 5 crore in each case	L-ID	
Up to ₹ 1 crore in each case	L-IE	
Up to ₹ 10 lakh in each case	L-II	

(02/2017 dated 05.06.2017)

7.7 Expenditure sanction for budgeted Items of capital nature /works		
i. L-I executives shall also have the powers of sanction of excess Capital Expenditure up to 10% of any capital expenditure sanctioned subject to that revised estimate is also within their powers of sanctioning Capital Expenditure *ii. In case of unbudgeted capital items/works, expenditure sanctions to be obtained under clause 7.2* *iii. For cases beyond the powers of L-I Executive, refer clause 7.1*		
a) Equipment, Machinery, Tools, Vessels, Boats, Capital Civil/ Construction/ Fabrication and manufacturing works for operational requirements, items of fire & safety. (This also includes cases related to up gradation /replacement)		
Up to ₹ 150 crore in each case	L-IA	
Up to ₹ 100 crore in each case	L-IB	
Up to ₹ 50 crore in each case	L-IC	
Up to ₹ 20 crore in each case	L-ID	

Powers	"Decide" (Authority)	Additional Notes
Up to ₹ 10 crore in each case	L-IE	
10% of concerned Level I powers	L-II	
2.5 % of concerned Level I powers	L-III	
b) Drill site foundation and ancillary civil works including approach road		
Up to ₹ 5 crore per drill site	L-I	• Inform higher authority on decisions taken and delivery performance on monthly basis
Up to ₹ 1 crore in each case	L-II	
Up to ₹ 25 lakh in each case	L-III	

Budgeted Capital Items – Non-Operational

(02/2017 dated 05.06.2017)

7.8 Expenditure sanction for other capital nature /works not directly connected with operational requirements		
i. L-I shall have the powers of sanction of excess Capital Expenditure up to 10% of any capital expenditure sanctioned subject to that revised estimate is also within their powers of sanctioning Capital Expenditure *ii. In case of unbudgeted capital items/works, expenditure sanctions to be obtained under* clause 7.2 *iii. For cases beyond the powers of L-I, refer clause 7.1* *iv. Any new purchase/construction of residential or office premises beyond the powers of L1 executive shall require administrative approval from EC. Expenditure Sanction in such cases to be obtained under clause 7.1 and such cases to be processed through I/c Estate*		
Up to ₹ 2 crore in each case	L-I	• These powers are to be exercised only if itemized in approved budget
Up to ₹ 10 lakh in each case	L-II	

Powers	"Decide" (Authority)	Additional Notes

Chapter 8: Revenue Expenditure

Note:

The individual(s) to whom the authority is delegated will be primarily accountable for the decision and his/her performance during delivery execution shall be reviewed by higher authority on a periodic basis. The individual(s) shall establish clear direction, clarify responsibilities, set delivery milestones, follow through and deliver on promises and accept full responsibility for whatever happens within his/her area

Revenue Contracts

(02/2017 dated 05.06.2017)

8.1 Expenditure sanction for hiring of oil field services		
i. Hiring of rigs-drilling/work over, etc. *ii. All types of offshore logistics services including tankers, vessels, barges, helicopters, etc.* *iii. Seismic/Logging data acquisition, processing, interpretation services etc.* *iv. Cementing/ logging services/ mud-logging/ SDMM/ drill jars/ bit, etc.* *v. O&M contract of captive vessels (including docking & effect repairing), plant, machinery, equipment and installations* *vi. Any other type of operational services related to Exploration, Drilling or Production activity*		
Full Powers	Functional Director	For the activities covered under chapter 6, sanction shall be provided based on the schemes/ activities approved thereunder. Since the services are hired on a period basis, sanction for the shortfall can be provided to cover the future requirement during the period of hiring. Such requirement shall be got approved under chapter 6 in due course
Up to ₹ 150 crore in each case	L-IA	
Up to ₹ 100crore in each case	L-IB	
Up to ₹ 50crore in each case	L-IC	
Up to ₹ 20crore in each case	L-ID	
Up to ₹ 10crore in each case	L-IE	
10% of concerned Level I Powers	L-II	
2.5% of concerned Level I Powers	L-III	

8.2 Additional Expenditure sanction for hiring of oil field services		
Full Powers	Functional Director	• Provided revised total expenditure is within sanctioning powers under clause 8.1
Full Powers - Upto 10% of the sanctioned amount	Original Sanctioning Authority as per clause 8.1 (except cases covered Above in this	• Cases where additional sanction is more than 10% of the original sanctioned amount, approval of next higher authority shall be obtained who has the power to sanction revised total

Powers	"Decide" (Authority)	Additional Notes
	clause)	expenditure under clause 8.1 • For increase solely due to forex fluctuations and changes in taxes and duties covered under change in law clause of the contract, additional Expenditure Sanction will be provided by the "Decide"ing authority for the budgeted activity, provided revised estimate is within his/her sanctioning powers. • For the purpose of deciding the powers for additional sanction under this clause, increase due to forex fluctuation and changes in taxes and duties covered under change in law clause shall not be included.

8.3 Expenditure sanction for Revenue items other than hiring of oil field services		
i. *This should be used only for the cases outside the powers of L-I in the clauses below*		
Full powers	Functional Director	

Note for clauses 8.4 to 8.6:

Cases beyond the powers of L-I shall require Expenditure Sanction from the competent authority under clause 8.1 to 8.3. Existing instructions regarding Expenditure Sanction of Functional Director and Director (HR) through MDT for hiring of job contracts needs to be followed.

8.4 Expenditure sanction for hiring of special operational services rendered by licensed & skilled technicians for operational requirements as per the relevant instructions		
Up to ₹ 2 lakh per month in each case	L-I	

(02/2017 dated 05.06.2017)

8.5 Expenditure sanction for hiring of catering/ housekeeping/security services for installations/rigs/offices/ OSVs/MSVs etc.		
(a) Security Services		•
Up to ₹ 75 crore in each case	L-IA/B and HRO Mumbai	• L-I shall have full powers for expenditure sanction for hiring of security services from Government Agencies including CISF within the sanctioned
Up to ₹ 25 crore in each case	L-IC/D/E	

Powers	"Decide" (Authority)	Additional Notes
		strength as approved by HQ • Includes security services for residential colonies/ buildings/ accommodation at operational sites etc.
(b) **Catering/ housekeeping Services**		
Up to ₹ 25 crore in each case	L-IA	In Mumbai, Sanction for Catering Services shall be provided by Assets/Basin/ Services and tender shall be done by Mumbai High Asset.
Up to ₹ 10 crore in each case	L-IB	
Up to ₹ 5 crore in each case	L-IC/D/E	

(02/2017 dated 05.06.2017)

8.6 Expenditure sanction for hiring of other general services (excluding manpower hiring services) not specifically covered under any other clause of the BDP		
Up to ₹ 1 crore in each case	L-I	• Includes hiring of communication facilities & equipment, VSAT services and satellites at any location
Up to ₹ 20 lakh in each case	L-II	
Up to ₹ 5 lakh in each case	L-III	

Lease of Building / Property etc. and Payment of Annual Rent, Crop Compensation and Restoration Costs (including hiring of camping grounds for field parties)

(01/2015 dated 5.11.2015)

8.7 Expenditure sanction for lease of building for residential accommodation		
i. These powers shall be exercised subject to assessment and certification of the reasonableness of rent based on prevailing market conditions by the in-house committee consisting of Finance, HR and Indenting Department or through Government approved valuers to be empanelled by Incharge HR/ER *ii.* Administrative approval of EC is required for first time hiring of office buildings having lease / rent above `10 Lakh per month, administrative approval of VCC is required for first time hiring of office buildings having lease / rent up to `10 Lakh per month.		
Full Powers	Incharge HR/ER or Incharge Estate (L-III level)	• In accordance with instructions on the subject from time to time

(01/2015 dated 5.11.2015)

8.8 Expenditure sanction for lease of land/[1]building for operational purpose (other than the cases covered under 8.7)
a) Expenditure sanction for lease of land & building for office, storage, workshop, parking of vehicles and transit accommodation b) Administrative approval of EC is required for first time hiring of office buildings having lease / rent above `10 Lakh per month, and administrative approval of VCC is required for first time hiring of office buildings having lease / rent up to `10 Lakh per month.

Powers	"Decide" (Authority)	Additional Notes
i. These powers shall be exercised subject to assessment and certification of the reasonableness of rent based on prevailing market conditions by the in-house committee consisting of Finance, HR and Indenting Department		
Up to ₹ 10 lakh per month in each case	L-I	• Requirement of the space shall be worked out on the basis of norms wherever prescribed • Cases beyond the powers of L-I Executive shall require Expenditure Sanction from competent authority under clause 8.3
b) Expenditure Sanction for Payment of Annual Rentals for the land occupied for ONGC operations as per approved rates		
Full Powers – As per actuals	Incharge HR/ ER	
Full Powers – As per actuals	Head Geophysical Services	• For hiring of camping grounds for field parties, based on rate reasonability assessed by in-house committee
8.9 Expenditure sanction for restoration costs of abandoned sites before surrendering (includes restoring the site by ONGC on its own)		
Full Powers	L-I	• Restoration costs to be fixed up by Revenue Authorities/in-house board of officers not below E-4 level based on the SOR rates or below
8.10 Expenditure Sanction for compensation for damage to standing crops, livestock and land & buildings around operational areas as a result of operational activities		
(a) As per award made by Revenue authorities		
Full Powers	Incharge HR/ER or Forward Base Manager	
(b) As per recommendation of in-house negotiating committee as mentioned above, when payment cannot be kept in abeyance for completion of formalities by Revenue authorities		
Full Powers	Functional Director	• The limits applies to each location per case
Up to ₹ 10 lakh in each case	L-I	
Up to ₹ 2 lakh in each case	L-II	
Up to ₹ 1 lakh in each case	L-III	
(c) Without negotiating committee in emergency when payment needs to be settled quickly		
Up to ₹ 2 lakh in each case	L-I	

Powers	"Decide" (Authority)	Additional Notes

Revenue Items – Inventory Nature

(02/2017 dated 05.06.2017)

8.11 Expenditure sanction for purchasing items of inventory nature		
a) Stores (operational)		
Full Powers	L-I	
Up to 5 crore in each case	L-II	
Up to 25 lakh in each case	L-III	
Up to 5 lakh in each case	L-IV	
b) Spares (operational)		
Full Powers	L-I	
Up to ₹ 1 crore in each case	L-II	
Up to ₹ 25 lakh in each case	L-III	
Up to ₹ 5 lakh in each case	L-IV	
c) Raw Material (LNG and other feedstock)		
Full Power	Plant Manager	

Logistics

Note:

Cases beyond the powers of L- I Executive shall require Expenditure Sanction from competent authority under clause 8.1 to 8.3

(02/2017 dated 05.06.2017)

8.12 Expenditure sanction for hiring of goods & passenger transport, both light and heavy handling equipment		
(a) As per approved norms/HQ instructions on the subject		
Up to ₹ 50 crore per annum in each case	L-IA/B	• With recommendations from VCC for decision making • Cases beyond the powers of L-I Executive shall require Expenditure Sanction from competent authority under clause 8.1 to 8.3
Up to ₹ 10 crore per annum in each case	L-IC/D/E	
Up to ₹ 20 lakh per annum in each case	L-II	
Up to ₹ 5 lakh per annum in each case	L-III	
(b) Urgent/occasional/short term need like inauguration ceremonies, seminars, conferences & visits of official delegations etc.		
Up to ₹ 10 lakh on each occasion	L-I	• Inform higher authority on decisions taken on monthly basis
Up to ₹ 1 lakh on each occasion	L-II	
Up to ₹ 25,000 on each occasion	L-III	

Powers	"Decide" (Authority)	Additional Notes

8.13 Expenditure Sanction for freight of material carried		
Air (including airlifting of material) in urgent cases – As per actuals	L-I	• MM section can also exercise this power on need basis.
Ocean, River, Railway, Road and Air (where Air is cheaper or more suitable than alternative modes) – As per actuals	L-III	

8.14 Expenditure sanction for hiring of service & facilities at ports (including airports), railway station/yard and allied agencies such as shipping/ trucking/ cargo agents, stevedores, clearing & handling agents, etc. (includes services such as stevedoring, handling, trucking, clearing & handling charges and other charges at ports, railway station/trucking, store yard and handling and transporting charges to warehouse before dispatch of materials to destination and Certification agency dues and Mercantile Marine Departmental Charges)		
Up to ₹ 10 crore in each case	L-I	
Up to ₹ 2 crore in each case	L-II	
Up to ₹ 50 lakh in each case	L-III	
Up to ₹ 5 lakh in each case	L-IV	

8.15 Expenditure sanction for wharfage & demurrage (supply material transported by ship/road/rail/Air and end products transported by ship/road/rail)		
i. Inform quarterly to L-I – All cases of wharfage & demurrage above ₹ 5000 *ii. Includes ground rent and detention charges*		
Full Powers - As per actuals	L-II	• FCNR • MM section can also exercise this power on need basis
Up to ₹ 25,000	L-III	

Imprest & Contingent Advances

(02/2017 dated 05.06.2017)

8.16 Expenditure sanction for recoupable imprest		
i. Imprest sanction to an officer under his/her jurisdiction shall not exceed ₹ 20,000 in each case *ii. Total Imprest sanctioned in respect of all officers under his/her office and including the imprest already sanctioned shall not exceed his/her sanctioning powers under this section* *iii. Imprest can be sanctioned in the name of any level officer. However the expenditure should be sanctioned for recoupment by officers not below L-III/E6*		
Full Powers	L-I	• Financial concurrence is required. However, recoupment is FCNR • Sanctioning authority to also sanction the annual limit up to which the imprest holder can spend the amount through imprest
Up to ₹ 50,000	L-II	
Up to ₹ 20,000	L-III	

Powers	"Decide" (Authority)	Additional Notes

8.17 Expenditure sanction for recoupable contingent advance		
i. Generally applicable to Field Party Chief and Incharge MM or Incharge Warehouse for payment of Freight & Demurrage *ii. The amount of advance should be determined on the basis of one month's average expenditure of last year/field season* *iii. Each case expenditure shall not exceed ₹ 50,000 for POL and ₹ 30,000 for other cases* *iv. Recoupment is FCNR*		
Up to ₹ 10 lakh in each case	L-I	• Sanctioning authority to also sanction the annual limit for recoupable contingent advance
Up to ₹ 8 lakh in each case	L-II	
Up to ₹ 1 lakh in each case	L-III	

8.18 Expenditure sanction for non-recoupable advance		
i. Advance to be drawn in the name of E1 & above officers *ii. Expenditure sanction to be taken under relevant BDP items based on actual expenditure for adjustment of advance* *iii. Advance to be settled immediately after completion of the event subject to maximum of 3 months from the date of drawal of advance*		
Up to ₹ 10 lakh in each case	L-I	• Cash advance to be generally restricted to ₹ 20,000 to one officer
Up to ₹ 40,000 in each case	L-II	
Up to ₹ 20,000 in each case	L-III	

(02/2017 dated 05.06.2017)

8.19 Expenditure sanction for facility Charges for LNG		
Full Power	Plant Manager-C2-C3 Plant,Dahej	

Powers	"Decide" (Authority)	Additional Notes

Chapter 9: Consultant/ Domain Expert/ Professionals

(02/2017 dated 05.06.2017)

9.1 Expenditure sanction for engagement of Engineering/ Technical Consultancy services		
Up to ₹ 25 crore in each case	Functional Director	
Up to ₹ 20 crore in each case	L-IA	
Up to ₹ 10 crore in each case	L-IB	
Up to ₹ 4 crore in each case	L-IC/D/E	

9.2 Expenditure sanction for engagement of Professional/Strategy/Management/Financial & Tax consulting/Credit Rating agencies and other expert agencies		
Up to ₹ 10 crore in each case	Functional Director	
Up to ₹ 1 crore in each case	L-I	

(01/2015 dated 5.11.2015)

9.3 Expenditure sanction for engagement of services from individual domain experts/consultants		
Up to ₹ 1 crore in each case	Functional Director	Appointment of individual advisors/Consultants would require in-principle approval from EC
Up to ₹ 25 lakh in each case	L-I	

(02/2017 dated 05.06.2017)

9.4 Expenditure sanction for certification jobs by Auditors /Engineers/Chartered Accountants/Specified Nominated Agencies for compliance with Statutory/Govt. directives/guidelines		
Full Powers	Functional Director	
Up to ₹10 lakh in each case	L-I	
Up to ₹ 2 lakh in each case	L-II	
Up to ₹ 50,000 in each case	L-III/ Incharge Finance	

Powers	"Decide" (Authority)	Additional Notes

Chapter 10: Maintenance and Repair

Note:

i. *The individual(s) to whom the authority is delegated will be primarily accountable for the decision and his/her performance during delivery execution shall be reviewed by higher authority on a periodic basis. The individual(s) shall establish clear direction, clarify responsibilities, set delivery milestones, follow through and deliver on promises and accept full responsibility for whatever happens within his/her area*

ii. *Cases beyond the powers of L-I shall require Expenditure Sanction from competent authority under clause 8.1 to 8.3*

Operational - Machinery & Equipment

(02/2017 dated 05.06.2017)

10.1 Expenditure sanction for repairs/AMC of machineries, pipelines and equipment when in-house facilities or services are not available – Non OEM/OES cases		
Up to ₹ 75 crore in each case	L-IA	• Includes fabrication and manufacture of parts and accessories for carrying out repairs • With recommendation of VCC at work center level for cases above ₹ 5 crore excluding pipelines cases
Up to ₹ 50 crore in each case	L-IB	
Up to ₹ 25 crore in each case	L-IC	
Up to ₹ 5 crore in each case	L-ID/E	
5% of concerned Level I Powers	L-II	
1 % of concerned Level I Powers	L-III	
0.25% of concerned Level I Powers	L-IV	

(02/2017 dated 05.06.2017)

10.2 Expenditure sanction for repairs/AMC of machineries, pipelines and equipment when in-house facilities or services are not available – OEM/OES cases		
Up to ₹ 75 crore in each case	L-IA	• This clause shall be used when repairs/AMC are required to be done through OEM/ OES or their authorized agencies/center only • Includes maintenance & support with OEM for hardware/software • With recommendation of VCC at work center level for cases above ₹ 5 crore
Up to ₹ 50 crore in each case	L-IB	
Up to ₹ 25 crore in each case	L-IC	
Up to ₹ 10 crore in each case	L-ID/E	
5 % of concerned L-I	L-II	
1% of concerned L-I	L-III	
0.25 % of concerned L-I	L-IV	

Powers	"Decide" (Authority)	Additional Notes

Operational - Building & Installations

(02/2017 dated 05.06.2017)

10.3 Expenditure sanction for undertaking maintenance and repair works including minor alteration, AMCs of Building in installations/plants, Drill sites and approach roads to Installations and Drill sites		
Up to ₹ 10 crore per case	L-I	
Up to ₹ 1 crore per annum	L-II	
Up to ₹ 25 lakh per annum	L-III	
Up to ₹ 5 lakh per annum	L-IV	

Non-Operational Building/Property

10.4 Expenditure sanction for Minor additions and alterations to a hired/leased office building, guest house, bachelor accommodation		
i. This power should be used only by one officer at one location (through Incharge Estate) *ii. Those powers shall not be exercised for office accommodation at residence*		
Up to ₹ 1 crore per annum	L-I	
Up to ₹ 50 lakh per annum	L-II	

10.5 Expenditure sanction for Interiors partitioning and creation of office facilities in a building, which has been hired/leased		
i. This power should be used by one officer at one location (Through Incharge Estate) *ii. These powers shall not be exercised for office accommodation at residence*		
Up to ₹ 1 crore as one time arrangement	L-I	
Up to ₹ 10 lakh as one time arrangement	L-II	

10.6. Expenditure sanction for repairs and maintenance of ONGC owned residential colony & office buildings including minor additions and alterations		
i. This power should be used only by one officer at one location (through Incharge Estate) *ii. All repair & maintenance to be done through estate section of the location with a view to maintaining uniformity* *iii. All maintenance jobs including pest control, painting etc., including grant in aid to RWA for general upkeep of colonies will be covered under this section*		
Up to ₹ 10 crore per annum	L-IA/HRO (Mumbai)	• Inform higher authority on decisions taken on monthly basis • Periodic review of expenditures shall be carried out
Up to ₹ 7.5 crore per annum	L-IB	
Up to ₹ 5 crore per annum	L-IC/D/E	
Up to ₹ 50 lakh per annum	Support Manager	

10.7 Expenditure sanction for Payment of common maintenance charges for own/hired buildings payable to Joint Management Committee/Society		
Full Powers - As per actuals	Incharge HR/ER	• This power should be used only by one officer at one

Powers	"Decide" (Authority)	Additional Notes
		location (through Incharge Estate)

Vehicles

10.8 Expenditure sanction for Repairs to heavy vehicles and transport equipment including expenditure for spares and fabrication of parts		
Up to ₹ 10 lakh on one vehicle on each occasion	L-I	• Normally repairs shall be done through Authorized Dealers • History sheet of each vehicle to be maintained
Up to ₹ 2 lakh on one vehicle on each occasion	L-II	
Up to ₹ 50,000 on one vehicle on each occasion	L-III	

10.9 Expenditure sanction for Repairs to light vehicles including expenditure for spares and fabrication of parts		
Up to ₹ 2 lakh on one vehicle on each occasion	L-I	• Normally repairs shall be done through Authorized Dealers • History sheet of each vehicle to be maintained
Up to ₹ 50,000 on one vehicle on each occasion	L-II	
Up to ₹ 25,000 on one vehicle on each occasion	L-III	

10.10 Expenditure sanction for Hiring of repairs & maintenance services (for vehicles, equipment and technological/communication /operational installations) under a rate contract		
Up to ₹ 4 crore in each case	L-I	
Up to ₹ 1 crore in each case	L-II	
Up to ₹ 10 lakh in each case	L-III	

Office Facilities

10.11 Expenditure sanction for repair and maintenance for office equipment/ software including AMC and Rate contract		
Full Powers	L-I	
Up to ₹ 25 lakh per annum	L-II	
Up to ₹ 5 lakh per annum	L-III	

10.12 Expenditure sanction for repair and maintenance of Furniture and Fixtures of ONGC in official premises		
Up to ₹ 20 lakh per annum	L-I	
Up to ₹ 5 lakh per annum	L-II	
Up to ₹ 1 lakh per annum	L-III	
Up to ₹ 20,000 per annum	L-IV	

Powers	"Decide" (Authority)	Additional Notes

Chapter 11: Write-off of Losses

11.1 Write off of losses under head materials & Fixed assets, book debts, claims, recoverable, loans & advances,(including to employee)		
i. Approval under this clause is subject to the prior review by Internal Audit. The review shall be carried out by an authority not below the level of Regional Audit Head for cases to be approved by L-I and Chief Internal Audit for other cases. *ii. Prior review of internal audit will not be required for each capital item where net book value is up to ₹ 5,000 and such book value is up to 2% of acquisition value.* *iii. Details of write off of loss approved by Functional Directors and L-I should be submitted by concerned L-I to EC on quarterly basis.* *iv. Includes write off sanction for demolition of existing structure/buildings*		
Up to ₹ 40 lakh in each case	Functional Director	• Value mentioned in powers is Net Book Value • Wherever, Net Book Value is not available, it has to be assessed by MDT which shall be constituted with approval of L-I
Up to ₹ 10 lakh in each case	L-I	

11.2 Write-off losses under the head – Lost in Hole (tools/equipment lost during operations)		
Full Powers	Concerned Chief of Services	• Write-off shall be based on recommendation of a committee constituted by Chief of Services • Payment for contractor's equipment shall be based on the contract terms • Inform Executive Committee on decisions taken on quarterly basis
Up to Book Value of ₹ 5 lakh in each case	L-I (Other than Chief of Services)	

Powers	"Decide" (Authority)	Additional Notes

Chapter 12: General Nature & Non-Operational

Note:

i. Cases beyond the powers of Level I shall require Expenditure Sanction from competent authority under clause 8.1 to 8.3

Items – General Nature

(02/2017 dated 05.06.2017)

12.1 Stores and spares other than operational requirement		
Full Powers	Functional Director	• Inform higher authority on decisions taken on monthly basis • Periodic review of expenditures shall be carried out
Up to ₹ 1 crore in each case	L-I	
Up to ₹ 10 lakh in each case	L-II	
Up to ₹ 2.5 lakh in each case	L-III	
Up to ₹ 50,000 in each case	L-IV	

(02/2017 dated 05.06.2017)

12.2 Petty articles not available in stock including power to purchase		
Full Powers	L-I	• FCNR for cases below ₹ 25,000. GRV may not be required up to ₹ 25,000 • Petty articles are items other than capital items
Up to ₹ 1 lakh in each case (annual cap ₹ 10 Lakh)	L-II	
Up to ₹ 25,000 in each case (annual cap ₹ 4 Lakh)	L-III	

(02/2017 dated 05.06.2017)

12.3 Purchase/subscription to books/periodicals, in print or electronic format including on line subscription , of Professional/technical nature, Official language and Others		
Full Powers	L-II	• Includes advance payment but that shall require approval of L1 and concurrence of Incharge Finance • FCNR
Up to ₹ 1 lakh in each case (Annual limit of ₹ 5 lakh)	L-III	

Hospitality

12.4 Expenditure sanction for serving participants in official meetings, seminars & conferences		
(a) Light refreshment		
Full Powers - As per actuals	L-I	• FCNR
Up to ₹ 100 per head (Annual cap ₹ 2 lakh)	L-II/E7	
Up to ₹ 50 per head (Annual cap ₹ 1 lakh)	L-III/E6	

Powers	"Decide" (Authority)	Additional Notes
(b) Working meal		
Full Powers-As per actuals	L-I	• FCNR • Working meal shall be arranged through office Canteen/Guest House/Rate Contracts wherever feasible
Up to ₹ 500 per head (Annual cap ₹ 5 lakh)	L-II/E7	
Up to ₹ 300 per head (Annual cap ₹ 2.5 lakh)	L-III/E6	

(02/2017 dated 05.06.2017)

12.5 Expenditure sanction on meetings with distinguished guests, delegation ,members , parties of the press etc., with whom it is in the interest of the Corporation to maintain or cultivate good relations: a) Entertainment, b) Serving meal c) Presentations of souvenirs and gifts as per the corporate gift policy approved by EC, d) Expenditure on travel & boarding		
a) Entertainment		
As per actuals (Annual cap ₹ 7.5 lakh)	L-I	• FCNR
Up to ₹ 500 per head (Annual cap ₹ 1.5 lakh)	L-II	
Up to ₹ 500 per head (Annual cap ₹ 0.75 lakh)	L-III	
b) Serving meal		
Full Powers - As per actuals	L-I	• FCNR
Up to ₹ 500 per head	L-II	
c) Presentations of souvenirs and gifts as per the provisions of corporate gift policy		
Full Powers	L-I	• FCNR
Up to ₹ 5 lakh per annum	Head CC	
Up to ₹ 2 Lakh per annum	L-II/Incharge CC	
d) Expenditure on travel & boarding		
Full Powers - As per actuals	L-I	• FCNR

(02/2017 dated 05.06.2017)

12.6 Expenditure sanction on flower and other items for decoration in connection with visits of distinguished guests, Indian & Foreign delegations, parties from the press, other media or any other special occasion		
Full Powers	L-I	• FCNR
Up to ₹ 500 per head (Maximum ₹ 20,000 per occasion)	L-II	
Up to ₹ 300 per head (Maximum ₹ 10,000 per occasion)	L-III	

(02/2017 dated 05.06.2017)

12.7 Expenditure on Tea-Coffee, soft drinks/snacks served during meetings and official discussions		
Full Powers	L-I	• FCNR
Up to ₹ 30,000 per annum	L-II/E7	
Up to ₹ 18,000 per annum	L-III/E6	
Up to ₹ 15,000 per annum	E5-E4	
Up to ₹ 12,000 per annum	E3-E2	

Powers	"Decide" (Authority)	Additional Notes
Up to ₹ 6,000 per annum	E1	

12.8 In-house celebrations/events, Symposia, Seminars, Conferences and Workshops of general nature		
Full Powers	Functional Director	
Up to ₹ 10 lakh	L-I	• Annual Limit of ₹ 50 Lakh
Up to ₹ 0.50 Lakh	L-II	• Annual Limit of ₹ 5 Lakh

Contingent /miscellaneous Expenditure

(02/2017 dated 05.06.2017)

12.9 Any expenditure of contingent /miscellaneous nature which cannot be appropriately classified under any other item of the BDP		
Up to ₹ 40 lakh in each case	L-I	• For cases beyond powers of L-I, refer clause 8.3 • FCNR for expenditure up to ₹ 20,000 in each case
Up to ₹ 5 lakh in each case	L-II	
Up to ₹ 20,000 in each case	L-III	
Up to ₹ 5,000 in each case	L-IV	

Office Stationery

(02/2017 dated 05.06.2017)

12.10 Expenditure sanction for stationery including computer stationery, peripherals, storage media, cartridges and consumables, forms, registers etc.		
Full Powers	L-I	• FCNR for expenditure up to ₹ 20,000 in each case
Up to ₹ 20 lakh per annum	L-II	
Up to ₹ 10 lakh per annum	L-III	
Up to ₹ 2 lakh per annum	L-IV	

(02/2017 dated 05.06.2017)

12.11 Expenditure sanction for printing, binding & reproduction jobs for reports, official documents, forms publications, etc. (per annum)		
Full Powers	L-I	• FCNR for expenditure up to ₹ 20,000 in each case
Up to ₹ 20 lakh per annum	L-II	
Up to ₹ 10 lakh per annum	L-III	

(02/2017 dated 05.06.2017)

12.12 Expenditure sanction for photocopying, duplicating and typing, drawing, design, etc. from outside agencies		
Full Powers	L-II	• FCNR for expenditure up to ₹ 20,000 in each case • Urgency or when in-house facilities are not available
Up to ₹ 15,000 per month	L-III	

Powers	"Decide" (Authority)	Additional Notes

Chapter 13: Marketing

(02/2017 dated 05.06.2017)

13.1 Expenditure sanction for market survey/study for identifying customers / markets / products (including consultancy for marketing related issues)		
Up to ₹ 10 crore	Director – I/c (Marketing)	
Up to ₹ 1 crore in each case	Chief Marketing	
Up to ₹ 25 lakh in each case. subject to overall limit of ₹ 1 crore per annum	L-I	
Up to ₹ 5 lakh in each case subject to overall limit of ₹ 50 Lakh per annum	L-II	

13.2 Approval of broad policy guide lines for: i) Model contracts for sale of Crude Oil, Natural Gas and Value Added Products ii) Pricing, payment, security, credit period, etc. for sale of Crude Oil, Natural Gas (wherever applicable) and Value added Products		
Full Powers	EC	

13.3 Policy regarding Retail Business, Allied Retail Business and new markets/ventures		
Full Powers	Executive Committee	

13.4 Sale of Products		
(i) Sale of gas		
i. Powers shall be exercised in line with Corporate / Government Policy on gas utilization and pricing		
a) Approval of allocation, sale, Term Sheet/ Agreement and amendment/ extension thereof for sale of gas except for 13.4 (i) (b) & (c) below.	Committee of Directors (COD) consisting of Director I/c Marketing and Director (Finance)	
b) Approval of allocation , sale, Term Sheet/ Agreement and amendment/ extension thereof for sale of gas from small/isolated fields at market driven price	Director – I/c (Marketing)	• In concurrence with Chief, Commercial
c) Approval of sale, Term Sheet/ Agreement and amendment/ extension thereof for sale of APM/ non-APM gas at Govt. notified/approved prices	Chief Marketing	• In concurrence with Commercial section
(ii) Sale of Crude Oil		
Approval for sale and term sheet/crude oil sale agreement and amendment/ extension thereof for sale of crude oil including pricing and other commercial terms.	Director I/C Marketing	• In concurrence with Chief, Commercial

Powers	"Decide" (Authority)	Additional Notes
(iii) Domestic sale of Value Added products		
a) Approval of sale, fixation of price and grant of discount and term sheet /agreement and amendment/ extension thereof for Value Added Products	Director – I/c (Marketing)	• In concurrence with Chief, Commercial
b) Approval for sale to alternative customers on spot basis and finalizing the Basic selling price including term sheet/agreement in emergency operational requirement / constraints for supply / evacuation of Value added products	Director – I/c (Marketing)	
(iv) Approval for export of value added products as per approved guidelines	Director – I/c (Marketing)	

13.5 Approval for sale of Value Added Products at Refinery Transfer Price (RTP) or above		
i. Cases beyond powers of Chief Marketing and Asset/Plant Managers shall require approval of Competent Authority under clause 13.4 (iii)		
a) i) Full Powers in case of PSU customers. ii) For non-PSU customers Up to 50,000 MT or ₹ 400 crore whichever is lower in each case	Chief Marketing	• Based on the recommendation of a committee comprising of officials from Marketing, Finance/Commercial & Operations
b) Up to 5000 MT or ₹ 40 crore whichever is lower in each case	Plant managers / Asset Managers	• To be exercised in case of operational requirement / exigency only • Based on the recommendation of a committee comprising of officials at Asset/Plant from Marketing, Finance & Operations • Inform Chief Marketing on decisions taken on monthly basis

13.6 Approval for sale of sulphur/ other by-products under annual rate contract through:		
On nomination basis in case of operational requirements / exigencies 200MT on a case to case basis subject to annual limit of 1000MT	L-I	• These Powers may be exercised by Heads/ Executives of Plants/Assets/Marketing. • Cases beyond powers of L-I shall require approval of Competent Authority under clause 13.4 (i) to (iv) • Report for nomination cases
Open Tender – Full Powers	L-II	

Powers	"Decide" (Authority)	Additional Notes
		to be submitted as per the prevailing guidelines of the corporation
13.7 Approval for sale of contaminated / nonstandard / off-spec products		
Up to ₹ 2 crore on case to case basis subject to annual Limit of ₹ 25 crore	L-I	• Based on the committee recommendations including assurance of satisfactory end-use. The committee comprising of officers at respective Plant/Asset from Operations, Finance and Marketing • Cases beyond powers of L-I shall require approval of Competent Authority under clause 13.4 (iii)
13.8 Retail Marketing		
a) Appointment of Dealers/Distributors for retail outlets - Full powers	Executive Committee	• Based on a committee recommendation
b) Sourcing petroleum/ non-petroleum products	Chief, Marketing	• Based on the recommendation of a committee comprising of officials from Marketing, Finance/Commercial & Operations
c) Formulate Dealer, Reseller, Consumers & Suppliers Agreement	Chief, Marketing	
d) Signing of agreements for Allied Retail Business (ARB) activities	L-II	• As per approved guidelines
e) Sales contracts, dealership agreements on standard formats	L-II	
13.9 Approval of extension of product delivery commencement date		
a) Entire delay is solely on account of buyer/ consumer.		
Full Powers	L-I (at work centers)	• On recommendations by work center with recovery of applicable security deposit as per terms of the contract
b) Delay in part or full is on account of ONGC		
(i) Extension with ONGC reserving its rights to recover Security Deposit as per terms of contract	Director – I/c (Marketing)	• No Tender Committee required for extension with recovery of Security Deposit as per terms of the contract.
(ii) Finalization of quantum of LD after	Director – I/c	• Full powers on

Powers	"Decide" (Authority)	Additional Notes
commencement of product offtake, at the rate specified in the contract without condonation of the delays attributable to the buyer, brought out in the joint statement signed by ONGC and buyer	(Marketing)	recommendations of Tender Committee comprising of Surface Manager/Head operations, I/c Finance, I/c MM
c) Extension without imposition of LD where delay is solely attributable to ONGC.		
Full Powers	Director – I/c (Marketing)	• To the extent such delay is attributable to ONGC as brought in the joint statement signed by ONGC & Buyer • On the recommendation of Tender Committee comprising of Surface Manager / Head operations, Incharge Finance, Incharge MM

(02/2017 dated 05.06.2017)

13.10 Purchase of raw material / feed stock such as LNG/VAP, etc through term sheet /agreement or direct spot purchase from market		
Full Power for Feed Stock	Director – I/c (Plant)	• Inform higher authority on decisions taken on monthly basis
Full Power for Trading	Director – I/c (Marketing)	

13.11 Entering into hospitality arrangements for hiring facilities (for raw materials or retail products) or for retail product exchange/ purchase		
Full Powers	Director – I/c (Marketing)	• In concurrence with Chief Commercial
Up to ₹ 10 crore in each case	Chief Marketing	

13.12 Purchase of land for opening Metering Station/Retail outlet for ATF/Petrol/Diesel/Other Products		
Full Powers	Executive Committee (EC)	• Based on the recommendation of committee of HR, LAQ & Marketing officers with Chief Marketing as Head with Legal vetting and Financial concurrence
Up to ₹ 10 crore each case	Director – I/c (Marketing)	

13.13 Giving ONGC land on lease on annual basis for setting up Metering Station/Pumping station/laying of pipelines by GAIL /OMCs/JVs		
Full Powers	Director Concerned	• With recommendation from Director – I/c (Marketing)

Powers	"Decide" (Authority)	Additional Notes

13.14 Selling of Carbon Credits (CERs)		
Full Powers	Director I/C CM&SG	• In concurrence with Head CM&SG
Up to 1 lakh units or ₹ 1 crore whichever is lower in each case	Chief CM&SG	

Powers	"Decide" (Authority)	Additional Notes

Chapter 14: Environment, Health and Safety

14.1 Approve policy regarding environmental, health and safety matters (including permits, licenses, authorizations, mandatory codes of practices)		
Full Powers	Executive Committee	• These Proposals shall be routed through Chief HSE • FCNR

(02/2017 dated 05.06.2017)

14.2 Expenditure sanction for engaging HSE consultants/expert agencies and conducting workshops / training / awareness programs by calling domestic/international experts for HSE trainings		
Full Powers	Director Concerned	
Up to ₹ 40 lakh in each case	L-I/ Chief HSE	
Up to ₹ 5 lakh in each case	L-II/Head HSE	• At Asset/Basin/Plant /Services

(02/2017 dated 05.06.2017)

14.3 Expenditure sanction for hiring of auditing agencies and EIA studies with respect to HSE management		
Full Powers	Director Concerned	
Up to ₹ 2 crore in each case	L-I/ Chief HSE	

14.4 Expenditure sanction for organizing meetings with statutory agencies like DGMS, OISD, MOEF etc. for solving critical issues		
Full Powers	Director Concerned	
Up to ₹ 5 lakh in each case	L-I/ Chief HSE	
Up to ₹ 50,000 in each case	L-II/Head HSE	

(02/2017 dated 05.06.2017)

14.5 Approval of specifications for safety critical equipment/element/kits & liveries/personal protective equipment		
Full Powers	Director I/c HSE	• Includes kits and liveries for security services as per the norms • Expenditure sanction would be obtained under Clause 7.7(a) or 8.11 of BDP

Powers	"Decide" (Authority)	Additional Notes

Chapter 15: Business Development

15.1 Signing/Approval for entering into MoU for a JV/partnership		
Full Powers	EC	

15.2 Creating confidentiality Agreement /Memorandum of Understanding (MoU) /Non-Disclosure Agreement (NDA) with other entities		
Full Powers	Chief BD & JV	• FCNR

15.3 Expenditure Sanction for Hiring of Merchant banks, Investment banks and professional consultancy for business development purpose after in-principle approval by competent authority		
Full Powers	Concerned Functional Directors	• Inform higher authority on decisions taken and expenditures incurred on monthly basis
Up to ₹ 2 crore	Chief BD & JV	

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Powers	"Decide" (Authority)	Additional Notes

Part G – Energy Exploration

Chapter 16: NELP/PSC/Other Similar Bidding for Blocks

16.1 Approval for bidding of particular block/ blocks including selection of partners		
i. In-principle approval of Director (E) in consultation with Director (F) to be taken for selection of partners for bidding of Block/ blocks and for Joint Bidding Agreement (JBA) & JBA negotiating Team with authorized signatory as well as assumptions and tentative costs required for evaluating the blocks and finalizing the bidding parameters, Work program and fiscal parameters for block/blocks		
Full Powers	Board	

16.2 Approval of Production Sharing Contracts (PSC)/similar Contracts, Joint operating Agreement (JOA)/Similar Agreement & Negotiating Teams		
Full Powers	Director (E)	• Inform CMD

16.3 Approval for declaration of commerciality		
Full Powers	Director (E)	• Inform CMD

16.4 Approval for finalizing/revising the annual Work program within the approved work program		
Full Powers	L-I	

16.5 Approval for budget and/or revision of budgets		
Full Powers	L-I	

16.6 Approval for submission of Bank Guarantee / Bid Bond in form of Bank Term Deposit		
Full Powers	Functional Director	

(01/2015 dated 5.11.2015)

16.7 Relinquishment of area/surrender of block		
a) Relinquishment without penalty		
Full Powers	Director (E), Director (F) & CMD	• All the cases to be reported to Board in immediate next Board meeting.
b) Relinquishment with penalty		
Full Powers	EC	
Up to ₹ 150 crore	Director (E), Director (F) & CMD	

Powers	"Decide" (Authority)	Additional Notes

(01/2015 dated 5.11.2015)

16.8 Approval for the extension of phase/period/ period of *Submission of FDP* for the block		
a) Extension of phase/period with LD		
a) Extension of phase/period with LD Full Powers b) Extension of period for submission of FDP with LD Full Powers	Director (E) & Director (F) Concerned Director & Director (F)	• Includes sanction for LD amount also • To be reported to Board at the next meeting
b) Extension of phase/period without LD		
Full Powers	L-I	

16.9 Exploration-NELP/PSC/Other Similar Bidding Rounds		
a) Approval for entering into next exploration phase/period		
Full Powers	CMD	In consultation with Director (E) and Director (F)

Powers	"Decide" (Authority)	Additional Notes

Chapter 17: Joint Ventures

17.1 Expenditure Sanction for Items of capital nature/ operational works		
Up to ₹ 75 crore in each case	Chief JVOG/ L-I	• Cases beyond powers of Chief JVOG and L-I, refer clauses 7.1/2/3 and 8.1/2/3

17.2 Execution and Signing of Guarantees and Deeds as per format in the JOA/ PSC		
Full Powers – As per the format & amount specified in the JOA/ PSC	L-I	• Approval of Director Concerned and Director (F) shall be required when it is not as per the format in the JOA/ PSC or where amount of Guarantee is not specified in JOA/PSC

17.3 Approval of Work Program & Budget		
Full Powers	ONGC's Representative in Management Committee	• Subject to recommendations of the Operating Committee

17.4 Authorization for expenditure / authorization for expenditure request (AFE /AER)		
a) AFE / AER covered fully in the approved work program and budget		
Full Powers	ONGC's Representative in Operating Committee	• With concurrence of the associated Finance of JV
b) AFE in excess of the approved work program & budget		
Full Powers	Chief JVOG / L-I	• Chief JVOG/L-I in concurrence with the head of Associate Finance provided the excess amount is not more than 10% of the approved budget and the total amount does not exceed his/her sanctioning power • Any expenditure beyond the above requires the approval as per clause 6.2

Powers	"Decide" (Authority)	Additional Notes
17.5 Expenditure Sanction of Cash Calls/Billing Statement		
a) Within the approved program and budget / AFE		
Full Powers	ONGC's Representative in Operating Committee	• With the concurrence of associated finance of JV
b) Not as per approved work program & budget / AFE or not as per the physical progress of work		
Full Powers	Chief JVOG/ L-I	• With the concurrence of Head of the associated Finance provided the excess amount is not more than 10% of the approved budget and the total amount does not exceed his/her sanctioning power • Any expenditure beyond this requires the approval of as per clauses 7.1/2/3 and 8.1/2/3
17.6 Approval of award of contract for non-operated JVs		
Full Powers	ONGC's Representative in Operating Committee	• In the case of operated JVs also, procedure to be adopted as per Production Sharing Contract (PSC)/JOA
17.7 Authorize payment of Profit petroleum to GOI		
Full Powers	Chief JVOG / L-I	• Profit Petroleum to be calculated as per the provisions of PSC

Powers	"Decide" (Authority)	Additional Notes

Part H – Human Resources

Chapter 18: Human Resources

Notes:

i. *Controlling Officer means an officer not below the level of E-2 and immediately above the concerned employee to whom the latter reports for work. Officers at E-6 and above levels will be self-certifying officers for the purpose of Travel Allowance and other personal claims*

ii. *Policy matters relating to new Employee welfare and Perquisites shall require approval of Executive Committee*

iii. *The item not covered in this section of BDP shall be referred to Director (HR) for decision.*

iv. *FCNR unless specified*

Personnel Management:

18.1 Approval for creation and winding up of posts		
E8 & E9	Board (through HRM Committee)	
Up to E7	CMD	• With recommendation of Director (HR) and concurrence of Director (Finance)

18.2 Approval for creation and abolition of categories and cadres		
Full Powers	Board (through HRM Committee)	
Full Powers for merger and abolition of categories and cadres	CMD	

18.3 Approval for Appointment		
E7 & above	CMD	• Power to issue notification/ advertisement for direct recruitment including tenure, contract, etc., engagement and approval of nominees for composition of selection committee shall be vested in the Appointing/Promoting Authority
E1-E6	Director (HR)	
Class-III (including 'S' level) & class-IV employees and Executives at E0 level	L-I	

Powers	"Decide" (Authority)	Additional Notes

(01/2015 dated 5.11.2015)

18.4 Approval for Promotion		
E8 and E9	DPC comprising members of HRM chaired by CMD	• Approval of Chief HRD for E0-E4,Class III and Class IV to be through DPC
E5-E7	CMD (through EC)	
Class-III (including 'S' level) & class-IV employees and executives up to E4 level	Chief HRD	

18.5 Approval for advance increments on initial appointment/re-employment		
Full Powers	Appointing Authority as per clause 18.3	• Maximum up to 5 advance increments on the recommendation of selection committee • Financial concurrence required

18.6 Pay Fixation		
Full Powers	Incharge HR/ER	

(01/2015 dated 5.11.2015)

18.7 Transfer		
i. For CRC positions (L-II & L-III), case has to be initiated by the concerned unit for approval of Director Concerned (Functional), Director Concerned (Administrative) & Director (HR) through Chief-HRD *ii. Unit is defined as Asset / Basin / Service / Plant/Institutes / ROs. Even Asset and Service at one location are two separate units*		
(a) Inter Unit Transfer (Change of station)		
E7 and above	EC	• EC in consultation with Director Concerned (Functional), Director(HR) & Director Concerned (Administrative)
E0 to E6	Director (HR)	• Director(HR) in consultation with Director Concerned (Functional) & Director Concerned (Administrative)
Unionized category of employees	Chief HRD	• Chief-HRD in consultation with Chief-ER and L-I of concerned units
(b) Intra Unit Transfer		
L-I, E8, E9	EC	
L-II, L-III, E-7	Director (HR)	• Director(HR) in consultation with Director Concerned (Functional) & Director

Powers	"Decide" (Authority)	Additional Notes
		Concerned (Administrative)
E5 to E6 (other than L-II & LIII positions)	L-II	• Full powers for reassignment within the same unit, same location, same headquarters and within the same group/service under his/her control
Executive E1-E4 and Unionized category of employees	Controlling Officer	
(c) Inter unit transfer (without change of station)		
L-I, E7 and above	EC	
L-II & L-III	Director (HR)	• Director(HR) in consultation with Director Concerned (Functional) and Director Concerned (Administrative)
E0 – E6 (other than L-II & LIII positions)	Chief- HRD	• L-I of both the units should send their common proposal to the office of Chief-HRD
Unionized category of employees	L-1 of both the units	• With concurrence of respective I/c HR-ER pending formulation of policy for inter unit transfer (without change of station) for unionized category of employees by Chief
(d) Retention / delayed relieving		
In cases ward appearing in 12th standard	Chief HRD	• Up to 4 months
In other cases		
E-7 & above	CMD	
Up to E6 level		
Beyond 1 month	Director (HR)	• *In consultation with Directors Concerned (Functional) & Directors Concerned (Administrative)*
Up to 1 month	Chief HRD	
(e) Deputation / Secondment		
Deputation / Secondment	EC	

18.8 Approval for relaxation in selection/eligibility criteria for recruitment		
For E0 and above executives	EC	
Unionized categories	Director (HR)	

18.9 Approval for lateral shifting

Powers	"Decide" (Authority)	Additional Notes
E7 & above	EC	
Up to E6 level	Director (HR)	• In consultation with both the Directors concerned

Travel and General Administration

(02/2017 dated 05.06.2017)

18.10 Expenditure sanction for outstation journey on tour to any station in India		
Full Powers	L-II	

18.11 Authorize travel by Air on tour for employees not eligible to travel by air		
Full Powers	Functional Director	

18.12 Hiring/ Reimbursement of Light Vehicles, while on Official Tour at stations other than ONGC work centers outside the range of ONGC Logistics		
Full Powers	L-II	• Limited to ONGC Contracted rates per day at comparable locations

18.13 Retention of colony accommodation beyond prescribed norms		
Full Powers	L-I	• Exercising administrative control over Estate section

18.14 Approval for out of turn allotment of colony accommodation		
Full Powers – Mumbai	Director (HR)	
Full Powers – Other locations	L-I	• Exercising administrative control over Estate section

Medical:

18.15 Expenditure sanction for purchase of medical stores, including medicines and pharmaceutical items from reputed / standard manufacturers or their authorized dealers at hospital rates/rate contracts		
i. Bulk purchase on rate contract against requirement shall be made by the Chief Medical services on a centralized agency at bases or higher formations *ii. Medicines can be purchased on day to day indents on local suppliers only when medicines are not available in stock* *iii. These powers are to be exercised through Incharge Medical as per the existing & applicable guidelines* *iv. Financial Concurrence required*		
Full powers	L-I (Work Center) //CMS (HQ)	
Up to ₹ 1 crore per annum where ONGC Hospitals are functioning	Head Medical	
Up to ₹ 50 lakh per annum for other work centers	L-II	
Up to ₹ 30 lakh per annum for other work centers	Incharge Medical	

Powers	"Decide" (Authority)	Additional Notes

18.16 Sanction of expenditure on medical appliances (internal & external)		
Full Powers	Incharge HR/ER	• With recommendation of the Medical authority and in accordance with the instructions on the subject • Financial Concurrence required

18.17 Sanction in individual cases, under special circumstances (including treatment at non-ONGC locations), reimbursement of medical expenses in relaxation of the Medical Attendance Rules		
Full Powers	Director (HR)	• Financial Concurrence required for cases above ₹ 20,000 • These powers shall be exercised in consultation with Medical Authorities and concurrence of Finance • If the treatment is to be taken abroad then the approval of CMD, Director (HR) and Director (F) will be required and followed by concurrence of Ministry of Health
Up to ₹ 5 lakh in each case	Chief ER	
Up to ₹ 2 lakh in each case	L-I	
Up to ₹ 50,000 in each case	L-II	
Up to ₹ 20,000 in each case	Incharge HR/ER	

18.18 Approval of posts and appointment of doctors & paramedics on contractual basis (Part time or Full time)		
Full Powers	Director (HR)	• On recommendation of Chief Medical services • L-I shall have full powers to accord expenditure sanction for payment to contractual doctors/paramedics

Corporate Communication

18.19 Expenditure sanction for all types of advertisements of non- statutory nature including goodwill advertisements		
Full Powers	Director (HR)	• Inform higher authority on decisions taken and expenditures incurred on monthly basis
Up to ₹ 5 lakh in each case	Chief CC	
Up to ₹ 2 lakh in each case (Annual limit ₹ 20 lakh)	L-I	
Up to ₹ 1 lakh in each case	Head CC	

Powers	"Decide" (Authority)	Additional Notes
(Annual limit ₹ 10 lakh)		
Up to ₹ 50,000 in each case (Annual limit ₹ 5 lakh)	Incharge CC	

18.20 Expenditure sanction for statutory advertisements including tender & employment advertisements		
Full Powers	Incharge CC	

(02/2017 dated 05.06.2017)

18.21 Expenditure sanction for design and printing of brochures /diaries/ house journals / calendars / publicity materials including displays/ banners/ posters/ insignia/ photography/ videography and all types of multimedia productions		
Full Powers	Director (HR)	• Financial Concurrence required
Up to ₹ 2 crore per annum	Chief CC/Head CC/ L-I	
Up to ₹ 10 lakh per annum	Incharge CC	

18.22 Expenditure sanction for participation in exhibitions/ trade fairs:		
a) Abroad – Full Powers	CMD	• Financial Concurrence required
b) In India		
Full Powers	Director (HR)	
Up to ₹ 5 lakh in each case (Annual Limit – ₹ 25 lakh)	Chief CC/ Head CC	

18.23 Expenditure sanction for sponsoring media/cultural/sports events as well as grant of financial assistance / sponsorship to Schools/ University / Institutes/Professional Bodies/Internal ONGC Bodies or Clubs/Others (for cases not covered under CSR policy)		
i. For grant-in-aid to ONGC clubs and Employees Welfare Committee, Incharge HR/ER shall have full power *ii. As per the existing guidelines* *iii. Financial Concurrence required*		
Full Powers	Board	• Inform EC on a quarterly basis - details of cases approved by CMD & Functional Directors • Functional Directors shall take decision only for proposals under work center/areas within their administrative control
Up to ₹ 1.5 crore in each case	Executive Committee	
Up to ₹ 10 lakh in each case	Director (HR)	
Up to ₹ 10 lakh in each case (Annual limit ₹ 50 lakh)	Functional Director	
Up to ₹ 2 lakh in each case (Annual limit ₹ 10 lakh)	L-I	• Through Incharge CC • Cases approved by L-I should be reported to Functional Director

Powers	"Decide" (Authority)	Additional Notes

18.24 Expenditure sanction for Corporate Membership of Clubs/ Gymkhanas etc.		
Full Powers	Director (HR)	

Sports

(01/2015 dated 5.11.2015)

18.25 Expenditure sanction for all Sports Related activities		
c) Abroad – Full Powers *i. With Financial Implication* *ii. Without Financial implication*	CMD through Director(HR) & Director(F) CMD through Director (HR)	• In case of sports related activities – Abroad administrative approval of EC would be required except in the case of Sports quota individual players. • Includes all sports related activities • Includes training/ seminar/ conferences related to sports activities • Includes engagement of trainers/ coaches/ physiotherapists etc. • Financial Concurrence required
b) In India		
Full Powers	Director (HR)	
Up to ₹ 25 lakh per annum	Head Sports	
Organizing Sporting events at Local Level (within sports budget approved by HQ)		
Up to ₹ 5 lakh (per event)	L-I	
Up to ₹ 1 lakh (per event)	Incharge HR/ER	

18.26 Expenditure sanction for kits and liveries as per approved norms		
Full Powers	Head Sports	Financial Concurrence required.

Training

(01/2015 dated 5.11.2015)

18.27 Expenditure sanction for arranging or participating in Training/ Seminars/ Conferences		
i. These powers to be exercised for approved/non-calendar training programs *ii. Includes Honorarium to internal faculty/evaluators as per policy* *iii. Includes expenditure sanction for kits & liveries*		
a) Abroad	CMD	Financial Concurrence required

Powers	"Decide" (Authority)	Additional Notes
b) In India		
Full Powers	Director (HR)	Financial Concurrence required
Up to ₹ 50 lakh in each case	Head of Institutes	• Applicable for approved calendar programs • This power can be exercised by Head SMP as well • Financial Concurrence required
Up to ₹ 10 lakh each case	Head of Institutes	• Applicable for non-calendar group training programs • This power can be exercised by Head SMP as well • Financial Concurrence required
Up to ₹ 10 lakh per annum	L-I	• Applicable for non-calendar individual training programs - Powers are limited to ₹ 25,000 per participant per program
18.28 Approval for waiving recovery of the cost of training		
Full Powers	Director (HR)	
18.29 Expenditure sanction for subscribing Institutional Membership of Professional bodies		
Full Powers - Professional bodies Abroad	Chief HRD	
Full Powers – Localized Institute Membership	L-I/Head of Institutes	• Applicable to L-I of work centers for their operations area and to Head of Institutes for respective specialization area

Powers	"Decide" (Authority)	Additional Notes

Chapter 19: Legal

Notes:

i. *For Taxation matters, powers under this Chapter can be exercised in consultation with Head Direct Tax/ Head Indirect Tax, as applicable. In such cases, consultation of I/C Legal shall not be required.*

ii. *All cases are FCNR unless specified*

19.1 Execute and sign contracts and agreements including contracts and agreements for sale/purchase of products, the prices in respect of which have been approved by the Competent authority		
i. *These powers shall be exercised in respect of contracts and agreements concerning their respective sphere of functions and subject to the conditions that:* a) *The Competent authority has approved award of work* b) *The contract has been vetted from technical, financial and legal angles by appropriate authorities.* c) *Terms and conditions of contract have prior approval of Competent authority* ii. *Authorities in the disciplines of Materials, Marketing, Engineers, Technologist and Scientists shall exercise such enhanced powers in their own sphere of duties as may be delegated to them by the Competent authority from time to time under the respective items of powers* iii. *The Company Secretary shall have full powers to execute and sign all contracts and agreements on behalf of the Corporation in all cases if conditions a, b and c above are met* iv. *CMD may, at his/her discretion, authorize the signing of Contracts/Agreements of any value to any officer. However, for contracts above ₹ 10 crore such delegations should be to an officer not below the level of E-7*		
Full Powers	L-I	
Up to ₹ 10 crore in each case	L-II	
Up to ₹ 5 crore in each case	L-III	

19.2 Signing of Agreement for purchase/sale/lease of Land & Buildings		
i. *These powers shall be exercised subject to Expenditure Sanction of Purchase/Sale/Lease of Land & Buildings by Competent Authority and the document, if required, has been vetted by Law Department* ii. *The Company Secretary shall have full powers to execute and sign all contracts and agreements on behalf of the Corporation in all cases if conditions a, b and c in clause 19.1 above are met. CMD may, at his/her discretion, authorize the signing of Contracts/Agreements of any value to any officer. However, for contracts above ₹ 10 crore such delegations should be to an officer not below the level of E-7*		
Full Powers	Incharge HR/ER	
Up to ₹ 75 lakh in each case	LAQ Officer	

19.3 Engagement of advocates & solicitors outside India, advocates from India for foreign assignment and approve their fees.		
Full Powers	EC	

Powers	"Decide" (Authority)	Additional Notes
19.4 Power to initiate/ institute / defend legal proceedings in courts, judicial, quasi-judicial forums, tribunals, institutional/departmental authorities, etc.		
Full Powers	L-I	• In consultation with Legal
19.5 Refer a dispute for arbitration, appoint arbitrator from approved panel and accord sanction and authorize payment of their fee		
Full Powers	L-I	• Full powers in consultation with the associated legal and finance as per guidelines on the subject. Appointment of any arbitrator from outside the panel will require concurrence of Chief, Legal and approval of Director (HR)

(01/2015 dated 5.11.2015)

19.6 Powers to engage/ appoint attorneys, solicitors, advocates, counsels, legal / tax consultants and authorize payment of their fees, travel expenses, conveyance, stay, miscellaneous expenses etc. in India		
i. Financial Concurrence is required for cases where payment of fee is above ₹ 50,000 in each case *ii. For the powers, cumulative expenditures would be seen for each case. When Incharge Legal is not there, power has to be exercised by I/C HR-ER/L-II* iii. Engagement of attorneys, solicitors, advocates, counsels, legal / tax consultants not empaneled will require approval of • Chief Corporate Finance for obtaining opinion and appearing before departmental authorities and Tribunal in Tax matters • Company secretary for obtaining opinion and appearing before departmental authorities and Tribunal in Corporate law matters. • In all other cases Chief Legal,		
Full powers. (in consultation with I/C Legal)	L-I	
Up to ₹ 1 lakh in each case (in consultation with I/c Legal)	L-II/ Incharge HR/ER	
Up to ₹ 1 lakh in each case	Incharge-Legal	

19.7 Power to engage /appoint Industrial Law/ Labour Law Advisors/ Attorneys/Solicitors for and on behalf of the Corporation in Labour/ Industrial matters and in cases before Labour/ Industrial Courts/ Tribunals and to make payment thereof		
Full Powers	L-I	• Financial Concurrence is required for cases where payment of fee is above ₹ 50,000 in each case

19.8 Power to sign plaints, written statements, applications, affidavits, vakalatnamas and other documents to be filed in courts/ tribunals/ statutory bodies/ quasi-judicial bodies and arbitration proceedings and authorize an employee of the Corporation (not below E-2) to sign and file any document referred above relating to ONGC, shareholders, investors and/or under the provision of the

Powers	"Decide" (Authority)	Additional Notes
Company's Act, other enactments, listing agreements, regulations and guidelines issued by SEBI, Stock exchanges and/or other statutory bodies/authorities		
i. Full Powers in respect of all matters falling under their control and provided the document, if required, has been vetted by Law Department and / or by Company Secretary		
Full Powers	L-II	
19.9 Power to sign and verify tax returns/documents to be filed in Tribunal Tax department and to plead cases at all levels for and on behalf of the Corporation		
Full Powers	Incharge-F&A	• Incharge of F&A may authorize an officer not below E2 to exercise these powers
19.10 To sanction expenditure on Court fees and miscellaneous court expenses including stamp papers and clerkage		
Full Powers - As per actuals	L-II/ Incharge HR/ER/ Incharge Legal	
19.11 Powers to sanction misc. expenses relating to arbitration proceedings including expenses on venue, stay, conveyance, travelling of arbitrators		
Full Powers - As per actuals	L-I	• Financial Concurrence required
Up to ₹ 1 lakh in each case.	Incharge HR/ER /Incharge Legal	
19.12 To approve deposit of money with the court/Statutory Authorities as per the directions of court/statutory authorities (Each Case)		
i. In consultation with Incharge Legal		
Full powers	Functional Director	
Up to Rs 10 crore in each case	L-I	

(02/2017 dated 05.06.2017)

19.13 Power to accept arbitration awards, court Judgments, orders of statutory authorities or to decide for appeal, review etc or to settle or accept disputed claims and withdrawal of the case from the court / arbitration/ authority based on legal advice/court judgment/arbitration award		
Full Powers	EC	• In consultation with Legal. • Disputed amount to be calculated by aggregating the amount of claim payable by ONGC under award/ judgment/ settlement plus claims/counter claims of ONGC • Appeals can be filed with the approval of concerned
Disputed amount up to ₹ 25 crore in each case	Functional Director	
Disputed amount up to ₹ 10 crore in each case	L-I	

Powers	"Decide" (Authority)	Additional Notes
		Director in consultation with Chief Legal. Such cases are required to be brought to EC whose decision would be final. For cases related to dispute with Tax authorities, Director (Finance) shall have full power
Full Powers - HR/IR matters	Director (HR)	• In consultation with Head HR at the location

19.14 Settlement of disputed claims based on the recommendations of OEC		
i. Disputed amount to be calculated by aggregating the amount of claim payable by ONGC under settlement plus claims/counter claims of ONGC		
Full Powers	Board	• Through COD
Disputed amount Up to ₹ 15 crore in each case	EC	

19.15 Fees of OEC members and other expenses		
Full Powers	L-I	• To accord sanction and pay fees of OEC members including incidental expenses like venue, stay, conveyance, travelling or proceedings as per instructions on the subject • Financial Concurrence required

Powers	"Decide" (Authority)	Additional Notes

Part I – Research & Development

Chapter 20: R&D Institutes

Acquire New Technology

(02/2017 dated 05.06.2017)

20.1 Expenditure sanction for acquisition of new technologies like seismic imaging technologies -3D, 4D, reservoir mapping while drilling, EORs, IORs etc.		
Up to ₹ 20 crore in each case	Functional Director	• New Technology and Know-how refers to all cases where technology is being introduced in the company for the first time/on pilot basis
Up to ₹ 10 crore in each case	L-I	

Collaborate

20.2 Enter into collaboration with university or a research organization (including expenditure sanction)		
Full Powers	Functional Director	• FCNR
Up to ₹ 1 crore in each case	L-I	

20.3 Expenditure on scientists/technologists from within the country and from outside for consultancy on R&D projects including inviting them and incurring expenditure on their travel, hospitality and honorarium/fee		
Full Powers	Functional Director	
Up to ₹ 1 crore in each case	L-I	• Inform Functional Director quarterly on decisions taken

20.4 Expenditure on calling outside experts for Symposia, Seminars, Conferences and Workshops on scientific/technical /management subjects, when arranged by calling outside experts including inviting them and incurring expenditure on their travel, hospitality and honorarium		
Full Powers	Functional Director	
Up to ₹ 10 lakh (per occasion)	L-I / Head of Institutes	

20.5 Participate in JIP (Joint Industry Project) of research nature with university, academic institute, research organization or reputed agency (including expenditure sanction)		
i. Also include payment of contribution as per the approved work programme		
Full Powers	Functional Director	• Inform CMD on quarterly basis
Up to ₹ 3 crore in each case	L-I	• Inform Functional Director on decisions taken and

Powers	"Decide" (Authority)	Additional Notes
		expenditures incurred on monthly basis

20.6 Expenditure Sanction for Hiring of R&D related technical services		
Up to ₹ 10 crore in each case	Functional Director	• Inform higher authority on decisions taken and expenditures incurred on monthly basis
Up to ₹ 2 crore in each case	L-I	
Up to ₹ 40 lakh in each case	L-II	
Up to ₹ 10 lakh in each case	L-III	

20.7 Expenditure sanction for payment of Patent filing fees		
Up to ₹ 3 lakh in each case	L-I	• FCNR

Powers	"Decide" (Authority)	Additional Notes

Part J – Material Management & Works

Chapter 21: Discarding & Disposal

Note:

i. Discarding & Disposal powers are FCNR unless specified

ii. Book value (BV) means Net Book value

21.1 Discarding & Disposal of any machinery, equipment, vehicles, tools, stores, spares, etc., including approval of reserve price (except for cases covered under clause 21.2)		
i. Any capital item except Furniture and Fixture where the gross book value of individual item is up to ₹ 25,000 and net book value is less than ₹ 1,000 can be declared fit for disposal by indenter/user department after obtaining approval of Competent Authority as below without constitution of Survey Board *ii. Wherever book value is not available, value will be assessed by a board as per Disposal Procedure*		
Full powers	EC	
Up to BV of ₹ 5 crore in each case	Functional Director	

21.2 Discard or declare fit for disposal including approval of reserve price		
i. Any capital item except Furniture and Fixture where the gross book value of individual item is up to ₹ 25, 000 and net book value is less than ₹ 1,000 can be declared fit for disposal by indenter/user department after obtaining approval of Competent Authority as below without constitution of Survey Board *ii. Wherever book value is not available, value will be assessed by a board as per Disposal Procedure.* *iii. Cases beyond powers of Level I, refer clause 21.1*		
a) Regular disposal items such as empty barrels, burnt oil ,casing pipe thread protectors and all types of scrap like wooden, auto, electrical, tyres and tubes, batteries, electrical wires and cables glass leather, canes, wire ropes etc. which have specific life period completed		
Up to BV of ₹ 2 crore in each case	L-I	• To be directly sent for disposal by the user department on the basis of certificate by an authorized officer not below E-5 level for the disposal of the items declaring such items as condemned • No approval of competent authority (CA) required for condemnation & declaring fit for disposal • Reserve price (RP) fixed by board will require approval
Up to BV of ₹ 40 lakh in each case	L-II	
Up to BV of ₹ 10 lakh in each case	L-III	

Powers	"Decide" (Authority)	Additional Notes
		by Competent authority
b) Unserviceable stores and spares		
Up to BV of ₹ 2 crore in each case	L-I	• To be sent to disposal directly if they have been declared as beyond economical repair (BER) or unserviceable by the standing condemnation and disposal board. • No specific approval of CA is required in such cases. However, approval of CA should be required for tubulars like casings and drill pipes. • RP fixed by board will require approval by CA
Up to BV of ₹ 40 lakh in each case	L-II	
Up to BV of ₹ 20 lakh in each case	L-III	
c) Capital items which are unserviceable or beyond economic repairs		
Up to BV of ₹ 40 lakh in each case	L-I	• Approval of CA is required for condemnation and declaring fit for disposal • RP will be fixed at higher of the Book Value or 2% of the Gross Value and approval of CA is not required
Up to BV of ₹ 10 lakh in each case	L-II	
d) Vehicles		
Up to BV of ₹ 40 lakh in each case	L-I	• Approval of CA is required for condemnation and declaring fit for disposal • RP will be fixed at higher of the Book Value or 2% of the Gross Value and approval of CA is not required
Up to BV of ₹ 10 lakh in each case	L-II	
e) Serviceable, obsolete, unwanted and Surplus stores and spares and capital items		
Up to BV of ₹ 2 crore in each case	L-I	• Approval of CA is required for condemnation and declaring fit for disposal • RP should be fixed by Board officers with the approval of CA
Up to BV of ₹ 40 lakh in each case	L-II	
Up to BV of ₹ 20 lakh in each case	L-III	

21.3 Enhancement /forfeiture of EMD/SD in disposal cases		
Full Powers	L-I	Financial Concurrence required

Powers	"Decide" (Authority)	Additional Notes

21.4 Approve disposal of items in clause 21.1 and 21.2		
i. Disposal bid less than 50% requires review of reserve price by Survey Board for re-auction with due approval of Director Concerned *ii. L-I shall have full powers for disposal of Furniture, AC, Fans, Almirah, PCs, Laptops, and Tablet PCs more than 4 years old, irrespective of the Reserve Price* *iii. Power to be exercised with prior concurrence of attached finance at commensurate level in case the bid is less than the reserve price. Reasons for acceptance of offers below reserve price will be recorded in writing*		
Full Powers where the disposal bid is equal to or more than the reserve price	Incharge MM	
50% and more of the reserve price	L-I	

Powers	"Decide" (Authority)	Additional Notes

Chapter 22: Materials Management

Note:

i. Material Management powers are FCNR unless specified

22.1 Partial/Full waiver of LD and/or condonation of delay attributed to contractor, with complete justification		
Full Powers	CPA (not below L-I)	• Tender Committee to be held

22.2 Post contract issues other than LD		
Full Powers (EPC cases)	Functional Director	
Full Powers (non-EPC cases)	CPA	

Change Order

22.3 Approval of Change Order for LSTK/EPC Contracts subject to the condition that sum of all change orders (including those issued by subordinate authorities) shall not exceed the specified percentage of the original contract value		
i. These powers are in respect of each contract. *ii. The limit mentioned below is for the sum of the cumulative absolute value of all positive change orders and the cumulative absolute value of all negative change orders*		
a) For Contracts with value more than ₹ 5 crore		
i. No change order exceeding 10% of the contract value shall be issued without the approval of EPC		
Full Powers	EPC	
Up to ₹ 50 crore each change order	Functional Director	• Subject to the condition that sum of all change orders (including those issued by subordinate authorities) shall not exceed 10% of the original contract value
Up to ₹ 25 crore each change order	L-IA	• Subject to the condition that sum of all change orders (including those issued by subordinate authorities) shall not exceed 5% of the original contract value
Up to ₹ 15 crore each change order	L-IB	
Up to ₹ 10 crore each change order	L-IC	
Up to ₹ 5 crore each change order	L-ID/E	
b) For Contracts with value up to ₹ 5 crore		
Full Powers	EPC	
Up to 100% of original contract value	Functional Director	• Total sum of all change orders shall be restricted to

Powers	"Decide" (Authority)	Additional Notes
		100% of the original contract value. The value shall include cases approved by sub-ordinate authorities also
Up to 50% of original contract value	L-I	• Subject to the condition that sum of all change orders shall not exceed 50% of the original contract value

22.4 Enhancement in contract/target value		
i. TC after examination of the issue shall submit its recommendations to CPA for approval giving detailed justifications as regards the reasons for enhancement in target value *ii. CPA shall be determined based on enhanced contract value* *iii. However, in respect of cases approved by concerned directors and EPC, concerned Director shall have powers to approve cases for enhancement in contract (target) value of upto 20% of original contract value or purchase powers delegated to them whichever is higher* *iv. Enhancement of target value in LSTK contracts due to Change Order would be governed by Change Order procedure*		
a) Wherein amendment in contract conditions is required (e.g. due to increase in rates of taxes and duties which ONGC is required to bear under Change in Law clause or due to increase in unit prices of inputs like fuel etc., if there is a provision to this effect in the contract)		
Full Powers	CPA	• With recommendations of Tender Committee
b) Wherein amendment in contract conditions is not required (e.g. due to extension of contract for completion of last well in progress or due to variation in parameters during actual execution of the contract versus those considered for evaluation)		
Full Powers	CPA	• With recommendations of Tender Committee

22.5 Certify an item of stores, spares or of capital nature, technology and services as "Proprietary"		
Full Powers	L-I	• Spares for vehicles, machineries, tools and equipment, which are manufactured only by a particular firm and for which no substitutes are available are to be treated as Proprietary Articles and no approval is required in such cases

22.6 Declare an item a "Capital Item"		
Full Powers	Chief MM	• In consultation with Finance

Powers	"Decide" (Authority)	Additional Notes

Chapter 23: Works & Turnkey Projects (Engineering Powers)

Note:

i. Engineering works shall also exercise powers, wherever applicable, pertaining to material management from chapter 22 and 24. Engineering powers are FCNR unless specified

(02/2017 dated 05.06.2017)

23.1 Accord Technical Sanction to detailed estimates in respect of a work sanctioned by Competent Authority		
Full Powers	Head Engineering Service/L-II/ /Head-Infrastructure Development	• This power can be exercised by officers from engineering department only.
Up to ₹ 5 crore in each case	L-III	
Up to ₹ 2 crore in each case	L-IV	

23.2 Approve split-up Sub-heads of work		
i. Where sub-head of work are split up by the Sanctioning Authority/the Competent Authority under this Item, the Engineering Authorities concerned may exercise their normal powers by value, for award of the contract, for the split-up portions.		
Full Powers	TAA	• Tender Accepting Authority for the Total Project Value

(02/2017 dated 05.06.2017)

23.3 Accord technical sanction for deviation in quantity against an item, either rated or non-rated (variations being more than 25% as compared to the estimated rates plus escalation on the basis of cost index) as may be applicable		
i. The officers may award such quantities up to 10% of the quantities stipulated in the Agreement. *ii. Variations in quantities beyond 10% shall require approval of CTA not below the authorities mentioned below. Their powers to award such quantities shall further be restricted to the monetary limits mentioned below. These powers shall not be utilized concurrently* *iii. It will be the responsibility of Sanctioning Authority to ensure that the status of the accepted tender does not change due to award of such enhanced quantities* *iv. Reasons for deviation in such quantities are to be mentioned and justified in the file*		
Up to ₹ 20 lakh in each case	L-I	
Up to ₹ 10 lakh in each case	L-II	
Up to ₹ 6 lakh in each case	L-III	
Up to ₹ 4 lakh in each case	L-IV	

(02/2017 dated 05.06.2017)

23.4 Accord technical sanction for extra and substituted items
i. These powers shall not be exercised concurrently *ii. The exercise of these powers shall further be as per the policy guidelines and instructions of the corporation* *iii. These powers may be exercised for all items whether provided or not in the Agreement or Schedule of*

Powers	"Decide" (Authority)	Additional Notes
rates		
Full Powers	L-I	
Up to 10% of the value of over-all contract, subject to ceiling of ₹ 20 lakh for all items	L-II	
Up to 10% of the value of over-all contract, subject to a ceiling of ₹ 10 lakh for all items	L-III	
Up to 10% of the value of over-all contract, subject to a ceiling of ₹ 5 lakh for all items	L-IV	

23.5 Signing of work order / contracts		
Full Powers	L-I	
Up to ₹ 20 crore in each case	L-II/E7	
Up to ₹ 10 crore in each case	L-III/E6	
Up to ₹ 2 crore in each case	L-IV/E5	
Up to ₹ 1 crore in each case	E4	
Up to ₹ 50 lakh in each case	E2-E3	

(02/2017 dated 05.06.2017)

23.6 Purchase of various types of building materials by Civil Engineers and Signing of Supply order thereof.		
Up to ₹ 2 crore in each case	L-IA	• Normal purchase procedure shall be followed while exercising these powers • All purchase shall be against sanctioned estimates for which administrative approval and expenditure sanction of Competent Authority exist • The Engineer would be empowered to purchase all types of building materials for civil works. They can request the Materials Management irrespective of the above powers to make purchase for them in cases where purchase can be deferred and long range advance planning is possible • The word "Building materials" includes all type of materials required to carry out work including all tools, plants implements, etc.
Up to ₹ 1 crore in each case	L-IB	
Up to ₹ 50 lakh in each case	L-IC	
Up to ₹ 25 lakh in each case	L-ID/E	
Up to ₹ 15 lakh in each case	L-II	
Up to ₹ 5 lakh in each case	L-III	

Powers	"Decide" (Authority)	Additional Notes

Chapter 24: Procurement

(01/2015 dated 5.11.2015)

Notes:

i. *Powers of procurement are different from Administrative Approval and Expenditure sanction powers*

ii. *All cases are FCNR unless specified*

iii. *Prior approval of Competent Purchase Authority is required along with Purchase Indent for cases where procurement is to be done through method other than open tender and Functional Director shall have full power for EPC cases*

(02/2017 dated 05.06.2017)

24.1. Procurement of materials/equipment, hiring of facilities/equipment/services including consultancy and award of LSTK/works contract/maintenance contracts/Rate Contracts		
a) Against open and limited tender		
Full Powers	EPC	• These powers shall also be exercised in case of placement of orders against DGS&D, NICSI and ONGC rate contract
Up to ₹ 250 crore in each case	Functional Director	
Up to ₹ 150 crore in each case	L-IA	
Up to ₹ 100 crore in each case	L-IB	
Up to ₹ 50 crore in each case	L-IC	
Up to ₹ 20-crore in each case	L-ID	
Up to ₹ 10 crore in each case	L-IE	
10% of the concerned L-I powers	L-II	
2.5% of the concerned L-I powers	L-III	
0.5% of the concerned L-I powers for executives under L-IA to L-IC and ₹ 20 lakhs for executive under L-ID to L-IE	L-IV/E5	
b) Against Single tender on nomination basis – PAC basis and spare parts, services and maintenance contract from OEM/OES		
Full Powers	EPC	• Reporting would be done as per the prevailing guidelines
Up to ₹ 100 crore in each case	Functional Director	
Up to ₹ 50 crore in each case	L-IA/B	
Up to ₹ 10 crore in each case	L-IC/D/E	
1% of the concerned L-I powers	L-II	
c) Against Single tender/ on nomination basis - Consultancy / Domain Expert		
Full Powers	EPC	• Reporting would be done as per the prevailing guidelines
Up to ₹ 2 crore in each case	Functional Director	
Up to ₹ 50 lakh in each case	L-I	
d) Against Single tender /on nomination basis – Technology Induction		
Full Powers	EPC	• Reporting would be done as

Powers	"Decide" (Authority)	Additional Notes
Up to ₹ 10 crore in each case	Functional Director	per the prevailing guidelines
Up to ₹ 50 lakh in each case	L-I	
e) Against Single tender / on nomination basis (other cases)		
Full Powers	EPC	
Up to ₹ 10 crore in each case	Functional Director	• In case of Urgency subject to Reliability of Material / equipment/services • Reporting would be done as per the prevailing guidelines
Up to ₹ 2 crore in each case	L-I	
f) Powers of purchase through Board of Officers (Board Purchase)		
i. Powers of purchase through Board of Officers (Board Purchase) to be used for purchase of goods/services only in exceptional circumstances when the materials / services / works are either required urgently or because the indentor is not able to give firmed up / detailed specifications (necessitating on the spot decision based on the availability in the market) so that procurement cannot be made under the normal purchase procedure, provided further that prior approval of the Competent Purchase Authority, not below L-I executive, is obtained and furnished along with the Purchase Indent, before resorting to purchase through a board of officers. *ii. For Board Purchases beyond the powers of L-II officers, Board composition shall be defined of L-II officers. However, proceedings of Board Purchase shall require approval of CPA* *iii. Board Purchase should not be resorted to for CSR projects and for award of contract of long duration.* *iv. Competent Sanctioning Authority not below L-1 is empowered to constitute a Board of Officers comprising executive of user/indenting department having purchase power for value of Board Purchase and an executive each of corresponding TC level from MM (Engineering executive in case of purchases related to their department) and Finance as defined in MM manual.* *v. If for any reason it is not possible to constitute a purchase board with competent officers, the board may be constituted with an officer of the next below rank. However, the reasons should be recorded in writing.* *vi. For Board Purchase beyond powers of L-II, Board composition shall be as defined for Board Purchase for L-II level officers, However, proceedings of Board Purchase shall require approval of L-I in such cases*		
Up to ₹ 20 crore in each case	L-IA/B/C	
Up to ₹ 5 crore in each case	L-ID/E	
20% of the concerned L-I powers	L-II	
5% of the concerned L-I powers	L-III/E6	
1% of the concerned L-I powers for executives under L-IA to L-IC and ₹ 10 lakhs for executive under L-ID to L-IE	L-IV/E5	
0.5% of the concerned L-I powers for executives under L-IA to L-IC and ₹ 5 lakhs for executive under L-ID to L-IE	E4	
0.4% of the concerned L-I powers for executives under L-IA to L-IC and ₹ 4 lakhs for executive under L-ID to L-IE	E3	
0.3% of the concerned L-I powers for executives	E2	

Powers	"Decide" (Authority)	Additional Notes
under L-IA to L-IC and ₹ 3 lakhs for executive under L-ID to L-IE		
g) Place development order on domestic bidder		
Full Powers	EPC	
Up to ₹ 5 crore in each case	Functional Director	
Up to ₹ 2 crore in each case	L-I	
h) Against Single tender / on nomination basis (Service/works from government departments)		
Full Powers	EPC	• Reporting would be done as per the prevailing guidelines
Up to ₹ 30 crore in each case	Functional Director	
Up to ₹ 15 crore in each case	L-IA	
Up to ₹ 10 crore in each case	L-IB	
Up to ₹ 5 crore in each case	L-IC	
Up to ₹ 2 crore in each case	L-ID	
Up to ₹ 1 crore in each case	L-IE	

24.2. Award of contract for Hiring of Aircraft/Helicopter for emergency/urgency		
Full Powers	CMD	• All cases shall be reported to EC.

(01/2015 dated 5.11.2015)

24.3. Signing and placement of supply order for stores, spares and capital items and for signing contracts		
Tender Committee member of the indenting/TPG department (not below E-1) can also exercise these powers to sign supply order/ contracts specific to their department when the procurement is not routed through MM. The above powers will be exercised subject to authorized signatory satisfying himself of the conditions below: *i. Proper expenditure sanction for the procurement exists.* *ii. The purchase has approval of competent purchase authority* *iii. Agreement /Contract is placed on standardized/approved terms and conditions* *iv. In case a tender results in multiple Orders/ Contracts, signing powers will be decided based on the sum total of all the individual orders/ Contracts*		
Full Powers	MM member of Tender Committee	

For the cases where TC is not held powers for signing of contracts / placement of PO shall be as under:	
Full Power	*Tender is dealt by Indenting section : CPA (Concerned L-II will have full power)*
	Tender is dealt by MM department,
I/c MM	*Where CPA is Level-I and above*
Level-II of MM	*Where CPA is Level-II*
Level-III of MM	*Where CPA is Level-III*
E-4 of MM	*Where CPA is Level-IV*
	(where E-4 level executive of MM is not available, signing authority shall be next

Powers	"Decide" (Authority)	Additional Notes

	below level executive of MM dept.

Powers	"Decide" (Authority)	Additional Notes

Part K – Emergency & Operational Breakdown Powers

Chapter 25: Emergency and Operational Breakdown

25.1 Expenditure Sanction including power for purchase /hiring/ contracting of Capital/revenue items – in case of disasters caused by reasons like (1) natural calamities like flood, fire, civil disturbances, war, cyclones, etc., (2) accidents like blow outs, fire, mortality, safety, environment issues, (3) Security breaches		
Full Powers - As per actuals	L-I	• FCNR • No Tender Committee is required • On single tender on nomination basis without reference to Purchase Department / Engg. Service • Reporting would be done as per the prevailing guidelines

25.2 Expenditure Sanction including power for purchase/hiring/ contracting of Capital/revenue items – during operational emergency/ breakdown		
i. Detailed justification should be recorded at the time of processing the proposal for approval *ii. Reporting would be done as per the prevailing guidelines* *iii. On single tender on nomination basis without reference to Purchase Department / Engg. Service*		
Full Powers	EPC	• CMD to exercise full powers, in case, it is not feasible to convene EPC due to emergency • FCNR
Up to ₹ 10 crore in each case	Functional Director	• FCNR • No Tender Committee is required • Inform higher authorities on decisions taken and expenditures incurred on monthly basis
Up to ₹ 2 crore in each case	L-I	

(01/2015 dated 5.11.2015)

25.3 Expenditure sanction including power for purchase for medical stores including medicines, pharmaceutical items in Medical emergencies/natural calamities/civil unrest/Emergency work site requirement, from empanelled chemist shops */authorized dealer/stockiest*		
Full Powers	L-I/CMS	• FCNR • On single tender on nomination basis without reference to Purchase

Powers	"Decide" (Authority)	Additional Notes
		Department / Engg. Service • Reporting would be done as per the prevailing guidelines

Powers	"Decide" (Authority)	Additional Notes

Part M – Appendix

Appendix I – Signing/Process Execution Powers

Note:

i. Powers to be subsumed under a Policy and related clauses to be shifted to respective Manuals

Write off Losses

1. Write off losses – shortage of cash		
i. Subject to prior review by Internal Audit. *ii. Details of write off of losses approved by L-I should be submitted to EC on quarterly basis.*		
Up to ₹ 25,000 in each case	Executive Committee	
Up to ₹ 10,000 in each case	L-I	

Marketing and Corporate Communication

2. Advertisement Policy guidelines		
Full Powers	Director (HR)	On recommendations of Head, Corporate Communication

3. Empanelling Ad-agency and other professional bodies for advertisements (other than corporate advertisements which are directly handled by Corporate Office).		
Full Powers	Director (HR)	Committee consisting of Chief Marketing, Head Corporate Communication and other Business Heads such as Retail, LPG etc. as members

4. Empanelment of advertising /printing / communication agencies for PR related works		
Full Powers	Director (HR)	

Materials Management

5. Approve empanelment / registration of firms for supply of various oil specific items / services
i. Empanelment/registration of firms for Supply of various oil specific items to be approved by concerned Directors on standing basis after concurrence by Head of Institution / Office. Validity of empanelment should not be more than three years.

Powers	"Decide" (Authority)	Additional Notes
ii. Empanelment/registration of firms for Supply of oil specific items will be done in accordance with the prescribed procedure. *iii. De-empanelment/De-registration of Firm requires approval of same competent authority*		
Full Powers	Director Concerned in consultation with Director I/c MM	

6. Declare an item of stores and spares as 'Slow-moving ' or 'Non-moving'		
Full Powers	I/c warehouse Not below E1 (MM)	These powers shall be exercised in accordance with the instructions on the subject, and in consultation with the Indenter and Finance

7. Approve and countersign a Goods Receipt Voucher, an Issue Voucher and Material Transfer Note		
Full Powers	MM Officer not below E.1	Where materials management officer of E.1 level is not posted i.e. E.0 (MM) may sign the GRV's/IV's and MTN's

8. Approve and countersign a Stock Discrepancy Report and direct follow-up action		
Full Powers Up to Rs. 10,000	E.1 (MM) E.0 (MM)	Where materials management officer of E.1 level is not posted, E.0 (MM) may exercise full powers

9. Approve accounting of stock verification discrepancies		
Full Powers	E.0 (MM)	

10. Sign Railway Credit Notes		
Full Powers	E.0 or above	The executive deputed for sampling / bonding/de-bonding chemicals are empowered to sign Railway Credit Notes. This is subject to the condition that in case of demurrage, wharfage etc. the case shall be processed concurrently for regularization with approval of Competent Authority

Powers	"Decide" (Authority)	Additional Notes

Communication

11. Installation charges, Deposit & Rental Charges	
i. Telephones (including Mobile Phones), internet connectivity ,wireless equipment, leased lines and other tele communication equipment (including call charges)	
Full Powers	E-4 level officer in Infocom/HR in respect of telephones installed in accordance with the prescribed instructions/policy on communication facilities Surcharge for delayed payment will require approval of L-I (FCNR)

12. Reimbursement of call charges in respect of telephones installed at Residence of employees & others	
i. Reimbursement of call charges in respect of telephones installed at Residence of employees & others	
Full Powers	Once the reimbursement is sanctioned by competent authority as per guidelines, monthly or bimonthly call/rental charges can be reimbursed on self-certification as per limit or actual whichever is lower. Excess calls however will require the approval of L-I /ED/ E¬8/ Director Concerned (FCNR). However, fresh approval should be obtained every year in all the cases where reimbursement is allowed to non-eligible employees & others

Discarding & Disposal

13. Enter into a running contract with a firm for periodical disposal by sale of waste paper, scraps, empty containers, packing boxes, unserviceable stores and spares.		
Full Powers	In-charge MM	With financial and legal vetting

14. Enter into an agreement with a reputed firm of auctioneers, for sale by auction of assets and other materials declared fit for disposal.		
Full Powers	In-charge MM	With financial and legal vetting

15. Authorize sale of packing boxes, empty containers and POL barrels to employees.		
Full Powers	E.1(MM)	Full powers at the reserve price FCNR

16. Approve disposal action in respect of periodicals, newspapers etc.		
Full Powers	E.0	FCNR

Powers	"Decide" (Authority)	Additional Notes

Engineering Powers

17. Invite open tender		
Full Powers	E.1	

Financial Management

18. Pre-audit of bills/invoices and authorization of journal entries and Signing of negotiable instruments (such as cheques, bills, notes, letters of credit, etc.)		
i. For journal entries pertaining to automated system processes such as cost cycle run, depreciation run, WBS/Order settlement, E1 and above shall have full powers		
Full Powers	E4/ Incharge Finance	• This power pertains to F&A department only • Joint signature of the deciding authority and one officer not below E1 is required • Pre-audit powers can be exercised by single officer for cases upto ₹ 10 lakh • Pre-audit powers are based on the contract/PO value
Up to ₹ 1 crore	E3	
Up to ₹ 50 lakh	E2	
Up to ₹ 10 lakh	E1	
Up to ₹ 50,000	E0	

(02/2017 dated 05.06.2017)

19. Verify/certify invoices from external business partners by indenting/user department		
Full Powers	L-III/E6	• These powers are to be exercised based on the contract/PO value • Certification requires joint signature of the deciding authority and one officer not below E1
Up to ₹ 10 crore	L-IV/E5	
Up to ₹ 5 crore	E4	
Up to ₹ 1 crore	E3	
Up to ₹ 50 lakh	E2	

20. Personnel Claims related payments		
i) Payment through Pay roll	Designated Pay roll administrator (not below E1)	
ii) TA/TTA/Personnel Advances & Personnel Claims other than Pay roll	As per clause 18 above	

Powers	"Decide" (Authority)	Additional Notes

Personnel Management:

Note:

These cases are FCNR unless specified

21. Application for job outside the corporation		
i. All applications for Board level positions should invariably be forwarded only with the approval of Director (HR)		
(i) E6 & above level	Director (HR)	• In consultation with the Director concerned
(ii) Up to E5 level	L-I	

22. Clearance of probation-Interim		
(i) Unionized Employee	L-III	
(ii) E0	L-II	
(iii) E1 to E5	Concerned L1	
(iv) E6 & above	Director concerned	

(01/2015 dated 5.11.2015)

23. Clearance of probation-Final		
(i) Unionized Employee	L-III	
(ii) E0	L-II	
(iii) E1 to E5	L-I	
(iv) E6 & E7	Director concerned	In consultation with Director (HR)
(v) E8 & E9	CMD	Through Director concerned and Director (HR)

24. Extension of Probation		
Full Powers	Appointing Authority	For E1 and above through Director concerned

25. Employment assistance to dependents of deceased employees		
Full Powers	Appointing Authority	Case to be initiated as per employment assistance scheme by Chief ER in consultation with Chief HRD

26. Grant of gratuity		
Full Powers	Incharge HR/ER	The case may be referred to Chief ER if gratuity is being withheld for any reason(s)

Powers	"Decide" (Authority)	Additional Notes
		Note: Gratuity will be sanctioned subject to: 1. Financial Concurrence ; and 2. Clearance of Vigilance/ Disciplinary cases/no dues
27. Grant of NOC for obtaining passport/renewal of passport		
Full Powers	Incharge HR/ER	Subject to Vigilance/D&A Clearance
28. Permission for private foreign visit		
Full Powers	L-I	Subject to Vigilance /D&A Clearance
29. Sanction of reimbursement of fee for membership of professional bodies		
Full Powers	Incharge HR/ER	As per policy
30. Sanction increments/incentives for acquiring higher qualification		
Full Powers	Incharge HR/ER	As per policy
31. Sanction incentive/personal pay for adopting small family norms, including special casual leave		
Full Powers	Incharge HR/ER	As per policy
32. Acceptance of dependency declaration		
Full Powers	Incharge HR/ER	As per policy
33. Permission for pursuing higher studies		
Full Powers	Incharge HR/ER	As per policy In consultation with Controlling Officer concerned
34. Cash award and/or Merit certificate to employee		
Full Powers	L-I	As per policy
35. Any other establishment matter not covered above		
Full Powers	L-I	As per policy/instructions and on recommendations of concerned Incharge-HR/ER
36. Permission to keep family at a station other than place of posting		

Powers	"Decide" (Authority)	Additional Notes
Full Powers	Incharge HR/ER	As per policy

37. Grant of HRA		
Full Powers	Incharge HR/ER	As per policy

38. Change of Hometown		
Full Powers	Incharge HR/ER	As per policy

39. Acceptance of Joining of fresh Appointee		
Unionized category	Incharge HR/ER	Full Powers
Executives E0 & Above	L-I	Full Powers

40. Compensation to Employees		
i. Financial concurrence required for all the cases below:		
a) Covered under Employee's Compensation Act 1923	Incharge HR/ER	In accordance to HQ instruction on the subject
b) Not covered under Employee's Compensation Act 1923	L-II	Ex gratia payment of maximum amount admissible as per policy
c) Financial Assistance to those who become permanently disabled/death due to accident while on duty	L-II	In accordance to HQ instruction on the subject

41. Reimbursement of insurance of vehicle/other entitlements		
Full Powers	Establishment Officer	In accordance with the instructions on the subject

42. Sanctioning /Investigation of claims of employees to arrears of pay and allowances, increment or in respect of any other under payment which has remained in abeyance for a period exceeding 1 year from the date of the claim was due		
Full Powers to sanction/investigation in respect of claims not more than 6 years old relating to officers and staff under his administrative control.	L-I	Concurrence of associated Finance required

43. Grants under Asha Kiran Scheme		
Full Powers	L-I	Under whom separated employee cell is functioning Based on the policy guidelines

44. Expenditure sanction for procurement of Retirement Momento for employee on retirement/VR as

Powers	"Decide" (Authority)	Additional Notes
per actuals		
Full Powers	L-I	Based on scheme/Instructions on the subject Financial concurrence required
45. Payment of cash equivalent of Memento on retirement to Dependents of Deceased employees		
Full Powers	L-I	As per instruction on the subject Financial concurrence required
46. Payment of subsistence allowance on suspension		
Full Powers	Competent Disciplinary Authority	Financial concurrence required
47. Payment of Stipend to apprentices engaged under Apprentice Act		
Full Powers	I/C HR-ER	Financial concurrence required Stipend paid shall be as per government rules and to be allowed as per company policy
48. Leave: CL/RH;EL,HPL, Station Leave permission & Resumption of duties		
Full Powers as per Leave Rules	Controlling Officer	Note: Incase the employee absents himself without sanction of leave or does not resume duty on expiry of Authorized Leave, the controlling officer shall immediately intimate Incharge-HR/ER for follow up actions as per Rules
49. Station Leave permission for employee under suspension		
Full Powers	L-I	In consultation with Incharge HR/ER concerned
50. Grant of commuted leave on medical grounds and acceptance of certificate of medical fitness on resumption of duty		
Upto 30 days	Controlling Officer	
31-90 days	I/C HR-ER	
>90 days	L-I	Through Incharge HR/ER
51. Maternity/Paternity/Adoption Leave/Quarantine Leave , EOL on medical ground and Leave not due in emergency		

Powers	"Decide" (Authority)	Additional Notes
Full Powers	L-III / Incharge HR/ER	As per ONGC Rules and as per medical advice, wherever applicable

52. Encashment of Leave		
Full Powers except for separation cases	Establishment Officer	
Full Powers for encashment on separation	Incharge HR/ER	Financial concurrence, Vigilance, D&A and other clearance must be obtained. (Case must be referred to Chief ER whenever leave encashment on separation is not being allowed

53. Special Casual Leave		
Full Powers	Incharge HR/ER	Subject to exigencies of work and as provided under the instruction on the subject
Full Powers	Chief ER	In events of exceptional nature not specified in leave rules, subject to max. of 30 days in a calendar year

54. Grant of Accident and Disability Leave		
Up to 180 days.	L-I	In accordance with the Leave rules, and with concurrence of Finance and HR-ER
Full Powers	Director (HR)	

55. Recall from Leave		
Full Powers	L-I	Subject to exigencies of work

56. Study leave and /or extraordinary leave for pursuing studies		
Full powers	Director (HR)	In consultation with Director concerned and in accordance with Leave rules Case to be referred to CMD when there is divergence of views

57. EOL (except for medical or study purposes)		
Up to 30 days	Controlling officer	

Powers	"Decide" (Authority)	Additional Notes
31-60 days	L-III/In-charge, HR-ER	
61-90 days	L-II	
>90 days	L-I	Through Incharge HR/ER.

Travel and General Administration:

58. Sanction of traveling allowance/TTA (Including Octoroi)		
Full Powers as per TA Rules	Controlling Officer	

59. Sanction of reimbursement of cancellation of tickets purchased for authorized journey		
Full Powers	Controlling officer	Cancellation charge to be claimed through TA Bill.

60. Allow travelling allowance for a journey on official duty, made during leave or while proceeding or returning from leave		
Full Powers in respect of officers and staff under their administrative control for reason to be recorded	L-I	

61. Authorize travels in an individual case, by a route other than the shortest or the cheapest		
Full Powers, reasons to be recorded	L-I	

62. Sanction daily allowances at full rates in excess of normal limits prescribed under the T.A Regulations		
Full Powers up to 60 days for special reasons to be kept on record	Director Concerned	

63. Permit extension of the prescribed time limits within which the members of an employee's family travelling separately on transfer, may be treated as accompanying him in individual cases, under special circumstances		
Full Powers beyond 6 months and up to 1 year	L-II	
Beyond 1 year, up to 3 months	L-I	
Beyond 1 year, up to 6 months (Except NE Cases)	Chief ER	
Beyond above (Except NE Cases)	Director (HR)	

64. Decide that a route, which is not the shortest or the cheapest shall be treated as the shortest route		
Full Powers	Chief ER	Financial concurrence required

65. Waiver of requirement for supporting vouchers in individual cases		
Full Powers	L-II	Reasons to be recorded

Powers	"Decide" (Authority)	Additional Notes

66. Travel Expenditure including transportation of personnel effects in case of death of employee		
Full Powers	L-I	As per guidelines on the subject

67. Fixation/Revision of CPP Charges/Truck Charges, etc		
Full Powers	L-I	On recommendation of Committee consisting of representatives from F&A, HR & Logistics

68. Reimbursement of expenditure on conveyance (CMRE)		
Full Powers	Incharge HR-ER	In accordance with instructions on the subject

69. Sanction Expenditure on conveyance Subsidy		
Full Powers	Incharge HR-ER	In accordance with instructions on the subject

70. Out of Pocket Allowance		
Full Powers	L-I	In accordance with instructions on the subject

71. Sanction of Overtime allowance to staff		
Full Powers	L-III	In accordance with the orders on the subject

72. All interest free advances		
Full Powers	Controlling Officer	In accordance with instructions on the subject

73. Pay Advance/ Conveyance/House Building Advance/Any other interest bearing Advance		
Full Powers	Incharge HR-ER	In accordance with the instructions on the subject

74. Relax the condition of purchase of conveyance beyond the normal period of 1 month from the date of drawl of advance		
Up to one additional month beyond the normal period of one month , in exceptional circumstances	Incharge HR/ER	

75. Permit acceptance of employment by a member of an employee's family, in company or firm, with which the employee's concerned has official dealings.		
Full Powers	L-I	Report to Board in respect of E7 & above level executives and to

Powers	"Decide" (Authority)	Additional Notes
		EC for E6 and below

76. Permit conducting or participating in the editing or management of any newspaper or other periodical publication		
Full Powers, provided not in conflict with the interest of the organization or the job assignment	Concerned Director	

77. Permit publication of a book/periodical publications/newspaper or participation in public forum including media; radio/telecast related to ONGC or its business		
Full Powers	Concerned Director	in accordance with the instructions on the subject

78. Permit undertaking of activity outside the organization for which an honorarium is offered		
Full Powers	L-I	

79. Permit any transaction concerning immovable or moveable property with a person or firm , having official dealings with the employee or his subordinate		
i. This provisions will not be applicable in cases where the employee performs normal business transactions with public institution like Banks, Insurance Co. etc., which the institutions normally render to all the Public at large, in the course of their business		
Full Powers up to E-7	L-I	
Full Powers	Director (HR)	

80. Power to Suspend		
As per ONGC CDA Rules	Appointing Authority/ Disciplinary Authority as Defined in ONGC CDA Rules	

81. Empanelment of Hotels		
Full Powers	L-I	With concurrence of Finance in accordance with the instructions on the subject

Medical:

82. Empanelment of local/visiting specialists & fixation of their consultations fees/ honorarium/ investigation/ treatment charges and Empanelment of hospitals, nursing homes, diagnostic centers

Powers	"Decide" (Authority)	Additional Notes
& chemist shops including extension / revision		
Full Powers	CMS-HQ HRO-Mumbai L-I (other work centers)	FCNR Full powers. As per approved guidelines on the subject and concurrence of Chief Medical Services
83. Refer a patient to specialist for consultation /treatment		
Full Powers	Incharge Medical/ In-house Doctor	
84. Approval of medical reference outside the station		
Full Powers	Incharge Medical	Where no Incharge of Medical of appropriate level is posted, Incharge HR/ER will exercise this power in consultation with. I/c Medical
85. Sanction medical advance in case of an emergency		
i. Keeping in view guidelines on the subject *ii.* Financial Concurrence required		
Full Powers	L-I	With recommendation of Incharge Medical
Up to Rs.1 lakh in each case	Support Manager/L-II	
Up to Rs.50,000 in each case	Incharge HR/ER/ L-III	
86. Permit second escort in emergency condition of a patient		
Full Powers	L-I	With concurrence of Chief/Head/Incharge Medical services
87. Condone delay in submission of Medical claims		
Up to 3 years	L-I	
Up to 6 months	L-II	
88. Expenditure Sanction for payment to empanelled hospitals/specialists including visiting specialists/chemist shops		
Full Powers – As per actuals	L-I	These powers are to be exercised through Incharge Medical As per existing guidelines as

Powers	"Decide" (Authority)	Additional Notes
		applicable Financial concurrence is required

89. Any expenditure for medicines and medical stores items required for organizing medical camps		
i. FCNR for expenditure upto Rs. 10,000 in each case *ii.* Funds to be booked under CSR. Report should be submitted to Corporate CSR Group		
Up to Rs. 5 lakh in each case	L-I	
Up to Rs. 2 lakh in each case	L-II	
Up to Rs. 50,000 in each case	Incharge Medical/ L-III	

(02/2017 dated 05.06.2017)

90. Transportation (air/surface) for patients referred outstation for treatment and for mortal remains requested by family		
Full Powers	L-I/Head of Work Center	*Approval of CMD would be required for Air Ambulance under clause 24.2 of BDP*

Legal:

91. Power to empanel advocates and arbitrators within India and fix schedule of fees of advocates		
Full Powers	Director (HR)	• Schedule of fees of advocates will be fixed in consultation with Finance. • Fees of Arbitrators will be as per Arbitration Clause agreed by parties or Rules of Arbitral institution agreed by the contracting parties

92. Power to empanel OEC members and to refer a dispute to OEC and to constitute OEC		
Full Powers	CMD	

(01/2015 dated 5.11.2015)

93. Power to empanel attorneys, solicitors, advocates, counsels, legal / tax consultants for taxation matter and fix schedule of fees		
Full Powers	Director (Finance)	

Powers	"Decide" (Authority)	Additional Notes

Appendix II – Processing of Tenders by User Departments

Note:

i. *The following powers are accorded for expeditious processing. These will be supported by MM and Finance member in the TC (wherever TC is required to be held), except where mentioned.*

A. HR Department:

a) I/c HR/ER shall have purchase powers for floating tenders in case of catering, housekeeping and other general services for value up to ₹ 20 lakh in each case.

b) Empanelment of hotels should be done by HR/ER on the recommendation of the Committee having members of Finance, HR/ER (Support of MM not required).

c) Empanelment of hospitals/Doctors shall be done by HR/ER based on the recommendation of the Committee having members of Finance, HR/ER and Medical Services (Support of MM not required).

d) Land acquisition will be handled by LAQ/Estate section as per procedure (Support of MM not required).

e) Empanelment of advocates shall be handled by Legal / IR / Corporate Tax Department in consultation with finance (Support of MM not required).

f) Horticulture works shall be handled by Horticulture section. In case horticulture section is not available at a particular work center, then it shall be handled by the Civil Dept.

B. Logistics Services:

a) Logistics Department shall have purchase powers to award work for hiring of goods, and passenger transport/handling equipment up to ₹ 20 lakh in each case.

C. Engineering Services:

a) Contract services including AMCs, Grass Cutting in GGS/CTF, Plants, etc. up to ₹ 20 lakh in each case may be handled by Engineers under Powers of Engineers.

b) Works as defined in integrated MM manual below ₹ 2 crore pertaining to Engineering Services may be handled by Engineers under Powers of Engineers.

c) Electrical works pertaining to building construction and all civil works irrespective of value shall be handled by Civil & Electrical Engineers under Powers of Engineers relating to works and Turnkey contracts (Support of MM not required).

D. Other User Department:

(02/2017 dated 05.06.2017)

a) All procurements up to ₹ 5 lakh per case can be done by user department directly (Support of MM not required).

Powers	"Decide" (Authority)	Additional Notes

b) Works as defined in integrated MM manual, below ₹ 2 crore (except Electrical works pertaining to Building construction and all civil works.)

c) Repairs / AMC from OEM / OES up to ₹ 20 lakh in each case.

d) Any specialized job like consultancy, appointment of auditors, certification agencies, etc. shall be handled by respective user department up to ₹ 50 lakh in each case.

E. MM Department:

a) All other cases which are not specifically defined above shall be dealt by MM.

Notes common for Procurement of Material, Hiring of Services and Award of Work Contracts:

a) Due care has to be taken while proposing the mode of tender so as to get the competitive rates.

b) GRV may not be required for purchase of consumables up to ₹ 25,000

c) GRV may also not be required for purchase of materials for special events like seminars, conferences, training, meetings and sports events provided the item is to be consumed during the same event and need not be kept in stock.

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Powers	"Decide" (Authority)	Additional Notes

Appendix III – Definitions & Abbreviations

Term	Explanation
AEC	Audit & Ethics Committee
AER	Authorization for expenditure request
AFE	Authorization for Expenditure
AMC	Annual Maintenance Contract
APM	Administered Price Mechanism
ARB	Allied Retail Business
CC	Corporate Communications
CCP	Corporate Citizenship Policy
CEDC	Corporate Exploratory Drilling Centre
CES	Chief Engineering Services
CIO	Chief of Info-com
CMG	Chief Carbon Management
CPA	Competent Purchase Authority
CSP	Corporate Sports Policy
CVC	Central Vigilance Commission
CVO	Chief Vigilance Officer
DPE	Directorate of Public Enterprises
Each case	Each Proposal
EC	Executive Committee. It consists of full time Directors as members and CMD (Chairman & Managing Director) as Chairman of the committee.
ECDP	East Coast Development Project
EMD	Earnest Money Deposit
Emergency	Situations include flood, fire, civil disturbances, war, cyclones, blow-out and operational break down
EPC	Executive Purchase Committee. It consists of full time Directors as members and CMD (Chairman & Managing Director) as Chairman of the committee.
EPC	Engineering, procurement and construction
EPCG	Export Promotion of Capital Goods
ES	Engineering Services

Powers	"Decide" (Authority)	Additional Notes

FBT	Fringe Benefit Taxes
FCNR	Financial Concurrence Not Required
FDP	Field Development Plan
GEOPIC	Geo-data Processing & Interpretation Center
GRV	Goods Receipt Voucher
GTC	General Terms and Conditions
HSE	Health, Safety and Environment
IDT	Institute of Drilling Technology
IEOT	Institute Of Engineering & Ocean Technology
INBIGS	Institute Of Biotechnology & Geotectonics Studies
IOGPT	Institute Of Oil & Gas Production Technology
IPSHEM	Institute of Petroleum Safety, Health And Environment Management
IR	Investor Relations
IRS	Institute Of Reservoir Studies
KDMIPE	Keshav Dev Malviya Institute Of Petroleum Exploration
LAQ	Land Acquisition
LD	Liquidated Damages
LSTK	Lump sum Turnkey
MDT	Multi-Disciplinary Team
MM	Material Management
MWP	Minimum Work Program
OEM	Original Equipment Manufacturer
OES	Original Equipment Supplier
Operational Urgency	Certain events that creates the situation under which operations are hampered or slowed down
OTP	Offshore Technology & Projects
PAC	Proprietary Article Certificate
PAC	Proprietary Article and its Certificate: This item can be procured, if the indenter ensures and certifies that only specific make and model are acceptable and it cannot be substituted based on technical reasons. PAC is to be issued by the Indenter and is to be approved by competent authority in consultation with MM. Also, OEM/OES spares, which are manufactured by particular firms only and for which no substitute is available and Stand by equipment & accessories from OEM/OES or authorized distributor of OEM/OES are to be treated as proprietary articles. However, no PAC would be necessary for procurement of such items, if competent authority

Powers	"Decide" (Authority)	Additional Notes

	approves it in consultation with MM
Per Annum	Cumulative expenditure sanction power under that head of BDP in a particular financial year
Per Annum in each case	Annual expenditure sanction power for individual cases
PO	Purchase Order
PR	Purchase Requisition
Proprietary	If that item (Hardware/equipment or Software) is made/developed and marketed by a particular firm having the exclusive right to manufacture and sell it
RAH	Regional Audit Heads
RCC	Regional Computer Centre
REL	Regional Electronic lab
RTP	Refinery Transfer Price
SCADA	Supervisory Control and Data Acquisition
SD	Security Deposits
SMP	School of Maintenance Practices
VAP	Value Added Products
VAT	Value Added Taxes
VCC	Virtual Corporate Committee
WC&T	Well Completion & Testing
WSS	Well Stimulation Services