



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड.

Oil and Natural Gas Corporation Limited

निगमित कार्यनीति एवं योजना / Corporate Strategy & Planning

दीनदयाल ऊर्जा भवन, 5 नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - ११० ०७०

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Ref: CP/ Spl. EC-20/2019-20/20(02)

Date: 28.03.2020

**Subject: Minutes of 20<sup>th</sup> Special EC meeting (20/2019-20)**

Please find enclosed herewith minutes of 20<sup>th</sup> Special EC meeting (20/2019-20) held on 26.03.2020 at New Delhi for your records and necessary action.

*Deepak Tandon*  
28/03/2020

**(Deepak Tandon)**

CGM(Chem)-I/c EC Cell

**Distribution:**

Director (Finance)

Director (Offshore)

Director (Onshore)

Director (T&FS)

Director (HR)

Director (Exploration)

NOO:

EO to CMD

**Record Notes: 20<sup>th</sup> Special EC meeting held on 26<sup>th</sup> March, 2020, at New Delhi “To Review the Extraordinary Situation arisen due to Pandemic COVID-19”**

EC reviewed the situation across all work centers that has arisen due to lockdown of entire nation to combat the spread of Corona Virus COVID-19. During the deliberations, following actionable points emerged:

1. EC appreciated the efforts of all field going ONGC persons for continuing the operations, thereby contributing significantly towards the economy of the Nation. EC directed that the duty roster for control room at DUB, New Delhi be prepared as per Disaster Management plan of ONGC to depute Technical officers along with safety & medical officers. EC directed that necessary support be provided to all employees who are deployed at control room in New Delhi so as to facilitate them in discharging their duty efficiently.

**Action By:** Director (HR)

2. EC was informed that work centres are receiving several CSR proposals related to COVID-19 relief works. EC advised that Key Executives at work centres may approve such cases on merit within their powers to maintain harmonious relations with District administration to get necessary facilitation for continuation of operations.

**Action By:** Director (HR)

3. During deliberations, EC was apprised that 96 Territorial Army (TA) persons have been kept in a stand by position at Vadodara to undertake operations in Western Region Onshore and Offshore if required. EC while taking note of the same directed the following:

- a) The discipline of 96 TA persons be identified and accordingly a contingency plan be prepared to deploy them in Western Offshore installation in consultation with Director (Offshore) if needed.
- b) Suitable place at Mumbai be earmarked for their Boarding and lodging to replace employees posted in Offshore installation / rig as and when required.
- c) The resources required for safe transportation of TA persons be firmed up.
- d) Necessary approval for the mobilisation of TA personnel be obtained from Ministry of Defence.

**Action By:** Director (HR) / Director (Offshore) / Director (Onshore)

4. EC further directed that a contingency plan be firmed up to replace Offshore employees in case their stay exceeds a particular period and suitable accommodation be identified at Mumbai for their off period stay.

**Action By:** Director (HR) / Director (Offshore)

5. During deliberations, EC was informed that Govt through Ministry of Finance has issued directives to expedite the release of payments to all vendors. EC directed that the same be examined by Corporate Finance and Corporate MM and necessary instructions as discussed in EC meeting be issued to all the units. EC further

directed Head ICE to make suitable changes in the system for real time tracking of invoices and also to facilitate online submission of Invoices.

**Action By:** Director (T&FS) / Director (Finance)

6. During deliberations, EC was informed that MoPNG has sent a communique advising to deposit money under “Vivad se Vishvas” (VsVs) scheme latest by 31.03.2020. EC was apprised about ONGC position with respect to VsVs scheme under various scenarios. It was also apprised that ONGC shall receive net refund in case all appeals relating to Corporate Tax matters are settled under VsVs. It was informed that a communique will be send to MoPNG stating ONGC position pending EC approval.

**Action By:** Director (Finance)

7. During deliberation, EC was informed that due to less offtake by the consumers, the production of Gas either needs to be scaled down or same quantity has to be flared due to operational requirements to maintain oil production. The matter of S1 Vashitha Gas has been taken up with GAIL. EC directed that a decision for reduction in gas production / gas flaring be taken on case to case basis taking into account the offtake scenario and the operational exigencies.

**Action By:** Director I/c (Marketing)

8. EC directed that access to ‘ DISHA’ and ‘SAP’ from home be given to a limited persons after ensuring adequate security measures in the system. CIO to consult all Directors regarding officers to be provided with DISHA access.

**Action By:** Director (T&FS)

9. EC directed that wells be prioritised for undertaking drilling considering the present exigency.

**Action By:** Director (T&FS) / Director (Exploration) / Director (Onshore) / Director (Offshore)

10. During deliberations, EC was informed of the constraints being faced by offshore logistics. EC while taking note of the same directed that a detailed plan for deployment of Rig resources be firmed up so as to ensure Rigs are deployed well in time at offshore locations prior to onset of monsoon to avoid idling of the same

**Action By:** Director (T&FS) / Director (Exploration) / Director (Offshore)

11. EC directed that all work centers be sensitised not to misuse the special permission granted for undertaking field operations and the vehicles be utilised strictly for the purpose for which permission has been granted. All contractors be accordingly sensitised.

**Action By:** All Directors

12. EC was apprised of the constraint being faced with respect to quarantining of individuals. EC directed that necessary guidelines be issued to all work centers on the policy of quarantine, noncompliance if any will be viewed seriously and action to be taken as per CDA rules.

**Action By:** Director (HR)

13. During deliberations, EC was apprised that some of the Performance Bank Guarantee submitted by vendors are going to expire. EC while taking note of the same directed a suitable mechanism be firmed up so as to extend the same. Chief Corporate MM to issue necessary instructions and coordinate,

**Action By:** Director I/c MM

14. EC was apprised of the relaxation required in issuing NED passes to contractual workforce deployed at Offshore Rig / ongoing Offshore projects. EC directed that the issue be resolved in consultation with ED Chief security.

**Action By:** Director (T&FS)

**List of Participants**

Shri Shashi Shanker	CMD
Shri Subhash Kumar	D (Finance)
Shri Rajesh Kakkar	D (Offshore)
Shri S.K. Moitra	D (Onshore)
Shri N.C. Pandey	D (T&FS)
Dr. Alka Mittal	D (HR)
Shri R.K. Srivastava	D (Exploration)

Shri O P Singh	OSD D(T&FS)
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**Also Present**

Dr. Baljit Singh	ED-Security
Shri S K Wadhvani	ED-Chief ER
Shri Anoop Kumar	ED-CIO
Shri Amit Narayan	EO to CMD, Delhi
Drr Pankaj Mathur	CGM-Chief Medical Service

**From Corporate Strategy and Planning**

Shri Akhil Verma	ED-Chief CS&P, Delhi
Shri Deepak Tandon	CGM (Chem.), I/c EC Cell, Delhi