



IndianOil

IndianOil Corporation Limited  
Corporate Security Department  
New Delhi

AS/CO/06

Date:02-08-2021

**MINUTES OF THE MEETING(MOM) WITH DGR**

**Mode: Virtual**

**Date: 26<sup>th</sup> July 2021**

This is with reference to a virtual meeting dated 26<sup>th</sup> July'2021 between Directorate general of Resettlement (DGR) and IndianOil to get clarity on revised OM on 13.05.2021 and subsequent corrigendum on 23.06.2021 issued by DGR .

The subject meeting was attended by Officials of DGR and officials of IndianOil . Minutes of the Meeting (MOM) of the said meeting is attached.

Submitted for kind perusal and approval please



( D . Kapoor )

**Chief General Manager(Security)**

**देवेन्द्र कपूर (DEVENDRA KAPOOR)**  
मुख्य महाप्रबन्धक (कोर्पोरेट सुरक्षा)  
Chief General Manager (Corporate Security)  
इंडियन ऑयल कॉर्पोरेशन लिमिटेड  
INDIAN OIL CORPORATION LIMITED  
कोर्पोरेट कार्यालय / Corporate Office  
स्कोप कॉम्प्लेक्स, कोर-2, 7, इंस्टिट्यूशनल एरिया  
SCOPE Complex, Core-2, 7, Institutional Area  
लोधी रोड, नई दिल्ली / Lodhi Road, New Delhi-110 003

DG, DGR





IndianOil

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Directorate general of Resettlement (DGR) had issued revised OM on 13.05.2021 and subsequent corrigendum on 23.06.2021. These guidelines were circulated to all IOCL Divisions for implementation. While IOCL concerned officials were preparing for implementation, some of the issues were not clear from perusal of these guidelines and needed clarity from DGR. Thus, IOCL Divisions have requested CO Security to organize a virtual meeting with DGR to have clarity on revised guidelines. The CO Security discussed the matter with the DG, DGR and a virtual meeting was organized on 26.07.2021 from 1430 hrs. to 1700 hrs. The List of participants is attached as annexure.

The Point wise clarification given by DGR on various issues raised during the meeting are as under:

S.No.	Clarification Sought by IOCL	DGR Response
1	<p><b>Para 13g(i)</b> <b>Service charges, maximum upto@10% and through competitive bidding Since the quoting limit is maximum upto 10%,</b></p> <ul style="list-style-type: none"><li>the price bid BOQ will be having "Price-band ", with no lower limit but having upper price band / ceiling at +10%. That means bidders will be allowed to quote in negative, which will defy the logic. Also, in GeM portal as of now, there is no provision for price-band bidding.</li><li>A clarity on reverse auction process to be followed in GeM</li></ul>	<ul style="list-style-type: none"><li>As per GeM portal a minimum 0.5% administrative charges is to be levied on the contracts awarded through GeM. Thus, participating vendors can quote a bid for service charges i.e. above 0.5%.</li><li>The concern of IOCL is noted by DGR and will be</li></ul>

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	portal. And also work/ Manpower cannot be split between 02 agencies among L1 & L2 is sought.	taken care during finalization of DGR Modalities for GeM portal.
2	<p><b>Para 13g(ii)</b>  <b>The earlier date of Feb'21 has been replaced with the earlier guidelines issued by DGR in the year 2012/2013. Since service charges is going to be reduced from the current 14% to 10% or less.</b></p> <p>Whether we can foreclose the existing contracts and go for fresh contracts as this is having a substantial savings to Corporation. What will be the methodology for that – Shall we ask DGR for fresh sponsorship.</p>	As far as the foreclosure of existing contracts are concerned due to reduction in service charges from 14% to 10%, DGR clarified that the foreclosure is not advisable since it may attract to contempt of court.
3	<p><b>13(g)(ii)</b>  <b>As can be seen from these clauses, the amendments as per corrigendum are also effective from 13.05.2021 when the guidelines were first issued.</b>  In this context kindly clarify:</p> <p><b>(i)</b> The service charge for contracts entered after 13.05.2021 will be 10%(fixed) and should amended LOA be issued for LOAs placed after 13.05.2021?</p> <p><b>(ii)</b> For tenders yet to be finalized, whether LOAs to be placed with service charge @ 10% or cancel these tenders and invite through GeM in view of savings to Corporation as Service charge can be less than 10%?</p>	<p>DGR issued OM dated 13.05.2021 and corrigendum dated 23.06.2021 for implementation. The following mechanism shall be followed for lining up of job thru tendering irrespective of status of tendering/Placement of LOA:</p> <p>A. In case the DGR's sponsorship letter is dated 12th May 2021 or prior to this date, then fixed service charge @ 14% shall be applicable.</p> <p>B. If the DGR's Sponsorship letter is dated 13th May 2021 or later, then 10% fixed service charge shall be applicable.</p>

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	<p><b>(iii)</b> As there is no mention of calling tenders other than through GeM, no tenders should be called henceforth other than through GeM. Locations can extend the existing contracts till invitation through GeM is possible and DGR starts issuing sponsorship with the relevant GeM vendor codes.</p>	<p>C. All the process of sponsorship of security agencies shall be as per existing modalities i.e. the principal employer has to place their requisition to DGR in advance and in turn, DGR will issue sponsorship letter based on seniority.</p> <p>DGR also informed that few Security agencies have filed petition in the Honorable Court against these guidelines.</p> <p>Although matter is sub judice, DGR informed that the above mechanism is to be followed in the interim period till such time the final court verdict is pronounced.</p>
4	<p><b>Clause 8 (iii)</b> Female Guards will be over and above 10% of Non-ESM in the DGR sponsored contract. At least 2 female guards will be required at each Location.</p> <p>What should be the qualifying criterion in terms of age/educational qualification etc.</p>	<p>As far as the qualification and other terms of conditions of Female guards are concerned, the guiding factor should be PSARA act as applicable for Male Security guards. However, for more clarity, the PSARA rules/regulations to be referred.</p>

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5	<p><b>Para 8.a.iii</b></p> <ul style="list-style-type: none"> <li>• Allotment of number of security guards to individual empanelled agency should not be beyond the number of security supervisor/guards employed by empaneled agency.</li> <li>• If empanelled agencies do not have the requisite nos. of supervisor/guard, such requisitions should not be sponsored and same to be communicated to principal employer for other security arrangements i.e. private security Agency.</li> </ul>	<ul style="list-style-type: none"> <li>• OM dated 13.05.2021 states that the ratio between ESM and civilian should be 90:10 and same should be strictly adhered to.</li> <li>• In case any sponsored agency is not able to meet the above criteria, same may be reported to DGR office. In this context, DGR office has already issued an advisory to all perspective security agencies to survey the environment of locations where they intent to participate in tender process for providing desired security manpower as per the norms.</li> </ul>
6	<p><b>Para 13 (f)</b></p> <p>As per DGR guidelines, additional charges will be levied in case of service being provided in Central/State Government notified remote/disturbed/hazardous areas as Field Allowance @ 25% on Basic Pay plus VDA will be entitled to ESM security guards when working in remote/ disturbed areas such as North Eastern States, J &amp; K etc. or when working in areas hazardous to health such as Coal Fields, Mines and Pipelines.</p> <p>In this regard, kindly clarify whether Additional Charges as Field Allowance is applicable to ESM security guards for security of Pipelines establishments and/or security of Right of Way (ROW) i.e.</p>	<p>As far as the payment of 25% field allowance to DGR security guards is concerned, DGR has clarified as under:</p> <p>It is to be noted that if assigned task is static in nature, 25% field allowance is not applicable. However, any patrolling duty in pipelines, the 25% filed allowance is applicable.</p>

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	Patrolling of cross-country Pipelines and/or notified Pipeline work area.	
7	The revised guideline has mention that Security Contract will be for maximum period of 2 years only while as per IOCL norms it is for 3 years, extendable every year on the same rates, terms and conditions on satisfactory performance. The sponsorship duration to be increased to three years.	As per OM dated 13.05.2021, it is mentioned that the maximum contract period for security agencies is 02 years only.  The contract period can be split into 1+1 Years based on performance but the maximum contract period is fixed to two years as per the revised policy.  In case the principal employer feels that performance of sponsored agency is not satisfactory after one year for 2 year contract period, then DGR can be approached for further necessary action on case to case basis.
8	Revised Appendix D (Wage Notification) w.e.f 01.04.2021 available at DGR web site <a href="https://www.dgrindia.com/">https://www.dgrindia.com/</a> don't bear signature / seal of any official. Will service charge applicable in line with this notification?	The referred wage notification was issued by MoD. However, DGR will take care in future.
9	DGR advisory dated 28.03.2016 was issued on relieving charges, same may be included in revised guidelines.	OM dated 13.05.2021 and revised Appx"D"(wage notification) of OM is already addressing this issue. However, the earlier advisory dated 28.03.2016 still hold good.
10	Para 8 (a) (VI) Security Supervisor – Security supervisor will be deployed compulsory as per the scales given in state PSARA rules i.e. not below one supervisor each for every 20 wards.)	Please follow the instructions contained in OM dated 13.05.2021.

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**List of participants from DGR:**

S.No.	Name	Designation
1	Maj Gen MK Sagoch	Director General
2	Cmde Sharad Kumar Chauhan	Principal Director
3	Capt. Balvinder Singh	Jt. Director
4	Lt. Col. Anil Singh Chauhan	Jt. Director
5	Lt Col Yadavendra Singh	Jt. Director
6	Lt Col Jaideep Singh	Jt. Director

**List of participants from IOCL:**

IOCL Corporate Security Department		
Sl. No	Name	Designation
1	Shri Devendra Kapoor	CGM (Security)
2	Shri Akash Sethi	GM (Security)
3	Shri Rajeev Khandelwal	GM (Security)
4	Ms. Sunita Chawla	ES, Garde 'F'
5	Shri Gautam Hansraj	DGM (Security)
6	Shri Nagendra Singh	SM (Security)
7	Shri Nishikant Prasad	SM (Security)
8	Shri BK Sharma	Mgr. (Security)
9	Shri Ashish Singh	Mgr. (Security)
10	Shri Shyam Sundar	Mgr. (Security)
IOCL Marketing Division		
11	Shri Dilip M Rai	CGM (Contract Cell), Mkt. HO
12	Shri Krishna Prakash	GM (Aviation) Mkt. HO
13	Shri A K Samantaray	GM (LPG Ops), Mkt. HO
14	Shri Y Kiran Kumar	GM (Security), Mkt HO
15	Shri V Vetrisevakumar	GM (Security), SRO
16	Shri Anamitra Mandal	GM (Security), ER
17	Shri Dipdyuti Chaudhary	DGM (Security), IOAOD
18	Shri Asim Tiwari	DGM (Security), NRO
19	Shri M V Nimje	DGM (Ops), Mkt HO
20	Shri Brahm Dev	CM (Security), WRO
IOCL Pipelines Divisions		
21	Shri Ashok Jambur	CGM (Security), WRPL
22	Shri Shantanu Saha	CM (Security), ERPL
23	Shri R M Naidu	CM (Security), SRPL
25	Shri Siddharth Awasthi	SM (Security) WRPL

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26	Shri Vinod Kumar Beniwal	Mgr. (Security), PLHO
IOCL Refinery Division		
27	Shri A K Tamuli	GM (A&W), RHQ
28	Shri Vinit Narayan	GM (A&W), Gujarat Refinery
29	Shri AK Sinha	DGM (A&W), RHQ
30	Shri MK Upadhay	SM (A&W), RHQ

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