



Oil and Natural Gas Corporation Limited

CIN: L74899DL1993GOI054155

Reg. Office: Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi, South West Delhi - 110070

Website: www.ongcindia.com email: secretariat@ongc.co.in Tel: 011-26754073/4085

NOTICE

NOTICE is hereby given that the **27th Annual General Meeting** of the Members of Oil and Natural Gas Corporation Limited will be held on **Friday, the 09th October, 2020 at 11:00 hrs.** IST through Video Conferencing / Other Audio Visual Means to transact the following business:

ORDINARY BUSINESS:

ITEM NO. 1

Consideration and adoption of Audited Financial Statements along with related documents by passing the following resolution as an Ordinary Resolution:

“RESOLVED THAT the Audited Financial Statements including Consolidated Financial Statements of the Company for the financial year ended on 31.03.2020, together with the Board’s Report and the Auditors’ Report thereon and Comments of the Comptroller and Auditor General of India, be and are hereby received, considered and adopted.”

ITEM NO. 2

Re-appointment of Shri Subhash Kumar as a Director by passing the following resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Subhash Kumar (DIN: 07905656), who retires by rotation and being eligible, be and is hereby re-appointed as a Director of the Company.”

ITEM NO. 3

Re-appointment of Shri Rajesh Shyamsunder Kakkar as a Director by passing the following resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Rajesh Shyamsunder Kakkar (DIN: 08029135), who retires by rotation and being eligible, be and is hereby re-appointed as a Director of the Company.”

ITEM NO. 4

Authorisation to the Board of Directors for fixing the remuneration of the Auditors by passing the following resolution, as an Ordinary Resolution:

“RESOLVED THAT, pursuant to applicable provisions under the Companies Act, 2013, the Board of Directors of the Company be and is hereby authorised to determine and fix the remuneration payable to Auditors of the Company as appointed by the Comptroller and Auditors General of India for the financial year 2020-21.”

SPECIAL BUSINESS:

ITEM NO. 5

Appointment of Shri Rajesh Madanlal Aggarwal by passing following resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Rajesh Madanlal Aggarwal (DIN: 03566931), who has been appointed by the Board on 24.03.2020 as a Government Nominee Director, be and is hereby appointed as a Director of the Company in terms of Section 152(2) of the Companies Act, 2013, for a period of three years or until further orders of Government of India, whichever is earlier”.

ITEM NO. 6

Appointment of Shri Om Prakash Singh as the Director (Technology and Field Services) by passing following resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Om Prakash Singh (DIN: 08704968), who has been appointed by the Board as an Additional and Whole-time Director and also designated as the Director (Technology and Field Services) w.e.f. 01.04.2020, be and is hereby appointed as a Director of the Company in terms of Section 152(2) of the Companies Act, 2013, liable



to retire by rotation and also on such terms and conditions, remuneration and tenure as may be determined by the President of India from time to time.”

ITEM NO. 7

Appointment of Shri Anurag Sharma as the Director (Onshore) by passing following resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Anurag Sharma (DIN: 08050719), who has been appointed by the Board as an Additional and Whole-time Director and also designated as the Director (Onshore) w.e.f. 01.06.2020, be and is hereby appointed as a Director of the Company in terms of Section 152(2) of the Companies Act, 2013, liable to retire by rotation and also on such terms and conditions, remuneration and tenure as may be determined by the President of India from time to time.”

ITEM NO. 8

Ratification of remuneration payable to Cost Auditors by passing the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to Section 148 and other applicable provisions of the Companies Act, 2013 read with applicable rules, remuneration of ₹ 5 lakh per Cost Audit Firm, plus applicable GST and out of pocket expenses, to conduct audit of the cost records of all the units of the Company to six firms of Cost Auditors as appointed by the Board of Directors for the financial year ended 31.03.2021 be and is hereby ratified.”

08.09.2020
New Delhi

By Order of the Board of Directors
Sd/-
M E V Selvamm
Company Secretary & Executive Director





NOTES:

1. In view of the prevailing Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide Circular No. 20/2020 dated 05.05.2020 and SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12.05.2020 permitted the holding of the Annual General Meeting (“AGM”) through Video Conference (VC)/ Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. Accordingly, AGM of the Company will be held through VC/OAVM, subject to other applicable provisions of the Companies Act, 2013 (“Act”) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).
2. Since the AGM will be held through VC/OAVM, there is no requirement for appointment of proxies.
3. Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
4. Members seeking any information/ clarification with regard to the accounts or any matter to be dealt at the AGM, are requested to write at secretariat@ongc.co.in on or before 02.10.2020.
5. All the documents referred to in the Notice and Statutory Registers maintained under Section 170 and Section 189 of the Companies Act 2013, will be available for electronic inspection during the AGM.
6. The relevant details in respect of Directors seeking appointment/re-appointment at the AGM in terms of Regulations 26(4) and 36(3) of the Listing Regulations and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India, is annexed.
7. In compliance with the aforesaid MCA and SEBI Circular, Notice of the AGM along with the Annual Report 2019-20 is being sent **only through electronic mode** at the email addresses of members as registered with the RTA/ Depositories as on 04.09.2020. Physical Copy of Notice and/or Annual Report **will not be sent** to any member.
Members may note that the Notice and Annual Report 2019-20 will also be available at the Company’s website www.ongcindia.com, websites of the Stock Exchanges, viz. BSE Limited and National Stock Exchange of India Limited, at www.bseindia.com and www.nseindia.com respectively, and also the e-voting agency, viz. National Security Depository Limited (NSDL) website at <https://www.evoting.nsdl.com>.
8. Pursuant to Section 139 read with Section 142 of the Act, the Auditors of the Company are appointed by the Comptroller and Auditor General of India. However, the remuneration of auditors shall be fixed by the Company at the Annual General Meeting. Members may authorise the Board to determine and fix suitable remuneration payable to Auditors for the year 2020-21 (FY’21) after taking into consideration change(s), if any, in scope of assignments due to statutory requirements/ volume of work/ inflation index.
9. As per Regulation 40 of Listing Regulations, the equity share(s) of the Company can be transferred **only in dematerialized** form. In view of this and to eliminate risks associated with physical shares, members holding shares in physical form are advised to convert their holdings into dematerialized form.
10. (A) Members holding shares in **physical mode** are:
 - i) required to submit their **Bank Account** details, **E-mail ID** and **PAN** to the Company/ RTA, as mandated by the Securities and Exchange Board of India (SEBI) including the change, if any;
 - ii) requested to opt for the Electronic Clearing System (**ECS**) mode for instant and secured receipt of dividend in future;
 - iii) advised to make nomination in respect of their shareholding in **Form SH13**;
 - iv) requested to send their share certificates to RTA for **consolidation**, in case shares are held under two or more folios;
 - v) informed that the shares in physical mode will **not** be accepted for transfer; and
 - vi) members may refer the Public Notice to shareholders dated 11.06.2020, may be accessed at <https://www.ongcindia.com/wps/wcm/connect/en/investors/notices/>



(B) Members holding shares in **electronic mode** are:

- i) requested to submit their address, **Bank Account Details, E-mail id and PAN** to respective DPs with whom they are maintaining their demat accounts including the change, if any, as mandated by SEBI; and
- ii) advised to contact their respective DPs for availing the nomination facility.

11. Members may note that registration/ updation of their **E-mail** addresses with RTA, if shares are held in physical mode, or with their DPs, if shares are held in electronic mode would ensure delivery of all future communications from the Company including Annual Reports, Notices, Circulars, etc., **without delay** or, as the case may be, **loss in postal transit**.

12. Members are requested to note that, **dividends** not claimed for a consecutive period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("**IEPF**") of the Government of India. The **shares** in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority.

In view of this, Members are requested to claim their dividend(s) from the Company, within the stipulated timeline. The Members, whose unclaimed dividend(s)/share(s) have been transferred to IEPF, may claim the same by making an online application to the IEPF Authority in prescribed Form No. IEPF-5 available on **www.iepf.gov.in**.

13. During the financial year 2019-20 (FY' 20), the Company has transferred the unpaid/unclaimed amount pertaining to 2nd Interim and Final dividends for the FY'12 and 1st Interim dividend of FY'13 to the IEPF Authority.

Further, the unpaid/unclaimed amount of 2nd interim dividend for the FY'13 has also been transferred to the IEPF Authority on 22.05.2020.

Unpaid/ Unclaimed Final Dividend FY'13 (declared on 25.09.2013) and 1st Interim Dividend FY'14 (declared on 06.12.2013) would complete the period of 7 years during FY'21 and thereby due for transfer to the IEPF Authority on 01.12.2020 and 11.02.2021 respectively.

Members whose dividend(s) remained unclaimed are requested to submit their cancelled bank cheque along with copy of PAN card to the Company or RTA for claiming such dividend(s).

14. Members are requested to address all correspondence relating to the shareholding and dividend to the Registrar & Share Transfer Agent (RTA) of the Company i.e. **Alankit Assignments Ltd, Account ONGC, Alankit House, 4E/2, Jhandewalan Extension, New Delhi – 110055**, Telephone: 91-11-4254 1234/ 1960, Fax: 91- 11-42541201/ 23552001, Website: **www.alankit.com**, **E-mail: jksingla@alankit.com**.

However, keeping in view the convenience of the Members, documents relating to shares including complaints/grievances shall also be received at the Registered Office of the Company at Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi, South West Delhi - 110070, Phone No: 011-26754073/ 4085; e-mail: **secretariat@ongc.co.in**.

E-Voting:

- i. In compliance with the provisions of Section 108 of the Act, the Rules made there under and Regulation 44 of the SEBI Listing Regulations, Members are provided with the facility to cast their vote electronically, through remote e-voting services provided through NSDL on all resolutions set-forth in this Notice. The instructions for e-voting are annexed herewith.
- ii. The remote e-voting period will commence on 05th day, October, 2020 (15:00 hours IST) and end 08th day, October, 2020 (17:00 hours IST).
- iii. During this period, Members holding shares either in physical form or in dematerialized form, as on 02nd day, October, 2020 i.e. cut-off date, may cast their votes electronically.
- iv. Those Members, who will be attending AGM through VC/OAVM facility, if not cast their votes on the Resolutions through remote e-voting, and are otherwise not barred from voting so, shall be eligible to vote through e-voting system during the AGM.
- v. The Members who have cast their votes by remote e-voting prior to the AGM may attend in the AGM through VC / OAVM but shall not be entitled to cast their votes again.



- vi. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- vii. Any person, who has become a Member of the Company after 04.09.2020 may obtain the login ID and password by sending a request at evoting@nsdl.co.in. and avail the facility of remote e-voting or voting at the AGM electronically.
- viii. The Company has appointed Mrs. Ashu Gupta, (Membership No. FCS 4123, COP No. 6646) failing which Shri M. C. Jain (Membership No. FCS 10483, COP No. 22307), both Practising Company Secretaries, to act as the Scrutinizer for conducting the e-voting process in a fair and transparent manner.

PROCEDURE FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:

- Member will be provided with suitable facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may join the meeting through <https://www.evoting.nsdl.com> under shareholders/members login by using the remote e-voting user id and password. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions [annexed to this notice](#) to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
- Members are advised to join the Meeting through Laptops for uninterrupted/better connectivity.
- Further, Members will be required to allow Camera and use Internet with a good bandwidth speed to avoid any disturbance during the meeting.
- Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in bandwidth of network connectivity. It is therefore recommended to use Stable Wi-Fi or LAN Connection for better connectivity.
- Facility for joining the AGM through VC/OAVM shall open 15 minutes before the time scheduled for the AGM and will be available for Members on first-come, first-served basis.
- Members who would wish to speak at the AGM may register themselves **as a speaker** by sending their request with below-mentioned details, from their registered email address at secretariat@ongc.co.in. during the period from **29.09.2020** to **02.10.2020**.

Name	
DP ID and client ID / folio No.	
Mobile No.	
Query	

Members who have registered as a speaker will only be allowed to speak during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM. Registered Members holding higher voting rights will be given preference to speak at the AGM.

- The Scrutinizer shall immediately after the conclusion of voting at the AGM count the votes cast at the AGM and thereafter, unblock the votes cast through remote e-voting in the presence of at least two witnesses who are not in the employment of the Company. The Scrutinizer shall submit a consolidated Report of the e-voting, not later than 48 hours from the conclusion of the AGM, to the Chairman of the Company. The Chairman or any other person authorised by the Chairman shall declare the results of the voting forthwith.
- E-voting results along with the Scrutinizer's Report shall be placed on the Company's website www.ongcindia.com and also on the website of NSDL i.e. <https://www.evoting.nsdl.com> after the results so declared are communicated to the National Stock Exchange of India Limited and BSE Limited.



EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

ITEM NO.5 APPOINTMENT OF SHRI RAJESH MADANLAL AGGARWAL AS A GOVERNMENT NOMINEE DIRECTOR

Shri Rajesh Madanlal Aggarwal (DIN: 03566931), has been appointed by the Board as a Government Nominee Director of the Company w.e.f. 24.03.2020 in terms of e-mail dated 24.03.2020 received from the Ministry of Petroleum & Natural Gas (MoPNG), Government of India, for a period of three years on co-terminus basis of his present official position as Additional Secretary and Financial Advisor of MoPNG or until further orders, whichever is earlier.

The Company has received notice proposing the candidature of Shri Aggarwal as Director in terms of Section 160 of the Companies Act, 2013, from a member of the Company.

Shri Aggarwal is also Director on the Board of Bharat Petroleum Corporation Limited and Indian Strategic Petroleum Reserves Limited. He does not hold any share in the capital of the Company.

None of the Directors, Key Managerial Personnel and their relatives, except Shri Rajesh Aggarwal, is interested or concerned in the resolution.

The Board recommends the Ordinary Resolution, as set out at Item No.5, for approval of the Members.

ITEM NOS. 6 & 7

APPOINTMENT OF WHOLE-TIME DIRECTORS:

The Board of Directors had appointed Shri Om Prakash Singh (DIN: 08704968) and Shri Anurag Sharma (DIN: 08050719) as Additional and Whole-time Director(s) on the Board of the Company since last Annual General Meeting held on 30.08.2019 based on the orders received from the Government of India.

Further, in terms of Section 152(2) of the Companies Act, 2013 every director shall be appointed by the Company in General Meeting. Hence, necessary agenda items in respect of each of them have been placed at Item Nos. 6 and 7 respectively.

The Company has received notices from members proposing candidature of Shri O P Singh and Shri Sharma in terms of Section 160 of the Companies Act, 2013. Further, Nomination and Remuneration Committee has recommended their appointment as Whole-Time Directors of the Company.

APPOINTMENT OF SHRI OM PRAKASH SINGH

Shri O P Singh has been appointed by the Board of Directors as the Director (Technology & Field Services) in terms of Letter No. CA-31011/7/2018PNG (27522) issued by the MoPNG, Government of India w.e.f. 01.04.2020.

Shri O P Singh, if appointed as the Director (Technology & Field Services), will be liable to retire by rotation under Section 152 of the Companies Act, 2013. He has been holding directorship in other group companies namely ONGC Tripura Power Company Limited and North East Transmission Company Limited.

None of the Directors, Key Managerial Personnel and their relatives, except Shri O P Singh, is interested or concerned in the resolution.

The Board recommends the Ordinary Resolution, as set out at item No.6, for approval of the Members.

APPOINTMENT OF SHRI ANURAG SHARMA

Shri Sharma has been appointed by the Board as the Director (Onshore) of the Company in terms of Letter No. C- CA-31011/4/2018-PNG (25730) issued by the MoPNG, Government of India w.e.f. 01.06.2020.

Shri Sharma, if appointed as Director (Onshore), will be liable to retire by rotation under Section 152 of the Companies Act, 2013. He has also been holding directorship in other group companies namely ONGC Mangalore Petrochemicals Limited and Dahez SEZ Limited.

None of the Directors, Key Managerial Personnel and their relatives, except Shri Sharma, is interested or concerned in the resolution.

The Board recommends the Ordinary Resolution, as set out at Item No. 7, for approval of the Members.



ITEM NO. 8

RATIFICATION OF REMUNERATION OF COST AUDITORS FOR THE FINANCIAL YEAR 2020-21

The Board of Directors have appointed (1) M/s. M. Krishnaswamy & Associates, (2) M/s. Musib & Co., (3) M/s. Chandra Wadhwa & Co., (4) M/s. Bandopadhyaya Bhaumik & Co., (5) M/s. N. D. Birla & Co., (6) M/s. Joshi Apte & Associates as Joint Cost Auditors of the Company for the financial year 2020-21, upon the recommendation of the Audit Committee.

Further, the Board has approved the remuneration of ₹5 Lakh (Rupees Five Lakh only) to each of the aforesaid Cost Audit firms (aggregating ₹30 Lakh) plus applicable taxes and out-of-pocket expenses.

The remuneration for Cost Auditors as approved by the Board of Directors is required to be ratified by the members in terms of Rule 14(a)(ii) of the Companies (Audit and Auditors) Rules, 2014.

None of the Directors, Key Managerial Personnel and their relatives is interested or concerned in the resolution.

The Board of Directors recommends the resolution, as set out at Item No. 8, for approval of the Members.

08.09.2020
New Delhi

By Order of the Board of Directors
Sd/-
M E V Selvamm
Company Secretary & Executive Director





INSTRUCTIONS FOR E-VOTING

INSTRUCTIONS FOR REMOTE E-VOTING

The remote e-voting period begins on 05th October 2020 at 15:00 Hours and ends on 08th October 2020 at 17:00 Hours. The remote e-voting module shall be disabled by NSDL for voting thereafter.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholders’ section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
 - c) How to retrieve your ‘initial password’?
 - (i) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your ‘User ID’ and your ‘initial password’.



- (ii) If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose email ids are not registered
6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:
 - a) Click on “[Forgot User Details/Password?](https://www.evoting.nsdl.com)”(If you are holding shares in your demat account with NSDL or CDSL) option available on <https://www.evoting.nsdl.com>
 - b) [Physical User Reset Password?](https://www.evoting.nsdl.com)” (If you are holding shares in physical mode) option available on <https://www.evoting.nsdl.com>.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
 7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
 8. Now, you will have to click on “Login” button.
 9. After you click on the “Login” button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
3. Select “EVEN” of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
6. Upon confirmation, the message “Vote cast successfully” will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

- 1 Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Company by e-mail to secretariat@ongc.co.in with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “[Forgot User Details/Password?](https://www.evoting.nsdl.com)” or “[Physical User Reset Password?](https://www.evoting.nsdl.com)” option available on <https://www.evoting.nsdl.com> to reset the password.
3. In case you have any queries relating to e-voting, you may refer the Frequently Asked Questions (FAQs) and e-voting manual available at <https://www.evoting.nsdl.com> under help section or may contact Ms. Pallavi Mhatre (Manager), National Securities Depository Limited, 4th Floor, ‘A’ Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400013, at the designated e-mail id evoting@nsdl.co.in, or call on toll free no.: 1800-222-990, +91 22 2499 4200/4545.



Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e-mail ids for e-voting for the resolutions set out in this Notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to secretariat@ongc.co.in and jksingla@alankit.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to secretariat@ongc.co.in and jksingla@alankit.com.

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the /AGM. However, they will not be eligible to vote at the AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.





NOTICE

ANNEXURE TO THE NOTICE DATED 08.09.2020:

BRIEF DETAILS OF DIRECTORS RETIRING

BY ROTATION/ SEEKING APPOINTMENT/ RE-APPOINTMENT AT THE ENSUING ANNUAL GENERAL MEETING:

(Pursuant to Regulation 26(4) & 36(3) of Listing Regulations, 2015)

Name (DIN)	Date of Birth & Age	Date of Appointment	Qualifications	No. of Shares held	Experience in specific Functional Areas	Directorship held in other Public companies	Chairmanship (C) Membership (M) of Committees across all Public companies*
Shri Subhash Kumar (07905656)	01.01.1962 58 years	31.01.2018	Fellow Member of the Institute of Cost Accountants of India and also Associate Member of the Institute of Company Secretaries of India.	30	He joined ONGC in 1985 as Finance & Accounts Officer (F&AO). After initially working in Jammu and Dehradun, he had a long stint at ONGC Videsh, the overseas arm of ONGC. During his tenure with ONGC Videsh, he was associated with key acquisitions and expansion of company's footprint from single asset company in 2001 into a company with global presence. He played a key role in evaluation and acquisition of many Assets abroad by ONGC Videsh. He also served a brief stint with Petronet LNG Limited as Director (Finance). Currently, he is also spearheading business development and Joint Venture activities of ONGC.	1). ONGC Petro-additions Limited (OPaL) 2). ONGC Tripura Power Company Limited. (OTPC) 3). Mangalore Refinery and Petrochemicals Limited. (MRPL) 4). Hindustan Petroleum Corporation Limited. (HPCL) 5). Petronet MHB Limited. (PMHBL) 6). Mangalore SEZ Limited. (MSEZ)	1. ONGC-SRC (M) 2. OPaL - AC (M) 3. MSEZ - AC (M) 4. OTPC - AC (M)
Shri Rajesh Shyamsunder Kakkar (08029135)	14.04.1961 59 years	19.02.2018	Bachelors in Mechanical Engineering with Honors from Ravi Shankar University, Raipur. Global Managers' program at IIM, Kolkata and Leadership Development Program at IIM, Bangaluru.	4,758	Shri Kakkar has more than three and a half decades of experience in the various aspects of operations and management in both offshore and onshore fields. He played a key role in reversing the production trend at Western Offshore in 2015. He has been pioneer of "field-life-cycle maximization" to enhance production from the ageing fields. Through many brownfield as well as marginal field development, he has ensured incremental production of oil and gas.	1). ONGC Petro-additions Limited. (OPaL) 2). ONGC Mangalore Petrochemicals Limited. (OMPL) 3). Pawan Hans Limited. (PHL)	1. PHL - AC (M)
Shri Rajesh Madanlal Aggarwal (03566931)	12.11.1966 53 Years	24.03.2020	Bachelor of Technology in Computer Science & Engineering from IIT, Delhi	Nil	Shri Rajesh Madanlal Aggarwal belongs to 1989 batch (MH cadre) of IAS. Presently, he is the Additional Secretary and Financial Adviser, Ministry of Petroleum & Natural Gas and Ministry of Corporate Affairs, Government of India and on the Board of the Company.	1). Bharat Petroleum Corporation Limited (BPCL) 2). Indian Strategic Petroleum Reserves Limited (ISPRL)	1. BPCL-AC (M) 2. ISPRL-AC (C)
Shri Om Prakash Singh (08704968)	15.12.1964 55 years	01.04.2020	Mechanical Engineering Graduate from MIT, Muzaffarpur	6,558	Shri Singh has built a deep industry understanding and proven management experience across the technical and commercial with more than 32 years' experience.	1). ONGC Tripura Power Company Limited. (OTPC) 2). North East Transmission Company Limited.	NIL
Shri Anurag Sharma (08050719)	17.02.1963 57 years	01.06.2020	Mechanical Engineering Graduate from NIT Allahabad MBA from FMS Delhi	3,618	Shri Sharma has more than 36 years of experience in various positions including those of Asset Manager.	1). ONGC Mangalore Petrochemicals Limited (OMPL) 2). Daheh SEZ Limited	1. ONGC- AC & SRC (M) 2. OMPL - AC (C)

*Audit Committee (AC) and Stakeholders Relationship Committee (SRC) details are mentioned as per regulation 26 of Listing Regulations, 2015.