



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 022-26274102

Flat No.102, 1st Floor, Acme Harmony-I, Poonam Nagar, Off. JV Link Road, Andheri (E), Mumbai - 400 093.

Website : www.ksmumbai.com

REF. : ONGC/KS/184/2021

DATE : 20/09/2021

To,
The Director (HR)
ONGC
PD Urja Bhavan,
5 Nelson Mandela Marg,
Vasant Kunj,
New Delhi-110070.

ajc

The Director (T&FS)

The Director (Offshore)

The Director (Finance)

Sub: Removal and revert back the penalty imposed on employees taken advance of white goods even extension for submission of bills is granted upto 15.09.2021 vide O.O. No. DDN/CORP-ER/ESTT-POLICY/2020/ Time-Limit/ 632419 dtd. 06/08/2021

Respected Sir/Madam

This has reference to the **O. O. No. DDN/CORP-ER/ESTT-POLICY/2020 /Time-Limit/632419 dtd. 06/08/2021** regarding extension of time limit for submission of utilization/adjustment bills against loan and advance availed by ONGC employees. Please find enclosed the copy of the same for your perusal.

This particular issue was raised by our union as the employees performing duty offshore were held up for more than 75, 60, 50 days in offshore due to the pandemic of COVID-19 spreading in the entire nation. Some of the employees held up in the offshore could not avail the facility of White Goods advance and some employees were not able to submit their bills in time. We are extending our sincere thanks to the ONGC management for considering the request for extending the time limit for submission of bills upto 15.09.2021 as the issue was raised by our union.

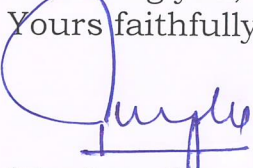
Unfortunately penalty has been imposed on such employees submitted their bills of White Goods in time as mentioned in the circular. Heavy amount as penalty has been recovered from their salary. We agree that it must have happened due to over sight or by mistake by the ICE department. Please find attached the copy of the pay slip of one of the affected employee where deduction for penalty has been made in the month of July 2021.

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Your esteemed authorities are requested to kindly give direction to ICE team to revert back the amount deducted as penalty from their salary and be included in the salary of Sept 2021 at the earliest.

Thanking you,
Yours faithfully



(Pradeep Mayekar)
(General Secretary)

a/c

Copy to:

1. ED-Chief ER, ONGC, Tel Bhavan, Green Bldg., Dehradun
2. ED-CIO, Head Infocom Services, PD urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi- 1100070.
3. GGM-HRD, ONGC, PD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi- 1100070
4. GGM-HRO, ONGC, WOU, NBP Green Hts., BKC, Bandra (E), Mum-51
5. DGM-I/c IR, ONGC, WOU, NBP Green Hts., BKC, Bandra (E), Mum-51

Handwritten note: *Handwritten note: 24/9/21*

Handwritten signature: *M. Udate*
Handwritten date: *24/9/2021*



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

विरासत कौशल अद्युक्त

Corporate Policy Section

ग्रीन हिल्स, ग्राउंड फ्लोर, ए-विंग, टेल ब्रान्च, 500-002/ए

Green Hills, Ground Floor, A-Wing, Tel Branch, 500-002/ए

No. DDN CORP-ER/ESTT-POLICY/2020/Time-Limit/832419

Dated: 06.08.2021

OFFICE ORDER (29/2021)

Subject: Extension of time limit for submission of utilization /adjustment bills against loans and advances availed by ONGC employees.

Reference is invited to Office Order of even No. dated 22.05.2021 (Copy enclosed) wherein the extension in time-limit for submission of utilization / adjustment bills against loans and advances drawn by employees was communicated.

2 With reduction in Covid-19 cases across the nation, business activities are now slowly starting to return to normalcy. In view of difficulties being faced by employees in submission of utilization / adjustment bills due to supply constraints primarily on account of lockdown and supply chain disruptions, it has been decided to extend the time limit for submission of utilization / adjustment bills against loans and advances drawn by the employees.

3 Accordingly, the new time limit for submission of adjustment / utilization bills shall be equated as under -

Sl No	Particulars	Revised time-limit
(i)	Cases where employees have availed loan / advance but could not utilize the amount within stipulated time as prescribed in the respective schemes, due to restrictions during lockdown/curfew and where the time-limit for submission of utilization / adjustment bills falls between 15.04.2021 & 14.09.2021.	All such employees shall submit the utilization / adjustment bill on or before 15.09.2021
(ii)	Cases where the time-limit for submission of utilization / adjustment bills for loan / advance is falling on or after 15.09.2021	All such employees shall submit the utilization / adjustment bill within the time period prescribed in the respective loan / advance scheme.

3 However it is reiterated that employees are advised to ensure availability and delivery schedules of the desired products / appliances from vendors before applying for loans / advances.

4 This issues with the approval of Competent Authority


(Ashish Kumar Saha)
Chief General Manager (N.R.)
Corporate Policy



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

कार्मिक सम्बंध विभाग
Department of Employee Relations
निगमित नीति अनुभाग
Corporate Policy Section

"ग्रीन हिल्स", ग्राउण्ड फ्लोर, A-विंग, तेल भवन, देहरादून
Green Hills, Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

No. DDN/CORP-ER/ESTT-POLICY/2020/Time-Limit/632419

Dated: 22.05.2021

OFFICE ORDER (20/2021)

Subject: Extension of time limit for submission of utilization /adjustment bills against loans and advances availed by employees.

Due to surge in COVID-19 cases amidst second wave, State Govts. and UTs, based on their assessment of the ground situation are imposing curfews and local lockdowns in respective states and UTs for containing the spread of COVID-19. Consequently, employees are facing difficulty in utilizing, loans and advances drawn, within stipulated time period as prescribed under different schemes.

2. To facilitate ONGCians, it has been decided to extend the time limit for submission of utilization /adjustment bills against loans and advances drawn by the employees. Accordingly, the new time lines for submission of adjustment bills shall be regulated as under -

Sl. No	Particulars	Revised time-limit
(i)	Cases where employees have availed loan / advance but could not utilize the amount within stipulated time as prescribed in the respective schemes, due to restrictions during lockdown/curfew and where the time-limit for submission of utilization / adjustment bills falls between 15.04.2021 & 30.06.2021.	All such employees shall submit utilization / adjustment bill on or before 31.07.2021.
(ii)	Cases where the time-limit for submission of utilization / adjustment bills for loan / advance is falling after 30.06.2021.	Employees shall submit the utilization / adjustment bill by 31.07.2021 or within the time period prescribed in the respective loan / advance scheme, whichever is later.

3. However, employees are advised to ascertain availability and delivery schedules of the desired products/ appliances from vendors before applying for loans / advances

4. This issues with the approval of Competent Authority

(N.C. Baharsingh)
GM (HR)- Corporate Policy