



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited,
निगमित नीति विभाग
Corporate Policy Section,
'ग्रीन हिल्स', ग्राउंड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792155

No. DDN/CORP-ER/ESTT-POLICY/2021/ODL/745626

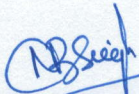
Date: 03.03.2021

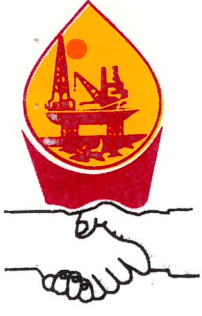
OFFICE ORDER (05/2021)

Subject: Methodology for Grant of On-Off duty leave (ODL) to employees working in 14 days ON-OFF duty pattern during COVID-19 Pandemic.

Employees posted in Offshore and Onshore areas working on 14 days ON-OFF duty pattern are eligible for “**ON-OFF Duty Leave**” in lieu of casual leave. Due to Coronavirus Pandemic (Covid-19), such employees have worked for extended periods. The following methodology shall be followed for calculating the total number of On-Off duty leave to be credited in an employee’s leave account:

- (i) Actual number of days duty performed in a calendar year shall be clubbed and divided by 14 to obtain the number of ODL for credit in an employee’s leave account. However, for employees working in North-Eastern States, the number of ODL so calculated shall be multiplied by 1.25.
- (ii) While granting this leave, fraction of a day shall be rounded off to the nearest day.
- (iii) The ODL so credited will be subject to maximum 12 days for employees posted in other than North-east areas and 15 days for employees posted in North-east areas.
- (iv) The above dispensation is applicable for the calendar year 2020 only.
- (v) Other existing terms and conditions for grant of ON-OFF duty leave shall remain unchanged.
- (vi) This issues with the approval of Director (HR).


(N C Baliarsingh)
GM (HR) - Corporate Policy



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHTANA

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.

REF : ONGC/KS/ 45 /2020

DATE : 15/12/2020

To,

The GGM - HRO,
ONGC - WOU,
NBP Green Heights, BKC,
Bandra (E), Mumbai 51.

O/c

Subject: Sanction of ODL to offshore posted employees for performing duty for the period from 1st Jan. 2020 to 31st Dec. 2020.

Respected Sir,

This this reference to our HR Manual where on page no 15 details have been given regarding sanction of ODL to the employees posted in offshore. It is mentioned in the HR Manual that **Offshore Duty Leave** in lieu of casual leave will be granted for each completing full cycle of 14 days on-off duty please find enclosed the copy of page no. 15 of HR Manual for your perusal.

As your authority is aware that after declaration of lockdown in entire nation, all Helicopter services were stalled from **21st March 2020**. As a result, the employees who were already working in offshore were compelled to continue offshore duty, which ended after around 73 days and it continued for next two schedules also. Now employees have almost completed their four trips by performing offshore duty at different locations.

Your esteemed authority is requested to kindly give direction to concerned authorities that they should sanction **ODL (Offshore Duty Leave)** to the employees performed duty for the period from **1st Jan 2020 to 31st Dec 2020**, by calculating number of duty days in offshore. As per existing instructions in the HR Manual one ODL for completed 14 days duty in offshore should be granted to them. As there are wide spread rumours and misinterpretation of above mentioned instructions in HR Manual, clarity is required from your office to the concerned departments of **Drilling & Production**.

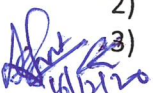
Thanking you,
Yours faithfully,


(Pradeep Mayekar)
General Secretary

O/c

Copy to:

- 1) CGM I/c HR-ER, MH Asset, ONGC-WOU, V. Bhavan, Bandra (E), Mum 51.
- 2) CGM I/c HR-ER, Services, ONGC-WOU, 11 High, Sion, Mumbai 17.
- 3) GM I/c IR, ONGC-WOU, NBP Gr. Heights, BKC, Bandra (E), Mumbai 51.


15/12/20

18.B PATERNITY LEAVE:

The competent authority may grant to a male employee with less than two surviving children, Paternity Leave on full pay which shall be for a period of 15 days, during the confinement of his wife, provided the leave applied for is duly supported by documentary evidence. The Paternity Leave shall not be debited against the leave account and may be combined with other kinds of leave. It may not, normally, be refused under any circumstances.

19.OFFSHORE DUTY LEAVE:

The Competent Authority may grant *Offshore Duty Leave* in lieu of casual leave to employees working on 14 days on-off pattern in offshore areas, as per the following terms and conditions:-

- (i) The Employees posted in Offshore on *14 days on/off* pattern areas only, will be granted one day Offshore Duty Leave for each completed full cycle of 14 days on duty.
- (ii) The *Offshore Duty Leave* together with the Earned Leave in his account in respect of an employee shall not exceed 240 days.
- (iii) The Employees may avail or encash the Offshore Duty Leave at par with Earned Leave at their option.
- (iv) In case an employee has already availed himself of Casual Leave in excess of one casual leave per month during the Calendar year before being placed on *14 days on/off* shift pattern in offshore areas the excess Casual Leave so availed shall be adjusted against the *Offshore Duty Leave* to be subsequently admissible under these orders.
- (v) In case the employee is posted subsequently on Onshore during the calendar year, he will be entitled to Casual Leave on pro-rata basis for the remaining part of the year.
- (vi) The *Offshore Duty Leave* may be availed by the employees without disturbing the shift pattern while posted in Offshore or be encashed during Offshore posting or even later.

20.CARRY FORWARD OF LEAVE :

- (1) In a case where an Employee of the Company moves to any other Public Sector Undertaking with the consent of the company and of the other undertaking concerned, he shall be entitled to carry forward the earned leave/half pay leave standing to his credit on the date of his relief from the company under the Rules applicable to him.
- (2) The lumpsum payment towards earned leave and half pay leave would be made to the Public Sector undertaking to which Employee is moving, on the basis of the leave salary, which the employee would have drawn on the date of his relief.

21.ADVANCE OF LEAVE SALARY:

Competent Authority may grant an advance of leave salary to an Employee proceeding on leave for a period of 30 days or more, subject to its adjustment from the pay or leave salary paid to the Employee subsequent to the grant of such advance.