



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

Department of Employee Relations

Corporate Policy Section

“ग्रीन हिल्स”, ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून

'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

No. DDN/CORP-ER/ESTT-POLICY/2021/TA/784598

Date: 05.07.2021

OFFICE ORDER (24 /2021)

Subject: Reimbursement of taxi charges for double the amount of distance travelled due to Coronavirus Pandemic – Reopening of settled bills.

Reference is invited to Para 'g' of office order titled “Reimbursement of taxi charges for both to-and-fro journey performed during Covid-19 pandemic for employees posted in 14 days ON / OFF duty and Geophysical Field Party” dated 15.02.2021. As per the referred para, Travelling Allowance (TA) bills already settled were not to be re-opened. **(Copy enclosed).**

Executive Committee (EC) in its 554th meeting held on 16th June, 2021 at New Delhi accorded approval for **reopening of settled bills** of employees for reimbursement of taxi charges for double the actual distance for both to-and-fro journey due to Coronavirus Pandemic. The modalities for availing the same are as enumerated below:

- a) Employees posted in 14 days ON / OFF duty and Geophysical Field Party who have already settled TA bills prior to 15.02.2021, for travel originating between 25.03.2020 to 31.08.2020, may prefer supplementary claim only for the purpose of reimbursement of taxi charges for double the amount of distance travelled due to Coronavirus Pandemic based on office order dated 15.02.2021.
- b) The concerned employee shall submit the supplementary claim for the additional amount which will be sanctioned by L-1. After sanction, the documents shall be forwarded to local PCS for payment. PCS will create the payment record with trip number and same shall be accounted in travel GL.
- c) All other existing terms and conditions mentioned in office order dated 15.02.2021 shall remain unchanged.
- d) This is a one-time settlement and shall not be quoted as precedent for any settlement of TA bills in future.


(Aseem Kumar Sinha)
CGM (HR) – Corporate Policy



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/2020/TA/719592

Date: 15.02.2021

OFFICE ORDER (02/2021)

Subject: Reimbursement of taxi charges for both to-and-fro journey performed during COVID-19 pandemic for employees posted in 14 days ON/OFF duty and Geophysical Field party.

Executive Committee (EC) in its 549th meeting held on 21.01.2021 at New Delhi has accorded approval for reimbursement of taxi charges for double the distance travelled due to COVID-19 pandemic with following modalities:

- a) Employees posted in 14 days ON/OFF duty and Geophysical Field party be reimbursed full taxi / shared taxi / auto / other modes charges on production of receipt, for double the actual distance travelled (Residence /Airport/ Railway Station/ Bus/Taxi stand to duty point or vice-versa) **for both to-and-fro journey** (without the restriction of 150 KM) or the actual travel cost, whichever is less at the applicable rate.

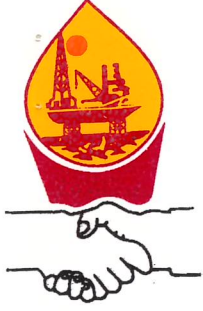
Example 1: An employee at E-1 & above level who has paid say ₹6200.00 for onward journey in full taxi travelling a distance of say 200 km. The amount to be reimbursed shall be $200\text{kms} \times 2 \times ₹16 = ₹6400.00$, restricted to ₹6200.00.

Example 2: An employee at below E-1 level who has paid say ₹ 6500.00 for return journey in full taxi travelling a distance of say 200 km. The amount to be reimbursed shall be $200\text{kms} \times 2 \times ₹16 = ₹6400$, restricted to ₹6400.00.

- b) CPP charges, wherever applicable, shall continue to be paid at the existing rates.
- c) In cases of travel by full taxi / auto/ other modes, no CPP charges would be payable.
- d) Further, the condition that shared taxi charges + CPP should not exceed full taxi charges will continue.
- e) L-1 shall be the Competent Authority for approval of travel expense in such cases. All such cases to be reported to the office of Chief, Employee Relations for apprising Director (HR).

- f) Such reimbursement can only be claimed on providing the taxi bills / receipt or proof of payment.
- g) TA Bills already settled will not be re-opened. However, pending claims, if any, shall be regulated as per these guidelines.
- h) This is a one-time dispensation due to COVID-19 pandemic and valid for travel originating between **25.03.2020 to 31.08.2020**.
- i) Reimbursement in case of employees travelled in own conveyance would be regulated in terms of O.O. No. 17(49)/18-TA Automation/CP dated 10.02.2020.


(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 Hormony-I, Poonam Nagar, Off. JV Link Road, Andheri (E), Mumbai - 400 093.

REF. : ONGC/KS/ 88 /2021

DATE : 26/02/2021

To,
The Chairman & MD
ONGC
5, Nelson Mandela Marg,
Vasant Kunj,
New Delhi

The Director (HR)

The Director (Offshore)

The Director (T&FS)

Sub.: Request to reopen the cases of reimbursement of CPP Charges of employees who have performed duty in offshore during difficult time of pandemic COVID- 19

Respected Sir/Madam

This has reference to the office order no. DDN/CORP-ER/ESTT-POLICY/2020/TA/19592 dtd. 15.02.2021 regarding reimbursement of Taxi Charges both to and fro journey performed during COVID-19 pandemic for employees posted in 14 days on/off duty and Geophysical Field party. Particularly following two points mentioned in the circular required rational mind application to reconsider the CPP claims of the employees already **settle** and who have rendered dedicated service to maintain the production of Oil and Gas in offshore, while issuing orders/circulars corporate office always forgets that Mumbai Region is a flag ship project of ONGC.

Following are the two points needs due consideration:

TA bills already settled will not be reopened however, pending claims if any shall be regulated as per these guidelines

This is one time dispensation due to COVID-19 pandemic and valid for travel origination between 25.03.2020 to 31.08.2020.

Very unfortunate to note that deciding authority is neither aware of the situation in Maharashtra and in the entire nation during the period of pandemic COVID-19 nor they have taken pain to realize the same. To refresh the circumstances prevailing and the period too, to the authorities in Head Quarters, we take this opportunity to detail the same without prejudice to none.

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Sir, the lockdown in the entire nation was declared on 21st March, 2020. The employees were already in the offshore on duty and were held up for more than 73 days i.e. till mid-June, as no air transport (Helicopter Service) was available to bring them to shore. Almost all the employees did their first trip of 73 days in offshore.

We not only appreciate but are also grateful of this unique gesture that ONGC management arranged special chartered planes for the employees those were supposed to come to Mumbai for offshore duty. They all were brought to Mumbai from different location of entire nation i.e. from Delhi, Kolkata, Baroda, Chennai, Dehradun etc. and in the same plane employees held up in offshore were send back to their nearest location of native place/residence to Delhi, Baroda, Kolkata, Chennai, Dehradun etc.

Employees who were resident of Maharashtra were send to their native place by arranging vehicles and Buses to different districts. This happened in the first week of May, 2020.

Employees sent to offshore in the first week of May, 2020 were brought back to shore after performing the duty of around 50 to 60 days i.e. from last week of June to 1st week of Aug., 2020. They were also sent to various district to their native place by arranging vehicles and Buses. It is pertinent to mention here that, management had obtained police permissions for buses and vehicles to travel from Mumbai to various districts.

Even then employees in the remote locality of Maharashtra were not able to reach Mumbai as there was no transport mode available neither there were District Collector's permission as lock down was declared. Inter district movements were also banned very strictly by Govt. of Maharashtra. During these periods all these employees were compelled to come to Mumbai to attend their offshore duty by sending emails or telephone messages.

A panicky situation was created for all these employees to come to Mumbai. The only option was left for them was to hire special vehicle who charged them Rs. 15,000/- to Rs. 20,000/- to come to Mumbai. Vehicle operators were required to take police permission to travel to all these districts more over all these drivers were quarantined for 15 days after returning to their destinations/native places. All the expenses incurred by vehicle operators were charged to our travelling employees during this period.

The issue of exorbitant charges was discussed with Mrs. Alka Mittal, Director (HR) when our union had some reservation to sign the long term settlement (LTS) of unionized category. These two issues of Hotel bills of quarantined period after reaching to their native places where they were again compulsorily quarantined as per the Govt. guide lines.

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The issue of exorbitant charges of hired vehicles was brought to the notice by our letter **No. ONGC/KS/015/2020, dated 4.8.2020**. Please find attached the copy of the same for your perusal. It is pertinent to mention here that our union has played very important role by pursuing employees to perform offshore duty immaterial of the number of days required to, during such abnormal conditions. The union has assured them that all these bills will be reimbursed as **Director (HR)** has given us assurance in the meeting held on **4.8.2020 where Shri Sanjay Wadhvani then ED-Chief-ER** was also present.

After submitting the T. A. bills of Rs.15,000/- to Rs. 20,000/- only Rs. 1000/- to Rs. 1500/- were sanctioned to them. After discussing the issue with Director (HR) office order has been issued after lapses of 6 months, this is a mockery of dedicated service rendered by employees risking their life also. Please note that three regular employees, three contractual employees sacrificed their life getting infected by the virus, hope at HQ details are available how many had to be shifted and hospitalized while performing their duties in offshore installations, still other offshore going employees did not stop going to offshore for the cause of the organization.

Kindly note that there are very few bills and it is not mistake of the employees they have submitted the bills in the following months. It is actual expenditure incurred by them to attend their duty and must be consider by the management by reopening their claims.

We strongly condemn the attitude of deciding authority. It is our sincere request to the management to stop such insulting attitude and making mockery of employees who are dedicated and are sincerely attending their duty from last one year during the period of COVID-19 in the offshore.

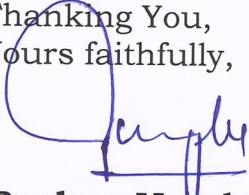
These are the claims of employees who are operating from very remote locations and some of them have travel from other states also by paying special charges for vehicles. The financial implication is very less more over management must have spent more manhours of very senior officer to decide and to issue the circular where administrative cost is more than the claims. Other than these few employees, Mumbai Region has arranged buses and vehicles for the employees commuting from various district.

Your esteemed authorities are requested to kindly reconsider the cases already settle because these are TA bills of the period from May to Aug.,2020 and how can we expect to submit the TA bills after 6 months when deciding authority has taken 6 months to issue the circular. The clauses mentioned in the circular is illogical and unethical also. Moreover we once again emphasize it is mockery of the dedicated and sincere service rendered by employees in **Offshore and Onshore fields also.**

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Once again we request your esteemed authority to delete the clause mentioned in the circular as explained above and directions may please be given to the concerned authority to reopen the so called settled issues at the earliest as there is wide spread unrest among the offshore going employees including executives.

Thanking You,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

Copy to:

- 1) ED - Chief ER, ONGC, Green Hills, Tel Bhavan, Dehradun.
- 2) ED - CDS, ONGC, WOU, 11 High, Sion, Mumbai 400 017
- 3) ED - MH Asset. ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 51
- 4) ED-N&H Asset. ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 51
- 5) ED-B&S Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 51
- 6) ED-HDS, ONGC, WOU, 11 High, Sion, Mumbai 400 017
- 7) ED - Deep water, ONGC, WOU, 11 High, Sion, Mumbai 400 017
- 8) GGM - HRO, ONGC, WOU, Green Heights, BKC, Bandra (E), Mumbai 51.
- 9) CGM-I/c, HR/ER, MH Asset. ONGC, WOU, V.Bhavan, Bandra (E), Mumbai
- 10) CGM - I/c, HR/ER Services, ONGC, WOU, 11 High, Sion, Mumbai 17
- 11) GM - Head Corporate IR, ONGC, Green Hills, Tel Bhavan, Dehradun.
- 12) GM - I/c IR, ONGC, WOU, Green Heights, BKC, Bandra (E), Mumbai 51.
- 13) GM (HR), Corporate Policy, ONGC, Green Hills, Tel Bhavan, Dehradun.
- ✓ 14) Regional Labour Commissioner, (CL), Shramraksha Bhavan, Sion, Mumbai.



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHTANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

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

REF. : ONGC/KS/ 015 /20 20

DATE : 4/08/2020

To,
The GGM- HRO,
ONGC, WOU,
NBP Green Heights, BKC,
Bandra (E),
Mumbai 40005.

Subject: Reimbursement of exorbitant CPP charges as a special case incurred by employees travelling from residence to Mumbai in Maharashtra to attend the offshore ON/OFF duty.

Respected Sir,

The pandemic situation of COVID-19 has compelled to lockdown the cities, states and Nation and all the travelling modes are ceased due to lockdown. Now Govt has allowed to run cars, hired cars, buses etc. within the district only. As your authority is aware most of employees recruited during last ten years are staying out of Mumbai but within Maharashtra state.

The only mode for travelling available is hired cars to reach nearest Airport. Some of the employees have travelled by hired car from their residence to Mumbai. Some of the employees are residing in the interior part of the state. Taxi owners are charging exorbitant amount up to Rs. 15000/- as per the distance. These charges are included of return fair also.

As per our circular no. 17 (49)/18- TA Automation/CP, Office Order (03/ 2020), Dated 10/02/2020, Charges are reimbursed only 50% to the employees having the basic pay below Rs. 16000/- (Rupees Sixteen thousand only). Due to this existing circular, very meagre amount is sanctioned i.e. up to Rs. 500/- to 100/- only which is nowhere near the actual amount incurred by the employees for travelling.

Your authority will definitely agree with us, that such an exorbitant amount can not be spent for every trip for resuming duty and going back. The competent authority has to take a decision for reimbursement of actual amount spend towards CPP till the present situation of pandemic COVID-19 normalizes. We are very much thankful to the management for arranging buses, cars for the offshore going employees to reach their home as well as for resuming duty.

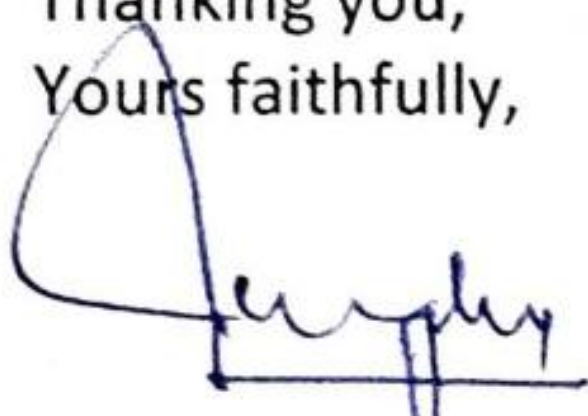
Like, management has taken a decision to hire chartered planes to bring the employees from all the corners of the country, same decision must be taken for reimbursement of exorbitant CPP charges as a special case for offshore going employees.

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The employees are already immensely stressed out due to long schedule of duty in the offshore. It is pertinent to mention here that employees recruited during last ten years, their take home salary is meagre as they have taken house building loan. To bear exorbitant amount of Rs. 8000-15000 for travelling to resume the duty is beyond their capacity.

Your esteemed authority is requested to kindly intervene in the matter and take a decision for reimbursement of CPP amount as a special case incurred by the offshore going employees, non-approvals of actual amount incurred is very frustrating and serious too, it's like disregarding the loyalty as well as dedication and co-operation shown by them for the cause of the organization.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

Copy to:

1. ED- MH Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 400051.
2. ED- N & H Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 400051.
3. ED- B & S Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 400051.
4. ED- HDS, ONGC, WOU, 11 High, Bandra-Sion Link Road, Sion, Mumbai 400017.
5. ED- Deep Water, ONGC, WOU, 11 High, Bandra-Sion Link Road, Sion, Mumbai 400017.
6. CGM I/c HR-ER, MH Asset, ONGC, WOU, Vasudhara Bhavan, Bandra (E), Mumbai 51.
7. GM I/c HR-ER, Services, ONGC, WOU, 11 High, Sion, Mumbai-17.
8. GM I/c IR, ONGC, WOU, Gr. Heights, BKC, Bandra (E), Mumbai 51.