



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLEUM & 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/ 08 /2024

DATE : 18/01/2024

To
The ED – Plant Manager,
ONGC WOU
Dronagiri Bhavan,
LPG Plant, Uran,
Raigad.

o/c

ओ.एन.जी.सी. प्रशा. उरण
ONGC ADMN, URAN
आवक क्र./Inward No.....163..
दिनांक/Date.....18/01/23

Subject : Not to deduct amount sanctioned as “Field Duty Expenditure” to employees of support services like HR, Finance and MM department.

Respected Sir,
This has reference to our earlier letters No.

ONGC/KS/04/2023 Dated 05/01/2023
ONGC/KS/67/2023 Dated 03/07/2023
ONGC/KS/142/2023 Dated 01/09/2023

Regarding extending “**Field Duty Expenditure**” to employees working in the field but are posted in the office at LPG Plant, Uran like Accounts, Material Management, and Administration. Accordingly FDE has been sanctioned to the department of Accounts, MM Department and Administration of LPG plant, Uran.

Now it is understand that for sanctioned amount as FDE, instructions have been received to recover the amount from their salaries of the month **January-2024**.

We have already given detail explanation and justification for employees of LPG plant, Uran posted in the office for extending FDE. Please find enclosed our correspondence for your perusal which is self-explanatory.

We therefore request your esteemed authority to kindly give direction to stop the recovery of the FDE of employees posted in office.

Thanking You,
Yours faithfully,

(Pradeep Mayekar)
General Secretary

o/c

Copy to:

1. Director - Production, ONGC, PDD Urja Bhavan, Vasant Kunj, New Delhi-70
2. Director – HR, ONGC, PDD Urja Bhavan, Vasant Kunj, New Delhi -1100070
3. ED- Chief ER, ONGC, PDD Urja Bhavan, Vasant Kunj, New Delhi -1100070
4. GM – I/c HR/ER, ONGC, WOU, Dronagiri Bhavan, LPG Plant, Uran, Raigad
5. Manager –HR, I/C IR, ONGC, WOU, LPG Plant, Uran, Raigad.



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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/ 142/2023

DATE : 01/09/2023

To,
The Chairman & CEO,
ONGC - WOU,
PDDU Urja Bhavan,
5, Nelson Mandela Marg,
Vasnt Kunj,
New Delhi 110070.

ओ.एन.जी.सी. प्रशा. उरण
ONGC ADMN, URAN
आवक क्र./Inward No. 1360
दिनांक/Date 04/09/2023

The Director (T&FS)
ONGC - WOU,
PDDU Urja Bhavan,
5, Nelson Mandela Marg,
Vasnt Kunj,
New Delhi 110070.

o/c

The Director (Production),
ONGC - WOU,
NBP Green Heights, BKC,
Bandra (E),
Mumbai 400 051.

8000
04/09/23

Subject: Extension of 'Field Duty Expenditure' allowance to employees working within the boundary of Uran Plant, Hazira LPG Plant, Nhava supply Base, Logging section & Fire Section at Panvel.

Respected Sir,

This has reference to our earlier letters no. **ONGC/KS/04/2023 dtd.05/01/2023** and **ONGC/KS/67/2023 dtd.03/07/2023** regarding extending of '**Field Duty Expenditure**' to employees working in the field, but are posted in the offices of Uran & Hazira LPG Plant, Nhava Supply Base like Accounts, Material Management, Administration, and Fire & Logging department at Panvel. Again we are in a receipt of application from the employees working in LPG Plant, Uran for extending "**Field Duty Expenditure**" to them. Please find attached the copies of our earlier letters and application of the employees working in LPG Plant, Uran for your perusal.

As mentioned in our letters prior to this every employee within the boundaries of LPG Plant, Uran and Hazira, Nhava Supply Base were getting Operation Allowance, Shift Duty Allowance and Nourishment Allowance. All these allowances were discontinued after signing of MOS for settling the pay revision due from 01/01/2017.

To support the '**Field Duty Expenditure**' for employees posted in office, we have given detail explanation in our above mentioned letter which is self-explanatory.

In addition to this attached copy of the application signed by employees working in LPG Plant, Uran is also self-explanatory.

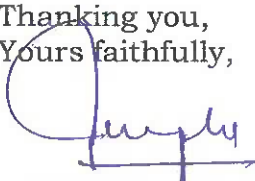
Contd... 2

:: 2 ::

We are enclosing herewith the Webice proof of some employees, where it is clearly mentioned 'Field Duty' as Organizational assignment those who are posted in the office of LPG Plant Uran, Hazira and Nhava Supply Base. Employees associated with logging assignments and posted in Panvel are needed to go to offshore too.

Your esteemed authorities are once again requested to kindly consider the employees posted in office of LPG Plant Uran, Hazira, Nhava Supply Base, Fire section and Logging section of Panvel to extend **Field Duty Expenditure** working within the boundary of field area at the earliest.

Thanking you,
Yours faithfully,


(Pradeep Mayekar)
General Secretary



Copy to:

- 
1. ED-Chief ER, ONGC, PDD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110070.
 2. ED-HRO, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E.), Mumbai 51.
 3. ED-Plant Manager, ONGC, WOU, Dronagiri Bhavan, LPG Plant, Uran Raigad.
 4. ED-Plant Manager, ONGC, WOU, LPG Plant, Hazira, Surat Gujrat.
 5. GGM-Head HRD, ONGC, PDD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110070.
 - ✓ 6. GM I/c. IR, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E.), Mumbai 51.
 7. GM I/c. HR/ER, ONGC, WOU, Dronagiri Bhavan, LPG Plant Uran, Raigad.
 8. GM I/c. HR/ER, ONGC, WOU, LPG Plant, Hazira, Surat, Gujrat.
 9. GM I/c. HR/ER, ONGC, WOU, Phase-I, Panvel, Raigad.
 10. DGM I/c Corporate IR, ONGC, Gr. Hills, Tel Bhavan, Dehradun, Uttarakhand
 11. DGM I/c. HR/ER, ONGC, WOU, Nhava Supply Base, Nhava, Raigad.


4/9/2023

HR NSB
DIARY No. 2/02
Date In 05/09/2023
Date Out

To,
ED- Plant Manager,
ONGC Uran Plant

Date: 30/08/2023

SUB: Field Duty Expenditure to Employee of Support Service working in Uran Plant

WE officials of Uran Plant are being restrain to get the Field Duty Expenditure (FDE) with disparity of Plant area (Field) Versus Office area (Dronagiri Administrative Building) only verbal base instruction thorough In-Charges of respective section.

In this respect the following must be carefully noted:

1. The Uran Plant itself as "Field Duty", once official posted in URAN PLANT, comes under "Pay Role of Field Duty" and
2. The entire Uran Plant comes under Indian Factory Act 1947, without disparity of Plant area (Field) Versus Office area (Dronagiri Administrative Building).
3. WE do PME uniformly as per Indian Factory Act 1947, without any disparity
4. WE also get DANGARI, PPE, Safety Shoes, Soap, Towel etc Kit & Leverage, uniformly without any disparity.
5. WE also got Mining Allowance, Operational Allowances etc. uniformly without any disparity.
6. WE complies all the rules regulations of Indian Factory Act 1947, as well as norms of "Field Duty", without disparity of Plant area (Field) Versus Office area (Dronagiri Administrative Building).
7. WE are allowed by (Webice) the system to claim and approve, as HR ICE programmed the system to comply the Corporate order (FDE).

It is established practice that, any HR-ER related order issues only after well deliberation under respective Direction, HRM then EC to BOARD, and Order issues by Corporate HR-ER office only after signed Minutes of Meeting by complete corum. WE presumes all these disparity of applicability has already been discussed and deliberated and approved by each and every Authority of Corporate forum, then only Order issued. Therefore, any deviation or local level interpretation should not be allowed.

Once any order issues from corporate office, all the authorities and official are bound to obey, restraining compliance at local level. This kinds of local level interpretation practices creating a trend of "doubt on sanctity of applicability of Office Order" in future.

PRAYER:

1. Please stop creating differences between "Officials posted in **PLANT AREA** and Official Posted in **ADMINISTRATIVE BUILDING** within URAN APLANT, as both are complimentary and posted in same payroll of "Field Duty".

2. In compliance of FDE Order, the payment of FDE to all employees who are under payroll of "Field Duty".

Copy to:

1. GM - I/c HR-ER, Uran Plant
2. ASTO - President, Uran Plant
3. General Secretary, Karmachari Sangathana, Uran
4. General Secretary, PEU, Uran
5. Chairperson, WDF, Uran
6. Chairman, ONGC OBC/MOBC EWA, Uran
7. Chairman, ONGC SC/ST EWA, Uran

SI No	Name	CPF	Signature
1	Bhanudas C. Ukande	125415	
2	Dattatray B. Phadatar	138124	
3	Sagar Kumar Sonjipani	125002	
4	Iqbal D. Sheikh	92971	
5	Saurabh Kumar	134306	
6	SANTAY ANANI	92514	
7	Hemant Kumar	82755	
8	Abhay Dongre	82405	
9	I. Aditya Shubhenayon	137293	
10	SUBHASH KUMAR	125926	
11	Pankaj J. Naik	92989	
12	Sarpy S. Pawar	93024	
13	B.K. Patel	92973	
14	Prakash A. Pathare	92995	

NAME

SIRNO	NAME	CPF	SIGNATURE
15	Santay Mhatre	93153	S.M.Mhatre
16	Jaihind J. Patil	93001	J.J.Patil
17	Narundha R. Thali	92985	N.R.Thali
18	Vishant Rana	128451	V.Rana
19	Bhakti A. Thali	136718	B.A.Thali
20	Anurag A. Gowari	139309	A.A.Gowari
21	Pravin Ghavate	49155	P.Ghavate
22	Satjanorayane K	125029	S.K.
23	N.B. PATIL	93006	N.B.Patil
24	Ms. suvarna N. patil	83639	S.N.Patil
25	Sanchi Gaikwad	137374	S.Gaikwad
26	Kamble Anil V.	131515	A.V.Kamble
27	Abhishek P. Patil	140230	A.P.Patil
28	Sineta Sonawshi	56465	S.Sonawshi
29	Sachin G. Kondolka	94121	S.G.
30	Alka Dhende	92666	A.Dhende
31	ROHAK SINGH KHATI	136218	R.S.Khati
32	Tejashree J. Thanage	130646	T.J.Thanage
33	Sumit Kumar Sharma	133573	S.K.Sharma
34	Anita S. Mhatre	126506	A.S.Mhatre
35	Naresh M Ghosale	57454	N.M.Ghosale
36	Sapana S. Patil	126275	S.S.Patil
37	Dilip Yadav	139853	D.Yadav

SR No	Name	CPF	Signature
38	SANTOSH Buyyala	131672	<u>Santosh</u>
39	Aachal M Nagare	134897	<u>Aachal</u>
40	N. L. Patil	93000	<u>N Patil</u>
41	Rajesh Singh	57459	<u>R Singh</u>
42	Swapnil G. Asalkar	126627	<u>S. G. Asalkar</u>
43	V. H. Jadhav	70048	<u>V Jadhav</u>
44	A P V Kerketta	83695	<u>Ashvinketta</u>
45	Dr. Sanjeev Poddar	83914	<u>Dr. Poddar</u>
46	Taduber Murmu	125718	<u>Taduber</u>
47	Prakash A Dole	126472	<u>Prakash A</u>
48	B. S. Kashid	96456	<u>B Kashid</u>
49	R. G. Mali	92988	<u>R Mali</u>
50	Vinay Thakur	127914	<u>V Thakur</u>
51	Gaurav Patange	124447	<u>G Patange</u>
52	Ankur Desai	136271	<u>Ankur</u>
53	Gajender Gharat	92991	<u>Gharat</u>
54	Archana Arhad.	136855	<u>Archana</u>
55	Vijendra Kumar S. Pal	140558	<u>Vijendra</u>
56	Arun G. Mali	83125	<u>Arun</u>
57	Ramesh P. Gharat	92990	<u>R P Gharat</u>
58	Reena Thali	49738	<u>Reena</u>
59	B. S. Kashid.	96456	<u>B Kashid</u>
60	Arun R. Dangre GMIP	76852	<u>Arun</u>



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Website : www.ksmumbai.com

REF. : ONGC/KS/ 57 /2023

DATE : 03/07/2023

To,
The Chairman & CEO,
ONGC
PDDU Urja Bhavan,
5, Nelson Mandela Marg,
Vasnt Kunj,
New Delhi 110070.

a/c



The Director (T&FS)
ONGC - WOU,
PDDU Urja Bhavan,
5, Nelson Mandela Marg,
Vasnt Kunj,
New Delhi 110070.

The Director (Production),
ONGC - WOU,
NBP Green Heights, BKC,
Bandra (E.),
Mumbai 400 051.

05/07/23

Subject: Extension of 'Field Duty Expenditure' allowance to employees working within the boundary of Uran Plant, Hazira LPG Plant, Nhava supply Base, Logging section & Fire Section at Panvel.

Respected Sir,

This has reference to our earlier letter no. **ONGC/KS/04/2023 dtd.05/01/2023** regarding extending of '**Field Duty Expenditure**' to employees working in the field, but are posted in the offices of Uran & Hazira LPG Plant, Nhava Supply Base like Accounts, Material Management, Administration, and Fire & Logging department at Panvel. Please find attached the copy of our earlier letter for your perusal.

As mentioned in our letter prior to this every employee within the boundaries of LPG Plant Uran and Hazira, Nhava Supply Base were getting Operation Allowance, Shift Duty Allowance and Nourishment Allowance. All these allowances were discontinued after signing of MOS for settling the pay revision due from 01/01/2017.

To support the '**Field Duty Expenditure**' for employees posted in office, we have given detail explanation in our above mentioned letter which is self-explanatory.

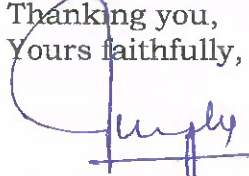
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Contd... 2

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Your esteemed authorities are once again requested to kindly consider the employees posted in office of LPG Plant Uran, Hazira, Nhava Supply Base, Fire section and Logging section of Panvel to extend **Field Duty Expenditure** working within the boundary of field area at the earliest.

Thanking you,
Yours faithfully,


(Pradeep Mayekar)
General Secretary

a/c

Copy to:

- 
1. ED-Chief ER, ONGC, PDD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110070.
 2. ED-HRO, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E.), Mumbai 51.
 3. ED-Plant Manager, ONGC, WOU, Dronagiri Bhavan, LPG Plant, Uran Raigad.
 4. ED-Plant Manager, ONGC, WOU, LPG Plant, Hazira, Surat Gujrat.
 5. GGM-Head HRD, ONGC, PDD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110070.
 6. GM I/c. IR, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E.), Mumbai 51.
 7. GM I/c. HR/ER, ONGC, WOU, Dronagiri Bhavan, LPG Plant Uran, Raigad.
 8. GM I/c. HR/ER, ONGC, WOU, LPG Plant, Hazira, Surat, Gujrat.
 9. GM I/c. HR/ER, ONGC, WOU, Phase I, Panvel, Raigad.
 10. DGM I/c Corporate IR, ONGC, Gr. Hills, Tel Bhavan, Dehradun, Uttarakhand
 11. DGM I/c. HR/ER, ONGC, WOU, Nhava Supply Base, Nhava, Raigad.


5/7/2023



HR NSB

DIARY No. 1307

Date In. 10/01/2023

Date Out.

**OIL & NATURAL GAS CORPORATION
(WOU) KARMACHARI SANGHATANA**

AFFILIATED TO - PETROLEUM & GAS WORKERS' FEDERATION OF INDIA

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Website : www.ksmumbai.com

REF. : ONGC/KS/ 04 /2023

ONGC
ADMN URBAN
Inward No. 99
Date. 10/01/23

DATE : 05/01/2023

To,
The Chairman,
ONGC - WOU,
PDDU Urja Bhavan,
5, Nelson Mandela Marg,
Vasnt Kunj,
New Delhi 110070.

o/c

The Director (Offshore),
ONGC - WOU,
NBP Gr. Hts, BKC,
Bandra (E.),
Mumbai 400 051.

Received on 12/1/23
@ 1500 hrs
ABR
228/247

Subject: Extension of "Field Duty Expenditure" allowance to employees working within the boundary area of Uran & Hazira LPG Plant, Nhava supply Base, Logging section & Fire Section at Panvel.

Respected Sir,

This has reference to our "**Field Duty Expenditure**" allowance sanctioned to field going employees and some support services like Fire Department. ONGC Mumbai Region includes offshore, (Drilling & Production), Nhava Supply Base, Helibase, Panvel, LPG Plant Uran and Hazira, Support Services including Logging operation, well service, Reservoir Section, Well completion, Cementing & Goa. As per the email sent from Head Quarter, 95% of employees working in the field and offshore in the three shifts and general shifts are covered and are entitled to get **Field Duty Expenditure** allowance.

Unfortunately, employees working in the field but are posted in the offices of Uran & Hazira LPG Plant, Nhava Supply Base, Panvel like Accounts, Material Management, Administration, Fire department in Panvel are not extended the **Field Duty Expenditure** allowance. It is pertinent to mention here that prior to this every employee within the boundaries of LPG Plant Uran and Hazira, Nhava Supply Base were getting Operation Allowance, Shift Duty Allowance and Nourishment Allowance. These all allowances were discontinued after signing of MOS for settling the pay revision due from 01/01/2017.

Contd 2

Initially ONGC Management had decided to recover the amount of operation allowance, nourishment allowance & shift allowance paid from 01/01/2017 from the payment arrears of the employees till the date of signing pay revision which was strongly opposed by **ONGC (WOU) Karmachari Sanghatana** a recognized union of Mumbai Region, where the other 11 recognized unions in ONGC co-ordination committee had already signed the agreement of pay revision.

Needless to mention here that **Mumbai Region** is contributing **70%** of production of entire ONGC in the Nation. Again, we would like to emphasize that Mumbai Region is the "**Flagship Project**" giving bread and butter to entire ONGC. As a result, Pay-revision committee compelled to declare that no pay revision can be implemented without signature of Mumbai Region, a recognized union.

After assurance by the then **CMD Shri Shashi Shankar** and **Director (HR) Smt. Alka Mitttal** on video conference during the pandemic of Covid-19, agreement of pay revision was signed by our union on **15th August 2020** and decision was taken that no deduction of amount from 01/01/2017 of three allowances mentioned above, but all these three allowances will be discontinued and in place of them new allowance will be decided for field going employees.

As we have mentioned above, prior to the **Field Duty Expenditure**, Operation Allowance, Shift Allowance and Nourishment Allowance was admissible to all employees working within the boundary of LPG Plant Uran, Hazira and Nhava supply Base. Nhava supply base is also covered under Factory Act 1956. The general shift at Nhava Supply Base is of 09:00 hours per day as compared to office working hours of employees are 08:00 Hrs. per day. Employees in the field are working for almost 22:00 Hrs. more in a month, than employees working in the offices at other various locations in ONGC.

Our demand for extending FDE allowance may please be considered on the following facts

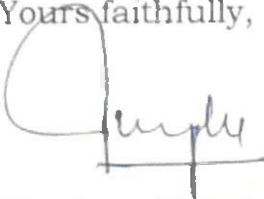
- Operation allowance was continuously paid to all employees in Uran and Hazira LPG plant till 15th Aug. 2020, prior to sanction of FDE vide office order no. ONGC/ER/C/ALL/010 Dated 17/04/2013 Please find attached the copy of office order for your perusal.
- LPG Plant Uran & Hazira is covered under Factory Act 1956. The working hours of general shift is 09:00 Hrs. i.e. around 22 hours more in a month, which is more than the hours of employees working in the various offices in Mumbai Region.
- FDE is sanctioned in the Fire Department in other regions of ONGC. Please find enclosed the representation given by fire personnel in the Panvel fire station which is self-explanatory.
- Office posted employees in Uran and Hazira LPG Plant has to go inside the plant/field area as and when required for related work, without their contribution smooth function of plant is not possible.

:: 03 ::

- LPG Plant Uran & Hazira has major contribution towards processing of Crude Oil & Natural Gas from offshore.
- As per factory Act total Plant including supporting offices is considered as field area, so also logging section in Panvel have to do intensive maintenance activities pertaining to Offshore.

Your esteemed authority is requested to kindly extend the **Field Duty Expenditure** allowance to all the employees working within the boundary of field area, Fire Station & Logging Section at the earliest as explained above.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

c/c

Copy to:

1. ED-Chief ER, ONGC, PDD Urja Bhavan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi 110070.
2. ED-HRO, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E.), Mumbai 51.
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8. GM I/c. HR/ER, ONGC, WOU, LPG Plant, Hazira, Surat, Gujrat.
9. GM I/c. HR/ER, ONGC, WOU, Phase I, Panvel, Raigad.
10. DGM I/c. HR/ER, ONGC, WOU, Nhava Supply Base, Nhava, Raigad.

V. K. L.
12/11/2023

M. Wate
12/11/2023

To,

Date :02/12/2022

GM(HR) I/C-HR-ER
Panvel Administration
Phase-I Panvel

Sub: Regarding Payment of Field Duty Expenditure

R/Sir,

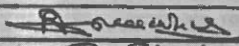
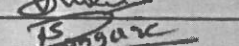
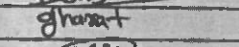
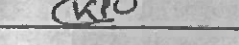
In Reference to mail dated 31/08/2022 on Field Duty Expenditure(FDE) we the undersigned Fire Service Personnel posted at ONGC Sub Fire Station Panvel would like to brought the matter of payment of Field Duty Expenditure for your kind consideration and necessary action at your end please.

Job Assignment's of Fire Personnel posted at ONGC Sub Fire Station Panvel

- Working in Round 'O' Clock Shift Duty Pattern
- Manning stand alone 24 X 7 X 365 Fire Control Room at Fire Station ONGC Panvel.
- No Provision of food and canteen facility ,Fire personnel have to manage food for them self on Saturday, Sunday Closed Holiday and also after office Hours .
- Testing , Running and operation of Fire Tender ,Fire Jeep
- Attending Fire Call Inside ONGC and Out side ONGC (i.e. MIDC and local near by area)
- Catering Fire Safety and Fire Prevention and conducting Mock Fire & Evacuation Drills at ONGC Panvel Phase-I,II,III (i.e. IOGPT, IEOT, SPIC, Logging Base ,RGL, Administration block ,Hospital block , Kendriya Vidayala , Residential Colony and including Explosive Magazine House).
- Attending Hot works Stand by duty , Attending VIP/ Heliport Stand by Duty
- Imparting First Aid Fire Fighting & Fire Awareness Training all Employees of Panvel including CISF Posted at Magazine House Panvel
- Coordinating Maintenance Work of Fix Fire Fighting Equipment's
- Look after the General up keepment of Fire Station and Fire Equipments.
- ONGC Sub Fire Staion Panvel is participating every year for the competition of the Best Sub Fire Staion Award ,Total nine Sub Fire Station are comes in this category all over the ONGC
- We are attending

Our Fire Station is also working at par with other Fire Stations of ONGC which are considered for FDE ,Hence considering at par with other Fire Stations we are also eligible for FDE .

With Warm Regards

Sr. No	Name	Designation	CPF No	Type of Duty	Signature
01	R.N.Sonawane	Sr. ACI(F)	57067	General Shift	
02	Sunil Yadav	Fire Insp. GD II	120669	General Shift	
03	V.P.Shegaonkar	Fire Supervisor	125055	Round 'O' Clock	
04	S.B.Dongare	Fire Supervisor	126295	Round 'O' Clock	
05	J.M.Gharat	Fire Supervisor	128068	Round 'O' Clock	
06	K.P.Chavan	Fireman GD III	127962	Round 'O' Clock	

Copy to :

1.General Secretary , Karmachari Sanghtana (WOU)

आमलवासी, ५-१५८१ ४२१११
इत 622 दिनांक 11/12/2022
आरट

From: SUNIL12 KUMAR/ONGCL
To: PRADEEP SANE/ONGCL@ONGCL, VIMAL KUMAR1/ONGCL@ONGCL, VIJAYNAGINLAL JAISWAL/ONGCL@ONGCL, Musebkhan A Pathan/ONGCL@ONGCL, SANJIB PRAHARAJ/ONGCL@ONGCL, Sahil Negi/ONGCL@ONGCL, Rahul1 Saini/ONGCL@ONGCL, Paramjeet/ONGCL@ONGCL, Tania Bakshi/ONGCL@ONGCL

Date: Wednesday, August 31, 2022 01:12PM

Subject: Fw: Field Duty Expenditure (FDE) to employees posted in Field Duty

Chief Manager (HR) -I/C-Estt to save / store the trailing mail as Office Order and circulate among employees

----- Original message -----

From: CHIEF ER/ONGCL

To: T MALIK/ONGCL, NAMIT SHARMA/ONGCL, BK1 DAS/ONGCL, V K GOKHALE/ONGCL, KRK SINGH/ONGCL, PRASUNKUMAR1 SINHA/ONGCL, ADITYA JOHRI/ONGCL, SS2 SHARMA/ONGCL, R K DHASMANA/ONGCL, CB YADAVA/ONGCL, SANJAY VERMA/ONGCL, GOPAL JOSHI/ONGCL

Cc: NOVELANIL KUJUR/ONGCL, PANDIYAN NALLAKAN NAIDU/ONGCL, PRANJAL DUWARAH/ONGCL, MAHESH1 KUMAR/ONGCL, S3 BHATTACHARJEE/ONGCL, AM KUMAR/ONGCL, RAMARAO R/ONGCL, SUNIL12 KUMAR/ONGCL, P VENKATARAMAN/ONGCL, ASHOK KUMAR2/OVL/ONGCL, PRASUN KUMAR/ONGCL

Subject: Field Duty Expenditure (FDE) to employees posted in Field Duty

Date: Wed, Aug 31, 2022 1:06 PM

Madam/Sir,

Executive Committee (EC) in its 5th Special Meeting held on 25.07.2022 at New Delhi has accorded approval to pay Field Duty Expenditure (FDE) to employees posted in Field Duties in different duty patterns along with the modalities, as mentioned below:

A. Eligibility to claim FDE:

1. All employees directly connected with drilling, production or exploration in the field whose duty points are at drill sites, oil field installation and attending duty in shift.
2. Employees working in Logging, Cementing, Field Maintenance, Well Stimulation Services, Reservoir along with Transport and Communications personnel, connected directly with these services who are also directly related to field activities at various stages of drilling and production operations.
3. Fire and Security Personnel whose duty points are at drill sites / installations and attending duty in shifts.
4. Employees working in round the clock shift operations at Nhava, Hazira, Uran & Tatipaka Refinery.
5. Employees working in Helibase, Mumbai in regular multiple shift of 8 hours/12 hours i.e. those working in morning/evening/night shifts may be eligible for FDE.
6. Employees who are otherwise not eligible for FDE, when deployed in field duty directly related to field activities at various stages of drilling, production and exploration, for some temporary work or as per organizational requirement shall be paid FDE for actual number of shift duties performed in a month.

B. Entitlement:

Category	Onshore						Offshore	
	Round the Clock 8 hrs. Shift & General Shift (Rs.)		12 hrs duty in two Shift in 2 days ON/OFF pattern (Rs.)		14 day ON/OFF (Rs)		14 day ON/OFF (Rs)	
	Per shift per day	Monthly cap	Per shift per day	Monthly cap	Per shift	Monthly cap	Per shift per	Monthly cap

					per day		day	
Executives E5 and above	850/-	18000/-	1400/-	21000/-	1800/-	25000/-	2000/-	28000/-
Executives (E0 - E4 level) and S Level	650/-	14000/-	1100/-	16000/-	1300/-	18000/-	1500/-	21000/-
Non-executives other than S Level	450/-	10000/-	750/-	11000/-	900/-	12000/-	1100/-	16000/-

Note :

Field duty expenditure (FDE) applicable in case of Round the Clock 8 hours shift pattern of duty, as indicated in above table, shall be payable to the eligible personnel indicated at point. 2 & 6 above, for actual number of shift duties performed in a month.

C. General conditions:-For employees as at Point 1 above :

- The place of duty shall be in the field i.e. in the open and should not be located in any office/laboratory/or storage yards.
- The employee must work in shift.

For employees as at Point 2 to 6 above :

- The place of duty should not be located in any office/lab/storage yard.
- The employee must work in shift.
- The payment of Field Duty Expenditure will be subject to the condition that these employees remain at the site during the continuance and execution of the operation specific to their area of work.
- Since employees in these departments such as logging, cementing, Field Maintenance, WSS, Reservoir etc. do not work in shifts, the total time spent in the field during a calendar month will be converted into number of shifts for the purpose of payment of Filed Duty Expenditure by dividing the same by 8 hours, being the normal time duration of a shift. Fraction of the shift upto 0.5 shall be ignored and fraction above 0.5 will be counted as one shift on monthly basis for payment of Field Duty Expenditure on pro-rata basis. This data shall be maintained by employee and validated by the Controlling officer.

D. Procedure for claim:

- A separate node shall be created in Webice for claim of expenses related to "Field Duty Expenditure".
- Employees eligible for FDE shall submit the monthly claim in Webice which shall be verified by Sectional Heads / Controlling Officer not below E-6 level. If Controlling Officer is at below E-6 level, it shall be verified at L-III/L-II level.
- Payment of FDE shall be made in the following month on self-certification basis. Every employee will be required to submit his/her claim on monthly basis. At the time of submission of claim, the employee shall be required to submit declaration that "I certify that the claim submitted has been spent by the undersigned and is as per company policy."
- It will be paid through regular off-cycle payment limited to one claim per month per eligible employee.

Payment of Field Duty Expenditure (FDE) shall be effective and payable from the month of issue of communication in this regard.

Any tax applicable shall be borne by the individual employees.

Regards,

Rajan Asthana
ED-Chief ER



OIL AND NATURAL GAS CORPORATION LIMITED
Office of Chief-ER

Corporate Policy Section
II Floor, B. S. Negi Bhavan
Tel Bhavan, Dehradun – 248003

O.O. No. ONGC/ER/CP/ALL/010
Last Updated on: 17.04.2013.

OFFICE ORDER (ALL-010)

Sub: OPERATIONAL ALLOWANCE

In supersession to all the earlier instructions on the subject, the payment of Operational Allowance will be regulated as follows:

1. SCOPE:

This allowance shall be payable to such employees who are engaged in operational activities in onshore areas, in consideration of the arduous and / or hazardous nature of work performed, including the extra time involved in traveling to and from their duty points.

2. ELIGIBILITY:

- A) All the employees directly connected with drilling or production in the field whose duty points are at drill sites, oil field installation and attending duty in shift.
- B) Employees working in Logging, Cementing, Field Maintenance, Well Stimulation Services, Reservoir along with Transport and Communications personnel connected directly with these services who are also directly related to field activities at various stages of drilling and production operations.

Note:

- (i) Those Fire and Security Personnel whose duty points are at drill sites / installations and attending duty in shifts and fulfill all the requisite terms and conditions.

3. ENTITLEMENT:

- A) The payment of Operational Allowance will be made for the employees as at Para 2A above at the following rates w.e.f. 1.1.2002 and shall be effective for five years:

- i) The place of duty shall be in the field i.e. in the open and should not be located in any office / laboratory / or storage shed.
- ii) The employee must work in shift i.e. either in two / three shifts or in the general shift.
- iii) The employee must work for a minimum period of 80% of the working days in the field; those working in the field for less than 80% of the working days in any calendar month will not be eligible to draw the allowance for that month. However, for calculating 80% attendance, absence from duty on account of any of the following reasons, beyond the control of the employee will not be counted and the payment of Operational Allowance will be made on pro-rata basis :-
 - a) Non-availability of transport to work site, where such transport is to be provided by the Corporation.
 - b) Inaccessibility of the site due to natural calamities like severe floods, cyclones, earthquake damages, when the employee is available at base but cannot be transported to site; and
 - c) Absence on account of official tours / seminars / training / conferences, where the individual has been deputed by the Corporation.

NOTE: The Controlling Officer of such employees shall certify such days for exclusion from 80% attendance required for grant of Operational Allowance. It will be the responsibility of the Asset/Basin Manager to devise and introduce an effective system to check the veracity of such certificates. Other cases in which absence is due to action on the part of the employees are not to be certified.

- iv) However, Operational Allowance shall be payable on pro-rata basis for the actual period of duty to an employee who meets with an accident while on duty and is not able to attend duty for the requisite minimum period of 80% of the working days in a calendar month.

The absence of an employee on account of injury should be duly supported by Medical Certificate issued by ONGC authorised Medical Officer.

- v) While submitting the monthly absentee statements to Accounts, the Driller-in-charge or Sectional Heads of the employees working with a drilling or production rig as also those working at production installations will ensure that the employees eligible to draw Operational Allowance as also the period for which the Operational Allowance is to be drawn are clearly indicated therein.

B. For employees at Para 2 B

- i) Since these employees do not work in shifts, the total time spent (excluding journey time) in the field during a calendar month will be

converted into number of shifts for the purpose of payment of Operational Allowance by dividing the same by 8 hours, being the normal duration time of a shift. Fraction of the shift up to 0.5 shall be ignored and fraction above 0.5 will be counted as one shift on monthly basis for payment of Operational Allowance on pro-rata basis.

- ii) The payment of Operational Allowance will be subject to the condition that these employees remain at the site during the continuance and execution of the operation specific to their area of work and fulfillment of other terms and conditions of the scheme.

C. For all employees:

- i) An employee while on leave of any kind will not be entitled to draw Operational Allowance for the period of leave.
- ii) Operational Allowance will be payable to the eligible employees in addition to Drilling Allowance. However, employees drawing Operational Allowance will not be eligible for Offshore Hard Duty Allowance and vice versa.



(S K Tomar)
DGM (HR) - CP

Sl. No	Category	Rate of Operational Allowance
1	General Shift	7.5% of basic pay after applying the factor of 1.35 on the running basic pay
2	Two / Three Shift	10% of basic pay after applying the factor of 1.35 on the running basic pay
3	14 days ON/OFF 12 hours duty on 2 days On-Off pattern in two shifts (w.e.f 01.08.2007)	12.5% of basic pay after applying the factor of 1.35 on the running basic pay

The eligible employees as per Para 2.B will be paid operational allowance @ 7.5% of the basic pay after applying the factor of 1.35 on the running basic pay w.e.f. 01.01.2002 and shall be effective for five years:

3. B) Operational Allowance is payable to the following employees:

S.No	Types of employees	Rate of operational Allowance
1	Employees working in Nhava, 12 VD, Hazira & Uran who fulfill eligibility criteria for payment of Operational Allowance.	@ 10% of Basic pay
2	Employees working in support services i.e. P&A, F&A, MM, Vig. and other support services in Nhava, 12 VD, Hazira & Uran.	@ 7.5 % of Basic pay

Operational Allowance shall be paid after applying the factor of 1.35 on the running basic pay.

3. C) It has also been decided that w.e.f. 7/04/2006, employees working in Juhu, Helibase, Mumbai in regular shifts only may be paid Operational Allowance at the applicable rates. While making payment, it must be ensured that only those employees who work in regular multiple shifts of 8 hours/12 hours i.e. those working in morning/evening/night shifts only are paid Operational Allowance. However, employees working in normal general shift in office environment in support services like HR/F&A/MM and other support services in Juhu, Helibase, Mumbai shall not be eligible for payment of Operational Allowance.

4. GENERAL CONDITIONS:

A) For employees as at Para 2A