OIL & NATURAL GAS CORPORATION
(W.O.U.) KARMACHARI SANGHATANA

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.

Website : www.ksmumbai.com

REF. : ONGC/KS/100/2025

DATE : 13/11/2025

To,

The GM, I/c -HR/ER, Services
ONGC-WOU,
11 High, Bandra Sion Link Road,
Sion
Mumbai - 400 017.

Subject: Non-Payment of "Signing Bonus" to Enlisted Field Operators.

Respected Madam,

This is to bring to your kind attention the issue concerning the non-payment of the signing bonus, equivalent to three months of deemed basic pay, as stipulated in the appointment order No. **MR/HR-ER/SER/TB/FO/2021** dated **15.02.2017**, issued to the enlisted Field Operators. These field operators are issued appointment orders for their 5th terms vide letter no. **MR/HR-ER/SER/9348/2021** dated **22.02.2021.** Please find attached the copy of appointment order for your perusal.

The following employees have successfully completed their sixth tenure term as per the conditions mentioned in their appointment orders:

Sr.	Name	CPF No.	Tenure Expired on
1.	Shri Prashant Pawaskar	93490	14.01.2023
2.	Shri Milind Parkar	93473	30.05.2023
3.	Shri Jitendra Naga	96725	09.09.2023
4.	Shri Sainath Gondhali	106569	21.03.2025
5.	Shri Sunil Sakpal	93472	21.02.2025
6.	Shri Leeladhar Koli	93496	17.06.2024
7.	Shri Ankush Gopal Kathara	93487	21.02.2025
8.	Shri Abrar Ahmad	96476	22.02.2025
9.	Shri Sidharth Bhika	96482	22.03.2025
10.	Shri Kailash Dandekar	96481	02.03.2025

They have received all other applicable dues, including leave encashment & pay revision arrears. However, the signing bonus clearly mentioned under Clause B (ii) on Page 2 of their appointment letters has not yet been disbursed. This clause states:

"On satisfactory completion of service as Tenure Employee as per Para B (ii) above, you will be paid signing bonus equivalent to three months deemed basic pay as specified below. No compensation whatsoever shall be admissible if tenure engagement is terminated consequent to a disciplinary or vigilance case or under Para H (v) & (viii) of this letter."

Contd....2

A copy of the relevant appointment order is enclosed for your kind reference. Despite fulfilling all terms & conditions of their appointment over the last four years, these Field Operators are now in an uncertain situation as their next tenure renewal is still pending & currently, they are not in service at ONGC.

This delay has caused severe financial distress to the affected employees, many of whom are married, have dependent children & bear the added burden of medical expenses for their elderly parents.

We earnestly request your esteemed office to kindly initiate prompt action for the release of the overdue signing bonus for the listed employees at the earliest, in line with the agreed terms of their engagement.

Thanking you,
Yours faithfully,

Pradeep Mayekar
(General Secretary)

Copy to :

1. ED Chief – HR Services, ONGC-WOU,NBP Gr. Hts.,BKC,Bandra (E),Mumbai - 51
2. GM – I/c, IR & Head FMG, ONGC-WOU, NBP Gr. Hts.,BKC,Bandra (E),Mum. - 51

ऑयल ऐण्ड नैचुरल गैस कारपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Human Resources & Employee Relations – Services
Juhu Helibase, Vile-Parle (West), Mumbai – 400 056.
Tel: # 022 2646 6146, 2646 6153, 2646 6100 / Fax: # 022 2660 5834

No.: MR/HR-ER/SER/TB (FO)/2017

Date : 15.02.2017

To,
Shri Sunil Tukaram Sakpal
Thru- Rig Manager – S/Shakti,
ONGC Mumbai.

SUB: TENURE ENGAGEMENT AS FIELD OPERATOR

Dear Shri

In order to meet fixed short term requirement, ONGC, WOU, Mumbai, you are hereby engaged on Four Years (4 Years) temporary Tenure Basis in the Oil and Natural Gas Corporation Limited, WOU, Mumbai for a fixed term as mentioned below in the capacity of **FIELD OPERATOR** for Field Operation.

A. **Place of Posting:**

i) You are advised to report to **Incharge HR/ER – Services, ONGC, *11 high*, Bandra–Sion Link Road, Mumbai–400017** for further directions regarding your assignment / posting.

B. **Duration:**

i) This is a purely ad-hoc engagement for a fixed tenure of a maximum of **four years**.

ii) You are advised **to join duty within 21 days** on your tenure re-engagement as Field Operator. Your tenure engagement will commence from the date of your actual joining and will come to an end on completion of four years from your date of reporting or the date on which you attain the age of 50 years or completion of project/operation, **whichever occurs earlier**.

iii) This tenure engagement will not entitle you, on completion of your tenure or otherwise, to any regular or other appointment or re-engagement with the Oil and Natural Gas Corporation Limited.

C. **Termination of Service:**

i) The company reserves the right to terminate this engagement at any time, during the period of tenure engagement, by giving one month's notice or wages for one month in lieu thereof. You, on your part, may also terminate your engagement with the Corporation likewise.

ii) On satisfactory completion of service as Tenure Employee as per para B(ii) above, you will be paid signing bonus equivalent to three months deemed basic pay as specified below : No compensation whatsoever shall be admissible if tenure engagement is terminated consequent to a disciplinary or vigilance case or under para H(v) & (viii) of this letter.

D. **Emoluments and Other Benefits:**

i) You will be paid consolidated monthly wages of **Rs. 28100/- (Rupees Twenty Eight Thousand One Hundred only) for Field Operations at Offshore ORRs. 26700/-(Rupees Twenty Six Thousand Seven Hundred only) for Field Operations at Onshore, inclusive of all allowances.**

ii) For the limited purpose of determining your entitlement not covered herein above, your basic pay (to be called as tenure pay) will deemed to be Rs.11,000/- per month at any point of time during the entire tenure.

iii) An annual increase of 3% shall be admissible on the tenure pay of Rs.1 1,000/- subject to satisfactory performance.

iv) You may be allotted residential accommodation (A Type) in ONGC colonies, if available, subject to recovery of applicable charges.

v) You shall be entitled to PF, Gratuity and Bonus as per statutory provisions.

vi) Your children will be eligible for preferential admission at par with children of regular employees in ONGC sponsored schools.

vii) You will not be eligible for any other facility / benefit / allowance / reimbursement other than those mentioned in this offer.

E. **Leave.**

i) You shall be entitled to 12 days casual leave, 30 days earned leave and 10 days leave on medical grounds for each year. You shall also be entitled to accumulation of earned leave upto a maximum of 120 days and encashment upto a maximum of 75% of accumulated leave once during a year.

ii) You will be entitled to accident and disability leave as per prescribed instructions of ONGC.

iii) No other type of leave, whatsoever shall be admissible.

iv) ONGC Leave Rules, 1995 shall apply for the purpose of calculation of leave.

F. **Medical :**

i) The premium for obtaining medical insurance policy having family floater cover of Rs. 5 Lakh for employee and family consisting of spouse and two immediate dependents, i.e., children and / or parents shall be reimbursed.

ii) In addition to the reimbursement of premium for getting medical insurance policy(ies), you shall be paid a lump sum amount of Rs.1000/- per month to meet OPD expense for self and family.

G. TA & DA:

i) You shall be entitled for reimbursement of journey fare by sleeper class train accommodation including reservation charges and / or bus fare for to & fro journey for attending on-off duty pattern from residence to the place of duty including forced stay, if any. No other expenses would be reimbursable / admissible for such journeys.

ii) Travel fare for self as above will be admissible for joining duty on initial engagement and on completion of tenure.

iii) While on outstation official duty, you will be entitled to TA/DA at the rate with reference to para D(ii) above.

iv) On successful completion of tenure you will be paid journey fare by entitled class upto home town.

H. General :

i) These requirements arise in order to meet the time bound work program for hydrocarbon blocks with ONGC, awarded under NELP bidding. As the work program is time bound and may change depending upon assessments after initial work, these requirements and engagements are limited to a fixed tenure of four (4) years only.

ii) The work is demanding and requires very high level of physical fitness. The deployment may be on round the clock shift pattern of work. The standards prescribed for test of physical fitness is illustrative of the nature of the work.

iii) You may be assigned to work in any onshore or offshore location in India, during the tenure. You will carry out all jobs/duties as may be assigned to you by the In-charge of your work center from time to time in the interest of Corporation.

iv) You shall be required to sign an undertaking to the effect acknowledging that your engagement on tenure basis will not entitle you for any regular employment and that you will not move any court or authority, seeking regularization based on tenure engagement in the format at Annexure-A.

v) Your engagement on tenure basis shall be subject to verification of character and antecedents, caste certificate to the satisfaction of ONGC. If found unsatisfactory, your services are liable to be terminated without assigning any reason on notice thereof at any time.

vi) You will not be entitled to any other allowances / perquisites applicable to regular employees of the company unless the same have been expressly made applicable to you.

vii) In case of any point of doubt or any matter of interpretation decision of the Management shall be final.

viii) You shall be governed by relevant provisions of ONGC Service Rules, 1995 and CDA Rules, 1994 on any matter not specified above. Any violation of CDA Rules will result in summary termination of your tenure.

ix) The appointment is subject to the production of a certificate of physical fitness by Corporation Medical Authority. For this purpose the candidates shall have to fill up the Annexure 'A' enclosed herein and appear before Incharge Medical Services, ONGC, NBP, Green Heights, BKC, Mumbai.

x) The appointment is further subject to the production of the following original certificates/testimonials:

(a) Attested copies of SSC/ITI/Diploma certificate of the educational qualifications.

(b) Certificate of Age.

(c) Caste Certificate in the prescribed form in support of the claim of belonging to SC/ST/OBC duly issued by District Magistrate/Additional District Magistrate/ Collector/ Dy.Commissioner/ Additional Dy.Commissioner/ Dy.Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Chief Revenue Officer not below the rank of Tehsildar/ Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(d) Discharge certificates from the previous employer (if any) in the prescribed form/ Affidavit to that effects.

(e) Copy of valid Employment Exchange Registration number.

In case the above terms and conditions are acceptable to you, kindly send the duplicate copy of this letter duly signed in token of your acceptance within 7 days of receipt of this letter and report for duty **within 21 days** of issue of this letter failing which this offer of contractual engagement shall stand automatically cancelled and withdrawn without any further reference to you.

Yours faithfully,

15.02.17

(N.P.SINGH)
General Manager (HR)-I/C-HR-ER-Services

Engagement letter with stipulated
Terms and Conditions accepted
Signature _____
Name SUNIL T. SAKPAL
Date 15/02/2017

Copy to:
1) DGM (D)-Rig Manager, Rig Sagar Shakti, ONGC, 11 high, Mumbai.
2) DGM (HR) - I/C R&P Section, ONGC, NBP, Green Heights, BKC, Mumbai
3) DGM-I/C – Medical Services, ONGC, NBP, Green Heights, BKC, Mumbai

OIL AND NATURAL GAS CORPORATION LIMITED
WESTERN OFFSHORE UNIT

HR/ER-SERVICES,
2nd floor, 11 High,
Bandra-Sion Link Road,
Mumbai - 400 017
Tel No. 2408 8262, FAX No 24088909

No. MR/ HR-ER/SER/934872021 22nd February 2021.

From : Office of Incharge HR-ER, Services, ONGC, 2nd Floor, 11 High, Mumbai.

To : Shri Ankush Gopal Kathara, Field Operator, CPF No.93487

Shri Ankush Gopal Kathara, Tenure Based Field Operator, CPF No.93487 is hereby informed that you are re-engaged on fresh appointment for another period of four years from 22nd February 2021 to 21st February 2025 subject to Medical Fitness certification by Medical Head of the concerned Asst/ Bassin after completion of every two years post attainment of 45 years of age.

Other terms and conditions of tenure based field operator is same as that of previous tenure i.e. 20.02.2017 to 19.02.2021. You may report to Rig Manager, Sagar Ratna for further assignment of your duties.

This has the approval of Competent Authority.

(Valsa U Nair)
DGM(HR)

वल्सा नायर
VALSA NAIR
उप महाप्रबंधक (मा.सं.)
Dy. General Manager (HR)
आएनजीसी, मुंबई क्षेत्र
ONGC, Mumbai Region

Copy for information:
1. Rig Manager, Sagar Ratna
2. Incharge Finance-PCS

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कार्मिक संबंध विभाग
ग्रीन हिल्स, भूतल, 'ए' विंग, तेल भवन, देहरादून-248003
Department of Employee Relations
Green Hills, Ground Floor, 'A' Wing, Tel Bhavan, Dehradun-248003
Tel No. 0135-2792177

No. DDN/Corp-ER/Esst-Policy/2019/TBFO/502392 Date: 11.04.2025

OFFICE ORDER (08/2025)

Subject: Consolidated remuneration and other terms and conditions regarding engagement of Tenure Based Field employees.

Review of consolidated remuneration and other terms and conditions of engagement of Tenure Based Field Operators (TBFO) and Tenure Based Field Workers (TBFW) was considered by MCoD, wherein the following have been approved:-

(i) Consolidated remuneration of Tenure Based Field Operators (TBFO) and Tenure Based Field Workers (TBFW) are revised as under:-

Sl. No.	Category	Onshore (other than NE)		Offshore		North East (NE)	
		Existing (Rs. p.m.)	Revised (Rs. p.m.)	Existing (Rs. p.m.)	Revised (Rs. p.m.)	Existing (Rs. p.m.)	Revised (Rs. p.m.)
1.	Field Worker (Low Skilled)	34000	**46000**	39000	**53000**	35400	**48000**
2.	Field Operator (Semi-Skilled)	39000	**53000**	42000	**57000**	40000	**54000**

Consolidated Remuneration includes Tenure Pay of the Tenure Based Field Employees.

(ii) Other terms & conditions of Tenure Based Field Employees

Sl. No.	Subject	Existing	Revised
1.	Tenure Pay i.e. Deemed Basic Pay for limited purpose of determining other admissible benefits.	• Field worker (Low skilled)- Rs. 20,500/- p.m. • Field Operator (Semi-skilled)- Rs. 22,550/- p.m.	• Field worker (Low skilled)- Rs. 31,000/- p.m. • Field Operator (Semi-skilled)- Rs. 34,100/- p.m.
2	Annual increase	3% of Tenure pay	No change

(iii) All statutory benefits as applicable will be extended.

(iv) The above modifications shall be effective from 01.01.2024.

(v) Tenure Based Field Operators and Tenure Based Field Workers who have separated on or after 01.01.2024 shall be paid arrears from 01.01.2024 till their date of separation.

(vi) The revised remuneration shall be valid for a period of 5 years w.e.f. 01.01.2024.

(vii) All other terms and conditions regarding engagement of Tenure Based Field employees shall remain unchanged.

11/4/25

(Vaskar Kr. Barai)
Chief General Manager (HR)

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