



# 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/52 /2025

To  
**The Hon'ble Cabinet Minister**  
Petroleum & Natural Gas,  
Government of India,  
Shastri Bhawan,  
New Delhi - 110001

a/c

प्राप्त  
RECEIVED

DATE : 20/06/2025

उप मुख्य श्रमाधिकार (किन्द्रीय) कार्यालय  
Office of the Dy. Chief Labour Commissioner (O)  
मुंबई / Mumbai

**Subject: Unprecedented up gradation of the entire category of unionized workmen to executive positions in HPCL Vizag Refinery**

Respected Sir,

With due honor, we, the undersigned representing **ONGC (WOU) Karmachari Sanghatana**, would like to draw your kind attention to the following matter and request necessary action.

Sir, very recently, the management of **HPCL Vizag Refinery** entered into an agreement with the unions representing permanent employees, under which the entire category of unionized permanent employees is to be upgraded to executive positions within a very short period. After this up gradation, there will be no permanent workmen left in the refinery—only executives and contract workers will remain.

This development is a matter of serious concern for a **Public Sector Undertaking (PSU)**. The composition of **workmen and executives** is a time tested, long existing practice and it enables the planning, supervision and execution of jobs. The up gradation either indicates that there is no job left for execution of workmen or the executive cadres will now be engaged in all forms of workmen's designated jobs. The existence of a huge number of contract workers in this industry reveals that the first option is not right, and obviously the second is true.

It further indicates that future recruitment will no longer take place in the workmen category, while the executive category will become increasingly overloaded. Generally, every PSU follows a promotion policy whereby workmen are elevated to executive positions upon fulfilling certain prescribed conditions. However, this blanket up gradation of the entire workmen category to executive level is unprecedented in the history of Public Sector Undertakings (PSUs).

In the absence of permanent workmen, the resulting gap will be filled by contract workers, for whom **no proper employment rules, standing orders, or job security provisions** currently exist. The important role of PSU unions in safeguarding and developing PSUs over the past eight decades cannot be denied.

Similar attempts are reportedly being made by the managements of **BPCL, Kochi, Mumbai Refineries** and **HPCL Mumbai Refinery** to upgrade their permanent workmen to the officer category. **We strongly oppose these actions by the respective managements.**

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We apprehend that this sudden mass-promotion exercise is intended to create a union-free workplace, wherein the permanent workforce will no longer have the right to unionize. This poses a serious threat to the **constitutional rights of Indian workers**, and no PSU management should be allowed to set such a precedent.

Under these circumstances, we earnestly request your intervention in the matter and urge you to direct the concerned managements to immediately halt such activities. Failing which, our federation and constituent unions will be compelled to take appropriate organizational steps against the managements across all petroleum sector units.

Thanking you,  
Yours faithfully,

  
**Sr. Vice President**  
**(Parag Kadam)**

*a/c*

**Copy to:**

1. Secretary- Ministry of Petroleum and Gas, Room No. 206-A, Shastri Bhavan, New Delhi - 110001
2. Secretary- Ministry of Labour and Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi- 110001
3. CMD-HPCL, Petroleum House, J S Tata Road, Mumbai- 400020
4. CMD-BPCL, Bharat Bhavan, Bldg. No.1, Ballard Estate, Mumbai- 400001
5. CLC(C), 1st Floor , Shramev Jayte Bhawan , G-4, Dwarka Sector -10 , New Delhi-110075
6. Dy. RLC(C), Shram Raksha Bhawan, 1st Floor, Shiv Shrushti Road, Sion, Mumbai-400022

**MEMORANDUM OF SETTLEMENT  
FORM – H (Refer Rule 58)**

**MEMORANDUM OF SETTLEMENT UNDER SECTION 12 (3) OF THE I.D. ACT, 1947 READ WITH SECTION 18(3) OF THE INDUSTRIAL DISPUTES ACT, 1947 ARRIVED AT ON 17.05.2025 BETWEEN THE MANAGEMENT OF HINDUSTAN PETROLEUM CORPORATION LIMITED, VISAKH REFINERY, VISAKHAPATNAM AND THEIR WORKMEN REPRESENTED BY TRADE UNIONS OF VISAKH REFINERY BEFORE THE DEPUTY CHIEF LABOUR COMMISSIONER (CENTRAL), HYDERABAD, MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA OVER UPGRADATION OF ALL THE WORKMEN OF VISAKH REFINERY FROM NON-MANAGEMENT CADRE TO MANAGEMENT CADRE**

**Names of Parties**

**Management Represented by**

| Corporate HQO                                                                                                                                                                                                                                              | Visakh Refinery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Neelesh Khulbe<br/>Executive Director - ER &amp; SP</li> <li>2. Kattamuru Nagesh<br/>CGM - ERP (HR) &amp; Digital Initiatives (HR)</li> <li>3. D Mukherjee<br/>GM – ER and addl. charge HR Legal Cell</li> </ol> | <ol style="list-style-type: none"> <li>1. Ramanathan Ramakrishnan<br/>Executive Director (I/C) – VR</li> <li>2. Abhishek Trivedi<br/>Executive Director – VRMP</li> <li>3. Krishnan Ramesh<br/>Executive Director – Oprns &amp; Comm</li> <li>4. Ganta Kiran Kumar<br/>CGM – HR</li> <li>5. Lakkoju V S Nageswara Rao<br/>CGM - Fire &amp; Safety</li> <li>6. Vasireddy Rameshbabu<br/>CGM (I/C) - Maintenance</li> <li>7. Parsi Venkata Narayana<br/>CGM - Technical (Inspection, MES &amp; Minor Projects)</li> <li>8. Jagdish Tilakdas Nimje<br/>CGM - Operations</li> <li>9. Balasubramaniam Ravi<br/>CGM - Technical</li> <li>10. Rana Raghubir Singh<br/>CGM - Maintenance</li> <li>11. Pasupuleti Haribabu<br/>CGM - Finance</li> </ol> |

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*(D. SRINIVASULU)*

**Dy. Chief Labour Commissioner (Central)  
Hyderabad**



**The workmen represented by the Unions (Visakh Refinery)**  
**signed for & on behalf of Unions**

| Petroleum Workers Union                             | HPCL Employees' Union                                 |
|-----------------------------------------------------|-------------------------------------------------------|
| 1. M Mahalakshmi Naidu<br>General Secretary         | 1. K N Satyanarayana<br>General Secretary             |
| 2. M Kanthi Kumar<br>Hon' President                 | 2. Venkata Krishna Perisetti<br>Working President     |
| 3. Behera Dipti Ranjan<br>President                 | 3. Bandaru Prabhakara Rao<br>Treasurer                |
| 4. E Srinivas<br>Treasurer                          | 4. Ch Naga Chaitanya<br>Addl. General Secretary       |
| 5. Dharmender Singh Yadav<br>Vice President         | 5. Rajesh Naidu<br>Vice President                     |
| 6. Gangadhar Dasari<br>Vice President               | 6. Jayant Jaiswal<br>Vice President                   |
| 7. Seela Sai Kumar<br>Joint Secretary               | 7. Badireddi Raghu<br>Joint Secretary                 |
| 8. Badireddy Murali Krishna<br>Organising Secretary | 8. Alla Aditya<br>Joint Secretary                     |
| 9. Kartheek Dharmarajula<br>Organising Secretary    | 9. Chandaka Harish<br>Joint Secretary                 |
| 10. BBMS Aravind<br>Dy. General Secretary           | 10. Vulluri Venkata Vikash<br>Organising Secretary    |
| 11. Kasireddy Laxmi Prakash<br>Executive Member     | 11. Marapareddy Venkata Kumar<br>Organising Secretary |
| 12. Sunil Singh Chauhan<br>Executive Member         | 12. Md Gouselal<br>Organising Secretary               |

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**(D. SRINIVASULU)**  
**Dy. Chief Labour Commissioner (Central)**  
**Hyderabad**

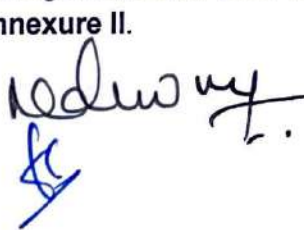
*Reddy*  
*[Signature]*

**SHORT RECITAL OF THE CASE:**

The management of Hindustan Petroleum Corporation Limited has raised an industrial dispute vide Samadhan application ID No.300126839 dated 08.05.2025 over upgradation of employees from non-management cadre to management cadre. On receipt of the same, notice for holding joint discussion was issued to the concerned parties.

Joint discussion was held on 16.05.2025 and finally on 17.05.2025. On 17.05.2025 the matter was seized into conciliation. During the course of joint discussion, the management of HPCL has submitted that HPCL has been always in fore-front in designing and implementation of various people-practices and change initiatives with special focus on the career / benefits of workmen. With the changing times, various policies were developed in consultation with Unions viz., Career Development Policy, Automation / Modernisation / ERP settlement, manning of manpower, Long Term Settlements, etc. Considering the high level of complexity, automation, digitalisation and technological upgradation of Visakh Refinery, a need was felt for a future workforce, which is not only highly skilled and experienced but also vested with due authority and responsibility. Towards this direction, a forward looking Best Practice i.e. Single Executive Cadre has evolved during various discussions with Unions and Management. Bilateral discussions were held with Unions over a period of last two years and it was decided by the management to Upgrade all the existing non-management cadre of Visakh Refinery to Management cadre (E0/E1/E2 grades) with continuation of existing job profile and enhanced job responsibilities and empowerment. This will give greater flexibility in deployment of manpower leading to effective utilization of their expertise/experience. Also, the role holders in their new positions would fall under the ambit of the Conduct Discipline and Appeal Rules applicable to Management Staff of the Corporation. Consequently, future recruitment, induction, capability building, progression and benefits administration, discipline administration of existing Refinery Technicians would be on par with Executives.

Accordingly, after a series of discussions between the Management and the operating unions of Visakh Refinery, a settlement has been reached between the parties under Section 18 (1) of the Industrial Disputes Act, 1947 on 13<sup>th</sup> March 2025 / 30<sup>th</sup> April 2025 on the salient aspects of such upgradation as per **Annexure-I**. Further to such Memorandum of Understanding dt.13<sup>th</sup> March 2025, few additional points were also discussed and a Minutes of Meeting was entered into between the management and both the operating unions, which is enclosed herewith as **Annexure II**.



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Dy. Chief Labour Commissioner (Central)

Hyderabad



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However, some of the issues remained unresolved for which the Management of HPCL vide letter dated 6<sup>th</sup> May, 2025 requested Dy. Chief Labour Commissioner (Central), Hyderabad to intervene and amicably resolve those issues and bring about a Settlement.

However, after a lot of negotiations and on persuasion by the Dy. Chief Labour Commissioner (Central), Hyderabad the parties have agreed to settle the matter amicably and a Memorandum of Settlement was signed in the following terms:

#### Terms of Settlement

- 1) It was agreed by the management and the Unions that the present settlement shall be applicable to all the non-management employees covered under Clause 3 of the Classification of workmen under Certified Standing Orders applicable to the non-management employees of Visakh Refinery as on date of signing of this settlement under Section 12(3) read with Section 18(3) of the Industrial Disputes Act, 1947. It is clarified that settlement shall be binding on all the non-management employees of Visakh Refinery who are on the Payroll of the Corporation as on date of signing of this settlement. Both the Unions and the Management also mutually agree that the benefits accruing out of the Settlement with respect to upgradation would not be applicable to any employee who subsequently are employed at Visakh Refinery and such employee would be governed by the Terms & conditions of the employment as may be specified therein.
- 2) It was agreed by the Management and the Unions that the functions in Management cadre are primarily Supervisory and Managerial in nature, the principles of which would also be applicable in the instant case for the members of the union post upgradation. By virtue of the upgradation, broadly the job responsibilities will continue with the existing job profile along with additional responsibilities and accountability. Such role inter-alia would also include primary / secondary supervision, as per business requirement.
- 3) It was agreed by the management and the Unions that the existing check-off facility extended to HPCL Employees Union, Visakh Refinery and Petroleum Workers Union, Visakh Refinery would be discontinued effective 1/5/2025 in respect of all employees engaged at Visakh Refinery, to which both the unions agreed upon.

  
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Dy. Chief Labour Commissioner (Central)  
Hyderabad





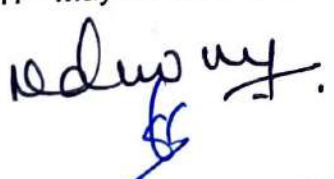
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- 4) It was agreed by the management and the Unions that pursuant to this upgradation settlement, upgradation letters would be issued to individual non-management workmen of Visakh Refinery. Upon issuance of letter of upgradation to individual workmen concerned, the workmen / members of the union would be required to formally complete the online joining formalities (joining/relieving) within 3 days from the date of receipt of such communication (effective date of seniority will be considered as 1.4.2025). Notwithstanding the above, the unions agreed that in view of binding nature of the present tripartite settlement in accordance with Section 12 (3) of the Industrial Disputes Act, it would be deemed that the service conditions as applicable to the employees in Management Cadre would be binding on all such workman covered under this settlement, post three days from the date of issuance of the upgradation letter (effective date for the benefits/grade seniority for such of those employees will be on prospective basis).
- 5) The existing loans (furniture / computer loans) would be required to be repaid by the workmen concerned upon upgradation, so as to enable the management to implement the welfare and benefit measures as applicable to the respective non-management employees upgraded to E0 – E2 grade, as applicable based on their eligibility / entitlement in true spirit. The unions requested that such repayment may be adjusted against the one time lumpsum benefit which would be paid to the workmen concerned to which management agreed upon. It was also clarified that the housing loan and the vehicle loan already availed by the workmen would be carried forward and the future eligibility for repeat loan / fresh loan would be reckoned as per Policy considering the current loan amount/period.
- 6) Both the unions and the management mutually agreed that all existing settlements / Minutes / Understandings entered into between the management of HPCL and the unions representing the workmen of Visakh Refinery, bipartite or tripartite, would stand terminated effective 1/6/2025 in view of upgradation of all the existing members, after following due procedure under the law with regard to settlements under sections 18 (1) /18 (2)/ 2(p)/12 (3) of Industrial Disputes Act, 1947.

The following issues were discussed and resolved with the intervention of Dy. Chief Labour Commissioner (Central), Hyderabad during the hearings on 16<sup>th</sup> May 2025 and 17<sup>th</sup> May 2025 at Visakhapatnam.

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Hyderabad



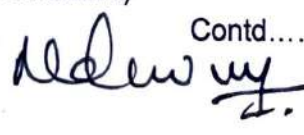


1. As per Clause 1 (a) of Minutes of Meeting dated 13<sup>th</sup> March 2025, employees who joined in Sep/Oct 2015 shall be placed in E0 grade initially and will be moved to E1 grade in Sep/Oct 2025. Unions requested to grant promotion increment to these employees in Sep/Oct 2025 and accordingly agreed not to give any proportionate increment as agreed upon in clause 5 of Minutes of Meeting dated 13<sup>th</sup> March 2025. Management agreed to consider the same. It was further clarified that the notional date of 1.4.2025 will be considered for their next promotion.
2. As per Clause 3 of MoS dated 13<sup>th</sup> March 2025 (Annexure I of this settlement), the provisions of the settlement shall be applicable only for technician category employees. Unions requested to include the clerical category employees of Visakh Refinery in line with the technicians. Management clarified that the promotions from Non Management to Management for administrative/secretarial category employees are normally applicable on all-India basis along with Marketing Division of the Corporation and are transferrable in nature. Unions raised that there are only 17 employees in this category out of which 6 employees are retiring in current year and excluding these 11 employees will not be in true spirit of the settlement. Dy. CLC (C), Hyderabad advised the Management to include administrative staff also into the settlement, if possible, so that the objective of 100% upgradation from non-management to Management cadre will be achieved.

After protracted discussions, it has been agreed upon to Upgrade all existing administrative / secretarial category workmen at Visakh Refinery from Non-Management staff to Management staff in line with the formula adopted to the technician category i.e.

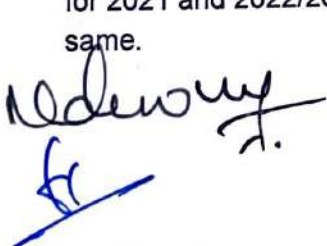
- I. RW-3 & RW-4 grades to E0 grade
- II. RW-5 & RW-6 grades to E1 grade
- III. Employees retiring upto June 2027 will be placed in E-2 grade on personal basis and shall be utilized for works related to existing grade as well as supervisor grades. On unions request, it has been agreed upon to consider two employees who joined in same batches but due to age/other factors, to E-2 grade.
- IV. One employee in RW-6 grade who was transferred to VR on salary protection with reduction in grade will be placed in E-2 grade.
- V. Future promotions will be in line with the existing policy applicable to secretaries in Management cadre. No service credit will be applicable.
- VI. Clause No.5 of Minutes dated 13<sup>th</sup> March 2025 will be applicable (proportionate increment)

  
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3. As per Clause 5 of MoS dated 13<sup>th</sup> March 2025 (Annexure I of this settlement) on Progression / Promotions, it was decided to grant certain service credit marks for maintaining seniority amongst various batches. Unions requested to improve further the agreed-upon service credit marks. After protracted discussions, the following has been agreed upon (in partial modification of already agreed upon service credit marks) :
- E0 Grade** : 2018 batch (12 marks), 2021 batch (11 marks) and 2022/2023 batches (8 marks). Minimum 3 appraisals required for 2021/2022/2023 batches to be eligible for next promotion.
  - E1 grade** : Upto 2008 batch (12 marks), 2009 & 2010 batch (11 marks). Minimum 3 appraisals required for all batches to be eligible for next promotion.
4. As per Clause 5 of MoS dated 13<sup>th</sup> March 2025, promotions from E-1 to E-2 grade will be subject to performance criteria and vacancies in E-2 grade. On request of Unions, Management agreed that all efforts will be made to fill the vacancies in E-2 grade in 1:1 ratio from direct recruitments and from E-1 grade, wherever possible/feasible, depending upon the business requirement.
5. As per Clause 3 (a) and 3 (b) of Minutes of Meeting dated 13<sup>th</sup> March 2025 (Annexure II of this settlement) certain add-on list was prepared and agreed upon for placement into E-2 grade (field), as a special case. On thorough review of the agreed upon list, there were certain errors observed. Accordingly, the final list is attached herewith as **Annexure-III** to this settlement.
6. As per Clause 1 (c) of Minutes of Meeting dated 13<sup>th</sup> March 2025, it was agreed upon to fix basic salary as Rs.31500/- for 2021 batch employees and Rs.30000/- for 2022/2023 batch employees, effective the date of signing the settlement. Further, As per Clause 5 of Minutes dated 13<sup>th</sup> March 2025, it was agreed upon to extend proportionate increment of existing CDP as of 31.3.2025 before arriving at New Basics in Management cadre. It was further mentioned that in any case, no amount will be added after upgradation/fixation of basics into Management cadre. Unions requested to partially modify this condition in such a way that proportionate increment is added to the agreed upon basics of Rs.31500/- and Rs.30000/- for 2021 and 2022/2023 batches respectively. Management agreed for the same.



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Dy. Chief Labour Commissioner (Central)

Hyderabad



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7. Clause 10 of MoS dated 13<sup>th</sup> March 2025 (Annexure I of this settlement) specifies that existing practice will continue with regard to probation period. Unions requested for clarity on this. Management clarified that the probation period for all upgraded employees will be 6 months.
8. In partial modification of Clause 1 (b) of Minutes of Meeting dated 13<sup>th</sup> March 2025, Unions requested to grant first promotion from E0 to E1 grade to the employees joined in 2018 in 2 years with clean record (subject to minimum 3 rating) in both the annual appraisals since these employees have already put-in around 7 years in the Corporation and this consideration will maintain parity from other junior batches. In view of the positivity exhibited by Unions in arriving-at this settlement, as a special case, without any prejudice, Management agreed for the same.
9. As per Clause 2 (b) of Minutes of Meeting dated 13<sup>th</sup> March 2025, Management agreed to consider stagnation promotion period for promotions from E1 to E2 grade after obtaining necessary approval. On request of the Unions for clarity on this agreed upon clause, Management advised that the Stagnation period for the promotions from E1 to E2 grade will be 6 years subject to performance criteria as specified in prevailing promotion policy applicable to Management staff of the Corporation. It was further clarified that such stagnation promotion will be extended only once in the career. Unions further requested to explore possibility of granting stagnation / normal promotion from E-1 to E2 grade whenever the employee meets the eligibility criteria (cut-off marks) as per prevailing promotion policy irrespective of vacancy and later on adjust the same with the vacancies. Management advised to review the same in due course.
10. Unions requested for clarity on the Casual leave credits and conversion of SL after upgradation to Management cadre. Management clarified and assured that the prevailing procedure / policy as applicable to management employees will be implemented for all the employees who shall be upgraded to Management cadre through this settlement. With regard to casual leave, it was clarified that effective April 2025, the procedure of granting credits will be converted to financial year (in line with existing management staff) and accordingly the credits granted in January 2025 will be readjusted.
11. Clause 6 of Minutes of Meeting dated 13<sup>th</sup> March 2025 (Annexure II of this settlement) specifies one-time lumpsum amount to the employees (batch-wise) in lieu of various pending/fresh financial demands of Unions. While thanking the Management for accepting and extending lumpsum amounts, Unions requested for further enhancement of the lumpsum amounts. Management clarified that it is not possible to further enhance already agreed upon amounts. Dy.CLC (Central), Hyderabad advised Management to consider the request of Unions, if possible, to some of the seniors, atleast notionally, in view of the unique settlement being agreed upon by the unions/workmen of Visakh Refinery which is first of its kind amongst PSUs.

(D. SRINIVASULU)  
Dy. Chief Labour Commissioner (Central)  
Hyderabad

*[Signature]*

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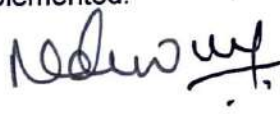


Management agreed to extend one-time lumpsum amounts as :

| Year of Joining / Batch | One-time lumpsum amount |
|-------------------------|-------------------------|
| 2022/2023               | Rs.1.00 lac             |
| 2021                    | Rs.1.25 lacs            |
| 2015-2018               | Rs.2.50 lacs            |
| 2007-2010               | Rs.3.50 lacs            |
| 2000-2006               | Rs.4.00 lacs            |
| Prior to 1.1.2000       | Rs.5.00 lacs            |

On Unions' request, it has been agreed upon that Employees who shall be promoted to E-2 grade through internal circular (ongoing selection process) will be eligible for 50% of the above lumpsum amounts.

12. Unions requested to remove Clause 8 (f) of MoS dated 13<sup>th</sup> March 2025 (non-applicability of provisions of this settlement to the employees who are retiring in next 6 months) since there are less than 15 workmen at VR. After protracted discussion, Management agreed for the same.
13. All other clauses, related terms, conditions etc. pertaining to MoS dated 13<sup>th</sup> March 2025 (**Annexure-I**) read with Minutes of Meeting dated 13<sup>th</sup> March 2025 & (**Annexure-II**) shall remain unaltered and be constituted as part & parcel of this MoS arrived-at under Sec.12 (3) read with Sec. 18(3) of Industrial Disputes Act
14. The parties shall report implementation of the above terms of settlement to the Deputy Chief Labour Commissioner (Central), Hyderabad within thirty days failing which it will be construed that the terms of this settlement have been fully implemented.



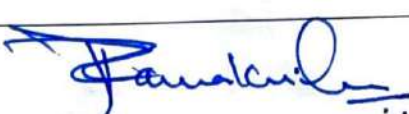
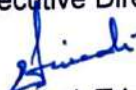
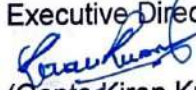


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**SIGNATURE OF PARTIES**

**Management Represented BY**

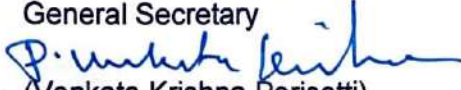
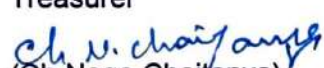
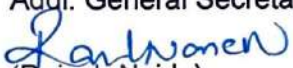
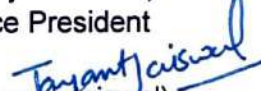
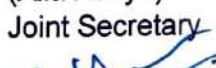
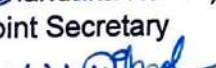
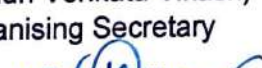
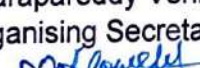
| Corporate HQO                                                                                                                                                                                                                                                                                                                                                                                                                                          | Visakh Refinery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <br>1. (Neelesh Khulbe)<br>Executive Director - ER & SP<br><br>2. (Kattamuru Nagesh)<br>CGM - ERP (HR) & Digital Initiatives (HR)<br><br>3. (D Mukherjee)<br>GM – ER and addl. charge HR Legal Cell | <br>1. (Ramanathan Ramakrishnan)<br>Executive Director (I/C) – VR<br><br>2. (Abhishek Trivedi)<br>Executive Director – VRMP<br><br>3. (Krishnan Ramesh)<br>Executive Director – Oprns & Comm<br><br>4. (Ganta Kiran Kumar)<br>CGM – HR<br><br>5. (Lakkoju V S Nageswara Rao)<br>CGM - Fire & Safety<br><br>6. (Vasireddy Rameshbabu)<br>CGM (I/C) - Maintenance<br><br>7. (Jagdish Tilakdas Nimje)<br>CGM – Operations<br><br>8. (Balasubramaniam Ravi)<br>CGM - Technical<br><br>9. (Pasupuleti Haribabu)<br>CGM - Finance |

Contd.....11/-

  
**(D. SRINIVASULU)**  
 Dy. Chief Labour Commissioner (Central)  
 Hyderabad



**The workmen represented by the Unions (Visakh Refinery)**  
**signed for & on behalf of Unions**

| HPCL Employees' Union                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Petroleum Workers Union                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1.  (K N Satyanarayana)<br/>General Secretary</p> <p>2.  (Venkata Krishna Perisetti)<br/>Working President</p> <p>3.  (Bandaru Prabhakara Rao)<br/>Treasurer</p> <p>4.  (Ch Naga Chaitanya)<br/>Addl. General Secretary</p> <p>5.  (Rajesh Naidu)<br/>Vice President</p> <p>6.  (Jayant Jaiswal)<br/>Vice President</p> <p>7.  (Badireddi Raghu)<br/>Joint Secretary</p> <p>8.  (Ala Aditya)<br/>Joint Secretary</p> <p>9.  (Chandaka Harish)<br/>Joint Secretary</p> <p>10.  (Vulluri Venkata Vikash)<br/>Organising Secretary</p> <p>11.  (Marapareddy Venkata Kumar)<br/>Organising Secretary</p> <p>12.  (Md Gouselal)<br/>Organising Secretary</p> | <p>1.  (M Mahalakshmi Naidu)<br/>General Secretary</p> <p>2.  (M Kanthi Kumar)<br/>Hon' President</p> <p>3.  (Behera Dipti Ranjan)<br/>President</p> <p>4.  (E Sreenivas)<br/>Treasurer</p> <p>5.  (Dharmender Singh Yadav)<br/>Vice President</p> <p>6.  (Gangadhar Dasari)<br/>Vice President</p> <p>7.  (Seela Sai Kumar)<br/>Joint Secretary</p> <p>8.  (Badireddy Murali Krishna)<br/>Organising Secretary</p> <p>9.  (Karthek Dharmarajula)<br/>Organising Secretary</p> <p>10.  (BBMS Aravind)<br/>Dy. General Secretary</p> <p>11.  (Kasireddy Laxmi Prakash)<br/>Executive Member</p> <p>12.  (Sunil Singh Chauhan)<br/>Executive Member</p> |

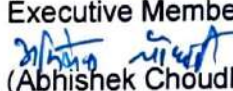
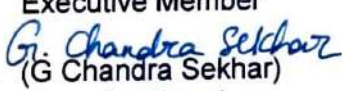
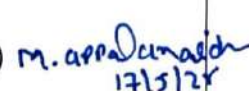
  
(D. SRINIVASULU)  
Dy. Chief Labour Commissioner (Central)  
Hyderabad

Contd.....12/-

**Witnesses:**

**Management**

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>(Parsi Venkata Narayana)<br>CGM - Technical (Inspection, MES & Minor Projects)<br><br>(Bhimaneni Srikanth)<br>Chief Manager – HR<br><br>(Christeena Saji)<br>Officer - CLMS | <br>(Rana Raghubir Singh)<br>CGM – Maintenance<br><br>(Marada Gowri Sankara Rao)<br>Welfare Officer – HR |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| HPCL Employees' Union                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Petroleum Workers Union                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>1. (KM Md Fazil)<br>Member<br><br>2. (B Hari Krishna)<br>Executive Member<br><br>3. (Abhishek Choudhary)<br>Executive Member<br><br>4. (G Chandra Sekhar)<br>Executive Member | 1. (Jaideep Sai) <br>Executive Member<br>2. (Malla Appala Naidu) <br>Executive Member<br>3. (Vegi Vinod) <br>Executive Member<br>4. (PSV Appa Rao) <br>Executive Member |

Signed before me

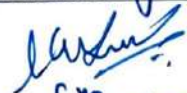
(D. SRINIVASULU)

Deputy Chief Labour Commissioner (Central)  
Hyderabad

(D. SRINIVASULU)

Dy. Chief Labour Commissioner (Central)  
Hyderabad

Date : 17<sup>th</sup> May 2025

  
(R. VIJAYA SRINIVAS)



Hindustan Petroleum Corporation Limited  
Visakh Refinery

Memorandum of Settlement under Section 18 (1) and 2(p) of  
Industrial Disputes Act, 1947 between the Management of  
Hindustan Petroleum Corporation Limited and the Unions  
operating at Visakh Refinery on "Upgradation of all workmen into  
Management Cadre"

Management represented by

| Corporate HQO                                                                         | Visakh Refinery                                           |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1. Neelesh Khulbe<br>Executive Director -<br>Employee Relations &<br>Special Projects | 1. R Ramakrishnan<br>Executive Director - Visakh Refinery |
| 2. K. Nagesh<br>CGM-HR, HRRL                                                          | 2. Kiran Kumar Ganta<br>CGM-HR, VR                        |
|                                                                                       | 3. L V S Nageshwara Rao<br>CGM(I/C) - Operations          |
|                                                                                       | 4. V Rameshbabu<br>CGM(I/C) - Maintenance                 |
|                                                                                       | 5. B Ravi<br>CGM - Technical                              |
|                                                                                       | 6. Hiranmoy Barai<br>GM - Safety (Process & Operations)   |

for

for

for

for

**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

The workmen represented by the unions (Visakh Refinery) signed for and on behalf of  
Unions

| HPCL Employees' Union                                | Petroleum Workers' Union                            |
|------------------------------------------------------|-----------------------------------------------------|
| 1. K N Satyanarayana<br>General Secretary            | 1. M Mahalakshmi Naidu<br>General Secretary         |
| 2. Venkata Krishna Periseti<br>Working President     | 2. M Kanthi Kumar<br>Hon' President                 |
| 3. Bandaru Prabhakara Rao<br>Treasurer               | 3. Behera Dipti Ranjan<br>President                 |
| 4. Alok Mondal<br>Vice President                     | 4. Mekala Venu<br>Dy. General Secretary             |
| 5. Jayant Jaiswal<br>Vice President                  | 5. Dharmendra Singh Yadav<br>Vice President         |
| 6. Badireddi Raghu<br>Joint Secretary                | 6. Seela Sai Kumar<br>Joint Secretary               |
| 7. Vulluri Venkata Vikash<br>Organizing Secretary    | 7. Badireddy Murali Krishna<br>Organizing Secretary |
| 8. Marapareddy Venkata Kumar<br>Organizing Secretary | 8. Kartheek Dharmarajula<br>Organizing Secretary    |
| 9. Vangara Pavan Kumar<br>Executive Member           | 9. Kasireddy Laxmi Prakash<br>Executive Member      |

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**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

**Background :**

HPCL has maintained harmonious Industrial Relations with its Unions/Workmen and there has not been any major instance of Strike/Stoppage of Operations by our Trade Unions in over two decades. This has helped in building deep trust and respect both within the Management and the Trade Unions. Employees/unions have not only been receptive of changes but also cooperating with the Management in implementing change management initiatives and regular commissioning of various Refinery Units

HPCL has been always in fore-front in designing and implementation of various people-practices and change initiatives with special focus on the career / benefits of workmen. With the changing times, various policies were developed in consultation with Unions viz., Career Development Policy, Automation/Modernisation/ERP settlement, manning of manpower, Long Term Settlements etc. Considering the high level of complexity, automation, digitilisation and technological upgradation of Visakh Refinery, a need was felt for a future workforce, which is not only highly skilled and experienced but also vested with due authority and responsibility. Towards this direction, a forward-looking Best Practice i.e. Single Executive Cadre has evolved during various discussions with Unions and Management. Exclusive and focussed discussions were conducted with Unions over a period of last two years and it has been decided to Upgrade all the existing non-management cadre of Visakh Refinery to Management cadre (E0/E1/E2 grades) with continuation of existing job profile and enhanced job responsibilities and empowerment. This will give greater flexibility in deployment of manpower leading to effective utilization of their expertise/experience. Also, the role holders in

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**Hindustan Petroleum Corporation Limited  
Visakh Refinery**

their new positions would fall under the ambit of the Conduct Discipline and Appeal Rules applicable to Management Staff of the Corporation. Consequently, future recruitment, induction, capability building, progression and benefits administration, discipline administration of existing Refinery Technicians would be on par with Executives.

**Terms of Settlement:**

**1. Applicability:**

The provisions of this settlement shall be applicable to all permanent Non-Management employees, including probationers, who are on payroll of the corporation at Visakh Refinery, as of date of signing of this settlement.

All the terms mentioned in this agreement/settlement will be applicable mandatorily to all existing workmen including non-members of the union, who are on the payroll of Visakh Refinery as on date of signing of tri-partite settlement. The members/non-members of any operating union will be deemed to be covered under this upgradation settlement.

**2. Periodicity / Duration of the settlement:**

Upon completion of the following provisions, this settlement shall be deemed to be fully implemented:

- a. Upon upgradation of all workmen to Management cadre within one month.
- b. On release of circulars on E-0 grade benefits.
- c. On release of circular / incorporation of clauses in Management Promotion policy.
- d. On communicating the revised Job descriptions.



**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

**3. Placement / Upgradation of workmen from Non-Management cadre into Management cadre:**

After protracted discussions and negotiations with the Operating unions at Visakh Refinery, it has been decided to upgrade all the existing workmen in Non-Management cadre into Management cadre on one-time basis, as follows:

| Existing Grade of Workmen in Non-Management cadre (only Diplomas and Graduates & above) | Placement in Management Cadre (Grade) |
|-----------------------------------------------------------------------------------------|---------------------------------------|
| RW3 and RW4                                                                             | E-0 grade                             |
| RW5 and RW6                                                                             | E-1 grade                             |

Unions have requested that all RW-6 grade employees should be placed in E-2 grade as they are senior most employees and completed more than 15 years of service in the company and are also eligible for applying to E-2 grade as per the existing CDP. After protracted discussions, management agreed for the following, on one-time basis, without any precedence / future implications (Other than Clerical category).

| Existing Grade of Workmen in Non-Management cadre | Placement in Management Cadre (Grade)                           | Remarks                                                          |
|---------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|
| Workmen in RW6 grade who are retiring on or       | E-2 grade (Field Work)<br>These positions will be considered as | 1. Job Nature would continue to be of E0 and E-1 with additional |

**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

|                      |                                                     |                                                                                                                                                                                                                  |
|----------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| before<br>30.06.2027 | part of the E-0<br>and E-1 for shift<br>complement. | responsibilities of E2,<br>whenever required.<br>2. Diploma / Graduates<br>only<br>3. No Further<br>promotions will be<br>considered<br>4. Monetary Benefits<br>(Allowances) of E-2<br>grade will be<br>extended |
|----------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**4. Salary Fitment:**

The Basic pay of all the Non-Management workmen upon placement in Management cadre in E-0/E-1/E-2 grades, will be revised/ fitted in line with prevailing policy.

**5. Progression / Promotions:**

Management clarified that Promotion policy will be defined and guided as per Personnel Manual applicable for Management Cadre. Unions requested for providing certain definitive criteria for the first promotion upon placement into Management cadre.

| First<br>Promotion<br>after<br>upgradation | Service<br>Credit for<br>maintaining<br>seniority | Minimum No.<br>of years for<br>placing the<br>list in DPC             | Remarks                                                                                            |
|--------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| E-0 to E-1                                 | 12 marks<br><br>5 marks                           | 2018 batch :<br>Minimum 3<br>years in E0<br>grade<br><br>2021 batch : | Performance<br>appraisal<br>marks and<br>seniority in<br>Management<br>cadre will be<br>as per the |

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**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

|  |         |                                                                                 |                                                                                                                                   |
|--|---------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|  | 0 marks | Minimum 4 years in E0 grade<br>2022/2023 batch :<br>Minimum 5 years in E0 grade | prevailing policy applicable to Management cadre.<br>Promotions will be through DPC process as applicable to Mgmt cadre of Corpn. |
|--|---------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|

| First Promotion after upgradation | Service Credit for maintaining seniority | Minimum No. of years for placing the list in DPC | Remarks                                                                      |
|-----------------------------------|------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------|
| E-1 to E-2                        | 9 marks                                  | 2007 and prior batch :                           | Minimum 3 years in E-1 grade and subject to vacancies in E-2 grade.          |
|                                   | 6 marks                                  | 2008 batch                                       |                                                                              |
|                                   | 3 marks                                  | 2009 batch                                       | Promotions will be through DPC process as applicable to Mgmt cadre of Corpn. |

\*Note:

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**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

- a. The above is subject to Clean Record (vigilance / ER clearance) / having requisite Attendance / Appraisal ratings.
- b. The above will be on One-time basis for the First promotion only.
- c. Promotions from E-0 & above will be based on HRD-I (Goals & Targets), HRD-II (Ratings etc.,) and Moderation thru Bell-curve method etc., as per DPE guidelines.
- d. Presidential Directives will be applicable.

**6. Perks & Allowances:**

All the items pertaining to Compensation & Benefits shall be made applicable as approved by management from time to time, which are generally based on various DPE guidelines in this regard.

All other compensation & benefit and welfare facilities made applicable as per LTS and CDP or any other settlement /agreement will cease to exist, effective date of signing of this settlement, for all workmen covered under this settlement.

**7. Review Mechanism:**

Both the parties agreed that a unique settlement being made for upgradation of all the existing Non-Management employees into Management cadre for the first time in the industry and to be implemented in letter & spirit to meet the objectives of the settlement. Accordingly, it has been decided that a committee would be constituted for overseeing implementation of the provisions of this agreement for the initial 3-4 months from the date of signing of the settlement. The constitution of committee, its objective and Scope will be shared by ED-ER in due course.

**8. Other Terms & Conditions:**

- a. Upon upgradation of all Non-Management employees into Management cadre, all existing settlements such as Long Term Settlement, Standing Orders, Career Development Policy, any



**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

other settlements viz. including ERP, Bus etc., other practices w.r.t. manpower component/manning, ERP compensation, etc., as applicable for the NM cadre will cease to operate for all workmen covered under this settlement.

- b. Once upgraded into Management cadre, all the workmen will continue to be in Management. No option for reversion to NM cadre will exist.
- c. All the pending conciliations / adjudications / CGIT / court cases, if any, shall be withdrawn by Unions/employees before signing of tri-partite settlement.
- d. Upon upgradation to Management cadre, the employees will be covered under applicable CDA rules.
- e. Transfer and other related policies will be made applicable as per the Management guidelines.
- f. The provisions of this policy will not be applicable for the employees who are retiring within 6 months of the date of signing of settlement (MoS) or on or before September 30, 2025 whichever is later.

**9. Job responsibilities:**

Broadly the job responsibilities after upgradation will continue to be the existing job profile and additional responsibilities as and when assigned. Detailed job descriptions and HRD document formats will be circulated.

**10. Probation Period:**

Existing practice will continue.

**11. Anamolies / representations:**

Post settlement, no pay related anomalies or any kind of representations for the period of service in non-management cadre will be entertained by Management from Unions / employees.

**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

**12. Interpretation:**

Settlement will be implemented in letter and spirit. In case of any interpretation, the decision of ED-ER will be final and binding on all parties.

- 13. Tri-partite settlement :** Both the parties agreed to convert this bi-partite settlement into tri-partite settlement as per the provisions of Industrial Disputes Act, 1947. Unions committed that there will not be any fresh demands/requests raised at the time of signing of tri-partite settlement or during implementation of the provisions of this settlement.

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**Hindustan Petroleum Corporation Limited**  
**Visakh Refinery**

**SIGNATURE OF PARTIES**

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS THIS 13<sup>TH</sup> DAY  
OF MARCH 2025

The Management representatives from Corporate HQO participated through VC and have agreed to the contents of the settlement, endorsed their respective signatures at Mumbai, upon receipt of the scanned copy of the settlement entered into at Visakh duly signed by all other attendees/parties to the settlement. The said settlement executed in two counterparts i.e. original executed at Visakh and the scanned copy thereof upon which the Management representatives from Corporate HQO had appended their signatures shall for all purposes be deemed to be an original and both the counterparts shall together constitute one and the same instrument.

**Management represented by**

| Corporate HQO                                                                   | Visakh Refinery                                           |
|---------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1. Neelesh Khulbe<br>Executive Director - Employee Relations & Special Projects | 1. R Ramakrishnan<br>Executive Director - Visakh Refinery |
| 2. K. Nagesh<br>CGM-HR, HRRL                                                    | 2. Kiran Kumar Ganta<br>CGM-HR, VR                        |
|                                                                                 | 3. L V S Nageshwara Rao<br>CGM(I/C) - Operations          |
|                                                                                 | 4. V Rameshbabu<br>CGM(I/C) - Maintenance                 |
|                                                                                 | 5. B Ravi<br>CGM - Technical                              |
|                                                                                 | 6. Hiranmoy Barai<br>GM - Safety (Process & Operations)   |

# Hindustan Petroleum Corporation Limited Visakh Refinery

The workmen represented by the unions (Visakh Refinery) signed for and on behalf of Unions

| HPCL Employees' Union                                | Petroleum Workers' Union                            |
|------------------------------------------------------|-----------------------------------------------------|
| 1. K N Satyanarayana<br>General Secretary            | 1. M Mahalakshmi Naidu<br>General Secretary         |
| 2. Venkata Krishna Periseti<br>Working President     | 2. M Kanthi Kumar<br>Hon' President                 |
| 3. Bandaru Prabhakara Rao<br>Treasurer               | 3. Behera Dipti Ranjan<br>President                 |
| 4. Alok Mondal<br>Vice President                     | 4. Meleka Venu<br>Dy. General Secretary             |
| 5. Jayant Jaiswal<br>Vice President                  | 5. Dharmendra Singh Yadav<br>Vice President         |
| 6. Badireddi Raghu<br>Joint Secretary                | 6. Seela Sai Kumar<br>Joint Secretary               |
| 7. Vulluri Venkata Vikash<br>Organizing Secretary    | 7. Badireddy Murali Krishna<br>Organizing Secretary |
| 8. Marapareddy Venkata Kumar<br>Organizing Secretary | 8. Kartheek Dharmarajula<br>Organizing Secretary    |
| 9. Vangara Pavan Kumar<br>Executive Member           | 9. Kasireddy Laxmi Prakash<br>Executive Member      |
| 10. Alla Adityan<br>Joint Secretary                  | 10. CH. N. CH. A. GANESA<br>CH. N. CH. A. GANESA    |
| 11. MOHAMMED GHOUSE LAL<br>Organizing Secretary      |                                                     |

|                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| Bhimaneni Srikanth<br>Chief Manager - HR     | Gangadhar Dasari<br>Vice President                   |
| Durga Prasad Veeramasi<br>Asst. Manager - HR | Sunil Singh Chauhan<br>Executive Member              |
| Marada Gowri Sankara Rao<br>Welfare Officer  | Inapanuri Adarsh Prudhvi Raj<br>Organizing Secretary |
| ABHISHEK CHAUDHARY<br>Asst. Manager          | Abburi Sundaram Phillips<br>Executive Member         |

VISHNU PRASAD SATHU

TREASURER

Place: Visakhapatnam

Date: 13/03/2025



Minutes of Meeting between Management and Unions on  
"Upgradation of all workmen from NM to Mgmt"

An MoU dated 13<sup>th</sup> March 2025 has been entered between Management and Unions on upgradation of all workmen from Non-Management to Management cadre in various grades i.e. E0, E1, and E2 (field). The following points were raised by Unions for favourable consideration of Management on one-time basis so that large number of employees will be further benefitted in monetary / non-monetary terms.

1. **E0 Grade** : As per Clause No.3 of MoU dated 13<sup>th</sup> March 2025, all employees in salary grade RW-3 and RW-4 will be placed in E-0 grade. Unions requested to consider following as an exception due to the reasons mentioned below :

- a. **2015 batch** : Employees who joined in Sep/Oct 2015 are currently in RW-4 grade and will be eligible for promotion to RW-5 grade in Sep/Oct 2025 as per existing Career Development Policy and will be eligible for placement in E-1 grade instead of E-0 grade. As there are only 15 employees in this batch, unions requested for upgradation to E-1 grade instead of E-0 grade. Management clarified that these employees will be placed only in E-0 grade at the time of signing of this settlement, however, agreed to move to E1 grade in Sep/Oct 2025. Further, Management clarified that there will not be any financial benefit / promotion increment etc in Sep/Oct 2025 at the time of shifting to E-1 grade in Sep/Oct 2025.

- b. **2018 batch** : As per Clause No.5 of MoU dated 13<sup>th</sup> March 2025, after placement of employees (RW3/RW4) in E-0 grade, the next promotion will be basis on various

parameters with minimum of 3 years in E-0 grade. Unions raised that all the employees who have joined in the year 2015, 2018, 2021, 2022 and 2023 are getting placed in E-0 grade and all will be eligible to next grade after 3 years though there is service credit being extended to senior batch employees. Accordingly, unions requested to consider 2 years as minimum period instead of 3 years for 2018 batch only (as 2015 batch has been given certain consideration in point no.1a, above). Management agreed to consider 2 years instead of 3 years for 2018 batch employees for next promotion from E-0 to E-1 grade provided the employees secure atleast '2' rating in both the years, in annual appraisal.

- c. **2021 batch :** Unions raised that all the employees joined in the years 2021, 2022 and 2023 are placed in E-0 grade at start of the scale i.e. 30000/- thereby eliminating the existing difference in their basic salaries between seniors and juniors. Further, employees joined in the year 2021 were also not extended previous LTS benefit due to their date of offer / date of joining. To maintain parity amongst the employees, unions requested to fix the basic salary as Rs.33000/- for 2021 batch and 30000/- for 2022/2023 batches. After protracted discussion, Management agreed to fix basic salary as Rs.31500/- for 2021 batch employees and Rs.30000/- for 2022 and 2023 batch employees, effective the date of signing of settlement.

2. **E1 grade :** As per Clause No.3 of MoU dated 13<sup>th</sup> March 2025, all employees in salary grades RW-5 and RW-6 will be placed in E-1 grade. Unions requested to consider following as an exception due to the reasons mentioned below :

- a. As per Clause No.5 of MoU dated 13<sup>th</sup> March 2025, service credit marks are extended to various batch of employees to maintain parity amongst seniority for next promotion to E-2 grade. Unions requested for increase of service credit



marks from 9 to 12 for senior most employees (prior to 2007 joiners) as in any case minimum service period / vacancies clauses exist. Management agreed on the same.

- b. As per Clause No.5 of MoU dated 13<sup>th</sup> March 2025, promotions from E-1 to E-2 grade are subject to vacancies in E-2 grade, irrespective of performance/seniority by employees. Unions requested to consider stagnation promotion period so that employees' shall have their due credit for their performance and seniority, in line with existing promotion policy applicable to Management employees. Management clarified that E-1 to E-2 cannot be automatic promotion as there is a huge change in the nature of job / responsibilities and promotions shall continue to be on vacancy based. However, Management agreed to consider stagnation promotion period and accordingly include the same in MoS after obtaining necessary approvals. Management further clarified that these stagnation promotions will be adjusted in regular positions and till such time, concerned employees shall continue to perform duties of E1 grade and E-2 grade whenever required at the discretion of Management.

3. **E-2 Grade :** As per Clause No.3 of MoU dated 13<sup>th</sup> March 2025, employees in RW-6 grade and retiring by 30.06.2027 will be placed in E-2 grade (Field work), however, will be reckoned in the shift complement of E0/E1 grades and continue to perform the existing jobs with additional responsibilities as and when required. Unions requested to consider following as an exception due to the reasons mentioned below :

- a. Unions contended that few of the employees who joined in the same batch, however, due to the age factor are not getting the above benefit. After due deliberations, it has been agreed upon to consider 27 employees (listed appended as Annexure-1) as a special case for E-2 field work.

b. As per the MoU, E-2 field work is extendable only for the employees who are graduates / diploma holders. Unions contended that there are certain employees who are interested / competent and also eligible for applying to E-2 grade as per the current CDP provisions and requested to consider such employees for E-2 field positions inspite of non-graduates/non-diploma holders. Management, after due deliberations, agreed upon to consider 13 employees (list attached as Annexure-2) into E-2 field, as a special case, though they are non-graduates/non-diploma holders.

4. **E-2 regular positions** : Unions requested to release notification for filling the regular E-2 positions, on one-time basis, as per the provisions of existing Career Development Policy. Management agreed to review the same and release the notification and complete the process of selection etc, on priority within a month.

5. **Proportionate increment of existing CDP** : Unions contended that as per the existing CDP, employees are eligible for a promotional increment / stagnation increment after completion of 5/6 years in respective grades. Currently, many employees have completed 1-5 years and will be eligible for increment at various dates in near future. Due to this new policy, employees shall be deprived of eligible financial benefit apart from possibility of pay anomalies as few employees have received this benefit and others would not be eligible after the date of signing of this settlement. After due deliberations, Management agreed to extend the promotional / stagnation increment on proportionate basis as of 31.3.2025 for all the benefits. Such proportionate basis would be per month basis and will be added to their basic pay as of 31.3.2025 before arriving at New Basics in Management cadre. In any case, no amount will be added after upgradation / fixation of basics into Management grades.



6. **Financial Benefit :** As this is a major settlement involving upgradation of all workmen from NM cadre to Mgmt cadre (from standing orders regime to CDA rules regime), unions requested to extend following financial benefits to all the employees of Visakh Refinery :

- a. Promotional increment for upgrading to E0/E1/E2 grades.
- b. Two increments for signing the settlement in line with previous traditional practices
- c. PIS arrears for the period July 2017 to September 2018 due to salary revision as Visakh Refinery employees have been additionally effected compared to other divisions of the Corporation.

Management clarified that the policy is towards upgradation of employees from NM cadre to Management cadre and accordingly promotion increments and other above financial demands cannot be extended. Since Unions continued to insist to extend financial benefit, Management agreed for payment of lumpsum benefit, on one-time basis, as follows :

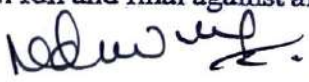
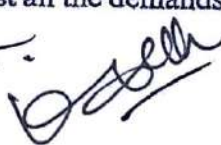
| Year of Joining / Batch | One-time lumpsum amount |
|-------------------------|-------------------------|
| 2022/2023               | Rs.0.75 lacs            |
| 2021                    | Rs.1.00 lac             |
| 2015-2018               | Rs.1.50 lacs            |
| 2007-2010               | Rs.2.50 lacs            |
| 2000-2006               | Rs.3.00 lacs            |
| Prior to 1.1.2000       | Rs.4.00 lacs            |

Note : The following employees will not be eligible for this benefit

1. Employees retiring within six months of date of signing MoS or September 30, 2025 whichever is later.
2. Employees who shall be promoted to E-2 grade through internal circular (refer point No.4 above).

7. This special consideration of extending the above benefits by the Management is in full and final against all the demands (financial

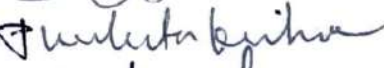
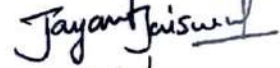
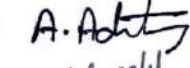
 

/ non-financial) raised by Unions during the course of negotiations. Unions agreed to not to raise any fresh/unfulfilled demands either at individual level or batch level or policy level at the time of signing of tri-partite settlement or/and during the implementation of settlement. Unions agreed to fully cooperate in smooth implementation of all the provisions of this settlement. All the financial benefits will be released within 3 months of implementation of settlement.

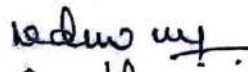
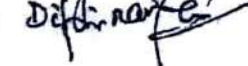
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#### HPCL Employees' Union

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#### Petroleum Worker's Union

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## Annexure-1

| <u>Sl No</u> | <u>Employee Number</u> | <u>Employee Name</u>          | <u>Present Grade</u> |
|--------------|------------------------|-------------------------------|----------------------|
| 1            | 39826590               | MURTY S G S A N               | RW06                 |
| 2            | 39829470               | MURTHY K V V S                | RW06                 |
| 3            | 39829870               | HARI BHANU PRASAD             | RW06                 |
| 4            | 39830980               | CHAVLE MURALIDHAR<br>HARIBHOW | RW06                 |
| 5            | 39831760               | SHAIK YAKUB                   | RW06                 |
| 6            | 39832190               | JANGAM RATNAKAR               | RW06                 |
| 7            | 39832210               | K NARASAYYA                   | RW06                 |
| 8            | 39832370               | CHAMARTHI UDAY BHASKAR        | RW06                 |
| 9            | 39832380               | MANTYALA NARESH KUMAR         | RW06                 |
| 10           | 39830810               | P KANNAM NAIDU                | RW06                 |
| 11           | 39826320               | G CHANDRASEKHAR               | RW06                 |
| 12           | 39833050               | GBS ATCHUTA RAO               | RW06                 |
| 13           | 39833180               | G SRINIVASA RAO               | RW06                 |
| 14           | 39833270               | S MANIKYALA RAO               | RW06                 |
| 15           | 39833300               | Y V KISHORE BABU              | RW06                 |
| 16           | 39833550               | M KANTHI KUMAR                | RW06                 |
| 17           | 39833560               | C SREENIVASULU                | RW06                 |
| 18           | 39834160               | B TAVITAYYA                   | RW06                 |
| 19           | 39834210               | G ANIL KUMAR                  | RW06                 |
| 20           | 39835020               | M MAHALAKSHMI NAIDU           | RW06                 |
| 21           | 39835060               | J D ADI SOMARAJU              | RW06                 |
| 22           | 39835150               | P SREENIVASA RAO              | RW06                 |
| 23           | 39835170               | Y NARASIMHA REDDY             | RW06                 |
| 24           | 39835180               | K GOVINDA RAO                 | RW06                 |
| 25           | 39835300               | BODDU B S M ARAVINDU          | RW06                 |
| 26           | 31936310               | SHYAMAL KUMAR NANDI           | RW06                 |
| 27           | 31937010               | ALOKE KUMAR GHOSHAL           | RW06                 |

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## Annexure-2

| Sl No | Employee Number | Employee Name                 | Grade |
|-------|-----------------|-------------------------------|-------|
| 1     | 39826770        | BOSE JAYANTA                  | RW06  |
| 2     | 39830980        | CHAVLE MURALIDHAR<br>HARIBHOW | RW06  |
| 3     | 39831760        | SHAIK YAKUB                   | RW06  |
| 4     | 39832190        | JANGAM RATNAKAR               | RW06  |
| 5     | 39833300        | Y V KISHORE BABU              | RW06  |
| 6     | 39835220        | MATTA SRINIVASA RAJU          | RW06  |
| 7     | 31943100        | DEVUDU BABU BADIREDDI         | RW06  |
| 8     | 35319080        | RAJU T                        | RW06  |
| 9     | 31943090        | KUMAR ANNAM REDDI             | RW06  |
| 10    | 31936490        | ARJUN SASMAL                  | RW06  |
| 11    | 31936870        | BANDARU HARIKRISHNA           | RW06  |
| 12    | 31943030        | SUMAN BHARTI                  | RW06  |
| 13    | 31943060        | RAVI RAJ CHANDRA CHINTA       | RW06  |

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*Reddy*

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