



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

Website : www.ksmumbai.com

REF. : ONGC/KS/ 71 /2025

DATE : 12/08/2025

To,
The Chairman & CEO,
ONGC,
PDD Urja Bhavan,
"5", Nelson Mandela Marg,
Vasant kunj,
New Delhi - 110070.

The Director (Production),

The Director (HR),

The Director (Exploration),

The Director (T & FS),

The Director (Finance).

**Subject.: Regarding Compensatory Off & Overtime in ONGC, Office Order No.
DDN/CORP-ER/ESTT-POLICY/2025/CoffoT/2600682 Dtd 07.08.2025**

Respected Sir/Madam,

This is in reference to Office Order No. **DDN/CORP-ER/ESTT-POLICY/2025/CoffoT/2600682** dated **07.08.2025**, directing employees to perform duties on declared holidays, including National and Festival/Closed Holidays, without compensation in line with statutory provisions and binding judicial precedents. This constitutes a clear denial of overtime wages and amounts to discriminatory and unjust labour practice. A copy of the said circular is enclosed for reference.

We draw your specific attention to the landmark judgment of the Hon'ble Supreme Court in Workmen of Indian Standard Wagon Co. Ltd. vs. Indian Standard Wagon Co. Ltd. (AIR 1962 SC 1753), which held:

"When a worker is required to work on a holiday whether weekly or under a settlement, it qualifies as overtime, and the employer is bound to pay overtime wages, typically at double the ordinary rate of wages."

The Court further clarified that even if total weekly working hours do not exceed statutory limits, work performed on an agreed rest day or declared holiday attracts mandatory overtime payment. Please find the enclosed copy of judgment for your perusal.

Contd...2

This position is also supported by:

- **Section 59 of the Factories Act, 1948** – mandating double wages for overtime.
- Relevant State Rules governing National and Festival Holidays.

The current policy disregards these statutory and judicial requirements, undermines employee trust, and violates the principle of equal treatment.

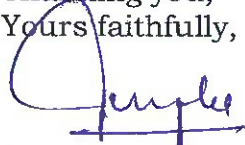
We hereby demand:

1. **Payment of overtime wages** at double the ordinary rate to all employees who have worked on declared holidays, with retrospective effect.
2. **Issuance of a clear policy/circular** affirming compliance with overtime payment norms for such work, in line with statutory labour laws.
3. **Assurance** that no employee shall be compelled to work on a declared holiday without either:
 - a) payment at the legally mandated double rate, or
 - b) mutually agreed compensatory off.

Failure to address this matter will compel us to seek appropriate redress from statutory authorities, as denial of overtime wages constitutes a direct breach of labour laws and constitutional principles of fairness and equality.

We trust your good office will take urgent steps to rectify this matter in compliance with law and natural justice.

Thanking you,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

Copy to:

1. ED – Chief ER, ONGC, PDD Urja Bhavan“5”, Nelson Mandela Marg, Vasant kunj, New Delhi – 110070.
2. ED - CCDS, ONGC, WOU, 11 High, Sion, Mumbai-17
3. ED Chief – HR Services, ONGC, WOU, NBP Gr. Hts, BKC, Bandra (E), Mum.-51
4. ED - MH Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
5. ED - N&H Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
6. ED - B&S Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
7. ED - COL, ONGC, WOU, 11 High, Sion, Mumbai-17
8. ED - CDS, Deep Water, ONGC, WOU, 11 High, Sion, Mumbai-17
9. ED - HDS, Shallow Water, ONGC, WOU, 11 High, Sion, Mumbai-17
10. ED - Plant Manager, ONGC, WOU, LPG Plant, Hazira, Surat, Gujarat
11. GGM- Plant Manager, ONGC, WOU, LPG Plant, Uran, Raigad
12. GGM (Elect.) Head Air Logistic, ONGC, WOU, Juhu Helibase, V. Parle (W), Mum.-56
13. CGM – HR, Dept. of Employees Relation, Green Hills, Gr. Floor, A Wing, Tel Bhavan, Deharadun – 248 003.

14. CGM – HDS, Deep Water, ONGC, WOU, 11 High, Sion, Mumbai-17
15. SM, ONGC,WOU,MH, B&S ,N&H Asset,V. Bhavan, Bandra (E), Mum. - 51
16. GM - I/c HR/ER, ONGC,WOU,MH-Asset, V. Bhavan, Bandra (E), Mum. - 51
17. GM - I/c Head NSB, ONGC, WOU, Nhava Supply Base, Nhava, Raigad
18. GM - I/c HR/ER, ONGC, WOU, LPG Plant, Uran
19. GM - I/c HR/ER, ONGC, WOU, LPG Plant, Hazira
20. GM - I/c IR, ONGC, WOU, Gr. Heights, BKC, Bandra (E), Mumbai-51
21. GM - I/c HR/ER, ONGC, WOU, Phase-I, Panvel, Raigad.
22. GM - I/c HR/ER, Services, ONGC, WOU, 11 High, Sion, Mumbai-17
23. GM - I/c HR/ER, ONGC, WOU, Nhava Supply Base, Nhava, Raigad
24. Rig I/c - ONGC, WOU, 11 High, Sion, Mum.-17. Sagar Ratna, Sagar Kiran,
Sagar Shakti, Sagar Gaurav, Sagar Jyoti, Sagar Uday, Sagar Bhushan.
25. SAM, ONGC,WOU,V.Bhavan,Bandra (E),Mum 51.,MHN, NQO, WIN, SCA, BHS,
ICP, SHP, Sagar Samrat, Neelam, Heera, BPA, BPB, B-193, Tapti, Panna.

🏛️ Workmen of Indian Standard Wagon Co. Ltd. v/s Indian Standard Wagon Co. Ltd.

Citation: AIR 1962 SC 1753

Court: Supreme Court of India

Bench: Justice Gajendra Gadkar and Justice Mudholkar

Date of Judgment: 10th October 1962

📄 Background:

The workmen of Indian Standard Wagon Co. Ltd. raised a dispute demanding overtime wages for working on holidays, particularly those recognized through company settlements (such as Sundays or festival days). The company refused to pay double wages, arguing that total weekly working hours did not exceed the legal limit under the Factories Act, 1948.

⚖️ Legal Issues:

Whether working on a holiday (as defined by a settlement or custom) qualifies for overtime wages.

Whether the company is liable to pay double wages for such work.

📄 Judgment:

The Hon'ble Supreme Court held:

Even if the total working hours in a week do not exceed 48 hours, if a worker is deprived of a holiday (which he is entitled to under a settlement or standing order), he is entitled to overtime pay.

Working on an agreed-upon holiday amounts to overtime work, even if not exceeding the statutory daily/weekly limit under the Factories Act.

The court emphasized the importance of customs, settlements, and standing orders in creating enforceable worker rights beyond statutory minima.



No. DDN/CORP-ER/ESTT-POLICY/2025/CoffOT/2600682

Dated: 07.08.2025

OFFICE ORDER (13/2025)

Subject: Regulating Compensatory off and Overtime

MCoD in its 663rd meeting held on 16th July 2025 at New Delhi accorded approval for Compensatory off and Overtime guidelines as follows:

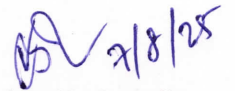
- a) Compensatory Off (C-off) and Overtime (OT) for various duty patterns shall be regulated as follows:

DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
14 DAYS ON/OFF DUTY PATTERN	C-off equal to the number of days deployed on duty beyond 14 days, after completion of scheduled duties.	- Entitled to Overtime allowance if they work beyond 12 hours during ON duty for putting extra hours of work beyond scheduled duty hours - C-off equal to the number of days deployed on	1. If NH falls on day of duty, no C-off would be admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If NH falls on day of duty, neither C-off nor OT is admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, no C-off would be admissible. 2. If CH/RH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, neither C-off nor OT is admissible 2. If CH/RH falls on off duty period, no C-off would be admissible.

DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
		duty beyond 14 days, after completion of scheduled duties. They can claim OT in lieu of C-off.				
ROUND THE CLOCK SHIFT DUTY PATTERN (2M/2E/2N /2 DAYS OFF)	Perform extra shift duty either in continuation of scheduled shift or on a rest day, one compensatory off shall be granted	Perform work either in continuation of scheduled shift or on a rest day, Overtime will be admissible. Employee may, at his option, be entitled to avail C-off in lieu of OT if the employee performs extra shift duty either in continuation of scheduled shift or on a rest day.	1. If NH falls on day of duty, no C-off or out of pocket would be admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If NH falls on day of duty, neither C-off nor OT is admissible. 2. If NH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, no C-off or out of pocket would be admissible. 2. If CH/RH falls on off duty period, no C-off would be admissible.	1. If CH/RH falls on day of duty, neither C-off nor OT is admissible. 2. If CH/RH falls on off duty period, no C-off would be admissible.
2 DAYS ON/OFF SHIFT DUTY	For working on 3 rd or 4 th day in	For working beyond 2 days- OT	1. If NH falls on day of duty, no C-off	1. If NH falls on day of duty, neither	1. If CH/RH falls on day of duty, no	1. If CH/RH falls on day of duty, no

DUTY PATTERN/ TYPE	WORKING BEYOND SCHEDULED DUTY PERIOD		NATIONAL HOLIDAY		CLOSED HOLIDAY other than NH	
	OFFICERS	STAFF	OFFICERS	STAFF	OFFICERS	STAFF
PATTERN	continuation of 2 day shift, C-off would be admissible for the day of retention.	would be admissible. Employee may, at his option, be entitled to avail C-off in lieu of OT.	or out of pocket would be admissible. 2. If NH falls on off duty period, no C-off would be admissible.	C-off nor OT is admissible. 2. If NH falls on off duty period, no OT or C-off would be admissible.	C-off or out of pocket would be admissible. 2. If CH/RH falls on off duty, no C-off would be admissible.	C-off or OT would be admissible. 2. If CH/RH falls on off duty, no C-off would be admissible.
GENERAL SHIFT (when deployed in field at various stages of exploration, drilling and production)	For working on weekly off/rest day, no C-off is admissible. Employee can claim Out of Pocket as per the scheme	For working on weekly off/rest day, the employee is entitled to avail C-off. Overtime for working on weekly off/rest day shall be admissible only if the total number of working hours in the week exceed the limit as mentioned in the applicable Act.	If NH falls on weekly off day, no C-off would be admissible	If NH falls on weekly off day, no C-off would be admissible	If CH/RH falls on weekly off day, no C-off would be admissible	If CH/RH falls on weekly off day, no C-off would be admissible

- b) The eligible employees will be allowed to avail the compensatory off with the prior approval of the controlling officer within the month in which the C-off is earned or within next two months immediately following that month subject to earning / accumulation of maximum four compensatory offs in one calendar month.
- c) The compensatory off can be prefixed or suffixed with earned leave (EL), half pay leave (HPL) or casual leave (CL) and restricted holidays (RH- only for General shift) with prior permission of the controlling officer.
- d) The scheme for compensatory off shall not apply to non-field personnel, field parties or executives on tour.
- e) Overtime allowance is payable to all the employees of unionized category as compensation, wherever applicable, for putting in extra hours of work, beyond normal duty hours.
- f) Employees covered by the Mines Act, 1952 shall be paid Overtime as per the Mines Act and rules made thereunder.
- g) Employees covered by the Factories Act, 1948 shall be paid Overtime as per the Factories Act and rules made thereunder.
- h) Employees covered by the Shops and Commercial Establishment Act of the respective State Governments shall be paid Overtime as per the Shops and Commercial Establishment Act and rules of the State Govts.
- i) These instructions shall be effective from the date of issue of office order.
- j) Other terms and conditions shall remain unchanged.

 2/8/25

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

Distribution: Through ONGC Reports

(Not to be circulated through individual social media platforms/accounts)