

# 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](http://www.ksmumbai.com)

REF. : ONGC/KS/ 11 /20 26

DATE : 28/01/2026

**To,**  
**The ED-Chief HR Services**  
ONGC-WOU,  
NBP Green Heights, BKC,  
Bandra (E)  
Mumbai - 400 051.

**The ED-COL**  
ONGC-WOU,  
11 High, Bandra-Sion Link Road,  
Sion  
Mumbai - 400 017.

**Subject: Request Regarding Transfer of Employees from Nhava Supply Base as per Office Order No. DLI/HRD/B&C/2026/04, dtd. 09/01/2026.**

Respected Sir,

This is with reference to **Office Order No. DLI/HRD/B&C/2026/04, dated 09/01/2026** concerning the transfer of employees who have completed more than three years of service at Nhava Supply Base. A copy of the order is enclosed herewith for your kind reference.

We request that due consideration be given to the place of residence of the concerned employees while effecting the transfers. A number of employees currently commuting from **Panvel, Uran and Mumbai** are nearing retirement, with only a few years of service remaining. It is respectfully submitted that such employees be given the option to be transferred to offices located in Panvel, Uran or Mumbai, in alignment with their preferences.

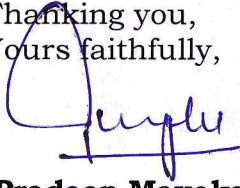
Furthermore, once the aforementioned employees are transferred, no offshore employees should be posted to Nhava Supply Base without their consent. Offshore employees bring with them valuable experience which may not be optimally utilized at Nhava Supply Base. Additionally, many of them are currently serving offshore assignments from their native locations in Maharashtra.

As your esteemed authority is aware, there is a severe shortage of experienced manpower in offshore. Furthermore, recruitment in the Class III cadre of technically qualified employees has been discontinued. Hence, their consent should be obtained prior to any proposed posting at Nhava Supply Base. Only those employees who are willing to be posted at NSB should be considered for such transfers.

**Contd...2**

We seek an opportunity to discuss this matter in detail and request that a meeting be scheduled with our office bearers before any transfers from **Nhava Supply Base** are finalized or replacements are posted.

Thanking you,  
Yours faithfully,



**(Pradeep Mayekar)**  
**General Secretary**

**Copy to:**

1. GM-I/c IR, ONGC-WOU, NBP Green Heights, Bandra (E), Mumbai – 400 051.
2. GM- I/c HR/ER, ONGC-WOU, Nhava Supply Base, Nhava, Raigad.



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

कार्यालय-प्रधान हितलाभ एवं क्षतिपूर्ति,  
चौथा तल, टॉवर-ए, दीनदयाल ऊर्जा भवन,  
5, नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

Office of Head Benefits & Compensation  
4<sup>th</sup> Floor, Tower-A, Deendayal Urja Bhawan,  
5, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070  
+91-11-26754003 | Email:- khan\_irshad@ongc.co.in

No. : DLI/HRD/B&C/2026/04

Dated : 09.01.2026

## OFFICE ORDER

**Sub:** Declaration of Nhava Supply Base (NSB) as Sensitive Posting – Tenure Guidelines

In line with the existing guidelines governing sensitive positions, the Management Committee of Directors (MCoD) in its 687<sup>th</sup> meeting held on 31.12.2025 has decided to declare **posting at Nhava Supply Base (NSB) as a Sensitive Posting.**

2. Accordingly, it has been directed that the following tenure norms shall be applicable for employees posted at Nhava Supply Base (NSB):
  - i. Employees posted at NSB shall be **transferred on completion of three (3) years** of continuous service at NSB; or
  - ii. The **cumulative period of service** of an employee at NSB during his/her entire service in the Corporation shall **not exceed three (3) years.**

*Irshad*  
09.01.2026

(Irshad Ahmad Khan)

GGM-Head Benefits & Compensation – Exec.

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