



ओ.एन.जी.सी. प्रशा. उरण
ONGC ADMN. URAN
आवक क्र./Inward No. 1552
दिनांक/Date. 8/10/26

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

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 022-26274102

Flat No.102, 1st Floor, Acme Hormony-I, Poonam Nagar, Off. JV Link Road, Andheri (E), Mumbai - 400 093.

Website : www.ksmumbai.com

REF. : ONGC/KS/101/2026

DATE : 07/10/2026

To,
The GGM (P) – Plant Manager,
ONGC-WOU,
Dronagiri Bhavan,
LPG Plant,Uran,
Dist.Raigad – 400 702.

c/c

**Subject: Request to Withheld Bank Guarantee / Security Deposit Of
M/S Shivam Developers For Garden Maintenance Contract Due
To Non-Compliance Of Statutory Gratuity Policy.**

Respected Sir,

It has come to our knowledge that the Garden Maintenance Contract executed by **M/s Shivam Developers** expired on **8th March 2026**. While all standard contract bills have been released by ONGC, a serious statutory non-compliance has been observed.

Around **34 workers** are employed under this contract & are covered under the "**Fair Wage Policy**". Under the provisions of this policy, maintaining a valid Gratuity Policy is a mandatory statutory requirement. However, throughout the 3-year tenure of this contract, the contractor failed to maintain & pay the required premiums for the Gratuity Policy (**Policy No 716001543**). Despite this violation, the bills were processed & released by the concerned section.

This failure by M/s Shivam Developers constitutes a direct breach of statutory guidelines & labor compliance frameworks.

Considering the above fact, your esteemed authority is requested to:

- Investigate the matter regarding non-payment/non-continuation of the statutory Gratuity Policy for the affected 34 workers.
- Withheld the Bank Guarantee / Security Deposit of M/s Shivam Developers immediately.

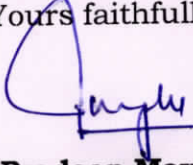
Keep the Security Deposit/Bank Guarantee withheld until the contractor fully complies with the statutory requirements & provides clear proof of settlement/continuation of the Gratuity Policy for all 34 workers.

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Once full compliance & clearance are verified, the Security Deposit may be released.

Thanking You,
Yours faithfully,



(Pradeep Mayekar)
General Secretary

a/c

Copy to:

1. CGM – Head Engineering Services, ONGC-WOU, LPG Plant, Uran, Dist. Raigad
2. CGM (P) - Support Manager, ONGC-WOU, Dronagiri Bhavan, Uran LPG Plant
3. GM, I/c - HR/ER, ONGC- WOU, Dronagiri Bhavan, Uran LPG Plant
4. DGM (Civil) – I/c Civil Section, ONGC-WOU, Dronagiri Bhavan, Uran LPG Plant
5. Manager HR-IR, ONGC- WOU, Dronagiri Bhavan, Uran LPG Plant