



HUMAN RESOURCE MANAGEMENT IN ONGC

(Rules, Regulations & Policies)



OIL AND NATURAL GAS CORPORATION LIMITED
CORPORATE POLICY SECTION
TEL BHAVAN
DEHRADUN

***THIS HAND BOOK IS FOR GENERAL GUIDANCE ONLY.
PLEASE REFER TO ORIGINAL ORDERS WHEREVER
REQUIRED***

FOREWORD

HR Policies are the prime mover for the optimum utilisation and contribution by human resources and also for their morale and motivation in any organisation. HR Management is a dynamic process and hence HR policies require continuous review and updation. It has become more important now because of fast changing trends in the HR Management. Changing economic and organisational scenario in ONGC has thrown a challenge for HR Professionals to respond quickly and appropriately to meet employees' aspirations to keep them highly motivated on the one hand and ensuring that organisational goals are achieved.

In order to equip HR professionals to take quick decisions on 'first time right' and 'first thing first' principle, a sound and dynamic HR Policy platform is inevitable. Towards this objective, the HR Manual "Human Resource Management in ONGC" containing a gist of all the rules, regulations and policies governing the functioning of Personnel & Administration was published in 1998.

As a number of changes in HR Policies have taken place since then and a number of facilities/benefits/allowances etc. have been revised, this updated, improvised and enlarged edition of HR Manual has been published to cater to the needs of employees for quick reference. This Manual contains summary of existing instructions on various subjects in HR area. However, for further details and authenticity on each subject, the relevant circulars should be referred to.

I would like to complement Shri R.N. Ramji, Executive Director (HR) and his team of officers namely Shri A.K. Shah, Chief Manager (P&A) and Shri N. Mani, Manager (P&A) for their commendable efforts and contribution in bringing out this Manual in the present shape.

I hope you will find this Manual handy and useful.

(JAUHARILAL)
Director (HR)

OUR VISION

To be a world class Oil & Gas Company Integrated in energy business with dominant Indian leadership and global presence

OUR MISSION

WORLD CLASS

- *Dedicated to excellence by leveraging competitive advantages in R&D and technology with involved people.*
- *Imbibe high standards of business ethics and organizational values.*
- *Abiding commitment to health, safety and environment to enrich quality of community life.*
- *Foster a culture of trust, openness and mutual concern to make working a stimulating & challenging experience for our people.*
- *Strive for customer delight through quality products and services.*

Integrated in Energy Business

- *Focus on domestic and international oil & gas exploration and production business opportunities.*
- *Provide value linkages in other sectors of energy business.*
- *Create growth opportunities and maximise shareholder value.*

Dominant Indian Leadership

- *Retain dominant position in Indian Petroleum sector and enhance India's energy availability.*

HR VISION, MISSION AND OBJECTIVE

Integrating Employees Towards Organization Goals

HR Vision

“To attain organizational excellence by developing and inspiring the true potential of company’s human capital and providing opportunities for growth, well being and enrichment.”

HR Mission

“To create a value and knowledge based organization by inculcating a culture of learning, innovation and team working and aligning business priorities with aspiration of employees leading to a development of an empowered, responsive and competent human capital.”

HR Objectives

- *To develop and sustain core values.*
- *To develop business leaders for tomorrow.*
- *To provide job contentment through empowerment, accountability and responsibility.*
- *To build and upgrade competencies through virtual learning, opportunities for growth and providing challenges in the job.*
- *To foster a climate of creativity, innovation and enthusiasm.*
- *To enhance the quality of life of employees and their family.*
- *To inculcate higher understanding of ‘Service’ to a greater cause.*

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HUMAN RESOURCE MANAGEMENT

RECRUITMENT

In accordance with the modification to the Recruitment & Promotion Regulations, 1980, direct recruitment is resorted to at the following induction levels:

	<u>Scales of Pay</u>	<u>Age Limit</u>
(i)	Rs.4300/- (Bottom of Class IV)	Below 27 years
(ii)	Rs.4700/-(Bottom of Class III)	Below 30 years
(iii)	Rs.7000/- (Top of Class III)	Below 32 years
(iv)	Rs.12000-17500/-(E-1 level)	Below 30 years
(v)	Rs.17500-22300/- (E-4 level)	Below 44 years

Recruitment for all posts upto the level of posts in the pay scale of Rs.7000/- is de-centralised.

PROBATION

Every person appointed to a post either by direct recruitment or by departmental promotion, shall be on probation for a period of one year.

- Provided that the Appointing Authority may extend the period of probation by any period, which shall not normally exceed one year, (i.e. no employee shall be kept on probation for a total period exceeding two years, in any post).

During the period of probation an employee may be required to pass a written examination or a proficiency test or a trade test within a specified number of chances, and on such conditions, as may be specified in this behalf.

A decision on the question whether an employee should be deemed to have completed the period of probation satisfactorily or who fails to pass the written examination, proficiency test or trade test within the specified period or chances or within such extended period or chances, as may be allowed to him, or whose progress is not satisfactory during the period of probation, may be taken by the competent authority and the employee concerned may, without any notice or any reason being assigned be:-

- Discharged from the service of the Corporation if he is a direct recruit; or
- Reverted to a lower post, if he is a promotee, or was appointed to the higher post as a departmental candidate against direct recruitment.

Interim Probation Reports as well as Final Probation Reports in respect of Officers will be submitted to the following authorities for perusal/regularisation:

Sl.No.	Level of Executive	Authority for perusal	Authority for regularization
		Interim Probation Report	Final Probation Report
(i)	Officers of the level of E-7 and above.	Concerned Director	Appointing / Promoting Authority
(ii)	Officers of the level of E-1 and E-6.	HR I	-do-
(iii)	Officers of E0 level	HR II	-do-
(iv)	Unionised category of employees	HR III	-do-

PROMOTION

EXECUTIVES

LEVEL OF PROMOTION	MODE	EXPERIENCE REQUIRED
E0-E1	Seniority- Cum- Fitness	2 Years for Q1 qualified 4 Years for Q2 qualified 6 Years for Q3 qualified 7 Years for below Q3 qualified
E1-E2	Quantification	4 Years for Q1/Q2/Q3
E2-E3	Quantification	5 Years for Q1/Q2/Q3
E3-E4	Quantification	4 Years for Q1/Q2/Q3
E5 and above	Selection on merit	3 Years

CATEGORISATION OF QUALIFICATIONS

For the sake of administrative convenience and understanding, educational qualifications have been categorized as under:

- a) Q1 - Qualifications prescribed for induction at E1 level
- b) Q2 - Qualifications prescribed for induction at the top of class III
- c) Q3 - Qualifications prescribed for induction at bottom of class III

CLASS-III

Eligibility for promotion from one level to next higher level with the requisite experience is given below:-

A-I (Rs.4700)	to	A-II (Rs.5100)	3 years experience
A-II (Rs.5100)	to	A-III (Rs.5800)	6 years experience
A-III (Rs.5800)	to	A-IV (Rs.6500)	-do-
A-IV (Rs.6500)	to	S-I (Rs.10220)	-do-
S-I (Rs.10220)	to	S-II (Rs.11400)	5 years experience
S-II (Rs.11400)	to	S-III (Rs.13070)	-do-
S-III (Rs.13070)	to	S-IV (Rs.15200)	-do-

(A-I to A-IV and further upto S-IV indicate the levels within class III including the Supervisory Levels).

Eligibility for promotion from S-I to S-II, S-II to S-III and S-III to S-IV in respect of those employees who possess less than laid down qualification would be one year more than the specified period.

Job Linked Test

Existing Employees:-

'Existing Employees' with Q-1 and Q-2 qualification will be considered for promotion to executive cadre, without appearing in Job Linked Test. However, they may opt for career progression in 'S'-category, if they so desire.

Existing Q-3 qualified employees shall exercise the option, indicating their choice for career progression in executive cadre or 'S' category.

'Existing Employees' with below Q-3 qualification will have growth in 'S' category only.

Before consideration for promotion to S-I level, 'Existing Employees' with Q-1 and above qualification will exercise an option for growing to executive cadre/'S' category, subject to fulfilling the qualification requirement as per the R&P Regulations.

The existing employees with Q-1 and Q-2 qualification in A-IV level will be eligible for promotion to E-0 level after 6 years of service, subject to trade/proficiency test etc. as prescribed under SCF criteria.

The employees with Q-3 qualification will be given two consecutive opportunities to appear in the Job Linked Test and in the event of their qualifying the same, such personnel will be

considered for executive cadre through assessment by interview. However, those who qualify the test in the first attempt but fail to be selected in the interview shall not be given another opportunity to appear in the interview. Persons who are not found suitable will be considered for growth in the Class-III channel only. Those who do not opt for shifting to executive cadre or those employees having less than Q-3 qualification will continue to be in Class-III.

CLASS-IV

Eligibility for promotion from one level to next higher level with the requisite experience is given below:

W-I (Rs.4300)	to	W-II (Rs.4500)	3 years experience
W-II (Rs.4500)	to	W-III (Rs.4700)	6 years experience
W-III (Rs.4700)	to	W-IV (Rs.5100)	-do-
W-IV (Rs.5100)	to	W-V (Rs.5800)	-do-
W-V (Rs.5800)	to	W-VI (Rs.6500)	-do-
W-VI (Rs.6500)	to	W-VII (Rs.10220) (New Scale)	-do-

(W-I to W-VII indicate the levels within Class IV)

Eligibility for promotion from W-V to W-VI and W-VI to W-VII in respect of those employees who possess less than laid-down qualification would be one year more than the specified period.

The 'Existing Employees' with qualification below Standard VIII will be treated as under qualified including Sanitary Cleaner & Mali recruited under MRPR-80.

Promotions would be subject to suitability under the Seniority-cum-fitness (SCF) criteria and qualifying trade test (wherever applicable).

SENIORITY*

Seniority of the employees in E-0 level and above (centralised cadres) is maintained at Headquarters, Dehradun.

Seniority of decentralised categories of the employees is maintained Region wise.

PRINCIPLES FOR DETERMINING SENIORITY

The following principles are observed for determining seniority:-

(A) Direct Recruits:

- (i) Inter-se seniority of candidates selected on any one occasion is determined in order of merit in which they are placed by the Selection Committee.
- (ii) Where persons recruited initially on probation are confirmed subsequently in an order different from the order of merit indicated at the time of their selection, seniority follows the order of confirmation and not the original order of merit.

In cases, where the period of probation of an employee is extended on account of a vigilance or disciplinary case pending against him and the employee is subsequently exonerated, his probation is regularised from the date on which it would have otherwise been regularised but for the pendency of the vigilance or disciplinary case.

- (iii) A candidate who is offered an appointment in the Company against direct recruitment has to join within 45 days from the date of receipt of offer, in order to retain his seniority. When a candidate at the time of applying or interview indicates, that he would need more time and this fact is duly noted when placing him on the selection list, he may be allowed to join within a maximum period of 100 days (without losing his seniority) from the date of issue of the order.

If, however, the candidate is an employee of the Corporation and cannot join within the aforesaid period of 45 days on account of exigencies of work, then the Appointing Authority may if it is satisfied that the candidate is unable to join duty in the exigencies of the Company's work, extend the period (within which the candidate would be permitted to join without losing his seniority) by a maximum of 105 days (inclusive of 45 days allowed initially).

- (iv) Such Government employees as are selected in direct competition through open advertisement but are appointed on foreign service terms are deemed to be direct recruits for the purpose of determination of their seniority. Seniority of such persons, once determined, is not affected by their retirement from their parent office or their continuance in the Corporation's employment beyond such retirement.
- (v) Government pensioners and retrenched employees, who are re-employed in the Company after their retirement or retrenchment, shall also be treated as direct recruits for the purpose of determination of seniority.

(B) Departmental Promotees:

- (i) Inter-In cases where the period of probation of an employee is extended on account of a vigilance or disciplinary case pending against him and the employee is subsequently exonerated, his probation is regularised from the date on which it would have otherwise been regularised but for the pendency of the vigilance or disciplinary case.
- (iii) Where promotions to a grade are made, either from more than one grade, or from the same grade divided into different cadres on Regional basis, eligible persons are placed in separate lists in order of their inter-se-seniority in the respective grades or cadres thereafter:
 - (a) If promotion is to be made on the basis of merit alone, the Departmental Promotion Committee prepares a "Select List " on the basis of merit. Promotion is made from this "Select List" in order in which the names are finally arranged ; and
 - (b) If promotion is to be made on the basis of Seniority –cum-fitness, i.e. seniority subject to the rejection of unfit, the Departmental Promotion Committee places the candidates from the various lists into one "Consolidated Seniority List" based on the total length of service rendered in that grade or cadre and makes recommendation for promotion on the basis of this "Consolidated List". The inter-se-seniority of the candidates in their respective lists is not disturbed in the "Consolidated List" .

(C) Relative Seniority of Direct Recruits and Departmental Promotes:

- (i) When the vacancies on any one occasion are reserved for departmental promotion and direct recruitment, names of the promotees shall be released first and the direct recruits shall be released thereafter and appointments made subsequently. In case the Departmental Promotion Committee panel is not available, the vacancies for direct recruitment will not be filled on regular basis instead, officiating arrangements shall be made.
- (ii) Amongst the departmental promotees and direct recruits so appointed on any single occasion the departmental promotees shall be treated as senior enbloc to the direct recruits.

(D) Seniority of decentralised categories :-

- (i) In the event of transfer of an employee belonging to decentralised category, from one Region to the other in the interest of the Corporation, seniority of the employee is retained in his original Region, and the employee is considered for promotion, in his turn, in his parent Region .
- (ii) When such an employee is due for promotion to the next higher post in his parent Region, he is posted back to that Region. In case, on account of exigencies of work, it is not possible to post the employee back to the Parent Region, the employee is

permitted to take over the promoted post in the other Region with the approval of competent authority.

- (iii) Where the Corporation decides that the employee concerned should go back to his parent Region on promotion, and he refuses to do so, the promotion is not to be given to him .
- (iv) In case, an employee belonging to a decentralised category is transferred on his own request from one Region to another , his name is struck off from the parent Region and he is placed at the bottom in the seniority list of the Region to which he is transferred.
- (v) The experience for the purpose of his eligibility for promotion is considered only with effect from the date he joins in the new Region.

(E) Fixation of Seniority on absorption of employees from one cadre to another:

- (i) The Corporation is free to transfer employees from one cadre to another temporarily, on administrative grounds e.g. transfer of work, non-availability of suitable men, etc.
- (ii) Such employees retain their lien and seniority in the parent cadres and have no right for absorption in the cadres to which they are transferred temporarily.
- (iii) If, as a very special case, they are considered for absorption in the cadres to which they are temporarily transferred on their own request, their seniority counts only from the date of their transfer to the cadre at the time of their absorption.

In case, such a transfer is effected in the interest of the work of the Corporation, the transferee carries his original seniority in the cadre from which he is transferred to the new cadre.

*** Under review in view of CRC.**

PAY

SCALES OF PAY

(Effective from 1.1.1997 to 31.12.2006)

Staff:

<u>Level</u>	<u>Scale of pay</u> (Open ended) (Rs.)
W-I	4300/-
W-II	4500/-
W-III	4700/-
W-IV	5100/-
W-V	5800/-
W-VI	6500/-
W-VII	10220/-
A-I	4700/-
A-II	5100/-
A-III	5800/-
A-IV	6500/-
Top of Class III	7000/-
S-I	10220/-
S-II	11400/-
S-III	13070/-
S-IV	15200/-

Executives:

<u>Level</u>	<u>Scale of Pay</u>
E-0	10750-16750
E-1	12000-17500
E-2	13750-18700
E-3	16000-20800
E-4	17500-22300
E-5	18500-23900
E-6	19500-25600
E-7 & E-8	20500-26500
E-9	23750-28550

DEARNESS ALLOWANCE

D.A. up to AICPI 1708 has been merged with Basic Pay for executives and non-executives w.e.f. 1.1.1997.

The rate of D.A. neutralisation for executives as well as non-executives w.e.f. 1.1.1997 is 100% beyond AICPI 1708.

DATE OF INCREMENT

There is only one date of increment in the Corporation i.e. 1st January of each year.

Fresh entrants who join the service of the Corporation during the year will earn their first increment with effect from 1st January following the month of their joining. Payments will, however, be made only after they complete twelve months of service and issue of their orders with regard to satisfactory completion of their probation period.

PAY FIXATION

Fixation of pay is covered under the ONGC (Pay and Allowances) Regulations, 1972.

For new entrants

Initial pay of an employee (other than those who hold lien or any permanent post, or would hold a lien if the same was not suspended) shall ordinarily be fixed at the minimum of the time scale of the post in which he is employed. Fixation of pay in excess of the minimum of the time scale and grant of premature increments shall require sanction of the competent authority.

On Promotion

Executives

(a) Executive to Executive category:

The basic pay on promotion/appointment shall be fixed in the pay scale of the higher post by granting an increase of 6% (i.e. 4%+2%) of the basic pay drawn at the time of promotion/appointment in the scale of pay of the lower post subject to the applicable maximum.

(b) Non-Executive to Executive category:

Pay in such cases shall be fixed by granting an increase at the rate of increment applicable to the lower post plus 2% on the basic pay drawn at the time of promotion/appointment.

Non-executives

Basic pay on promotion in the higher scale of pay will be fixed by granting one increment at the rate of increment of lower scale plus 1.75% as given below:-

PROMOTION FROM	RATE OF INCREMENT ON PROMOTION
SCALE I TO II	4.25% of Basic Pay drawn in Scale I
SCALE II TO III	4.25% of Basic Pay drawn in Scale II
SCALE III TO IV	4.25% of Basic Pay drawn in Scale III
SCALE IV TO V	4.75% of Basic Pay drawn in Scale IV
SCALE V TO VI	4.75% of Basic Pay drawn in Scale V
SCALE VI TO SI	5.25% of Basic Pay drawn in Scale VI
SCALE WITHIN S LEVEL	6% of Basic Pay drawn in lower Scale

Fixation of pay of re-employed Ex-servicemen.

Pensioners, including officers pensioned off or retired, shall be allowed only the scale of pay of the post held by them in the Corporation.

In case of pensioners, retiring before attaining age of 55 years, pension as shown below shall be ignored in fixing their pay on re-employment:

- (i) In the case of Service Officers, the first Rs.1500/- of pension.
- (ii) In the case of personnel below Commissioned Officer rank, entire pension.

Initial pay on re-employment plus gross pension shall not exceed Rs.26000/-.

Rate of Annual Increment

Executives 4% of Basic pay only

Non-executives

Scale of Pay

I, II & III	2.5%
IV & V	3%
VI & VII	3.5%
S Level	4%

ALLOWANCES

HOUSE RENT ALLOWANCE**

Rate of House Rent Allowance payable to all employees of ONGC (i) On production of rent receipt and (ii) self certification/ without production of rent receipt at various work centres is as mentioned below:-

Sl. No	Work Centre	Executives		Unionized Categories	
		On production of rent receipt	Ceiling for payment of HRA on self certification	On production of rent receipt	Ceiling for payment of HRA without production of rent receipt
(1)	(2)	(3)	(4)	(5)	(6)
1.	Delhi, Mumbai, Kolkata, Chennai, Ahmedabad	30% of basic pay or actual rent paid, whichever is less	30% of basic pay or actual amount certified, whichever is less	30% of basic pay or actual rent paid, whichever is less	Rs. 4000/- or 30% of basic pay, whichever is less
2.	Baroda, Surat, Ankleshwar, Mehsana	22.5% of basic pay or actual rent paid, whichever is less	22.5% of basic pay or actual amount certified, whichever is less	22.5% of basic pay or actual rent paid, whichever is less	Rs. 3000/- or 22.5% of basic pay, whichever is less
3.	Jodhpur, Goa	17.5% of basic pay or actual rent paid, whichever is less	17.5% of basic pay or actual amount certified, whichever is less	17.5% of basic pay or actual rent paid, whichever is less	Rs. 3000/- or 17.5% of basic pay, whichever is less
4.	All work centres in North East, Cambay, Jammu, Karaikal, Rajamundry and Dehradun	15% of basic pay or actual rent paid, whichever is less	15% of basic pay or actual amount certified, whichever is less	15% of basic pay or actual rent paid, whichever is less	Rs. 2000/- or 15% of basic pay, whichever is less

NOTE:

- (i) The above mentioned rates of House Rent Allowance are applicable only at ONGC's work centres. In cases of other Cities/Towns the applicable rates of HRA shall be as per the guidelines of Department of Public Enterprises/ Govt of India.

se-seniority of departmental candidates for promotion on any single occasion is determined in the order of their selection as recommended by the Departmental Promotion Committee.

- (ii) Where persons promoted initially on probation are confirmed subsequently in an order different from the order of merit decided at the time of their promotion, seniority is determined in the order of confirmation and not the original order of merit.

2. **PAYMENT OF HRA 'UNDER DIFFERENT CIRCUMSTANCES'**

Payment of HRA under different circumstances will be as under, subject to entitlement of HRA as mentioned in para-1 above.

2.1 **Employees living in their own houses:**

- a) Houses located in Municipal, Cantonment, Local Bodies and notified areas: Rateable value of owned houses assessed by Authorities of Municipality, Cantonment, Local Bodies, Notified Areas or by Civil Engineering Deptt. of the Corporation.
- b) Houses located in areas falling outside limits of Municipal, Cantonment, Local Bodies & Notified areas : The rateable value of house in cases falling under this category should be restricted to 75% of the rateable value of similar house situated within Municipal/Cantonment, Local Bodies and Notified areas limits.

2.2 **Employees sharing Leased/Company owned accommodation with their serving family members:**

In case an employee shares with his/her serving spouse/parents/children the leased/Company owned accommodation (including rent free accommodation) provided by ONGC/Central/State Govt./Any Public Undertaking or Semi-Govt. Organisation, the employee other than the allottee will be eligible to draw HRA within the ceiling prescribed for payment of House Rent Allowance without production of rent receipt/on self certificate basis, as the case may be, provided such co-sharing is admissible under the rules and permission is granted by the Competent Authority.

2.3 **Employees sharing hired/owned accommodation with other serving members including the accommodation owned by H.U.F. of which he/she is a member;**

- a) On production of House Rent Receipt/Rental Assessment.

In such cases one of the employees as per choice may draw HRA as per his entitlement as admissible on production of rent receipt/assessment of rental as per procedure and other serving members of the family i.e. spouse/parents/son/daughter, who are employees of the Corporation and are sharing accommodation with him/her may draw HRA restricted to the

amount without production of rent receipt/on self certificate basis, as the case may be.

b) Without production of rent receipt.

In case an employee shares above type of accommodation with his/her spouse/parents/son/daughter serving in the Corporation as the case may be, then such employees may draw house Rent Allowance as payable without production of rent receipt/on self certificate basis, as the case may be.

2.4 **Employees sharing allotted accommodation with another employee of the Corporation/Central/State Govt. or Autonomous Body other than the spouse/parents/ son/ daughter;**

An employee of the Corporation, sharing above type of accommodation which may have been allotted to other person, may draw HRA as payable without production of rent receipt/on self certificate basis, as the case may be, subject to the condition that such sharing is permissible under the relevant rules of the organisation and permission for sharing is granted by Competent Authority.

2.5 **Payment of HRA on transfer where family resides at a place other than the place of posting, HQ of the employee;**

An employee on transfer may draw House Rent Allowance as admissible at the place where he opts to keep his family on production of house rent receipt.

2.6 **Payment of HRA in case of employees on 14 days On/Off shift pattern;**

An employee working on 14 days On/Off shift pattern may keep his family at the old station of posting itself or at new place of posting or at any other place of choice. In such cases HRA will be reimbursed as admissible for the place of stay of family.

2.7 **HRA on Fresh Appointment;**

- (i) Initial two months : At the rate applicable to the station
from date of appointment where family is kept.
- (ii) For the next four months : At the rate as given in sub-para 2.7(i)
above or the maximum amount that would
have been admissible to him at the place of
posting, had he taken a residence on rent
whichever is less. However, the Head of
Office/Asset/Institute/Work Centre may allow
an employee concerned pending his taking a
house on rent or allotment of Corporation's
accommodation at the place of posting to
draw HRA at the above rate, till the end of
current academic year of his children
whichever is later after satisfying themselves

about the period of completion of academic year of the children.

3. **Payment of HRA during leave, joining time, deputation abroad/training abroad or in India and on suspension:**

3.1 **During leave:**

An employee will be eligible for HRA upto 180 days during all kinds of leave except EOL as per Leave Rules of ONGC at the same rate at which he was drawing this allowance before he proceeded on leave. When holidays are combined with leave, the entire period of holidays and leave shall be taken as one spell of leave.

NOTE:

- (i) The limit of 180 days shall be extended to 240 days for payment of HRA in case the employee is suffering from T.B., Cancer or other ailments during the period of leave taken on Medical Certificate. It is immaterial whether the leave is taken on Medical Certificate from the very commencement or is in continuation of other leave.

The payment of HRA during the period of leave in excess of 180 days will be subject to the condition that the employee concerned continued to retain the house at the same station from where he proceeded on leave.

- (ii) When an employee who is granted leave does not join duties after availing of leave and resigns, he shall not be eligible for any HRA for the entire period of leave and the entire amount drawn will be recovered before resignation is accepted.

3.2 **Joining time:**

During joining time, on transfer, an employee shall be entitled to draw HRA at the same rate at which he was drawing it at the station, from where he was transferred.

In case of Corporation owned accommodation, the HRA will be admissible subject to vacation of the accommodation.

3.3 **Deputation/Training abroad or in India:**

HRA will be payable to an employee as admissible for the station where the family resides.

3.4 **Suspension:**

- (a) During suspension an employee will be entitled to HRA in accordance with the provisions of Pay & Allowance Regulations of the Corporation subject to his furnishing a certificate that he actually retained the house.

- (b) In case the headquarter of an employee under suspension is changed in Corporation's interest by the Competent Authority, he shall be entitled to HRA at the new station subject to furnishing of the requisite certificate.

HOUSE RENT RECOVERY

The rates of House Rent Recovery for residential family accommodation provided to the employees by the Corporation are as under:

Colony accommodation:

Type of Quarter	Rate of Recovery (Rs./ Month)*			
	Within Municipal limits		Outside Municipal limits	
	Executives	Non-executives	Executives	Non-executives
A	130	130	85	85
B	320	320	200	200
C	450	-	300	-
D	675	-	450	-

* Subject to applicable standard rent ceilings as per the existing practice.

** O.O. No.13(1)/97-HRA/EP Dated 4.2.1998, O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000.

LEASED ACCOMMODATION

(A) Executive Level Rate of recovery (Rs./ Month)

E-0-E-2	640
E-3-E-5	900
E-6- E-9	1350

(B) Non-Executives

Employees drawing basic pay below Rs.7000/-	260
Employees Drawing basic pay of Rs.7,000/- & above	640

SELF LEASE FACILITY*

Eligibility:

All employees

Amount:

Executives

The rent payable to the Executive will be:-

- i) (HRA % of that place + 10%) - on the maximum of pay scale of proposed allottee;

OR

- i) Certificate of assessment of the rent of the house by Civil Department

WHICHEVER IS LESS

NON-EXECUTIVE:

- i) Rate of HRA applicable for the Work Centres + 10% of Pay derived notionally after adding 35% increase to their initial scales.

OR

- ii) Certificate of assessment of the rent of the house by Civil Department.

WHICHEVER IS LESS

Eligible Executives, who gets transferred to NE States OR are working on ON/OFF pattern may also be allowed this facility, provided, they choose to retain their family at the old station, where they have the owned house/flats.

*O.O. No. 3/7/99-EH dated 3.2.1999 and 4.5.2000

**REIMBURSEMENT OF MAINTENANCE CHARGES TO LEASED/SELF LEASED
ACCOMMODATION***

Eligibility:

Employees residing in the Company/self leased accommodation are reimbursed maintenance charges for minor repair/maintenance of the house carried by them.

Amount:

Equivalent to two months entitled lease rent or actual lease rent being paid to the landlord or lease rent as per assessment of the house whichever is lower.

*OM No. 3/7/96-EH (Maint) dated 14.7.2000

DRILLING ALLOWANCE*

The rates of Drilling Allowance w.e.f. 1.1.1997 at all work centres are as follows:-

CATEGORY OF EMPLOYEES	NORMAL AREAS	NORTH EASTERN STATES, SAND DUNE AREAS
A. Unionised Category		
(i) Other than S-Level	20% of basic pay subject to a max. of Rs.1550/- p.m.	27.5% of basic pay subject to a max. of Rs.1750/- p.m.
(ii) S-Level	20% of basic pay subject to a max. of Rs.2650/- p.m.	27.5% of basic pay subject to a max. of Rs.2950/- p.m.
Executives		
	20% of basic pay subject to max. of Rs.3100/- p.m.	27.5% of basic pay subject to max. of Rs.3500/- p.m.

GENERAL CONDITIONS:

- ii) Drilling Allowance would be payable during all kinds of leave for a period not exceeding 4 months/120 days. It would also be payable during joining time, temporary duty, transfer, tour etc. but not during EOL.
- ii) An employee drawing Drilling Allowance will not be eligible for City Compensatory Allowance. However, employees posted in a work centre located in a classified city, where City Compensatory allowance is admissible to the Central Govt. employees may be allowed to draw Drilling Allowance or CCA whichever is more beneficial to them.

* O.O No.14(1)/97-DA/EP Dated 21.11.1997, O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000.

HARD DUTY ALLOWANCE*

This allowance shall be payable to Employees working on Offshore installations/ rigs/vessels.

1. ELIGIBILITY:

1.1 EMPLOYEES ELIGIBLE:

- (a) Employees working on regular basis on Offshore Installations/rigs on 14 days 'On/Off' shift pattern,
- (b) Employees working in Marine/Seismic Survey Groups/Vessels,

- (c) Deck hands, Assistant Marine Radio Operators and Marine Radio Operators deployed for duty on offshore installations/rigs/vessels,
 - (d) Employees who are posted at the base and are required to stay on drilling rigs/platforms for a week and get off for one week but are on call duty for all 24 hours,
 - (e) The operational crew of Survey ships such as Scientific Officers etc. shall be paid the allowance for actual number of days they work on the Ship (including journey and operation time) and off period equivalent to 50% of the time spent in the ship. In other words, for every two days working at the ship, the allowance will be paid for $(2+1) = 3$ days. This allowance will be payable only after the ship is actually deployed for Seismic survey in Indian waters.
 - (f) Employees who do not work on Survey Vessels, but are required to go to Survey Vessels in the Offshore taken on contract basis for purposes like quality control etc. However, such employees who will be drawing Hard Duty Allowance will not be entitled to daily allowance.
 - (g) Employees who are not on 14 days 'On/Off' duty at Offshore, but are deputed to Offshore either as a replacement or for supervision of operations, including installation of platforms and other related work of E&C Division etc. and stay at Offshore as part of duty, for a period of 14 days or more in continuity in a month from the first day of duty at offshore shall also be paid the allowance for the period of duty at offshore. A certificate to this effect will be issued by the authorities concerned of the respective Assets that the employee concerned stayed offshore as a part of duty for 14 days or more in continuity in a month. Such employee shall not be eligible for Hard Duty Allowance if continuous stay in a month (month shall be taken as a period of 30 days) is less than 14 days.
-
- (h) However, officers of E-5 and E-6 level who are deputed to offshore installations / rigs for shorter duration will be eligible for payment of Hard Duty Allowance at pro-rata basis subject to the condition that they should have stayed offshore for a minimum period of four nights in a month.
 - (i) However, officers of E-5 and E-6 level who are deputed to Offshore installations/rigs for shorter duration will be eligible for payment of Hard Duty Allowance at pro-rata basis subject to the condition that they should have stayed Offshore for a minimum period of four nights in a month.

1.2 EMPLOYEES NOT ELIGIBLE:

- (a) Employees who go to Survey vessels on casual visits or for supervision purposes,
- (b) Masters and other members of marine crew of offshore installation/ rigs/vessels,
- (c) Employees posted at base and required to go on casual visit to offshore drilling installations/rigs/vessels for supervision/inspection purposes,

- (d) Graduate trainees posted on Offshore installations/rigs/vessels during the training period.

2. **ENTITLEMENT (W.E.F. 1.1.1997):**

(a) **EXECUTIVES:**

Payable @ 25% of Basic Pay

(b) **UNIONISED CATEGORIES:**

(i) **S-level:**

Payable @ 25% of Basic Pay subject to a minimum of Rs.2675/- p.m.

(ii) **Other than S-level**

Basic Pay	Hard Duty Allowance (Rupees/ month)
4300-4550	1335
4551-4819	1445
4820-5251	1555
5252-5728	1700
5729-6307	1870
6308-6979	2060
6980-7750	2285
7751-8625	2540
8626 & above	2675

3. **GENERAL CONDITIONS:**

- (a) Employees who work for lesser/more number of days on the job, but who are otherwise eligible to draw the allowance, will be paid Hard Duty Allowance, proportionately.
- (b) Employees drawing Hard Duty Allowance will not be eligible for Operational Allowance.

Employees, other than masters and other members of the marine crew , posted in at Mumbai offshore, working on drilling rigs and platforms, on 14 days 'ON' and 14 days 'OFF' basis, are entitled to payment of Hard Duty Allowance.

Employees, who are posted at base and go to the drilling rig for general supervision, are not entitled to Hard Duty Allowance.

* Office Order No. 18(5)97/HDA/EP dt. 9-2-1998, O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000

OFF SHORE COMPENSATION ALLOWANCE*

This allowance is payable to employees working in Offshore. The rates are as under:-

Executives :- 8% of basic pay

Non-executives('S' level) : 8% of basic pay subject to a minimum of Rs.850/- p.m.

Non-executives:-

Basic Pay	Offshore Compn.Allowance (Rupees/ month)
4300-4550	460
4551-4819	510
4820-5251	550
5252-5728	610
5729-6307	665
6308-6979	735
6980-7750	815
7751-8625	850
8626 & above	850

* O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000

ADDITIONAL OFF SHORE COMPENSATION ALLOWANCE

This is payable to employees working in 14 days On/Off shift pattern in Offshore Installations as under :-

- (a) Rs.500/- for six months period for attending duty continuously on all days of duty of their shift cycle during six calendar months.
- (b) Additional Rs.500/- for the year for attending duty continuously on all days of duty of their shift cycle during the calendar year.

OPERATIONAL ALLOWANCE**

1. ELIGIBILITY:-

- A) All the employees directly connected with drilling or production in the field whose duty points are at drill sites, oil field installations and attending duty in shifts.
- B) Employees working in Logging, Cementing, Field Maintenance, Wells Stimulation Services, Reservoir alongwith Transport and Communications personnel connected directly with these services who are also directly related to field activities at various stages of drilling and production operations.

2. ENTITLEMENT :-

A) The payment of Operational Allowance will be made for the employees as at para 1A above at the following rates w.e.f. 1.1.1997:-

Sl.No.	Category	Rate of Operational Allowance
1.	General Shift	7.5% of Basic pay
2.	Two/three Shifts	10% of Basic pay
3.	14 days On-Off	12.5% of Basic pay

B) The eligible employees as per para 1.B will be paid Operational Allowance @ 7.5% of the basic pay w.e.f. 1.10.1997.

3. GENERAL CONDITIONS :-

A. For Employees as at para 1A

- i) The place of duty shall be in the field i.e. in the open and should not be located in any office/laboratory/or storage shed.
- ii) The employee must work in shift i.e. either in two/three shifts or in the general shift.
- iii) The employee must work for a minimum period of 80% of the working days in the field; those working in the field for less than 80% of the working days in any calendar month, will not be eligible to draw the allowance for that month.
However for calculating 80% attendance, absence from duty on account of any of the following reasons, beyond the control of the employee will not be counted and the payment of Operational Allowance will be made on pro-rata basis:
 - (a) Non-availability of transport to work site, where such transport is to be provided by the Corporation,
 - (b) Inaccessibility of the site due to natural calamities like severe floods, cyclones, earthquake damages, when the employee is available at base but cannot be transported to site; and
 - (c) Absence on account of official tours/seminars/training/conferences, where the individual has been deputed by the Corporation.

NOTE:-

The Controlling Officer of such employees shall certify such days for exclusion from 80% attendance required for grant of Operational Allowance. It will be the

responsibility of the Head of the Asset concerned to devise and introduce an effective system to check the veracity of such certificates. Other cases in which absence is due to action on the part of the employees are not to be certified.

- (iv) While submitting the monthly absentee statements to Accounts, the Driller-in-charge or Sectional Heads of the employees working with a drilling production rig as also those working at production installations will ensure that the employees eligible to draw Operational Allowance as also the period for with the Operational Allowance is to be drawn are clearly indicated therein.

B. For employees as at Para 1B

- (i) Since these employees do not work in shifts, the total time spent (excluding journey time) in the field during a calendar month will be converted into number of shifts for the purpose of payment of Operational Allowance by dividing the same by 8 hours, being the normal duration time of a shift. Fraction of the shift upto 0.5 shall be ignored and fraction above 0.5 will be counted as one shift on monthly basis for payment of Operational Allowance on pro-rata basis.
- (ii) The payment of Operational Allowance will be subject to the condition that these employees remain at the site during the continuance and execution of the operation specific to their area of work and fulfilment of other terms and conditions of the scheme.

C. For all employees:

- (i) An employee while on leave of any kind will not be entitled to draw Operational Allowance for the period of leave.
- (ii) Operational Allowance will be payable to the eligible employees in addition to Drilling Allowance. However, employees drawing Operational Allowance will not be eligible for Hard Duty Allowance and vice versa.

Payment of Pro-rata Operational Allowance :

- (1) Operational Allowance is payable on pro-rata basis for the actual period of duty to an employee who meets with an accident while on duty and is not able to attend duty for the requisite minimum period of 80% of the working days in a calendar month.
- (2) The absence of an employee on account of injury should be duly supported by Medical certificate issued by ONGC authorised Medical Officer.

Such claims of pro-rata Operational Allowance on account of injury caused due to accident while on duty should be duly scrutinised by the concerned authorities before passing the claim so as to cover only genuine cases.

**** Office Order No. 18(8)/97- OPS ALLOW/EP dt. 23-12-1997; and
Office Order No. 18(8)/01- OPS ALLOW/EP dt. 4.5.2001**

SHIFT ALLOWANCE*

This allowance shall be payable to all personnel working in round the clock shift or multiple shifts except those working in general shift.

The rates of shift allowance w.e.f. 1.1.1997 are as under:

Description	8 hrs. duty(Rate per shift in Rs.)	12 hrs. duty(Rate per shift in Rs.)
For executives		
General Shift@	15	20
Morning/Evening Shift or Day Shift	30	45
Night Shift	50	75
For non-executives ('S' Level)		
General Shift@	12	17
Morning/Evening Shift or Day Shift	25	37
Night Shift	45	67
For non-executives (other than 'S' Level)		
General Shift @	10	15
Morning/Evening Shift or Day Shift	20	30
Night Shift	45	67

@ Shift allowance for general shift is being introduced for those employees who go to fill in general shift on regular basis for the maintenance jobs and other activities directly connected with drilling and production and are eligible for operational allowance @ 7.5% of basic pay.

*O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7 .2000

FOOD COMPENSATORY ALLOWANCE*

This allowance is payable to employees engaged on 12 hours shift duty on two days On/Off pattern in Western Region, Tripura Asset and Eastern Region @ Rs. 50/- per shift.

* O.O.No.18(5)/96/On-Off Shift/ER/EP dated 20.12.2000

ADDITIONAL CASH ALLOWANCE (NOURISHMENT ALLOWANCE)*

Rs.10 per head to each employee working in three shifts (including General Shift), Security Staff, emergency vehicle drivers, fire staff at drillsites, including work-over rigs and production installations.

Employees whose duty points are at Asset/Regional office but who have to visit or periodically work at field installations are also entitled to Tea Allowance on the days of such visit to /work in the field provided their stay away from their duty points in Project/Regional headquarters, exceeds four hours.

The same rate under the same conditions is applicable to officers also.

*OM No. 10(1)/2000-GA dated 3.5.2001

NORTH-EASTERN ALLOWANCE*

Scope:

This allowance shall be payable to the employees posted in North-Eastern States.

Eligibility:

All employees posted in North-Eastern States.

Entitlement (w.e.f. 1.8.1997):

12.5% of the Basic Pay drawn from time to time in case of executives and @12.5% of Basic Pay subject to a maximum of Rs.1500/- p.m. to unionized category of employees.

General Conditions:

North-Eastern Allowance shall not be a part of the long term settlement and therefore, shall not be negotiable.

*O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7 .2000

REMOTE LOCALITY ALLOWANCE*

The Remote Locality Allowance is payable at Eastern Region, Tripura Asset and Rajasthan Asset at the following rates w.e.f. 1.8.1997:

A. Executives

Assam

Tripura*

Drill sites of
Rajasthan(Sand
Dune Areas)

200

Within Municipal Limits

750

Outside Municipal Limits

1050

750

*The admissible rates of Remote Locality Allowance shall be determined with reference to the place where executive is working.

B. Unionised Category of Employees

<u>Pay Slab</u>	<u>Assam</u>	<u>Tripura</u>		<u>Drill sites of Rajasthan(Sand Dune Areas)</u>
		Within Municipal Limits	Outside Municipal Limits	
Below 4500	40	150	250	150
4500-5799	80	300	400	300
5800-6499	120	450	550	450
6500-9999	160	600	800	600
10000 & above	200	750	1050	750

*The admissible rates of Remote Locality Allowance shall be determined with reference to the place where employee is working.

GENERAL CONDITIONS:

The allowance would be payable during all kinds of leave for a period not exceeding 4 months/120 days. It would, however, not be payable during EOL and joining time, temporary duty/transfer, tour to ERBC/Tripura Project.

*O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000

TRIBAL AREA ALLOWANCE*
(At Ankleshwar only)

Tribal Area Allowance is payable to all employees posted at Ankleshwar. The rates w.e.f. 1.8.1997 are as under :-

<u>Pay Slabs</u>	<u>Amount (Rs. p.m.)</u>
Below Rs.4500	40
4500-5799	80
5800-6499	120
6500-9999	160
10000 & above	200

* O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000

HILL COMPENSATORY ALLOWANCE*
(At Dehradun only)

Hill Compensatory Allowance is payable to all employees posted at Dehradun. The rate for executives is Rs.300/- p.m. and for unionized category of employees is as under w.e.f. 1.8.1997 :-

Pay Slab	Rate per month (Rupees)
Below 4500	100
4500-5799	140
5800-6499	240
6500 & above	300

*O.O.No.11(19)/00-EP dated 15.3.2000 & O.O.No.11(24)/00-EP dated 26.7.2000

KARAIKAL SPECIAL COMPENSATORY ALLOWANCE*

KSCA will be paid @ 7% of the Basic Pay + SP (SP on account of pay revision, wherever applicable). Those employees who will be allotted ONGC colony accommodation will not be entitled to housing component of KSCA, which is 4.5%, from the date of allotment.

The payment of KSCA is subject to the following terms & conditions :-

- (i) The employees actually staying with their families at Karaikal will only be eligible for this allowance.
- (ii) The allowance will not be payable to the employees who are on 14 days On-Off shift pattern or staying in Bachelor Accommodation or those whose families are staying at other places for which HRA is being claimed / leased accommodation has been taken.
- (iii) The KSCA shall cease to exist once ONGC Colony comes up.

*O.O.No.13(1)/97/KSCA/EP dated 14.12.2001

CHARGE ALLOWANCE*

GGMs, AEDs and RDs are eligible to charge allowance at the following rates for shouldering higher responsibilities and accountability:

Level	Amount(Rs. p.m.)
GGM	400
AED	600
RD	1000

Conditions:

- i) Charge Allowance shall not be counted for any consequential benefits.
- ii) It ceases on promotion to ED.

*O.O.No.11(19)/00-EP dated 12.9.2001

PROFESSIONAL PURSUIT ALLOWANCE *

This allowance is payable to executives @ 2% of basic pay subject to a maximum of Rs. 450/- p.m. for updating professional knowledge.

*O.O.No.11(19)/00-EP dated 15.3.2000

OVERTIME ALLOWANCE*

SCOPE

Overtime Allowance (OTA) is payable to all the employees of unionised category as compensation for putting in extra hours of work, beyond normal duty hours.

2. ELIGIBILITY

1. The entitled employees are paid OTA as per the following eligibility :

Employees covered by the Mine Act, 1952, Factories Act, 1948 and the Shops and Commercial Establishments Acts of the respective State Govt. will be paid Overtime Allowance as per the applicable Acts and the Rules made thereunder:

2. The various restrictions regarding maximum working hours and payment of Overtime per day/per week as mentioned in the respective Acts shall be followed. In case, where it is impractical to follow these instructions, necessary exemption shall be obtained from the Centre/State Govt. by the Establishments concerned if not already obtained. The Overtime

Allowance payable to an employee in any month shall not exceed 1/3 of his monthly emoluments on which overtime is calculated provided such payment is not covered under any statutory provision. However, wherever such payment is covered under any statutory provision, the aforesaid restrictions/ limitation shall not apply and instead the provisions of the relevant Act/ Rules shall prevail.

3. These provisions shall not apply to the following category of the employee:
 - i) Employees specifically exempted from working hours/overtime restriction by the Mines act, Factories Act and Shops and Commercial Establishment Act of the respective State Govt. and Rules thereunder.
 - ii) Employees whose work is intermittent nature; field/inspection staff while on field duty; persons not in whole time employment; employees while on tour.
4. Overtime shall be calculated on basic pay plus Dearness Allowance only and no other allowance is to be taken into consideration.
5. Overtime is calculated on actual working hours which exclude lunch break and absence of any kind including weekly off/holidays.
6. Subject to the restrictions laid down in the relevant Act, regarding payment of OTA, the employee will be paid OTA for the actual hours of work put in on National/Closed Holidays. For working OT on weekly rest day, the employee will be granted Compensatory Off (in lieu of OTA) in terms of the provisions of the relevant Act, wherever feasible. The employee may also opt for availing Compensatory Off in lieu of work performed on Saturday/ Sunday/ Closed Holiday. This is further subject to the provisions of the relevant Act.

3. General Conditions:

The necessity of economising the operations to reduce cost and becoming competitive, and to this end, optimum utilisation, amongst others, of manpower and improvement in productivity have been well appreciated by the recognised unions as well, and they have agreed to jointly worked towards these common objectives. Accordingly, OTA is to be reduced to tune of 50% to 75% in overall interest of the organisation.

*Office Order No. 18(3)/97-OTA/EP dt. 12.8.1998

JOB LINKED ALLOWANCES*

The rates of Job Linked Allowances w.e.f. 1.1.1997 are as under:-

Allowance	Rates (Rs. per month)
Gun Allowance	50
Stenography Allowance	120
Typing Allowance	20
Cash Handling Allowance	200/250
Boom Allowance	30
Crane Operator/Sr. Operator(Crane)/ Sr. Driver/ Operator Cemtg. Unit (7 tonnes)/ Roustabout at Sagar Samrat/ Crane Operator with HV licence/ Winch Operator	200
Telephone/Wireless Operator (for operating VHF wireless sets)	50
Daftri	30
Pharmacists/Nurses	8 per visit, max. 240 p.m.
Dressers/Female Hospital Attendants	8 per visit, max. 80 p.m.
Salary Packet Disbursement	Re. 1 per pkt.

*O.O.No. 11(24)/00-EP dated 26.7.2000

KIT MAINTENANCE ALLOWANCE

This allowance is payable to Security/Fire personnel for maintaining kits at the following rates:-

E4 and above - Rs. 40/- p.m.
E3 and below - Rs. 30/- p.m.

WASHING ALLOWANCE*

The rates of Washing Allowance are as under :-

Executives : (w.e.f. 1.1.2001)*

For Kits & Liveries - Rs.30 /- p.m.

For Security & Fire Personnel Rs.40 /- p.m.
(who are entitled for Kits & Liveries
and Khaki Uniforms)

Non-Executives :

For Kits & Liveries - Rs.30/- p.m.

For Security & Fire Personnel Rs.40/- p.m.

* O.O.No.11(24)/00-EP dated 26.7.2000 & O.O.No.1(33)/2001-GA dated 14.12.2001

PRODUCTIVITY ALLOWANCE*

This is payable to non-unionised category of employees to motivate them to improve the productivity. Each employee shall submit a minimum of two suggestions every year for productivity improvement. The rates of this allowance are as under :-

Scale	Rate (Rs.p.m.)
I, II, III	300
IV & V	400
VI & VII	500
S-Level	600

* O.O.No. 11(24)/00-EP dated 26.7.2000

SPECIAL ALLOWANCE TO FIRE STAFF

This allowance is payable to Fire personnel in the payscale of Rs.4700/- and above possessing valid driving license with 3 years driving experience for driving Fire Tenders/Vehicles in the pay scale of Rs.4700/- and above and who can drive fire tenders/vehicles at the rate of Rs.100/- per month.

ALLOWANCES FOR MEDICAL STAFF

NON-PRACTISING ALLOWANCE*

NPA is admissible at the rate of 17.5% of basic pay subject to a maximum of Rs.4000/- per month to all Medical Officers in full-time employment of the Corporation and is payable in lieu of private practice.

ELIGIBILITY:

NPA is taken into account for payment of pay based allowances/entitlements. It is counted as pay for the purpose of Dearness Allowance, Gratuity and employer's contribution to CPF. However, it is not considered for the purposes of determining annual increment, fixation of pay on revision of scales of pay, promotions, appointment etc.

NPA is payable during all kinds of leave except EOL.

*O.O.No.11(19)/00-EP dated 15.3.2000

TRIP ALLOWANCE

Medical Officers are paid trip allowance at the following rates for visiting employees at their residence for treatment:

CATEGORY OF MEDICAL OFFICER	RATE PER TRIP (Rs.)	MAXIMUM NO. OF TRIP ALLOWED
Car		
Medical Superintendent/Senior Medical Officer	7.50	30
Medical Officer	7.50	20
Scooter		
Medical Superintendent/Senior Medical Officer/ Medical Officer	4.00	20

CONVEYANCE ALLOWANCES

CONVEYANCE MAINTENANCE REIMBURSEMENT*

CMRE is payable to executives and non-executives w.e.f. 1.7.2002 at the following rates :

CAR		SCOOTER/ M.CYCLE	MOPED
E2 & above level executives/S-III/S-IV employees including E-1/S-II levels drawing basic pay of Rs.14250/- and above per month.	E-0/E-1 executives/S-I/S-II levels drawing basic pay of Rs.12000/- to Rs.14249/- p.m.	Executives/ Employees maintaining Scooter/Motor Cycle	Employees maintaining Moped
Rs.2735/- per month	Rs.1610 /- per month	Rs.845/- per month	Rs.465/- per month

Every employee will be required to submit his claim on monthly basis as per prescribed proforma.

The limits of CMRE during authorised absence from place of posting/duty i.e. leave/tour or otherwise shall be as under :

Period	Percentage admissible
i) Upto 30 days	100% of prescribed amount
ii) Exceeding 30 days and upto 60 days, inclusive of all holidays (all consecutive)	50% of prescribed amount
iii) In excess of 60 days	Nil

NOTE:

- i) For the period of joining time CMRE shall be reduced on pro-rata basis for that month.
- ii) A month shall be taken consisting of 30 days for the purpose of determining the quantum of reduced reimbursement under the scheme.

*O.O. No. 18(7)/97-CMRE/EP dt. 21-1-1998, O.O.18(7)/02-EP dated 16.8.2002 & O.O.18(7)/02-EP dated 24.10.2002

CMRE VIS-À-VIS USE OF COMPANY ARRANGED VEHICLES*

Except those availing the bus facility as mentioned in para 6 hereinafter, executives availing the facility of staff car/hired vehicle/Company vehicle are not entitled for CMRE.

2. Following executives are authorised for the facility of staff car / hired vehicle/Company vehicle in connection with their official duties :
 - (i) Key Executives as per CRC structure.
 - (ii) Any other senior executive, other than Key Executive, specifically authorised by the concerned Director in view of justification.

However, private journey undertaken shall be on chargeable basis, as per the rate(s) prescribed therefor.

3. In terms of clause 3(v) of office order (CO-15) No. 18(7)/97-CMRE/EP dated 21.1.1998, an employee drawing CMRE has to use his own conveyance for official journey for a distance up to 8 Kms. (one way) from his Headquarters, except while proceeding on tours, for journey, to and from Railway station / Air port/ Bus stand and on return.

4. Whenever, employees drawing CMRE use company transport for the journey for which own vehicle is required to be used within 8 Km., the proportionate cost of the hire charges/per Kilometer rates together with halting charges fixed for private use of company vehicle or the CMRE, whichever is higher is to be recovered from his salary.

5. Further, the employees drawing CMRE may be encouraged to use their own vehicle beyond 8 kms. of their work place for performing official duty and they may be reimbursed the charges beyond 8 kms. on the basis of certification by the Controlling Officer on fixed km basis prevailing from time to time. The distance of 8 kms. taken for this purpose will be for one way journey from his headquarters. In other words, the per km. charges reimbursement will be beyond total journey of 16 kms.

6. Wherever the shift buses are in service for going to fields/operational areas, the same will continue as hitherto.

- (a) As a special case, the bus facility at fixed intervals between Panvel Colony - Mumbai and Surat - Hazira plant etc will continue in view of the long distance involved between the two places.
- (b) Following executives are, though normally required to use their own vehicle for official work and entitled for CMRE, yet due to the nature of their job which entails frequent travel for the discharge of their official duties, are permitted to travel by Company vehicle/hired vehicle for journey warranted by operational requirement/emergencies.

- 6.1. Area Manager, Installation Manager, In-charge Drill site for field duty and related jobs and other executives with round-the-clock operational responsibilities/medical emergencies and executives working in labs at odd hours.

- 6.2. Executives dealing with Govt. agencies, LAQ Offices, Legal/other offices to have interaction with lawyers and to attend Courts, Board purchase, Inspection, meeting with outside agencies etc.
- 6.3. Only the concerned Asset Manager/Basin Manager/Head Regional Office/Institute/Head Forward Base are authorised to allot pooled vehicle/hired vehicle to a group of executives/Department/Unit/the executives mentioned at sub-para 6.1 and 6.2 above and working under them on operational/work need basis/emergencies.
- 6.4. Employees using pooled vehicles/hired vehicles/shift buses and drawing CMRE have to use their own vehicles for commuting between residence and the common pick up point/drop point of the pooled vehicle/hired vehicle/shift bus.
7. Company vehicle/hired vehicle is not permitted for commuting between residence and office irrespective of distance, except to the officers who have been formally authorized the facility of staff car/hired vehicle as per para 2 above.
8. Utmost economy will be observed while allotting the pooled vehicle/hired vehicle.

*O.O.No.18(7)/02-EP dated 16.10.2002

CONVEYANCE ALLOWANCE TO PHYSICALLY HANDICAPPED*
(W.E.F. 1.8.1997)

Blind and physically handicapped executives who make their own arrangement for commuting to and fro work place and not avail Corporation's Transport, subsidised or otherwise, are eligible to Conveyance Allowance at the following rates:

When residing within 1 KM from place of work within a campus housing the places of work and residence.	Pay scales	<u>A-1 & A class cities (Rs. p.m.)</u>	<u>Other places (Rs. p.m.)</u>
	12000-17750	Rs. 800/-	Rs. 400/-
10750-16750	Rs. 400/-	Rs. 200/-	
In other cases	All	At double the above rate	At double the above rate

Physically handicapped means blind having vision less than 3/60 or field vision less than 10 both eyes or orthopaedically handicapped with a 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together.

* O.O.No.11(19)/00-EP dated 15.3.2000

CAR INSURANCE REIMBURSEMENT*

The executives owning, maintaining and using their cars for official purpose are eligible to reimbursement of Car Insurance to the maximum of Rs. 5000/- p.a. The executive should have purchased/renewed Car Insurance policies on or after 1.1.2002.

*O.O.No.18(7)/02-EP dated 11.11.2002

TRAVELLING ALLOWANCE

ENTITLEMENT

For the purpose of travelling allowance, employees are classified according to Basic Pay as under:

Rail Travel

Pay Range

Rs. 20000/- and above	:	Air conditioned (1st class)
Rs. 6300/- and above But below Rs. 20000/-	:	First class/Second ACC 2 tier sleeper
Less than Rs. 6300/-	:	Second Class

Air Travel

Pay Range

Rs. 20000/- and above	:	At the discretion of the Executive
Rs. 16000/- to Rs. 19999/-	:	May also travel at their discretion if the distance involved is more than 500 Kms and the overnight journey can not be performed by a direct train service.

LOCAL TRAVEL CHARGES (while on tour)

	A/B Cities	Other Cities
Class I & II	Rs.125/- per day	Rs.95/- per day
S-Level	Rs.80/- per day	Rs.60/- per day
Class III & IV	Rs.40/- per day	Rs.30/- per day

These charges under special circumstances can be increased to the extent of twice the prescribed rates by an executive of E-7 level or above for special reasons to be recorded in writing.

By Road

Rs. 7000/- and above (a) Actual fare by public bus or Rs. 2.10 paise per km. for journey by Motor Cycle/Scooter or Rs. 1.05 per Km. by Moped

OR

(b) Rs.4.20/- per km. for journey by own car, limited to rail fare by entitled class + CPP charges in case distance exceeds 150 Km.

Actual payment @ Rs.4.20/- per Km. for journeys upto 150 Km. and no CPP charges are payable.

Pay less than Rs. 7000/-

Actual fare by public bus or Rs. 2.10 paise per km. for journey by Motor Cycle/Scooter; or Rs. 1.05 per Km. for journey by Moped; not eligible for travel by full taxi/own car.

DAILY ALLOWANCE *

**RATES OF DAILY ALLOWANCE / PAYING GUEST CHARGES EFFECTIVE
1.1.1998**

Sl. No.	Category/ pay range	DA under own arrangement / Guest House / Stay in Hotel without meals		Paying Guest Charges for stay under own arrangement		** DA for stay in Hotel with meals	
		A & B Cities	Ordinary Places	A & B Cities	Ordinary Places	A & B Cities	Ordinary Places
1	2	3		4		5	
		A & B Cities	Ordinary Places	A & B Cities	Ordinary Places	A & B Cities	Ordinary Places
	<u>EXECUTIVES :</u>						
1.	CMD & Directors	320	260	-	-	210	170
2.	E-5 & above	280	210	480	360	190	140
3.	Executives drawing pay of Rs. 16000/- & above p.m.	220	170	420	315	150	120
4.	Executives drawing pay of Rs.14250/- to Rs. 15999/- p.m.	200	150	360	270	130	100
5.	Executives drawing pay below Rs. 14250/- p.m.	160	110	300	225	110	80
	<u>NON-EXECUTIVES :</u>						
6.	Non-executives drawing pay of Rs. 7600/- & above p.m.	160	110	300	225	110	80
7.	Non-executives drawing pay below Rs. 7600/- p.m.	150	100	240	180	100	70

** Existing provisions regarding appropriate deductions from the DA payable towards the meals taken in the hotel shall remain unchanged.

Notes:-

- (i) On day when the employee on tour is provided with free board and lodging by Government or any other Public Sector Undertaking, he will draw only 1/4th D.A. for that day. If he is provided only free board, he will draw full D.A. for that day.
- (ii) Daily allowance will be reduced by 1/4th for each breakfast, lunch or dinner taken in the hotel of stay.
- (iii) Lodging expenditure will be admissible subject to the limit mentioned in the above table and subject to production of receipt from a hotel charging at scheduled tariffs.
- (iv) Accommodation in metropolitan cities and where Corporation's office exist will normally be booked by the office in that city for the entitled officers. Where such office does not exist and in ordinary places the officer concerned may make his own arrangement and claim the reimbursement on production of vouchers.
- (v) Wherever the payment is made for stay in hotel by the employee concerned , such claims should be accompanied by a certificate in the following terms and the vouchers in support of them from the hotel/ establishment should be annexed to the TA claims:-

“Certified that I stayed from ----- to ----- at ----- (name of hotel/establishment) which provides board and lodging at scheduled tariffs”

- (vi) One daily allowance will be allowed for forced halt at a place where such halt is made for reasons beyond the control of the officers / officials on tour and to be recorded in writing by him and further subject to the controlling officers satisfying himself about the unavoidable circumstances of such forced halt.
- (vii) Instead of paying incidentals to the employees whilst on tour, daily allowance, at the prescribed rate, for the total absence from the headquarters (including journey time) shall be payable as under :-

(a) Definition of Day:

For the purpose of T.A. Rules, day shall mean a full calendar day of 24 hours reckoned from midnight to midnight. For absence from headquarters for broken period, daily allowance shall be regulated as follows:-

- | | | |
|-------|---|------|
| (i) | Absence for 6 hrs. or less | Nil |
| (ii) | Absence exceeding 6 hrs but less than 12 hrs. | 70% |
| (iii) | Absence exceeding 12 hrs. in a day | Full |

In case the period of absence from headquarters falls on two calendar days, it shall be reckoned as two separate days and daily allowance will be calculated for each broken period as above. Similarly, daily allowance for days of departure from and arrival at headquarter will also be regulated accordingly.

(b) Reckoning the period of absence:

The entire absence from headquarters will be reckoned with reference to the departure/arrival time of the train/bus/air from/at the station.

(c) DA for absence partly spent in journey/partly in expensive locality:

When the total absence from headquarters is spent partly in journey and partly in expensive locality, daily allowance may be drawn either with reference to the period spent in journeys first and thereafter for the period spent in expensive locality or the other way round, whichever is more beneficial to the touring official.

(d) Employee retaining official accommodation at a place other than the place of posting beyond the permissible period will not be entitled to daily allowance when on tour to that station. Every TA bill must be accompanied by a certificate in the following terms.

‘Certified that I have not been retaining official accommodation for claiming HRA for the station for which DA at full rate is being claimed in the TA Bill.

(e) In case an employee goes on tour to a place where he is keeping his family and drawing HRA for that place payment of DA will be restricted to 25% of the rate admissible for that station under own arrangement rates. The employee will not be provided accommodation by the Corporation.

Reimbursement of Hotel expenses for a maximum initial period of 15 days at new place of posting.

Employees who want to take their families with them, on joining their appointment in the Corporation on initial appointment or on transfer from one station to another, would be reimbursed hotel expenses, at rates fixed for stay in hotels under the ONGC (Travelling Allowance) Regulations for a maximum initial period of 15 days from the date of joining at the new station; no ‘Cash Allowance’ will however, be admissible, in such cases.

Regarding availability of the above facility to the family members of the employee joining a new station on transfer/first appointment, following instructions have been issued:

- a) The employee and his family members accompanying him to a new station, on transfer/first appointment will be entitled to reimbursement of hotel charges (lodging only) for the initial period of 15 days from the date of joining the new station to the extent of rates prescribed under ONGC (Travelling Allowance) Regulations, as applicable to the concerned employees.
- b) In case an employee moves on transfer and makes his own arrangement, he will be reimbursed daily allowance as under:
 - i) One daily allowance per day in case he move alone.
 - ii) Two daily allowance per day in case he moves with family.

- c) The employees, who do not want to bring their families on transfer/first appointment and desire to stay single in the place of their posting, can also avail of the facility of staying in hotel for initial period of 15 days as above.
- d) No relaxation for extended stay in hotel beyond 15 days will be admissible, in any case.

* Office Order No.17(49)/98-EP dated 17.3.1998.

TRANSFER TA

i) Joining time : 8 days inclusive of intervening Sundays/Holidays plus journey period as under when travelling by:-

a) Railway:

One day for each 500 kms. or fractional portion thereof.

b) Motor Vehicle:

One day for each 150 Kms. or fractional portion thereof.

c) Air:

Actual time taken for performance of journey.

ii) Transfer Grant: One month's pay (plus DA.) - to be confirmed

iii) Rail/Road Fare : Entitled class.

One daily allowance each for self and each member of family for every completed day of journey.

iv) Carriage of personal effects:

PAY RANGE	BY RAIL (GOODS TRAIN)
Rs. 8000 and above	6000 kgs. (full four wheeler wagon by goods train)
Rs. 7000 and above but less than Rs.8000/-	3000 Kgs.
Below Rs.7000/-	1500 kgs.

Employees in receipt of pay of Rs.8000/- and above per month, on transfer/posting from one station to another, are permitted to hire full truck for carriage of personal effects by road. The charges for full truck will be fixed by the General Manager concerned in consultation with the

associated finance depending upon market rates, from time to time **(being reviewed in view of CRC)**.

For transportation of Car to and from North Eastern States on transfer , full truck hiring charges are also admissible. For transfer to and from other work centres, this amount is restricted to that of EVK Wagon Charges.

- v) **Packing Charges subject to a maximum of Rs.5000/-**
- vi) **Loading/Unloading Charges (at each end) - Rs.800/-**
- vii) **Insurance Charges for luggage in transit - Rs.1750/- or actual insurance premium for goods (worth Rs.1.50 lakhs) in transit excluding Car, whichever is less.**

Transportation of personal effects and conveyance to employees who move on transfer as forced bachelor / bachelor and avail/had been availing bachelor accommodation facility in ER/Tripura Asset is regulated as under :-

Such employees will be allowed reimbursement for actual cost of transporting the personal effects restricted to the charges of transportation by the passenger train from old station to new place of posting subject to maximum weight of :

Pay Range	Permissible Max. Weight
Rs.8000/- & above	400 Kgs.
Rs.7000 & above but less than Rs.8000/-	200 Kgs.
Below Rs.7000/-	100 Kgs.

Reimbursement towards Packing Charges, Loading & Unloading Charges and Insurance Charges for transporting the personal effects within limits specified above, shall be limited to 25% of the maximum entitlement, subject to production of supporting vouchers/receipts.

Employees moving on transfer as forced bachelor /bachelor and avail/had been availing bachelor accommodation facility at any other work centres other than those in ER & Tripura Asset, shall also be eligible for reimbursement of expenses for transportation of personal effects as above.

Payment of Travelling Allowance on joining on first appointment in the Corporation:

Reimbursement of travel expenses to fresh entrants from non Govt./non-Central Govt./Public Sector Undertaking in the grade of Manager and above (E-4 and above level) is allowed on the same basis of entitlement as allowed to the executives of equivalent status of the Corporation.

This facility may be allowed to appointees in the pay scale of Rs.7000/- and above on merits of each case, with the approval of Director(Per.) and Director(Fin.).

Employees recruited from Central/Public undertakings/Central Govt./State Govt. are entitled to TTA for transfer as per Regulation 8(B) (4) of ONGC (TA) Regulations .

Reimbursement of taxi hire charges to inspection staff.

Reimbursement of Taxi hire charges to employees of inspection branch posted at Calcutta ,
Mumbai and Chennai is to be regulated by the Competent Authority subject to the following
ceiling :-

Mumbai & Calcutta - Actual expenditure subject to the ceiling of Rs. 500/- pm.

Chennai - Actual expenditure subject to the ceiling of Rs. 250/- pm.

OTHER REIMBURSEMENTS

OUT OF POCKET REIMBURSEMENT*

ELIGIBILITY:

(A) Officers working in Field (excluding Geo-Science Field Party Personnel):

(i)	Admissibility	Admissible on working days (after expiry of shift)/closed days/holidays
(ii)	Level of officers covered	All levels actually working in the fields
(iii)	No. of minimum working hours	Minimum 3 hours extra work per day
(iv)	Rate of compensation	Rs. 60/- per day
(v)	Monthly ceiling	Rs. 360/- per calendar month

(B) Officers working in offices at Hqrs./Regional Offices/Work centres/Assets/Basins/Services/Institutes (other than covered by (A) above).

(i)	Admissibility	Admissible only on closed days/holidays	
(ii)	Level of officers covered	E-0 to E-4	
(iii)	No. of minimum working hours	Minimum 5 hours extra work per day	
(iv)	Rate of compensation	Mumbai, Delhi, Chennai & Kolkata	Other places
	(a) Meal/Refreshment	Rs. 50/- per day	Rs. 40/- per day
	(b) Conveyance*	Rs. 50/- per day	Rs. 30/- per day
(v)	Monthly ceiling	Rs. 250/- per calendar month	Rs. 200/- per calendar month

Note :- * Compensation for Conveyance will be payable only to those officers who are not in receipt of CMRE/Monthly Season Ticket or who are not provided with official transport.

Conditions:

- This reimbursement will be admissible only when a particular officer is specifically called upon by his Controlling Officer in the exigencies of official work.
- The Controlling Officer shall maintain a DPR/Register indicating details of duty performed by the Executive after expiry of shift/ normal working hours/holidays and verify the claims on the basis of aforesaid DPR/Register.
- The power to sanction this reimbursement shall vest only with the Key Executives who are not below the level of E-7. These powers shall not be delegated or exercised by any other lower functionary.

- (d) Random checks of the claims shall be resorted to by the Internal Audit Section.
- (e) Based on the actual expenditure, review shall be undertaken after three months.
- (f) This reimbursement shall not be admissible to:
 - (i) Officers on tour at a place of temporary duty.
 - (ii) Officers belonging to Geo-Science field parties, during field season.
- (g) No other facility like reimbursement of taxi/auto charges/conveyance shall be admissible except as provided in para 2(B) above.
- (h) No working lunch shall be provided to officers entitled to reimbursement of the above out of pocket expenses.
- (i) This will not be applicable to those provided with free boarding and lodging at site, such as employees on 14 days ON-OFF pattern.

Operation of the Scheme:

The Scheme will come into operation w.e.f. 1.10.2002.

*O.O. No. 18(3)/91(Comp)/EP Dated 24.12.2002

REIMBURSEMENT OF STITCHING CHARGES*

Employees are issued kits and liveries as per norms of the Corporation.

Employees who are provided kits & liveries are also entitled to stitching charges.

Stitching charges are fixed annually in consultation with the attached finance, after floating enquiries from the local market.

* No.1(14)/88-GA Dated 24.2.1994

FIDELITY GUARANTEE POLICIES

All Stores Personnel, who handle physical stores, Cashiers, who handle cash, and Pharmacists, who handle medicines and Caretakers etc. have to obtain each year, Fidelity Guarantee Policy, for the value of Rs.10,000/- each. The actual amount of premium paid is reimbursed to them.

**REIMBURSEMENT OF MEMBERSHIP FEE OF PROFESSIONAL INSTITUTIONS/
SOCIETIES**

All executives of E-1 and above level are eligible for Membership of Professional Institutes/Societies. The membership fee shall be reimbursed at the following rates:-

- a) Indian Institutes/Societies - Rs. 1800/- p.a.

- b) Foreign Institutes/Socieites - Rs. 2000/- p.a. or equivalent amount in Foreign exchange
 - c) Life membership - of Indian/Foreign Professional Institutions/Societies - Rs. 4000/- or equivalent amount in Foreign exchange.
 - d) Annual membership of institution in India & Abroad together - Rs. 2000/- p.a.
 - e) The membership fee will be reimbursable as per actual for following Institutions:-
 - i) Society of Petroleum Engineers (SPE)
 - ii) Society of Professional Well Log Analysts (SPWA)
 - iii) Society of Exploration Geophysicists (SEG)
 - iv) American Association of Petroleum Geologists (AAPG)
- * O.O. 28 (10)/82 – CPT (Vol. III) dated 24-11-2000

REIMBURSEMENT OF COST OF BRIEF CASE/PORTFOLIO BAG*

Eligibility:

- a) All executives of E0 level and above
- b) Employees of 'S' level

Monetary Ceiling:

Rs. 1700/- or actual cost of brief case/Portfolio Bag whichever is less.

Periodicity :

Once in a block of four years

* O.O. 1(28)/2000-GA dated 8.12.2000

CELLULAR PHONES TO EXECUTIVES*

Sl. No.	Category	Entitlement	Sanctioning Authority	Monetary Ceiling	Facility
1.	E9/E8 level executives & all Key executives under CRC	All	-	Rs. 10,000/- p.m.	Roaming facility
2.	E7/E6 level executives	Need based	Director concerned	Rs. 5,000/- p.m.	Local (need based roaming facility, if sanctioned)
3.	E5 level & below	Need based	Director concerned	Rs. 3000/- p.m.	Local (need based roaming facility, if sanctioned)

*OM No. 20(3)/2000-Welfare dated 14.12.2001

REIMBURSEMENT OF RESIDENTIAL TELEPHONE CHARGES FOR EXECUTIVES*

Category of Executives	Number of free local calls allowed Bi-monthly
Executive Director/Regional Director	1500 calls
GGMs/GMs/Head of Institutes/Assets/Head of BGs(erstwhile)	1200 calls
DGMs	1000 calls
Officers(E5 level) engaged in operational work	900 calls
Officers(E5 level) other than engaged in operational work	650 calls
E2 to E4	450 calls
E1 and below	300 calls

*OM No. 20(3)/2000-Welfare dated 30.10.2000

INCENTIVE & REWARD SCHEMES

PERFORMANCE INCENTIVE SCHEME*

Incentive bears direct relationship with the target fulfilment.

ELIGIBILITY:

Incentive evaluation is on three-tier basis:

- (a) Project Level: Direct workers are eligible for job fulfilment incentive payment.
(Gp.I Personnel)
- (b) Regional Level: All personnel posted at Regional headquarters and their project personnel (Gp.II Personnel) (excluding Institute of Reservoir Studies at Ahmedabad) are eligible for quarterly incentive on fulfilment of 100% weighted achievement.
- (c) Corporation Level: All employees in regular full time service of the Corporation (Gp.III Personnel) on fulfilment of 100% weighted achievement of annual target are eligible for annual incentive

Employees not eligible for payment of incentive:

- i) who lack initiative;
- ii) whose contribution is detrimental to progress;
- iii) whose acts are subversive of discipline;
- iv) who are under suspension; and
- v) Apprentices/trainees/contingent or casual employees/foreign experts/advisers, and personnel on contract.

RATE OF INCENTIVE:

Job Incentives

- | | | |
|----|---|--|
| a) | Drilling/Work over Rig | i) 15% of the individual's pay for completing norm cycle time.

ii) 0.75 times of pay for the period saved. |
| b) | Geo-scientific field party (including shallow Drilling/Survey Ship) | i) 10% of the individual's pay for 100% achievement.

ii) 0.5% of the individual's pay for each 1% achievement above 100%. |

Quarterly/Annual Incentive

a) Table for Quarterly Incentive

OVERALL PLAN FULFILMENT RATE OF INCENTIVE ON PERCENTAGE OF ON PERCENTAGE	PAY EARNED DURING THE QUARTER
--	-------------------------------

100-105	7.2 + 0.2 for each 1% above 100%
105-110	8.0 + 0.3 for each 1% above 105%
110-115	9.5 + 0.4 for each 1% above 110%
115- above	11.5 + 0.5 for each 1% above 115%

b) Annual incentive rates will be $\frac{3}{4}$ th of quarterly incentive rates.

Incentive calculations will be made on the minimum of the pay scale of an employee or on Rs. 2,000/- , whichever is less.

Maximum limit

Aggregate of job, quarterly and annual incentive to an employee shall not exceed 27% of pay worked out at the minimum of his basic pay scale or on Rs. 2,000/-, whichever is less.

*** Being reviewed to align the Incentive Scheme with the changed organisational structure under CRC.**

INCENTIVE TO PROMOTE SMALL FAMILY NORMS

With a view to promoting Family Planning on a voluntary basis as “ People’s Movement” employees of the Corporation are granted following incentives:

- one special increment equal to the amount of the next increment due,
- a lump-sum of Rs. 300/- cash amount irrespective of the fact whether the employee concerned is entitled to draw any cash/other type of incentive from any other source irrespective of the hospital where the family planning operation has been carried out provided the certificate is duly countersigned by the Civil Surgeon/Dy. CMO/CMO of the Corporation.
- 0.5% rebate on interest rate on House Building Advance.

Leave entitlement:

- Special casual leave for 14 days to a female employee;

- b) Special casual leave for 7 days to a male employee if his wife undergoes sterilisation operation;
- c) Special casual leave for 6 days to a male employee if he himself undergoes sterilisation operation; and
- d) Special casual leave for 1 day to a female employee undergoing IUCD insertion.

Conditions for grant of family planning incentives:

- a) Employee must be within reproductive age group viz. Male should not be over 50 and female should be between 20 and 45 years of age.
- b) Employee should have minimum one and not more than three living children.
- c) Sterilisation operation must be conducted in a Central/State Government hospital or in an Institute recognised by the Corporation; family planning operation undertaken in any private nursing home will also be accepted/recognised for the purpose of granting family planning incentives, if the certificate has duly been countersigned by Civil Surgeon/Head of Medical Services of the work centres.

INCENTIVE FOR NOT HAVING ANY ISSUES DURING THE FIRST FOUR YEARS OF MARRIAGE

Eligibility:

The employees who do not have been issues during the first four years of marriage

Incentive:

Two increments at the applicable rates are granted to such employees. On birth of the first child, one increment is withdrawn and on birth of the second child the second increment is also withdrawn.

Condition:

The employee or his/her spouse must not be undergoing any treatment for infertility.

INCENTIVE FOR ACQUIRING HIGHER QUALIFICATIONS*

(A) INCENTIVE FOR ACQUIRING HIGHER/ADDITIONAL PROFESSIONAL QUALIFICATIONS.

SCOPE

This incentive shall be payable to executives who acquire higher/additional professional qualifications in their respective disciplines.

ELIGIBILITY

1. The incentive of two increments shall be given to the executives who attain First Class or 60% level (where such grades are awarded) in professional qualifications higher than the qualifications prescribed at the induction level after joining the Corporation provided that these qualifications are in line with the discipline in which the executive is working. However, the condition of securing First Class or 60% level is not applicable in case of CA/ICWA w.e.f. 6.10.1998 and also in such cases where the executives had acquired the qualification of CA/ICWA prior to 6.10.1998 but after joining ONGC. However in such cases the increments shall be admissible only w.e.f. 6.10.1998.
2. Executives who had started their studies for acquiring higher/additional professional qualification prior to joining ONGC, but acquired the said qualification after joining the Corporation are also eligible for benefit under the scheme.

ENTITLEMENT

1. 2(two) increments at the increment rate admissible at the time of acquiring the qualification to be carried as personal pay.
2. The rate of increment is dynamic i.e. on subsequent pay revisions the increment rate gets revised.
3. The increments are to be counted for payment of all allowances except Dearness Allowance; and are not to be counted for determining the rate of annual increment and fixation of pay on promotion.

QUALIFICATIONS RECOGNISED FOR GRANT OF INCENTIVE INCREMENTS

S.No.	Qualification	Discipline	Effective Date
1.	Ph.D./D.Sc.(in respective disciplines)	All disciplines	28.12.1981*
2.	Masters Degree in Industrial Engineering & Management	All disciplines	11.12.1991
3.	MBA	All disciplines other than P&A	28.12.1981
4.	Post Graduate Diploma in Management recognised by Govt. of India as equivalent to Post Graduate Degree in Management	-do-	21.12.1987
5.	Master in Admn. Management/Master in Management Studies	-do-	14.12.1992

6.	M.E./M.Tech.	Engineering disciplines	28.12.1981/ 29.7.1987
7.	C.A./I.C.W.A.	F & A discipline	28.12.1981
8.	Company Secretary	F&A, P&A, Legal disciplines	30.8.1982
9.	L.L.M.	Legal & IR disciplines	8.9.1990
10.	Master in Financial Management	F&A discipline	14.12.1992
11.	Master in Marketing Management	Marketing & Production disciplines	14.12.1992

*Subject to Office Order No. 1(12)/85-RP-I dated 23.01.86.

6. GENERAL CONDITIONS:

- (i) The incentive is admissible only in cases where the employee possesses Q-1 qualification prescribed for the post before acquiring the higher/additional qualification.
- (ii) No employee is eligible for grant of incentive for acquiring more than one higher/additional professional qualification.
- (iii) The date of issue of provisional certificate/degree is treated as date of award of degree for grant of two incentive increments. The incentive is granted from the first day of the following month in which degree/provisional certificate is awarded.
- (iv) Employees have to make their own arrangement for acquiring these higher/additional qualifications and other related formalities.
- (v) The incentive is not admissible to those who have been/will be recruited through open market/promoted to posts for which passing of the relevant examination is obligatory, according to the Recruitment Rules/Regulations, even though the employee concerned might have been recruited/will be recruited/promoted in relaxation of this requirement.
- (vi) The employee concerned is required to guarantee that he would serve the Corporation for at least full one year after he has been given the incentive under the scheme. In the event he resigns or his services are terminated in the Corporation within one year from the date of incentive is drawn, he is required to refund the entire amount drawn.
- (vii) The individual concerned claiming the incentive is required to submit his request to his Regional Head/Head of the Directorate/Project/Office where his service record is being maintained, alongwith original as well as attested copies of the Mark sheet/Certificate of the Institute concerned etc. in token of having passed such

examination. The respective Heads will examine the cases in consultation with the attached Finance and pass suitable orders.

- (viii) The benefit under the scheme is not allowed to be carried forward if the employee changes his cadre in the Company.
- (ix) Proposal where decision is required to be taken for determining the equivalency of a particular educational qualification which is otherwise recognised, will be examined centrally at Hqrs. While forwarding the proposals, following information should invariably be given :-
 - (a) whether the said qualification is recognised for purposes of appointments or not;
 - (b) attested copies of the certificates/diplomas/degrees, as the case may be; and
 - (c) specific recommendations of the Head of the Region/Deptt./Directorate.

(B) INCENTIVE FOR ACQUIRING Q-1, Q-2 OR Q-3 QUALIFICATIONS:

ELIGIBILITY:

The incentive in the form of lump sum award is given to such employees, who attain Q-1, Q-2 or Q-3 qualifications prescribed at induction level after joining the Company, provided that these qualifications are in line with the discipline in which the employee is working.

ENTITLEMENT:

This scheme is meant for employees who do not possess Q-1, Q-2 or Q-3 qualifications. The scheme includes:

- (a) An incentive of Rs.7,500/- For executives and Class-III employees who acquire Q-1 qualifications for E-1 level induction post.
- (b) An incentive of Rs.5,000/- For executives and Class-III employees who acquire Q-2 qualifications prescribed for induction of top of Class-III.
- (c) An incentive of Rs.2,000/- For Class-IV employees who acquire Q-3 qualifications prescribed for induction at bottom of Class-III.

*Office Orders No. 1(12)/97-Incentive/EP dt. 9-3-1998, 6.10.1998 & 16.11.1998.

RESERVE ESTABLISHMENT HONORARIUM

For recognition of special and significant role played by employees of the Corporation in establishment of In-place Reserves, a scheme for payment of Reserve Establishment Honorarium has been formulated.

- i) Employees other than those covered under the provisions of Bonus/Ex-gratia payment are eligible for REH.
- ii) Amount available for disbursement is the money value of 2% of accreted recoverable reserves of Oil and OEG.
- iii) Amount permissible is 20% of pay + DA subject to a maximum of Rs. 6000/- p.a.

RECOGNITION OF MERITORIOUS WORK*

- (i) The Corporation has a scheme for granting recognition for sustained good work or outstanding performance in the discharge of one's duties in the technical or administrative fields, or invention, or suggestions which may give rise to a new find or result in improved efficiency or outstanding distinction in sports/adventure etc.

The employees selected for such a recognition are rewarded as follows:-

- (ii) a certificate of merit, a copy of which is placed in their confidential report dossiers;
- (iii) advance increment(s); or
- (iv) out-of-turn promotion; or
- (v) a combination of any two of the above.
- (vi) Such recognition is also given due publicity in the Corporation's house journal and other media.
- (vii) Powers for grant of awards for meritorious work:
- (viii) A sum of Rs.10,000/- per annum is placed at the disposal of Regional Heads, Institutional Heads/Designated Heads of Business Groups, Personnel and Finance at Hqrs. (by whatever designation they may be called) for grant of cash award in recognition of meritorious work done by the employees upto the level of Deputy Manager/E-3 under their administrative control subject to the condition that the quantum of award in any single case does not exceed Rs.800/-. The amount at their disposal may be raised on pro-rata basis of the strength i.e. Rs.5,000/- for every 1,000 strength of manpower with a maximum limit of Rs.50,000/-.
- (ix) A sum of Rs.5,000/- is placed at the disposal of Deputy General Managers Incharge of independent Project/Manager/Heads of Directorates (by whatever designation they may be called) for grant of cash award in recognition of meritorious work to employees upto the level of Deputy Manager/E-3 under their administrative control subject to the condition that the quantum of award in any single case does not exceed Rs.500/-.
- (x) Directors may sanction cash award amounting to Rs.1,000/- in each case.

- (xi) Cases deserving higher amount of awards or relaxation to be granted on the merits of each case are to be referred to the headquarters. Such awards at headquarters shall be sanctioned by Director(Personnel), Director(Finance) and CMD.

GROUP AWARDS*

In order to recognised group efforts in accomplishing a task in most effective manner, powers have been a delegated to different authorities to grant group cash awards based on the merit of the case, as per the following details:-

- (a) Directors may approve Group Awards upto Rs. 10,000/- in each case subject to a ceiling of Rs. 1 lakh per annum.
- (b) RDs/EDs may approve group awards upto Rs. 5,000/- in each case subject to a ceiling of Rs. 50,000/- p.a. (Rs. 5,000/- for every 1000 strength of man power).
- (c) Head of Institutes may approve group awards upto Rs. 3,000/- in each case subject to the ceiling of Rs. 10,000/- p.a.
- (d) Cases of Group Awards above Rs. 10,000/- in each case are to be put up to Executive Committee for consideration.
- (e) Award to an individual of the group shall be limited to Rs. 1,000/- .
- (f) The powers for Directors and RDs / EDs shall be mutually exclusive .

The basic points regarding the eligibility for Group cash awards would be:

(i) RECORD PERFORMANCE / PRODUCTIVITY IMPROVEMENT:

This would include only those cases where highest performance has been achieved, for instance time taken in Rig-movement, record performance of Rig in a single day/month, Rig building time, accomplishing a special task in shortest possible time, performance with reference to utilisation, refurbishment of an equipment, performance of a seismic party, time taken in well completion etc.

(ii) SUBSTANTIVE SAVINGS TO THE ORGANISATION:

To include those tasks which have yielded gains to the organisation like salvaging/ recovery of an equipment in repair and fabrication of an equipment, development of a chemical, in – house development of a Computer programme etc.

(iii) EXEMPLARY ACTION IN CRISIS SITUATION:

This would involve those cases where timely action has saved the Corporation's property, human life, etc. or the action has led to prevention of huge losses to the organisation.

- (iv) Award can be considered where the authorities feel that it would enhance the general morale in the organisation.

*** To be reviewed to align the scheme with CRC.**

NON-MONETARY INCENTIVES

To encourage exceptionally good performance, in all the activities of the Corporation, scheme of Non-monetary Incentive has also been introduced in the Corporation. In pursuance of this scheme:-

- (a) names of employees who render exceptionally good performance, with their photograph, together with details of exceptionally good performance, are published in the House journal;
- (b) Photographs of such employees, with brief resume of their good performance, are displayed for a minimum period of 3 months on a Board set up at a prominent place of the work centre under a bold title "PACE SETTERS";
- (c) Such employees are made special invitees on such occasions as Independence Day, Republic Day etc.; and
- (d) Such employees are especially introduced to the CMD and Directors, whenever they visit the respective work centres.

SUGGESTION SCHEME

So as to give workers an incentive to think constructively, to keep their interest alive in the progress and development of the expanding activities of the Corporation, and above all to create in them a greater sense of participation in the programmes and activities of the Corporation and, further, to ensure that their contributions do get due recognition, a "Suggestion Scheme" has been introduced in the Corporation.

This scheme gives the employees an opportunity to put forward their suggestions/ideas for cutting down cost, increasing output, eliminating waste, ameliorating working conditions, improving quality of products and services etc. leading to a greater efficiency and higher productivity. The object of the scheme is to recognise and reward inventiveness, originality of approach and other allied qualities.

Suggestions qualifying for awards

The suggestions of the following nature qualify for awards:

- (a) Inventions and improvements that bring about saving in materials (including fuel), labour, production time, equipment or costs;
- (b) Suggestions calculated to increase efficiency of the organisation or management;
- (c) Suggestions for lightening physical labour in certain operations and thereby leading to increased productivity;
- (d) Suggestions to raise/improve output or quality
- (e) Improvement of working conditions; and
- (f) Safety and health.

NOTE :

Awards are not made for mere efficient performance of normal duties. These are awarded only in case where substantial contribution has been made in any of the above fields.

Prizes

The following are the types and number of prizes to be awarded every year:

Type	Value	Number
Class-A	Rs.1000/-	2
Class-B	Rs. 500/-	3
Class-C	Rs. 250/-	5

While awarding prizes, the Awards Committee keeps in view that the anticipated saving in the cost of production etc. a result of the implementation of the suggestion, has a reasonable relation to the quantum of award allowed.

Publicity

The prizes are awarded at formal ceremonies by the heads of the projects/offices concerned and entries on this account are also made in character rolls/service records of the recipients concerned.

The prize lists, with the relevant suggestions, as accepted with the photographs of winners, are given wide publicity by exhibiting the same on notice boards, publishing the same in the Corporation's house journal etc.

LEAVE

Casual leave

1. Casual leave upto a maximum of 12 days in each calendar year is admissible to cover casual absence of an employee for personal reasons.
2. In case of employees posted in N.E. States, leave admissible in a calendar year is 15 days.
3. Employees posted in N.E. States, but belonging to other areas, are entitled to 5 days special casual leave.

Special Casual Leave

An employee, who has completed at least one year's service in the Corporation may be granted special casual leave in a calendar year as under:

- (i) 30 days for civil disturbance, curfew or transport strike.
- (ii) 30 days for participation in a National/International sports & cultural events.
- (iii) 10 days for participation in inter-department / district sports.
- (iv) 1 day for donation of blood for that day upto a maximum of 10 days.
- (v) 20 days for participation of recognised Union/ Associations' office bearers in annual general meetings.
- (vi) 10 days for attending meetings of recognised National level Federation/ Association as outstation delegates.
- (vii) 5 days for attending meetings of recognized National level Association/ Federation union as local delegate.
- (viii) 30 days for any event of exceptional nature including participating in mountaineering expeditions.
- (ix) For actual days of training in Territorial Army Camps upto maximum of 14 days.
- (x) Number of days of absence for appearing in interview/test including journey time by shortest route for open selection post in the Company or in a Court as a witness where Govt. is a party and the employee is called to give evidence.
- (xi) Sterilization operation :
 - a) Female employee 14 days
 - b) Male employee 6 days
 - c) IUCD Insertion 1 day
 - d) Male employee for sterilization operation 7 days
of wife
- (xii) Recanalisation - 21 days.

Earned Leave

1. 15 days leave is credited on January 1st and July 1st of each calendar year.

2. Maximum leave which can be accumulated , at one time, is 300 days.
3. When an employee joins or separates from the company EL is credited @2½ days from every completed calendar month of service rendered.
4. A maximum of 180 days leave can be granted on one occasion.
5. An employee on EL receives the same pay as admissible to him on the day preceding the date on which EL commences.
6. If an employees has availed EOL and/ or some period of absence has been treated as dies - non in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and or dies - non subject to max. 15 days.

Leave Encashment

1. An employee can encash 75% of earned leave to his credit, subject to a maximum of 90 days, once in a calendar year, without actually availing leave.

Separation on account of	Maximum allowable quantum of leave encashment
i) Retirement/Death	300 days
ii) Termination other than CDA	300 days
iii) Resignation	50% of leave at credit, max. 150 days.

Half Pay Leave

1. 10 days half pay leave is credited on first day of January and July of every calendar year.
2. When an employee joins or separates from the Company, HPL is credited @ 5/3 days for each completed calendar month of service.
3. Where the period of absence or suspension of an employee has been treated as dies-non in a half year, the credit to be afforded to his half pay leave account at the commencement of the next half year shall be reduced by 1/18th of the period of dies-non subject to maximum of 10 days.
4. Provided that no half pay leave may be granted to an employee who has not completed 3 years of service, unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
5. During HPL , the employee gets leave salary equivalent to half of the pay and DA thereof and PDA if any. The allowances are regulated as under the relevant rules.

Good Health Reward Scheme: With a view to encourage employees to put in uninterrupted duty throughout the career, employees are allowed encashment of Half Pay Leave at the time of retirement/ or separation from the service of the Corporation as under:

- i) The entire quantum of leave on half pay (maximum of 480 days of HPL) can be commuted to leave on full pay, subject to a maximum of 240 days on full pay.
- ii) One half of such commuted leave on full pay can be encashed subject to the condition that the employee should have at his credit a minimum 60 days commuted leave on full pay (i.e. 120 days HPL).
- iii) This facility is not available in case of separation due to disciplinary action, abandonment of service, loss of lien or any other grounds without the consent of the Corporation.
- iv) In case of resignation from the service after the employee attains the age of 50 years or more and has completed 20 years of service, the above facility will be admissible.
- v) The service rendered by the employee in Govt. Deptt., Central or State Govt., PSU before joining ONGC, shall also be counted in determining the period of eligibility.
- vi) In case of death of an employee, while in service, the entire quantum of leave on half pay commuted to leave on full pay will be permissible for encashment, subject to a maximum of 240 days i.e. 120 days leave on full pay.
- vii) The salary component for reckoning payment in the case of encashment of leave on half pay will be the same as in the case of encashment of earned leave.
- viii) In case of employees whose services have been placed at the disposal of the Corporation without transfer of leave account etc., the condition that the employee should have to his credit a minimum of 60 days commuted leave on full pay i.e. 120 days leave on half pay, will not apply.

Commutated Leave

1. An employee can convert not more than half of the half pay leave due to him into commuted leave subject to the condition that leave is required on medical ground, duly supported by medical certificate or upto 180 days during entire service for an approved course of study.
2. During commuted leave, the employee gets the same pay as he would have got had he been on E.L.

LEAVE NOT DUE

1. Leave not due may be granted to an employee who has completed 3 years of service, for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate and such leave will be debited against the half pay leave the employee may earn subsequently.

Leave not due shall be granted only if the Competent Authority is satisfied that there is reasonable prospect of the officer returning to duty on the expiry of the leave and shall further be limited to the half pay leave which the officer is likely to earn thereafter.

Provided that leave not due may also be granted to the Employees suffering from T.B., Leprosy, Cancer or mental illness for a period not exceeding 360 days during entire service subject to the following conditions :

- (a) that the Employee has put in a minimum of one Year's service.
 - (b) that the post from which the Employee proceeds on leave is likely to last till his return to duty ; and
 - (c) that the request for grant of such leave is supported by a medical certificate from an institution recognised for the treatment of such diseases or by the Company's Authorised Medical Attendant or a Specialist in such diseases.
- 2.(i) Where an Employee who has been granted leave not due under this clause resigns from services/applies for permission to retire voluntarily, the leave not due shall be cancelled on grant of such permission. His resignation or retirement (voluntary) shall take effect from the date on which such leave had commenced and the leave salary shall be recovered.
- (ii) Where an Employee who having availed himself of leave not due returns to duty but resigns or retires from service, before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

Provided that no leave salary be recovered under clause (i) or clause (ii) if the retirement is by reason of ill health incapacitating the Employee for further service or in the event of his death/ due to compulsory retirement.

Extraordinary leave

1. The period of Extraordinary leave shall normally not exceed 3 months.
2. In the following cases, leave exceeding three months may also be granted :
 - (i) On medical grounds supported by medical certificate E.O.L. not exceeding six months may be granted.
 - (ii) Employee suffering from TB, leprosy, Pulmonary TB, Cancer, Mental illness, may be granted Extraordinary Leave for a period not exceeding 18 months.
 - (iii) For study purposes, extra ordinary leave may be granted for a period not exceeding 2 years under following conditions:

- (a) Proposed course should be of interest to the company and employee should submit proof of admission.
- (b) ACR gradings for last 3 years should be minimum Above Average.
- (c) In case an employee is not able to complete the study successfully and resumes duty before on or after expiry of EOL granted, the entire period of EOL will not be counted for calculating years of service for promotion.
- (d) The employee who is granted EOL in relaxation of any of the conditions, is required to execute a bond that in case he quits service within 3 years after expiry of EOL, he will, in default, pay to the Corporation an amount equal to 6 months' pay plus DA.
- (e) Total period of EOL for study purposes combined with other types of leave due and admissible shall not exceed 36 months.

3. During the period of extraordinary leave, no leave salary is payable.

Study Leave

- 1. Study leave may be granted to an employee to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duties or to undertake a course of training or study tour, certified by the competent authority to be in the Corporation's interest.
- 2. Duration of leave shall not exceed 2 years during the entire period of an employee's service. Such leave can, however, be combined with other leave; total leave, however, not to exceed 36 months.
- 3. Such leave is, normally, to be sanctioned to those employees:
 - i) who have completed 5 years of service.
 - ii) whose age is less than 50 years.
- 4. During study leave, employee gets salary as on half pay leave.
- 5. The employee concerned has to execute a bond, in prescribed form, to serve the Corporation for a minimum period of 3 years. On resignation or quitting service earlier than 3 years, he has to refund double the amount of leave salary and other allowance plus other expenses incurred by the Corporation/ foreign Govt./Institute on this study; together with interest thereon.

Quarantine Leave:

- 1. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the family or household of an employee.
- 2. Such leave can be granted on the recommendations of Public Health Officer/Medical Officer for periods as under:
 - i) 21 days in general cases; and

- ii) 30 days in exceptional case.
- 3. Quarantine leave is admissible in cases of Cholera, Small Pox, Plague, Diphtheria Typhus and Cerebrospinal meningitis.
- 4. This leave is not admissible in case the employee himself is suffering from any one of the above diseases.
- 5. An employee on quarantine leave is not treated as absent from duty.
- 6. Such leave can be combined with any other type of leave except casual leave or special casual leave.

Accident & Disability Leave

- 1. Such leave may be granted to an employee, who is disabled by injury intentionally inflicted or caused or accidentally incurred in, or in consequence of due performance of his official duties, or in consequence of his official position and such leave shall not be debitable to the leave account.
- 2. Such leave is not granted unless the accident has been reported by the employee immediately after the occurrence and the disability manifests itself within 3 months of the accident.
- 3. Such leave may be combined with any other type of leave other than casual leave or special casual leave and is sanctioned on the recommendations of the Medical Authority. Such leave can, in no case, exceed 24 months.
- 4. Accident & Disability leave may be granted to an employee more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months leave can be granted in consequence of any one disability.
- 5. An employee can be permitted to avail of earned leave instead of proceeding on Disability leave on half pay, if he so desires.
- 6. The leave salary admissible during the period of Accident and Disability leave is:
 - for the first 120 days as on earned leave; and
 - for the remaining period of leave up to a maximum of 120 days, as on half pay leave.
- 7. In the case of employees covered by the Workmen's Compensation Act, leave salary is reduced by the amount of compensation payable under the Act.
- 8. In the case of employees covered under Employees' State Insurance Act, amount of leave salary admissible is reduced by the amount of benefit under the said Act.

Maternity Leave

1. A female employee with less than two surviving children may be granted Maternity Leave on full pay for a period of 135 days from the date of its commencement.
2. Maternity Leave not exceeding six weeks may also be granted in case of miscarriage including abortion on the recommendations of the Medical Officer.
3. Maternity leave may be combined with leave of any other kind. In addition to the Maternity leave of 135 days, leave of the kind due and admissible (including commuted leave up to 60 days and leave not due) up to a maximum of one year may, if applied for, can be granted in continuation of the maternity leave.
4. Any other type of leave, as may be admissible, may also be granted in continuation of Maternity leave in case of illness of a newly born baby subject to the employee producing medical certificate to the effect that the condition of the ailing baby warrants the mother's personal attention and her presence by the baby's side is absolutely necessary.

Paternity Leave

A male employee with less than two surviving children may be granted Paternity Leave on full pay for a period of 15 days during the confinement of his wife based on documentary evidence.

COMPENSATORY OFF*

The executive performing extra/ double shift duty in operational areas can be granted compensatory off subject to the following conditions:

- a) The Scheme for compensatory off covers executives working in round the clock shifts (8 hours or 12 hours duty) only and not in general shift.
- b) Whenever the eligible executives are required to perform extra shift duty, either in continuation of scheduled shift or on a rest day, one compensatory off will be granted.
- c) The executives will be allowed to avail the compensatory off with the prior approval of the controlling officer within the month in which the off is earned or within next two months subject to earning/ accumulation of maximum four compensatory offs in one calendar month.
- d) The Compensatory Off can be prefixed or suffixed with EL/ HPL/ Casual Leave with prior permission of controlling officer.
- e) This scheme shall not apply to non-field personnel, field parties or executives on tour etc.

* Office Order No.17(12)/C off/98-EP dt. 9.9.1998 and 30.12.1998

ADVANCES

Conveyance Advance *

	<u>On First Occasion</u>		<u>On subsequent occasion</u>	
	New	Old	New	Old
A) (i) Car (for Executives)	90% of actual cost of car being purchased or 20 months basic pay with a ceiling of Rs. 3.5 lakhs whichever is less		90% of actual cost of car being purchased or 20 months basic pay with a ceiling of Rs. 3.5 lakhs whichever is less	
(ii) For 'S' Level employees	90% of actual cost of car or Rs. 2.5 lakhs whichever is less		90% of actual cost of car or Rs. 2.5 lakhs whichever is less	
B) Scooter	90% of actual cost of Scooter/M.Cycle being purchased with the cost ceiling of Rs. 45,000/- whichever is less		90% of actual cost of Scooter/M.Cycle being purchased with the cost ceiling of Rs. 35,000/- whichever is less	
C) Moped	Rs. 15,000/-	Rs. 10,000/-	Rs. 12,000/- or 10 Months basic pay whichever is less	Rs. 10,000/- or 10 months basic pay whichever is less

Conveyance Advance under no circumstances shall exceed the actual cost of vehicle proposed to be purchased.

ELIGIBILITY CRITERIA

A) Car (For Executives and 'S' Levels)

i) Basic Pay	Rs. 13,000 & above		Rs. 13,000 & above	
ii) Length of service				
a) For Executive Joining directly as E-1	After completion of 6 years of service	After completion of 6 years of service	After 8 years of 1 st Adv.	After 8 years of 1 st Adv.

b) For other executives	On attaining the basic pay of Rs.13000/-	On attaining the basic pay of Rs.13000/-	After 8 years of 1 st Adv.	After 8 years of 1 st Adv.
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B) Scooter

i) Basic Pay	Rs.6000 /- & above	Rs.6000 /- & above	Rs.6000 /- & above	Rs.6000 /- & above
ii) Length of service	After completion of initial Probation Period	After completion of initial n Probation period	After 5 years of 1 st Adv.	After 5 years of 1 st Adv.

C) Moped

i) Basic pay	All Employees of Unionised Categories	All Employees of Unionised Categories	All Employees of Unionised Categories	All Employees of Unionised Categories
ii) Length of service	After completion of initial Probation Period	After completion of initial Probation period	After 5 years of 1 st Adv.	After 5 years of 1 st Adv.

RECOVERY SCHEDULE

A) Car	In 200 Instalments	In 200 Instalments	In 150 Instalments	In 150 Instalments
B) Scooter	In 100 Instalments	In 100 Instalments	In 100 Instalments	In 100 Instalments
C) Moped	In 100 Instalments	In 100 Instalments	In 100 Instalments	In 100 Instalments

Rate of interest – 5½%

*OM No.6(12)/91-2000/GA Dated 31.10.2000, 6.12.2000 & 12.6.2001

House Building Advance *

(i)	Eligibility	All regular employees with minimum 7 years service
(ii)	Entitlement	75 months Basic pay + DA or Rs. 7.5 lakhs or actual estimate/cost whichever is less.
(iii)	Rate of interest	5.5% on first Rs. 30,000/-, 6% on Rs.30,001 to Rs. 3 lakhs. 8% beyond Rs. 3 lakhs.
(iv)	Recovery	Principal 180 instalments and interest 60 instalments

A second HBA to the extent of Rs.3 lakhs is admissible for permissible extension of house already constructed/purchased with HBA.**

Purpose

	For Extension of existing house	For acquisition of bigger/better house (in lieu of existing Flat/ House)
Eligibility	All regular employees who intend to extend/enlarge the existing house	The employees who purchased ready built house/flat with the assistance of HBA and are unable to extend/enlarge their existing Flat/house due to applicable laws.
Amount Admissible	Rs. 3.0 lakh or actual construction cost involved in extension/enlargement, whichever is less.	Rs. 4.0 lakh plus outstanding principal amount of first HBA or actual cost of new house/flat, whichever is less.
Recovery	Principal – 90 instalments Interest – 30 instalments	Principal – in 90 instalments Interest – in 30 instalments
Rate of Interest	6% upto Rs. 3.0 lakhs 8% for Rs. 3.0 lakh onwards	6% upto Rs. 3.0 lakhs 8% for Rs. 3.0 lakhs onwards

- The amount of first HBA already availed by an employee plus second HBA should not exceed 75 months Basic Pay+DA or Rs. 7.5 lakh whichever is less.
- To avail second HBA for acquisition of bigger/better house, the employee will have to sell the existing house/flat purchased through first HBA.

* OM No.26(1)/7-GA dated 23.7.1981, 7(20)/92-GA dated 26.2.1999

**OM No.7(12)/99-2002/GA dated 17.8.2002

COMPUTER ADVANCE*

- | | | |
|-------|------------------|---|
| (i) | Eligibility | All executives who have completed 3 years service in ONGC.

All employees of unionised category with 10 years service in ONGC and 5 years minimum balance service |
| (ii) | Entitlement | Rs.30,000/- or actual cost, whichever is lower |
| (iii) | Rate of interest | 7½% |
| (iv) | Recovery | Maximum of 60 installments |

* O.O. NO. 7(12)/99-2002/GA dated 17.8.2002

LUMP-SUM INTEREST FREE ADVANCE**

- | | | |
|-------|-------------|---------------------------------|
| (i) | Eligibility | All regular employees. |
| (ii) | Entitlement | Rs. 7,500/- in a calendar year. |
| (iii) | Recovery | 10 installments |

* No.6(10)/89-GA dated 12.4.1998

WELFARE

LEAVE FARE ASSISTANCE / LFA ENCASHMENT**

Employees and members of their families are eligible for Leave Fare Assistance after putting one year's service, as under :-

- | | | |
|------|--|---|
| (i) | Employees posted at their Home Towns | Once in a block of 4 years to any place in India. |
| (ii) | Employees posted at other Town and once in a block of 4 years in lieu of one | Once in each calendar year to Home town than Home LFA for Home Town, to any place in India, other than Home Town. However, in any calendar year, LFA may be availed of only once. |

The term "family members" for the purpose of LFA includes parents, children residing with and wholly dependent on the employee ; parents-in-law are not included in "family members" for this purpose. Unmarried sisters and minor brothers are also included in the "family members" for employees who joined the Corporation on or before 1st June 1987.

L.F.A. "not due"

If an employee, posted away from his home town, is required to visit his home town due to certain emergency like death of some family member etc. but no LFA is due to him for that particular block/calendar year, he may avail "Leave Fare Assistance – Not Due", to be adjusted against his subsequent entitlement for availing leave fare assistance in the next block/ calendar year. This assistance will be allowed for visiting home town only.

LFA ENCASHMENT

Encashment shall be @ 80% of the leave fare assistance by the entitled mode | class of travel for visiting home town. Fares for a distance are restricted to 2500 Kms. for visiting a place other than home town (OTHT). For the purpose of LFA encashment (not for actual availing) by air for a place OTHT, this amount is restricted to Rs.9900/- & Rs.14850/- per ticket for one side fare for J class & Y class, respectively (w.e.f. 1.1.2002).

Encashment shall be admissible only in respect of LFA under normal rules i.e. for visiting home town once every year and once in a block of 4 years for visiting a place other than home town in lieu of LFA for home town.

**Office order no.18(!)/97-LFA/EP dt. 13-7-98

TRAVEL BY PRIVATE TAXI IN HILL AREAS*

The rate of Mileage Allowance for the journey in a private taxi in hill areas between places not connected by rail, while availing LFA is as under :-

Pay Rs.6300/- and above	Rs. 1.75 per km. per seat, limited to actual fare incurred for travel by private taxi in the hill areas where State Government taxies do not regularly ply.
-------------------------	---

*O O No 18(1)/84/Reg/EP Dated 25/4/2001

HOLIDAY HOME*

Employees are allowed to avail holiday for rest and recreation, at a place of their choice in India.

Employees can visit any station in India either alone or with their family members or family members can visit such a place independently but not more than in two batches/groups in all, are allowed once in a block of two calendar years.

The Current block of two years is 2002-2003.

The dependent family members, for the purpose of this scheme, include only employee, spouse and dependent children (limited to three in numbers).

Employees are reimbursed a uniform amount equivalent to one daily allowance (at all inclusive rates applicable to that station) for self and each dependent family members of family including children over 5 years (i.e. children below 5 years are not to be taken into account) or the actual charges for hiring accommodation, whichever is less, upto a ceiling of 10 days. All eligible employees are allowed to avail the facility at their option i.e. 10 days once in a block of two years or 5 days every year.

The reimbursement which is limited to rent for accommodation is allowed only on production of proper receipts (showing clearly the amount paid towards rent for accommodation) from the owner/manager of the accommodation hired for stay. In case of stay in hotels, original bills have to be enclosed.

For availing this facility, for self the employee must avail leave.

*Office order no. 11(12)/97-H-Home/EP dt. 7-1-1998

EDUCATION FACILITIES*

a) Central School

Central Schools under Kendriya Vidyalaya Sangathan are functioning at Nazira, Sibsagar, Ankleshwar, Baroda, Mehsana, Dehradun, Cambay, Agartala, Jorhat, Silchar, Lakwa, Ahmedabad, Panvel, Hazira and Rajahmundry.

b) Children's Education Allowance

Tuition fee - Rs. 250/- p.m. subject to a max. of Rs.750/- for employees who joined before 11.9.1987 and Rs. 500/- for those who joined after 11.9.1987.

c) Merit Scholarship

Merit Scholarship from Vth Standard to Xth Standard, Intermediate, Graduate, Post Graduate and Professional courses are granted as follows:

- (i) Vth to Xth Class Rs.125 /- p.m.

- | | | |
|-------|--|---------------|
| (ii) | XIth & XIIth Classes & Recognised Diploma Courses(3 years) | Rs.150/-p.m. |
| (iii) | Graduation | Rs.200/- p.m. |
| (iv) | Post Graduation | Rs.225/- p.m. |
| (x) | Professional Courses | Rs.300/- p.m. |

Eligibility:

- | | | |
|------|--|-----|
| a) | Class Vth to Xth | 70% |
| b) | Graduation, Post Graduation, Professional Courses: | |
| i) | Science | 65% |
| ii) | Commerce | 60% |
| iii) | Humanities | 60% |

d) Journey Fare

Children of ONGC employees studying at a place other than the place of posting of the employee are paid second class fare during approved vacation twice a year from the educational institution to join their parents at the place of posting and back. This fare is admissible where journey is more than 150 kms.

e) Special Award Scheme

In order to encourage brilliant and meritorious wards of the employees and to induce them to maintain and improve level of their excellence, Special Awards are granted to those wards of the employees who secure positions amongst first ten on the merit list of the Board/University examinations and All India Competitions.

The amount of "Special Award" for various courses is as under:

- | | |
|---|-----------|
| -Matriculation/New SSC/ISCE etc. (i.e. Xth level) Examinations | - Rs.1000 |
| -Intermediate/HSC/SSC etc. (i.e. XII level) examination | - Rs.1500 |
| -Degree Examination | - Rs.1500 |
| -Post Graduate Examination | - Rs.1500 |
| -Professional Course Examination viz. Medical/Engineering etc. | - Rs.2000 |
| -All India Competitive examination viz. Central Services, MBA, NDA ,ICWA, CA etc. | - Rs.2000 |

f) Hostel subsidy

Children of Corporation's employees, who stay in a hostel or residential school for the purpose of their academic pursuits, are eligible for grant of Hostel subsidy on the following conditions:

Conditions for grant of subsidy:

- (a) The subsidy is admissible only when the child/children of an employee studies/study in a school/college away from the station at which he/she is posted and/or is residing.

- (b) The subsidy is admissible in respect of the child/children who is/are admitted in a hostel, residential school for any of the following reasons:
 - (i) Employees are obliged to keep their child/children in a hostel on account of their transfer because adequate facilities for education do not exist at the place to which they have been transferred;
 - (ii) Employees are not able to secure admission for their child/children in local schools/colleges because of restrictions placed by the educational authorities of the area of State Government;
 - (iii) Employees are obliged to keep their child/children in School/College/Institute, which insist on the stay of the child/children in the hostel.
- (c) the subsidy will also be payable when the child is admitted to a school/college, which does not have its own hostel and the ward is compelled to stay in a hostel run by private parties.
- (d) In case where the child is admitted to hostel where messing arrangement is not available and the child is forced to run his/her own mess, hostel subsidy will also be payable towards lodging charges actually paid by the parent employee on the basis of a certificate from the educational institution/hostel authorities that the amount spent by the child on lodging and boarding is not less than the amount of hostel subsidy being claimed.
- (e) The subsidy will also be payable in cases where the child of the employee is admitted to a school/college, allotted by Selection Board for professional course, and the child stays in the hostel even if such college/school happens to be situated at the station of posting of employee concerned.
- (f) The subsidy is admissible to cover all expenditure on boarding and lodging in the hostel during the academic session as also other obligatory charges which are to be paid by the boarder.
- (g) The legitimate children, including step children and adopted children (where adoption is recognised under the personal law of the employee), who are wholly dependant on the employee, can claim subsidy.
- (h) Not more than three children of a parent employee at a time can claim subsidy.
- (i) The subsidy is admissible for education of child/children:
 - (i) From class V to class XII;
 - (ii) For Degree/Post Graduate classes and Professional Courses like Medical and Engineering etc.
- (j) The subsidy is not payable for more than two academic years in the same class, in respect of a child.

- (k) The children can claim subsidy from the department of only one of the parents in case both father and mother are employed; and also if such assistance is not availed of by the child/children's father/mother from a department other than ONGC.
- (l) If any employee dies, retires or is discharged in the middle of an academic year the allowance i.e. CEA, Merit Scholarship, Hostel Subsidy, Transport Subsidy will be admissible in the end of that academic year.

Rate of Subsidy

The rates of hostel subsidy payable in advance are as under:

- | | |
|---|--------------------------|
| (a) Ist to IV Standard | Rs.325 /- p.m. per child |
| (b) Vth to XIIth Standard & recognised Diploma Courses | Rs.450/- p.m. per child |
| (c) Graduation, Post Graduation and Professional courses. | Rs.570/- p.m. per child |

Actual charges are admissible in cases where total monthly charges of the hostel are less than the amount specified above.

Bus/Transport facilities are provided to school going children of the Corporation's employees, at concessional rates, as under:

Transport Subsidy : Rs.125 /- p.m. per child.

VI. Reimbursement of Admission Fees

Admission charges are reimbursable as per actuals, subject to a maximum of Rs.1500/- per child, limited to two children per employee on transfer.

*OM No. 17(11)/2000-01/ Welfare dated 19/1/2002& 14/8/2002

ONGC SCHOLARSHIPS FOR SCHEDULED CASTE/SCHEDULED TRIBE STUDENTS*

As a social welfare measure, ONGC has introduced Scholarship Scheme to encourage deserving students of SC/ST community for undertaking higher education. The scholarships are granted to SC/ST students pursuing full time studies in Graduate Engineering Courses and Post Graduate Courses in Geology, Geophysics, Business Administration from a College or an Institution recognised by Central or State Government.

Eligibility Criteria:

Engineering Courses - based on marks obtained in 12th standard or open competition - 60%/6 points in 10 point scale.

For other courses - based on marks obtained in Graduation - 60%/6 points in 10 point scale.

Income Ceiling- Parents income from all sources should not be more than 1.5 lakhs per annum ie. Rs. 12500 p.m.

Amount of Scholarship:

Course	Year	Amount	
Engineering	1 st year	Rs.1000 p.m.	
	2 nd year	Rs.1000 p.m.	
	3 rd year	Rs.1500 p.m.	
	4 th year	Rs.1500 p.m.	
Post Graduation in Geology, Geophysics, Business Admn.	1 st year	Rs.1500 p.m.	
	2 nd year	Rs.1500 p.m.	

*O.O.8(1)/SCHP/2001-SCT dated 10.2.2002

MEDICAL FACILITIES

Free Medical Facilities are provided through dispensaries and hospitals of the Corporation, authorised Medical Attendants and also through Government/Recognised Dispensaries and Hospitals.

These facilities are provided to employees, their dependent children * and parents.

Dependency of parents is determined on the following criteria: **

- (a) Their income should not exceed Rs.4000/- per month, and
- (b) They should normally reside with the employee.

* OM No.16(5)/82-Welfare dated 13.6.1996

** OM No.16(5)/97-Welfare dated 15.12.1997, 19.12.1997 & 25.4.2001

REIMBURSEMENT OF COST OF SPECTACLES/CONTACT LENSES*

Eligibility: All regular employees who have rendered at least one year of service and require usage of spectacles/contact lenses.

Monetary Ceilings: Actual cost of spectacles/contact lenses with the following ceilings:

Level of Employees	Monetary Ceiling
Unionised category	Rs.1000
E-0 to E-5	Rs.1500
E-6 & above	Rs.2000

Periodicity Once in a period of three years.

*O.O.No.16(57)/99-2001/Welfare dated 5.9.2001

LASER TREATMENT FOR MYOPIA *

Reimbursement of Lasik Laser Treatment only in progressive Myopia Cases needing glasses of more than 10 diopter. Such reimbursement is limited to Rs.10,000/- for one eye inclusive of medicines and other expenses.

*O.O.No.16(54)/E/99-2000-Welf. Dated 1.8.2000

REIMBURSEMENT OF COST OF DARK GLASSES/GOGGLES TO VISUALLY HANDICAPPED EMPLOYEES *

Eligibility:

All visually handicapped regular employees who have rendered at least one year service in ONGC and require usage of dark glasses/goggles.

Monetary Ceilings:

Actual cost with the following ceilings :

Level of Employees	Cost Ceiling
Class III & IV	Rs.500/-
E-0 to E-5	Rs.750/-
E-6 & above	Rs.1000/-

Periodicity:

Once in three years.

*O.O.No.16(57)/99-2001/Welfare dated 22.4.2002.

REIMBURSEMENT OF COST OF HEARING AID

Eligibility : All employees (including retired employees) and their Dependent family members.

Monetary Ceilings : Upto Rs.10,000/- for one-sided hearing aid
Upto Rs.20,000/- for bi-lateral hearing aid

Periodicity Maximum three times in whole life time.

TREATMENT FOR INFERTILITY

Employees and their spouses are permitted to take treatment for infertility subject to the expenditure being restricted to Rs. 50,000/- per cycle subject to a maximum of three cycles.

Conditions:-

- i) A minimum of 2 years period of co-habitation of the couple after marriage shall be essential before the infertility treatment is advised.
- ii) Production of a certificate from the concerned specialist confirming that all the other methods of fertility treatment have failed.
- iii) Such treatment will be availed from the ONGC's recognized Hospitals/ Nursing Homes and in the absence of such facility in a particular station. The expenditure should be restricted to Govt./ Govt. recognized hospitals of respective Regions/ States.
- iv) A maximum of 3 cycles of treatment only will be admissible.
- v) The facility of getting incentive increment for not having any issue within 4 years of marriage will not be admissible to those employees opting for such treatment.

MEDICAL FACILITIES TO RETIRED EMPLOYEES*

Employees of the Corporation who retire on attaining the prescribed age of superannuation and their spouse, can also avail, at their option, medical facilities, on contributory basis. The amount is as follows:

GRADATION OF RETIRED EMPLOYEE	RATE OF LUMP-SUM CONTRIBUTION (In Rs.)
Scale Code I	2150
Scale Code II	2250
Scale Code III	2350
Scale Code IV	2550
Scale Code V	2900
Scale Code VI	3250
Scale Code VII	3500
S-1	5110
S-II	5700
S-III	6535
S-IV	7600
E-0	5375
E-1	6000
E-2	6875
E-3	8000
E-4	8750
E-5	9250
E-6	9750
E-7/8	10250
E-9	11875
Directors	12875
C&MD	13875

* O.M No 16(30)/2000-2001 dt 18.6.2001

Retired employees or his/her spouse are provided travel facility for performing journey to outstation in connection with medical treatment, recommended by competent medical authority.

Retired employees who are referred for medical treatment to outstation by the competent medical authority, shall also be provided accommodation in ONGC's Guest House, wherever existing, subject to availability and other terms and conditions.

COMPOSITE SOCIAL SECURITY SCHEME

(A) BENEFIT ON DEATH WHILE IN SERVICE / PERMANENT TOTAL DISABLEMENT RESULTING IN SEPARATION FROM ONGC.

EXECUTIVES : Rs. 10.00 Lakhs

NON-EXECUTIVES

S-LEVEL : Rs. 7.50 Lakhs

Other than S-Level : Rs. 5.00 Lakhs

(B) SURVIVAL BENEFIT:

This shall be equivalent to employees contribution alongwith 5% simple interest.

(C) CONTRIBUTION:

	By Employees	By ONGC
Executives	: Rs. 260/- p.m.	Matching contribution by the Company.
Non-executives		
S-LEVEL	: Rs. 195/- p.m.	Matching contribution
Other than S-Level	: Rs. 130/- p.m.	by the Company.

2. All regular employees in the ONGC's pay scales only (excluding deputationists from other organisations to ONGC) existing as on 1.6.1998 are covered by the scheme. ONGC's employees on deputation to other organisations are also covered subject to their own contribution as well as contribution from the borrowing organisations.

COMPENSATION FOR ACCIDENT WHILE ON DUTY

Employees , who meet with accidents, while on duty, are eligible for compensation under the Workmen Compensation Act, 1923.

Employees who are otherwise not covered under the Workmen Compensation Act, 1923 and who meet with accident, while on duty, are also considered for grant of compensation, on merits, as if they would have been governed by the Workmen Compensation Act, 1923.

Financial Assistance in case of permanent total disablement or die death to accident or H2S Environment while on duty*

ONGC employees who sustain permanent total disablement or die due to accident or H₂S exposure while on duty, are paid financial assistance as indicated below :-

<u>Category</u>	<u>Normal Environment</u>	<u>H2S Environment</u>
E-1 & above	6.00 lakhs	12.00 lakhs
E-0 & S-Levels	3.00 lakhs	6.00 lakhs
Class III	2.40 lakhs	4.80 lakhs
Class IV	1.80 lakhs	3.60 lakhs

This amount is in addition to all other benefits/ reliefs available under various orders and schemes.

Other workers who are not on ONGC rolls and sustain permanent total disablement or die due to accident or H₂S environment during operation/duties in ONGC premises are paid financial assistance as under :—

Category of Worker	Financial Assistance	
	In the event of death/permanent total disability during operational activities in ONGC premises.	In the event of death/permanent total disability due to H ₂ S exposure in operational areas.
Casual/Contingent Workers/Para-Medical Staff engaged directly by ONGC/direct employees (in MR) and term based employees	Rs.1 lakh	Rs.2 lakhs
Medicos on Contract	Rs.2 lakhs	Rs.4 lakhs

*O.O.No.13(1)/88-2002/GA dated 21.10.2002

*O.O.No.13(3)/2002-GA dated 8.11.2002

MEMENTO (SILVER PLAQUE) TO EMPLOYEES ON RETIREMENT*

Eligibility:

All regular employees who retire on attaining the age of superannuation or on Voluntary Retirement.

Monetary Ceilings:

Level of Employees	Cost Ceiling
Class-IV	Rs. 2000/-

Class-III	Rs. 3000/-
'S' level	Rs. 4000/-
E0 to E4	Rs. 4000/-
E5 and above	Rs. 5000/-

*O.O. No. 3(5)/91-2001/GA Dated 7.9.2001

EX-GRATIA SCHEME TO PRE-15.10.1959 EMPLOYEES*

Those employees who joined ONGC prior to 15.10.1959 and fulfil following conditions are eligible for grant of ex-gratia @ Rs. 1000/- p.m. w.e.f. 1.11.1997:-

Conditions:

- i) Ex-employee should have joined ONGC prior to 15.10.1959 and superannuated from the services of ONGC after rendering continuous service of minimum 20 years (without break) on or before their superannuation.
- ii) Service in ONGC means regular service of ONGC and not engaged on contractual/daily or temporary/ad-hoc basis.
- iii) He/She should not be receiving/eligible for benefit under ONGC Post Retirement and Death in Service Benefit Scheme (PRBS) and/or the Govt. Pension Scheme.
- iv) He/She was not dismissed/removed/terminated or had not resigned from the services of ONGC.
- v) On the death of the ex-employee, his/her spouse is eligible for grant of ex-gratia at the rate of Rs. 500/- p.m. together with the Dearness Allowance as admissible from time to time till his/her survival.

O O No 103(92)/00-EP dated 20/11/2001

'AGRANI SAMMAN' EX-GRATIA BENEFIT SCHEME

Oil and Natural Gas Corporation Limited has introduced 'Agrani Samman' Ex-gratia Benefit Scheme w.e.f. 1.1.2003 for its pre-15.10.1959 employees and those post 14.10.1959 employees who have superannuated/voluntarily retired/died while in service prior to 1.4.1991 (in case of executives) and 16.11.1995 (in case of non-executives) after rendering minimum ten years of service.

2. Those pre-15.10.1959/ post-14.10.1959 employees who have superannuated/voluntarily retired/died while in service after rendering minimum twenty years of service are eligible to 'Agrani Samman' ex-gratia at the following rates if they fulfil requisite eligibility conditions :

Category	Class III & IV employees	E-0 to E-3 Executives	E-4 to E-6 Executives	E-7 & above Executives	Plus
Pre-15.10.1959 employees	Rs. 1500 p.m.	Rs. 3000 p.m.	Rs. 4500 p.m.	Rs. 6000 p.m.	applicable DA from
Post-14.10.1959 employees	Rs. 750 p.m.	Rs. 1500 p.m.	Rs. 2250 p.m.	Rs. 3000 p.m.	time to time

3. Those deputationists who have superannuated/voluntarily retired/died while in service after rendering minimum ten years of post absorption service in ONGC are also eligible to 'Agrani Samman' ex-gratia.
4. Those eligible ex-employees who have superannuated/voluntarily retired/died while in service after rendering 10-20 years of service are eligible to pro-rata amount of 'Agrani Samman' ex-gratia.
5. Those eligible ex-employees who are receiving/eligible for benefit under Post Retirement and Death in Service Benefit Service (PRBS) and or Govt. Pension are eligible for ex-gratia at the rates mentioned in para 1 above plus applicable DA from time to time minus PRBS benefit and/or Govt. Pension as the case may be.
6. After death of ex-employee, the spouse is eligible to 50% of ex-gratia amount that was/would have been admissible to the deceased employee plus applicable DA from time to time minus the amount of PRBS and/or amount of Govt. Pension, if any.
7. The 'Agrani Samman' ex-gratia benefit is not admissible to those who were dismissed/removed/terminated/resigned/deemed to have resigned/Pre-maturely retired, or if the spouse/son/daughter of deceased employee has been provided employment on compassionate grounds in ONGC.

EMPLOYEE WELFARE COMMITTEES

To organise, maintain and improve various welfare amenities , Employee Welfare Committees are set up in various offices/projects of the Corporation. These Committees are responsible for provision of following types of amenities:-

- (i) Indoor games
- (ii) Outdoor games
- (iii) Sports, annual sports and any other athletic activity
- (iv) Cultural activities, like dramas, variety shows, etc. including audio-visual activities
- (v) Library-cum-reading room.

The Committee consists of a President (ex-officio), a Vice President, and 10 other Members.

The Head of the Asset or Office functions as the ex-officio President. The Vice President and 7 of the Members are elected bi-annually from amongst the staff. The remaining 3 Members are nominated by the ex-officio President.

For meeting its day-to-day expenditure, the committee receives:-

- (a) Contributions from Members (not less than Rs.3/- per head per year)
- (b) Following grants from the Corporation:
 - (i) Grant-in-aid
Rs.4/- per head per annum for the entire strength of employees in case they are Members of the Employee Welfare Committee.

- (ii) Matching Grant
Rs.3/- per annum for each Member of the Staff Welfare Committee
(including officers) who subscribe at the same rate towards membership;
and

- (c) Donations and other miscellaneous receipts.

LADIES' CLUB

ONGC Ladies Club actively involve themselves in various activities for meeting the social objectives of the Corporation like running creches and nursery schools, organising health camps, fete, visiting neighbouring villages to teach the rural folk about health care and cleanliness, helping the handicapped, the poor and needy children. They also organise cultural programmes form time to time.

SPORTS

Sports activities receive a great deal of encouragement in ONGC. ONGC is a member of Petroleum Sports Control Board (PSCB).

Within the Corporation, ONGC Sports Promotion Board has been set up along with Regional Sports Councils at Hqrs. and various Regional Offices.

Efforts are always made to build up various teams and for this purpose, outstanding sportsmen are recruited for various games.

Excellent infrastructural facilities exist for various sports like Squash, Tennis, Hockey, Football, Badminton, Table Tennis, Billiards, etc.

ONGC HIMALAYAN ASSOCIATION (ONGCHA)

The ONGC Himalayan Association (ONGCHA) cultivates a sense of adventure and love of the outdoors. It organises high altitude treks, short treks, ski courses, training in basic and advanced mountaineering and family adventure courses.

EMPLOYEE COOPERATIVE SOCIETIES

The Corporation extends the following assistance to the Employees' Cooperative Stores, which have a membership of 250 and above:-

- | | | |
|--|---|------------------|
| (i) Share capital participation by the Corporation | - | Rs. 2,500/- |
| (ii) Loan | - | Upto Rs.10,000/- |
| (iii) Managerial Subsidy: | | |
| (a) First Year | - | Rs. 9,000/- |
| (b) Second Year | - | Rs. 6,000/- |
| (c) Third Year | - | Rs. 3,000/- |

- (iv) Accommodation at nominal rent of Re.1/- per month.
- (v) Subsidy for furniture according to the need upto the value of Rs.750/-.

**ONGC (DEATH, RETIREMENT & TERMINAL GRATUITY)
RULES, 1995**

Eligibility for grant of gratuity

The gratuity shall be granted for good, efficient and faithful service to all whole time employees of the Corporation except following categories:

-
- (a) Casual and non-regular employees;
 - (b) Government Servants and others employed on deputation terms;
 - (c) Employees on contract basis;
 - (d) Apprentices and Trainees; and
 - (e) Re-employed persons.
-

Gratuity shall be payable to an employee on termination of his employment after he has rendered continuous service of not less than five years:

- (a) on superannuation; or
- (b) on retirement or resignation; or
- (c) on death or disablement due to accident or disease; the condition of completion of continuous service of five years shall not be necessary where termination of the employment of any employee is due to death;

In case where employees of the Corporation move to any other undertaking with the consent of the Corporation and the other undertaking concerned, the Corporation shall arrange with the transferee undertaking, payment of the gratuity earned during the service rendered in the Corporation as if the employee concerned had retired from the service of the Corporation on the date of his transfer under the Rules applicable to him.

Gratuity shall not be admissible to an employee whose services are terminated for misconduct, insolvency or inefficiency.

Extent of Gratuity

The Gratuity shall be equal to 15 days wages (all emoluments including DA, but excluding bonus, house rent allowance, overtime wages and any other allowances) for each completed year of service or part thereof in excess of six months.

In the case of death of an employee, the amount of gratuity shall be as indicated above or as mentioned below, whichever is more, namely:-

- (i) during the first year of service : 2 months' wages
- (ii) after one year but before 5 year's service : 6 months' wages

- (iii) after completion of 5 years but before 20 years service. : 12 months' wages
- (iv) Service of 20 years' and more : half month's wages for completed half year of continuous service subject to a maximum of 33 times the wages provided the amount of death gratuity shall in no case exceed 3.5 lakh rupees.

For the purpose of working out the amount of gratuity payable under the ONGC(Death, Retirement and Terminal Gratuity) Rules, 1995, a month of 26 days shall be adopted for calculating the rate of wages last drawn by the employee concerned.

Maximum gratuity payable under all conditions is Rs.3.5 lakhs.

ONGC EMPLOYEES CONTRIBUTORY PROVIDENT FUND REGULATIONS

Membership:

Every employee, except a trainee or an apprentice, has to be a member of the Fund from the date of his joining ONGC.

Compulsory Contribution:

Each employee has to subscribe equivalent of 12% of salary. (Salary includes Pay, DA). Option for contribution at an increased rate can be exercised once in a year.

Corporation's Contribution:

Corporation contributes an amount equivalent to the employee's compulsory contribution.

Advances from the Fund:

Advances shall not exceed 90% of the member's own share of contribution and interest thereon. Limits for drawal of advance for various reasons are as under :-

I. Refundable Advance:

Event	Amount	Recovery
(i) For marriage of dependant member	6 months salary	48 instalments
(ii) For higher education of dependant member of the family.	3 months salary	24 instalment
(iii) For obligatory expenses by custom/usage for religious ceremony.	-do-	-do-

- (iv) For meeting expenses in connection with illness of the member of the family. -do- -do-

Second advance shall not be granted until first advance has been fully repaid.
The advance shall bear interest of 1% above the rate allowed on contributions on the day of sanction.

II. Non-refundable Advance:

Event	Amount
(i) Purchase of site for construction of Dwelling House.	Not exceeding 24 months salary or the member's own share of contribution together with employer's share of contribution with interest thereon or the actual cost towards the acquisition of the dwelling site, whichever is the least.
(ii) Purchase of ready built house/ flat or for construction of house/ flat	Not exceeding 36 months salary or the member's own share of contribution together with employer's share of contribution with interest thereon or the actual cost towards the acquisition of the dwelling site, whichever is the least.
(iii) Additions/substantial alterations or improvements to dwelling house	Withdrawal admissible only after a period of five years from the date of purchase or completion of the house. Amount of advance shall not exceed 10% of the actual purchase price of the flat/house and the member has not drawn any advance from ONGC for the same purpose.
(iv) Premium on policies of Insurance	Not more than once in six months on assigned policies on the life of the member.

POST RETIREMENT BENEFIT SCHEME

The scheme known as ONGC Self Contributory Post Retirement and Death in Service Benefit Scheme came into existence w.e.f. 1.4.1990. The scheme is managed by a Trust and is operated through LIC. The scheme is optional for existing executives as on 1.4.1990 and compulsory for executives joining regular service in the Corporation as new entrants on or after 1.4.1990. However executives who retired between 1.4.1990 and 1.4.1991 are excluded from the provision of the scheme. The option once exercised is final and irrevocable. An executive has to serve /contribute for a minimum period of 10 years in order to be eligible for benefits under the scheme. These conditions do not apply to cases of death and permanent total disability.

The scheme has subsequently been made compulsory for all employees w.e.f. 16.11.1995

The percentage rate of contribution is determined on the basis of the age of the member on the date of joining and remains constant throughout. However, members are liable to make additional contribution as decided by the Trust from time to time.

The benefit under the scheme is calculated on the basis of reckonable service and last salary drawn at the time of superannuation/Death/Permanent Disability. In case of Death/Permanent Disability, the nominee beneficiary receives pension at the rate of 40% of the last salary drawn by the member.

The pension can be commuted upto maximum of 1/3 of the net corpus.

- Members leaving the Corporation within 10 years of joining are refunded their cash contribution alongwith interest at prescribed rates reduced by 10% on account of life cover as prescribed. Members leaving ONGC after 10 years of joining can either for refund of their cash contribution alongwith interest or for deferred pension.
- The benefits under the scheme are to be claimed in the prescribed application form.

SPECIAL FACILITIES

SPECIAL FACILITIES FOR ASSAM AND OTHER NORTH-EASTERN STATES

1. Quarterly Transit Facility under which employees who are separated from their family are reimbursed to and fro fare for the entitled class limited to First class or II AC to visit the place of stay of the family outside NE states once in every quarter, or alternatively employee's spouses or any one dependent member of his family can visit him at place of posting.
2. Special Dislocation Allowance equal to one month's pay provided transfer is for a minimum period of three years and the employee joins the N.E. State on transfer alongwith his family.
3. 15 days Casual Leave for all employees and 20 days for employees not belonging to North-Eastern States (instead of 12 days at other work centres);
4. Remote Locality Allowance ranging from Rs.40/- to Rs.200/- in ER and from Rs.150/- to Rs.1050/- in Tripura Project.
5. North-East Allowance @ 12.5% of the Basic Pay.
6. In case employee decided to move to N.E. States alone on transfer, colony/self leased/leased accommodation can be retained at the last place of posting.
7. Employees posted in N.E.States and maintaining vehicles at last place of posting/at a place where they shift their families, are entitled to 90% of CMRE.

DISCIPLINE

ONGC (CONDUCT, DISCIPLINE & APPEAL) RULES, 1994

Following penalties may, for good and sufficient reasons, be imposed on an employee who is found guilty of misconduct or a breach of any regulations/rules or orders made by the Corporation or by any authority empowered in that behalf

Nature of Penalties

- Minor – (i) Censure
(ii) withholding of increment(s) with or without cumulative effect ;
(iii) withholding of promotion ; and
(iv) recovery from pay or dues of whole or part of pecuniary loss(es) caused due to negligence of the employee or breach of orders.
- Major – (i) Reduction to a lower stage in the time scale of pay for a specified period with directions whether increments will be earned and whether on expiry of such reduction, it will have effect of postponing future increments of pay ;
(ii) reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to promotion of the employee to the time scale of pay, grade, post or service from which he was reduced ;
(iii) compulsory retirement ;
(iv) removal from service which shall not be a disqualification for future employment ; and
dismissal from service which shall be disqualification for future employment under the Corporation.

The following shall not amount to penalty within the meaning of these Rules :-

- (i) Non-promotion, reversion to permanent or officiating service, from which promotion made ; withholding increments of pay of an employee for failure to pass departmental examination.
- (ii) Non-promotion to eligible grade or post .
- (iii) Reversion to a lower service or grade from officiating higher service or grade or post on the ground that he is considered unsuitable to it on any administrative ground not connected with his conduct.
- (iv) Reversion to permanent or officiating service in lower grade if on probation.
- (v) Replacement of the services of employee borrowed from Central or State Government/Public Undertaking.
- (vi) Compulsory retirement according to provisions or superannuation.
- (vii) Termination of services of:
 - (a) employee on probation - as per terms of appointment
 - (b) temporary employee - as per terms of appointment.
 - (c) employee under agreement - as per terms of appointment.

Disciplinary Authority

- (i) Penalties may be imposed by Appointing Authority or any authority subordinate to it, empowered by Corporation. Penalty on employees on deputation terms, shall be imposed after consultation with the Disciplinary Authority with respect to his substantive post.
- (ii) Major penalty shall be imposed by an authority not lower than the Appointing Authority.
- (iii) The Corporation or other empowered authority may:-
 - (a) institute disciplinary proceedings against any employee; and
 - (b) direct a Disciplinary Authority to institute disciplinary proceeding against any employee on whom he is competent to impose any penalty.

Disciplinary Proceedings - Continuation thereof:

Disciplinary Proceedings if instituted while the employee was in service whether before his retirement or during his re-employment, shall after the final retirement of the employee, be deemed to be proceeding and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.

During the pendency of the disciplinary proceedings the Disciplinary Authority may withhold payment of gratuity, for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the Company, if the employee is found in a disciplinary proceedings of judicial proceedings to have been guilty of offences/misconduct as mentioned in sub-section (6) of the Payment of Gratuity Act, 1972, or to have caused pecuniary loss to the Company by the misconduct or negligence during his service including service rendered on deputation or on re-employment after retirement. However, the provision of Section 7(3) and 7(3A) of the Payment of Gratuity Act, 1972 should be kept in view in the event of delayed payment, in case the employee is fully exonerated.

SUSPENSION

- (i) Any authority competent to impose penalty may place an employee under suspension when:-
 - (a) disciplinary proceedings are contemplated or pending;
 - (b) in the opinion of competent authority, he is engaged in activities prejudicial to the interest and security of State;
 - (c) a case against him in respect of criminal offence is under investigation, inquiry or trial.
- (ii) employee detained in custody for more than 48 hrs. shall be deemed to have been suspended w.e.f. the date of detention; he shall be deemed to have been under suspension w.e.f. the date of conviction for an offence, if he is sentenced to imprisonment exceeding 48 hrs. and is not forthwith dismissed/removed/compulsorily retired consequent to such conviction.
- (iii) where penalty of dismissal, removal or compulsory retirement imposed upon suspended employee is set aside in appeal or review and case is remitted for further enquiry, the order of suspension will be deemed to have continued in force during intervening period.

- (iv) condition of (iii) will apply if the penalty of dismissal/removal/retirement is set aside by a court and Disciplinary Authority decides to hold a further enquiry.
- (a) order of suspension can be modified or revoked by the Authority which made or is deemed to have made the order or by any Authority, to which that Authority is subordinate.
- (b) if any other disciplinary proceeding is commenced against suspended employee during continuance of suspension, the competent authority, for reasons to be recorded in writing, may direct that the employee shall continue to be under suspension till termination of such proceedings;
- (c) the suspension order shall remain in force until it is modified or revoked by competent authority.

Headquarters during suspension:

- (a) the order of suspension should specify the headquarters of the official during the period the order will remain in force. The competent authority may, however, for reasons to be recorded in writing change the headquarters in interest of the public service. Normally, the last place of duty will be the headquarters.
- (b) If the official requests for change of the headquarters, the competent authority may accede to his request provided it is satisfied that such a course will not put the Corporation into any extra expenditure. The officer will not leave the headquarters, without prior permission.

Resignation during suspension

If an employee submits his resignation while under suspension, it would not normally be correct to accept the resignation. Exception may be made in case where:-

- (a) the alleged offence does not involve moral turpitude;
- (b) the quantum of evidence against the accused is not strong enough to justify the assumption that if the proceedings were continued, the officer would be removed or dismissed; and
- (c) the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation.

Subsistence Allowance

An employee under suspension is entitled upto the first six months of the period of suspension to Subsistence Allowance at an amount equal to the leave salary which he would have drawn had he been on half pay.

The Competent Authority may vary the amount of Subsistence Allowance for any period exceeding the first six months as follows:-

- (a) The amount of Subsistence Allowance may be increased by an amount not exceeding 50% of the Subsistence Allowance admissible during the period of the first six months if the

period of suspension has been prolonged for reasons to be recorded, in writing, not directly attributable to the officer concerned; and

- (b) the amount of Subsistence Allowance may be decreased by an amount not exceeding 50% of the Subsistence Allowance admissible during the period of the first six months if in the opinion of the competent authority the period of suspension has been prolonged due to reasons to be recorded, in writing, directly attributable to the officer concerned.

Promotion/Reversion of the officer who is under suspension.

The suitability of such an officer should be assessed by DPC and if found suitable, it should be recorded separately in a sealed envelope subscribed "Findings regarding Merit and Suitability for Promotion or Confirmation" (not to be opened till the termination of suspension). The proceedings should also make a mention "the findings are contained in the sealed cover."

A vacancy should, as far as possible, be kept open so as to accommodate him in case of exoneration or in case it is filled, the next first vacancy should be given to him. His seniority in the next higher grade should be fixed as if he had been promoted with the position assigned in the list.

An officer placed under suspension while officiating in a higher post can be reverted to the lower post otherwise than as punishment even during his suspension.

Recoveries from the Subsistence Allowance

- (a) Compulsory:
 - (i) Income Tax;
 - (ii) House Rent and allied charges; and
 - (iii) Repayment of loans and advances taken from the Corporation.
- (b) Optional:
 - (i) Premium due on Life Assurance Policies;
 - (ii) Amount due to Co-operative Stores/Credit & Thrift Societies; and
 - (iii) Refund of advances taken from CPF.
- (c) Cannot be made:
 - (i) Subscription to CPF.
 - (ii) Amount due on court attachments; and
 - (iii) Recovery of loss to Corporation for which the officer is responsible.

Compensatory Allowance

The suspended employee is entitled to Compensatory Allowances on the basis of the pay which he was in receipt of on the date of suspension subject to fulfilment of other conditions.

(xii) Grant of Leave/Increment under suspension

Leave/increment shall not be granted to an employee under suspension.

SEXUAL HARASSMENT *

Guidelines to deal with Sexual Harassment of Women at Work places.

1. In the case of *Visakha & Ors. versus State of Rajasthan & Ors. (JT 1997 (7) SC 384)*, the Hon'ble Supreme Court has laid down guidelines and norms to be observed to prevent sexual harassment of working women at their work places.
2. The definition of sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :-
 - a) Physical contact and advances ;
 - b) A demand or request for sexual favours ;
 - c) Sexually coloured remarks ;
 - d) Showing pornography ;
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
3. It has been laid down in the judgement that it is the duty of the employer or other responsible persons in work places or other institutions, to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all necessary steps. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other Law, the concerned authorities shall initiate appropriate action in accordance with the Law by making a complaint with the appropriate authority. Attention in this connection is invited to schedule-II to Rule 3(j) of ONGC CDA Rules 1994, specifying the acts and omissions constituting misconduct, which provide that commission of any act subversive of discipline or of good behaviour is a misconduct. Any act of sexual harassment of women employees is definitely subversive of discipline and of good behaviour and therefore amounts to a misconduct. Appropriate disciplinary action should be initiated in such cases against the delinquent employee.
4. Hon'ble Supreme Court has observed that if any of these acts are committed in circumstances where the victim of such conduct has a reasonable apprehension in relation to her employment or work then such conduct can be humiliating and may constitute a health and safety problem . It is discriminatory, for instance, when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruitment or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto. It should be ensured that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.
5. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
6. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

7. A Women Development Forum has been set up at each Region / Project / Work-Centre /office to help/guide women employees to take up all cases of this nature. This forum should report directly to the Executive Director / Head of Region / Institute.

* Office Order No.17(7)/98-EP dated 22.6.1998.

SEPARATIONS

**FORWARDING OF APPLICATIONS OF EMPLOYEES
FOR POSTS OUTSIDE THE CORPORATION**

1. All applications of employees for employment in Central Government/State Government / Public Sector Undertaking are required to be forwarded through proper channel.
2. While forwarding the application, the service particulars will be scrutinized to ensure that the Employee meets the specifications of the post for which he has applied.
3. No application for jobs outside the Corporation will be forwarded during the probation period, subject however to the exception envisaged as at 6 below.
4. On completion of probation period in the Corporation, ordinarily not more than four applications in a year will be forwarded.
5. Application of employees for foreign assignments will be forwarded invariably through Corporate Office after observance of procedures/instructions issued from time to time on the subject.
6. Employees who wish to appear in a Competitive Examination conducted by the UPSC/State Public Service Commission may submit their applications in the prescribed form direct to the Service Commission. They should, however, immediately inform the Personnel Department through their Head of Department, giving details of Examination for which they have applied, requesting therein to communicate permission to the concerned Public Service Commission directly, with a copy endorsed to the Employee(s).

NOTE:

- (i) In case it is considered necessary to withhold the requisite permission, it would be for the Personnel Department to inform the UPSC/SPSC within 30 days of the closing date of the receipt of the application.
- (ii) No Objection Certificate as above, permitting an employee to appear for the Competitive Examination conducted by UPSC/SPCS will not attract the restriction prescribed for outside employment.

7. Applications of employees who have executed service bond with ONGC:

Bond can be transferred as per Department of Public Enterprises' guidelines in the case of an employee, who leaves service of the Company with proper permission to secure employment under the Central Government, a Public Enterprise or an autonomous body of the Central/State Government. However, in case of selection, the remaining period of bond period is to be served in the other PSU etc. in which he is appointed, in terms of the DPE guidelines on the subject.

8. In the event of their selection in another organisation employees whose applications for outside employment are forwarded or to whom 'No Objection Certificate' is issued would be required to resign from their post, giving three months'/one month's notice as the case may, be as per the terms and conditions of their appointment. However, the Competent Authority at its discretion, may agree to adjust any short-fall in the notice period against

earned leave due to the concerned employee or may require such employee to pay a sum equivalent to the short-fall in the notice period.

9. Application of employees who are under suspension or against whom department proceedings are pending, shall not be forwarded nor they released for any assignment, scholarship, fellowship, training, etc.
10. Employees of the Corporation in Group 'C' (Class III) & Group 'D' (Class IV) levels may be granted 'No Objection Certificate' for registration with the employment exchange.
11. Forwarding of Applications of SC/ST Employee.

Application for employment elsewhere of employees belonging to Scheduled Caste/Scheduled Tribe shall be readily forwarded, except in very rare cases where there may be compelling grounds of interest of the Company for withholding of applications.

12. Authorities competent to forward applications:

CATEGORIES OF EMPLOYEES	COMPETENT AUTHORITY
(i) Employees at the level of E-6 and above	Director (HR) in consultation with Director concerned except where person is under bond.
(ii) Employees at the level of E-5 and below	HR-II (not below E7 level) except where person is under bond.

RESIGNATIONS

Every employee, other than an employee on probation, shall be required to give one month's notice in writing to the Corporation while submitting his resignation. An employee who has completed three years of service shall be required to give three month's notice.

The authority competent to accept the resignation is the appointing authority. In order to prevent any unexpected change in the manpower from disturbing the normal functioning of any department, the appointing authority may, at its discretion, accept the resignation with effect from any date even if this period exceeds the normal notice period.

EXIT INTERVIEW

Every employee, resigning or intending to resign, should be invited for an interview by the senior-most officer of the Regional Office /Asset/Institutes/Work Centres/ Discipline concerned and the reasons for his wanting to leave the organisation be discussed with him, in detail. In the event of an employee pressing acceptance of his resignation, a report of the "Exit Interview" should be forwarded confidentially, by name, to the Gp. General Manager (Personnel) at the headquarters.

TERMINATION OF SERVICE

(a) **Temporary employees**

(b)

All temporary appointments in the Corporation are terminable at any time by giving one month's notice by either side viz. either by the employee or by the appointing authority without assigning any reasons.

The appointing authority, however, reserves the right of terminating the services of an employee without notice of before the expiry of the stipulated period of notice by making payment to him/her of a sum equivalent to the pay for the period of notice or the unexpired portion thereof.

(c) **Employees on probation**

During the period of probation, services of an employee are liable to be terminated at any time without assigning any reason whatsoever.

SUPERANNUATION

Employees appointed to any post in the Corporation shall retire from the afternoon of the last date of the month in which they attain the age of 60 years.

However, employees whose date of birth is first of the month , shall retire on the afternoon of the last day of the preceding month in which they attain the age of 60 years.

The appointing authority shall, if it is of the opinion that it is in the Corporation's interest to do so, have the absolute right to retire any employee after he has attained the age of 50 years by giving him notice of not less than 3 months in writing or 3 months pay and allowances in lieu of such notice .

Any employee may, by giving notice of not less than 3 months, in writing, to the appointing authority, retire from service after he has attained the age of 50 years.

PREMATURE RETIREMENT SCHEME*

1. SCOPE:

To achieve optimum manpower utilisation, improve average age mix and overall skill levels.

2. APPLICABILITY:

2.1 Subject to the provision of sub para 2.2, this Scheme shall apply to such employees who have attained the age of 45 years, served for a minimum period of 20 years and have acquired physical disability while in service of the Corporation .

2.2 This Scheme shall not be applicable to:-

(a) Those who have attained 55 years of age.

- (b) Against whom major disciplinary proceedings are pending/contemplated.
- (c) Those who are poor performers/inefficient as per their service records.
- (d) Those who resign on their own volition.

3. APPROVING AUTHORITY:

- (i) For all employees – Executive Committee

NOTE:

All proposals relating to premature retirement will be got approved by circulation amongst Directors/CMD and the orders will be issued without waiting for formal approval of the Executive Committee. However, post facto sanction will be obtained subsequently.

- (ii) All cases requiring relaxation of any condition of the Scheme, shall be put up to the Executive Committee.

4. BENEFIT:

- (i) A lump sum one – time benefit payable to the employee at 70% of the salary which he was getting on the day immediately preceding the date of his retirement, for the employee's notional left-over service up to his normal age of superannuation.

“Salary” for this purpose will mean, Pay plus Dearness Allowance, the term pay being inclusive of pay, personal pay, special pay, or any other emoluments which may be specially classified as pay by the Corporation.

- (ii) In the event of a worker who retires under Premature Retirement Scheme and gets any benefit of payment under the Workmen's Compensation Act, or any other Act, the payment under the Premature Retirement Scheme will be reduced by the amount paid/payable under the Workmen's Compensation Act or any other Act .
- (iii) Pay for the notice period of three months, as may be applicable to him and leave salary for unavailed earned leave. The quantum of leave salary shall not exceed the limit provided for under Leave Rules of the Corporation.
- (iv) Full Provident Fund contribution of the employer alongwith accretions subject to provisions of Employee Provident Fund Act/ Rules, applicable to him.
- (v) Gratuity as admissible under Gratuity Rules.
- (vi) Transfer benefits for self and family for proceeding to home town or to place of settlement in India as admissible under T.A. Rules.

NOTE:

- (i) While calculating benefits, if an employee is on leave not due and is to retire without returning to duty the retirement shall take effect from the date of commencement of leave

not due and leave salary paid in respect of leave not due shall be recovered in full from the benefits payable to the employee under the Scheme .

5. RE-EMPLOYMENT

An employee retired under the scheme will not be eligible for re-employment in the Corporation.

6. ADMINISTRATIVE PROCEDURE:

- (i) In case of physical unfitness, the Departmental Head/Controlling officer shall refer the case to the Medical Board for examination/recommendations.
- (ii) The Medical Board shall normally consist of the head of Business Group , Head of discipline concerned, Medical specialist/senior most Medical officer of the Region and senior most P and A Officer.
- (iii) Once the Regional Medical Board and the Regional head certify a case as fit for Pre-mature Retirement on health grounds, the orders should be issued immediately. Necessary formalities can be completed thereafter.

* O.O. No. 103(92)/97-PRS/EP Dated 6.1.1998

TERMINAL BENEFITS IN CASE OF SEPARATION

Facility	On Resignation	On Death of Employee	On Pre-mature Retirement	On Superannuation
Lump-sum benefit	-	-	70% (Basic + Spl. Pay + PP(HQ) + PDA + VDA) last drawn from the date of Pre-mature retirement date to normal age of Superannuation, subject to adjustment of amount received under Workmen Compensation Act.	-
Gratuity	As per entitlement subject to a maximum of Rs.3.5 lakhs, on vacation of ONGC accommodation.	As per entitlement subject to a maximum of Rs.3.5 lakhs, on vacation of ONGC accommodation.	As per entitlement subject to a maximum of Rs.3.5 lakhs, on vacation of ONGC accommodation.	As per entitlement subject to a maximum of Rs.3.5 lakhs, on vacation of ONGC accommodation.
CPF	Employee + Employer contribution + accrued interest/ Transferable to other Organisation.	Employee + Employer contribution + accrued interest.	Employee + Employer contribution + accrued interest.	Employee + Employer contribution + accrued interest.
CSSS	Refund of contribution with 5% simple interest.	Amount – As per the scheme.	Refund of contribution with 5% simple interest.	Refund of contribution with 5% simple interest.
PRBS	Refund of contribution with interest thereon compounded annually 2% less than the CPF rate, prevailing at that time. Members who have contributed more than 10 years can opt for deferred pension from their notional age of Superannuation.	Pension & Commuted pension as per the scheme.	Pension & Commuted pension as per the scheme.	Pension & Commuted pension as per the scheme.
EL encashment	50% of balance – upto a maximum of 150 days.	Balance – upto a maximum of 300 days.	Balance – upto a maximum of 300 days.	Balance – upto a maximum of 300 days (to be released on the date of retirement)
HPL encashment	¼ of the balance at credit	The entire quantum of	¼ of the balance at credit	¼ of the balance at credit

(Good Health Reward)	which is limited to 480 days of HPL subject to a minimum balance of 120 days HPL provided the employee has served more than 20 years and attained the age of 50 yrs at the time of resignation.	leave on half pay commuted to leave on full pay subject to a max. of 240 days i.e. 120 days leave on full pay	which is limited to 480 days of HPL subject to a minimum balance of 120 days HPL	which is limited to 480 days of HPL subject to a minimum balance of 120 days. (to be released on the date of retirement) (O.M.No.9/13/2000-EH dated 30.10.2000)
Retention of ONGC Accommodation	ONGC Colony : Upto one month from the date of acceptance of Resignation. Self-lease : Upto the date of acceptance of Resignation.	ONGC Colony : Upto 4 months. Self-lease : Upto the date of separation.	ONGC Colony : Upto 4 months. Self-lease : Till the date of Pre-mature Retirement.	ONGC Colony : Upto 4 months. Self-lease : Till the date of Superannuation.
CEA	Till the date of acceptance of Resignation.	Till the end of academic year in which the employee's death occurs.	Till the date of Pre-mature Retirement	Till the date of Superannuation.
Merit Scholarship/ Hostel Subsidy	Till the date of acceptance of Resignation.	Till the end of academic year in which the employee's death occurs.	Till the end of Academic year in which the employee pre-maturity retires.	Till the end of Academic Year.

Travelling Allowance	Not admissible.	<p>As per TA Rules.</p> <p>1) Fare of entitled class for family from the place of posting of deceased employee to place of settlement restricted to Home Town.</p> <p>2) Daily allowance for journey period as per entitlement.</p> <p>3) Transfer grant (Basic + SP + PP(HQ) + PDA (if any) + VDA.</p> <p>4) Luggage: One truck for personal effects; One truck for car. Packing – Upto Rs.3000/- Loading – Upto Rs.500/- Unloading – Upto Rs.500/- Insurance – Upto Rs.1000/- No adjustment bill need to be insisted. Only Undertaking from the spouse of the deceased employee that the amount has been utilized for the purpose for which the amount was drawn.</p>	<p>As per TA Rules. Should be availed within one year from the data of Pre-mature Retirement.</p> <p>1) Fare of entitled class for self & family from last place of posting of Settlement .</p> <p>2) Daily allowance for journey period as per entitlement.</p> <p>3) Transfer grant (Basic + SP + PP(HQ) + PDA (if any) + VDA.</p> <p>4) Luggage: One truck for personal effects; One truck for car. Packing – Upto Rs.3000/- Loading – Upto Rs.500/- Unloading – Upto Rs.500/- Insurance – Upto Rs.1000/- 70% of (1), (2) & (4) above, except Transfer grant which can be drawn in Full. Undertaking for utilisation of amount is sufficient. Receipts/ vouchers need to be submitted. (O.M.No. 17(49)/85-Reg/EP dt. 27.3.98)</p>	<p>As per TA Rules. Should be availed within one year from the data of Superannuation.</p> <p>1) Fare of entitled class for self & family from last place of posting of Settlement .</p> <p>2) Daily allowance for journey period as per entitlement.</p> <p>3) Transfer grant (Basic + SP + PP(HQ) + PDA (if any) + VDA.</p> <p>4) Luggage: One truck for personal effects; One truck for car. Packing – Upto Rs.3000/- Loading – Upto Rs.500/- Unloading – Upto Rs.500/- Insurance – Upto Rs.1000/- 70% of (1), (2) & (4) above, except Transfer grant which can be drawn in Full. Undertaking for utilisation of amount is sufficient. Receipts/ vouchers need to be submitted. (O.M.No. 17(49)/85-Reg/EP dt. 27.3.98)</p>
Medical	Not admissible.	Spouse, and physically handicapped child, if any on payment of lump-sum	For self, spouse and handicapped children, if any, on contributory basis	For self, spouse and handicapped children, if any, on contributory basis

		<p>amount. However, the facility will be ceased if the spouse is employed elsewhere or gets re-married.</p>	<p>at the place of settlement after retirement. Option to be exercised before one month of retirement.</p>	<p>at the place of settlement after retirement. Option to be exercised before one month of retirement. (O.M.No. 16(16)/98-99/ Welfare(25) dt. 28.9.99)</p>
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AUTHORITIES UNDER HR BDP

HR-I	HR-II	HR-III
1) Asset Managers 2) Basin Managers 3) Heads, Regional Offices 4) Chiefs of Services (Drilling, Well, Logging, Engineering, Geophysical) 5) Heads of KDMIPE, IDT, IOGPT, IEOT, IRS, IMD, IPSEM 6) Chiefs of a) Business Development, JV and Marketing b) Safety, Health and environment c) Info-Com Services d) Material Management e) Corporate Planning, Projects and planning f) EN, TA and QA g) Employee Relations h) Human Resource Development i) Offshore Logistics	1) Block Managers 2) Surface Managers 3) Sub-surface Managers 4) Heads of Services (Drilling, Well, Logging, Engineering, Geophysical) 5) Head of GEOPIC 6) Head, Support at Assets/Basins/Plants 7) Head, Regional Labs 8) Head, RTI, Mumbai 9) In-charge, HR & ER at Regional Offices 10) All in-charges under Chief ER/HR at HQ	Executives reporting directly to HR-I and HR-II and other than those listed under HR-II; eg. - Head, SHE at Assets/Basins/ R.O./Plants - Head Specialist Pool - Head, Bid Monitoring Group - Head, Data Base; etc.

j)	JV-PSC		
k)	Vigilance		
l)	Security		
m)	Corporate Affairs		
n)	Medical Services		
o)	Legal Services		
p)	Commercial		
q)	Internal Audit		
r)	Company Secretary		
s)	Performance Management and Benchmarking		
t)	Exploration and Development Technology		
7)	Head, EXCOM		
8)	Head Plants – Uran and Hazira		
9)	Head, Exploration & Development Directorate		
10)	Heads of Services at Mumbai		