



**OIL AND NATURAL GAS CORPORATION LIMITED  
ONGC SAHAYOG TRUST  
TEL BHAVAN, DEHRADUN**

File Ref: No. Misc/Sahayog/2017

Dated: 21<sup>st</sup> December, 2017

**From** : Chief Manager (HR) - Sahayog Trust, ONGC, Tel Bhavan, Dehradun.

**To** : Shri N. Mahalingam, Chief Manager (HR) & CPIO, Wing-B1, Green Hills, Dehradun.

**Sub: Information sought by Shri Saurabh Kiritkumar Chhaya on ONGC Sahayog Trust.**

This has reference to Action History of RTI first appeal No.ONGCL/A/2017/60174 where under CPIO – Dehradun has been directed to provide the existing documents containing details of ONGC Sahayog Trust to the appellant.

2. In this context, your attention is invited to para-2 of this office letter of even number dated 06.09.2017 whereby certain information sought by the appellant have already been provided. Further, following documents are enclosed for forwarding to the appellant:-

- i) A copy of Office Order dated 02.08.2005 containing ONGC Sahayog Scheme.
- ii) A copy of Office Order dated 16.10.2015 regarding SOPs to be followed while processing the request under ONGC Sahayog Scheme.

Encl: As above

*L.K. Mirchandani*  
(L.K. Mirchandani)  
Chief Manager (HR)  
21/12/2017

*Mr. V. Singh*

*M*  
21/12/17



making  
tomorrow  
brighter

**OIL AND NATURAL GAS CORPORATION LIMITED**  
**(ONGC SAHAYOG TRUST)**

**TEL BHAVAN**  
**DEHRADUN**

No. ONGC/Sahayog Trust/1/2005

Dated: 2nd August, 2005

**OFFICE ORDER**

Subject: **ONGC Sahayog Yojna.**

Oil and Natural Gas Corporation Limited recognizes that the next of kin of employees who die while on duty or who suffer disability in the course of duty preventing their adequate gainful vocation and/or who have no other adequate means, need support till they are able to secure gainful livelihood. Such support requires financial assistance. **ONGC Sahayog Yojna** is therefore being introduced to grant financial assistance for the welfare of such employees and their next of kin. The salient features of the scheme are as under:-

**1. Short Title, Commencement and Application:**

- a. The scheme shall be called 'ONGC Sahayog Yojna'.
- b. The scheme will come into force with effects from 31st May, 2004. The Trustees may, however, consider grant of welfare assistance to the employees and to the next of kin of employees who have suffered disability in the course of duty prior to the said date and to the next of kin of employees who died prior to the said date.
- c. The scheme shall apply to the employees of ONGC and its affiliates as defined herein after.

**2. Definitions:**

- a. "Scheme" means "ONGC Sahayog Yojna".
- b. "Affiliate" means subsidiary companies and joint venture companies of ONGC.
- c. "Beneficiaries" means employees (including their next of kin) on whom welfare benefits are conferred through the scheme.

Contd..2/-

- d. "Board" means the Board of Trustees constituted under the Trust.
- e. "Death on Duty" and "Disability in the course of duty" means death or disability which occurs while rendering any service to or for the benefit of the ONGC and its affiliates and includes death or disability attributable to accident or resulting from acts of violence by the terrorists or criminals or anti-social elements or others while on duty."
- f. "Disability" means any disability.
- g. "Duty" means rendering any service to or for the benefit of ONGC and its affiliates (including surveys or other services with regard to possible future installations and work pertaining to or for setting up an installation) and travel during or in relation to such service or to and from the place of service and to and from any installation as aforesaid for rendering any such service.
- h. ✓ "Employees" for the limited purpose of the Trust means the regular past, present and future employees of ONGC and its affiliates, the present and future Directors and Chairman & Managing Director of ONGC, persons on deputation with ONGC or its affiliates and past, present and future casual, contingent, daily rated, part time, adhoc, contract appointees and (tenure based employees, apprentices and trainees employed by ONGC and its affiliates, contractors and consultants of ONGC and its affiliates and their employees.
- i. "Executive Officer" means the officer as appointed by the Board to deal with all matters pertaining to administration, management and accounting of the Funds as referred to under the scheme.
- j. "Female dependant" means a next of kin who is a female.
- k. "Fund" means 'ONGC Sahayog Fund' established under the Trust and the scheme.
- l. "Next of Kin" means the immediate family of an employee and his dependant parent(s).
- m. ✓ "Immediate Family" means the spouse and dependant children of the employees, including dependant step children and adopted children.
- n. ✓ "Welfare" includes provision for sustenance, medical assistance, treatment, recuperation, rehabilitation, education, marriage of female dependents and alleviation of any other hardship or distress, as applicable.

o. "Trust" means the trust declared and made pursuant to the Deed of Trust.

p. "Trustees" means and includes the Trustees of the Trust.

### 3. Objectives:

- a. The primary objective of the scheme is to provide ex-gratia financial grants to secure the welfare of next of kin of the employees who have died on duty or who have suffered disability in the course of duty, and to secure the welfare of employees who have suffered disability in the course of duty and are prevented from adequate gainful vocation and/or have no other adequate means.
- b. The Scheme is primarily intended for the employees covered by the scheme and their next of kin.
- c. The financial grants will be made at the discretion of the Trustees to facilitate the welfare of employees who suffer disability in the course of duty and to their next of kin, and to the next of kin of employees who die on duty. Such ex-gratia grants may be provided once or more often as determined necessary by the Trustees.
- d. The Trustees may decide at their sole discretion to grant the welfare benefits to any one or several or all of the next of kin depending on the circumstances and the state of distress or hardship.
- e. The financial grants shall be released only on formal undertaking by each recipient indemnifying ONQC and the Trust from any claim or commitment whatsoever.
- f. The Trustees may consider the financial grant also in the cases where other ex-gratia payment(s) has/have been released or is/are proposed to be released by the ONQC or any one else if the Trustees consider that such payment(s) released or proposed to be released are inadequate or insufficient to meet the object(s) of the grant(s).

### 4. Financial Grants:

The lump-sum financial grants may be made to the beneficiaries for pursuing higher education, medical assistance/treatment and marriage of female dependent to the extent as indicated hereunder:-

#### a. Pursuing higher studies:

A lump-sum financial grant not exceeding Rs. 1.0 lakh may be made to the beneficiaries to acquire only one degree/diploma within India. The eligibility for grant will be the marks obtained in previous

Contd..4/

25  
examination. The quantum of grant will be decided after taking into account the actual mess charges for entire or remaining studies.

- b. **Marriage of female dependent:**  
The financial grant in case of marriage of female dependant will be decided after considering the pecuniary conditions of the family and shall not exceed the limits as indicated hereunder:

Level of employee	Assistance
Class III & IV	Rs.1.5 lakh
'S' level	Rs.2.5 lakh
Executive upto E-4 level	Rs.3.5 lakh
Executive of E-5 and above	Rs.5.00 lakh

- c. **Medical Treatment:**  
The financial grant in case of medical treatment will be decided by the Trustees considering the actual total expenditure involved. The maximum financial grant for medical treatment shall not exceed Rs.5.00 lakh in each case.

- d. The financial grant for sustenance, recuperation and rehabilitation will be decided by the Trustees depending on the circumstances and the state of distress or hardship.

- e. The total amount of all kinds of financial grants in a single case shall not exceed the ceilings prescribed hereunder:-

Level of employee	Assistance
Class III & IV	Rs.5.0 lakh
'S' level	Rs.6.0 lakh
Executives upto E-4 level	Rs.8.0 lakh
Executive of E-5 level & above	Rs.10.0 lakh

- f. For the purpose of above ceilings non-regular employees will be treated as Class-III & IV employees.

5. **Modalities:**

- a. The request for financial grant should come from the individual/ next of kin alongwith full details substantiating the request in the prescribed format as per Annexure-A. To the extent possible, it should be submitted to the concerned Incharge HR/ER who will the First Person Responsible (FPR).

Contd...5/-



-3-

b. The concerned Incharge, HR-ER will examine and verify all mentioned facts of the case for further submission to the Key Executive. The Key Executive will consider the case and will forward the same to the Executive Officer - ONGC Sahayog Trust alongwith duly signed agenda.

c. While recommending the financial grant for medical treatment, opinion of Incharge, Medical Services should also be obtained with regard to suitable place of treatment as well as likely expenditure involved.

d. The cases of serving employees will be processed by the concerned Incharge, HR-ER whereas the cases of retired/deceased employees will be processed by the Incharge, HR-ER of the work centre where their other claims are being entertained. The request for financial grant shall be processed as per Flow Chart given at Annexure-B.

d. Executive Officer shall convene a meeting of the Board of Trustee with the approval of the Chairman of the Trust and present the summary of all the cases for financial grant in a tabular form in the prescribed format given at Annexure-C alongwith an agenda. If the requests for financial grant are agreed to, the Executive Officer will arrange to get a Demand Draft made and issued in the name of beneficiaries.

e. If the financial grant is agreed to in a case of marriage of female dependent, the 50% amount of the approved financial grant may be released on submission of proof such as invitation card by the applicant and balance amount be released after ceremony has been solemnized. In case, the marriage is not solemnized, the applicant will have to refund the first installment within one week of the proposed date of marriage.

f. In the case of financial grant for medical treatment, the patient will have to undergo treatment at a reputed hospital only. The individual will have to submit proof(s) of admission and estimated cost of treatment. The approved financial grant shall be released in favour of hospital through crossed cheque/draft.

g. **Sahayog Fund:**

A fund titled 'ONGC Sahayog Fund' with a corpus of Rs.10.0 crores (Rupees ten crores) has been established by the ONGC without any commitment on recurring expenditure, for implementing welfare measures covered under the scheme. The fund shall rest in ONGC 'Sahayog Trust' and shall be managed by the Board.

Contd...6/-

**7. Contribution:**

The regular employees of ONGC shall contribute to the Sahayog Fund by the way of periodical subscription which will be realized from their salary/wages by the Wage Disbursing Authority and remitted to the Trust by the due date. The subscription would initially be Rs.100/- per annum. However, the quantum of subscription may be revised from time to time by the Board.

**8. Board of Trustees:**

- a. Board of Trustees shall consist of following six trustees:
- |      |  |   |          |
|------|--|---|----------|
| i.   | C&MD, ONGC Ex. Officio   | - | Chairman |
| ii.  | Director (HR), ONGC Ex. Officio                                      | - | Trustee  |
| iii. | Director (Fin.), ONGC Ex. Officio                                    | - | Trustee  |
| iv.  | One Navaratna Director of the ONGC Board nominated by the C&MD, ONGC | - | Trustee  |
| v.   | One representative from ASTO   | - | Trustee  |
| vi.  | One representative from recognized Unions                            | - | Trustee  |
- b. Shri R.K. Singh, CM (P&A) has been nominated as Executive Officer of the Trust.
- c. One representative from ASTO will be nominated by the ASTO (CWC) every two years. Similarly, one representative will be nominated for every two years from the Joint Consultative Committee (JCC) consisting of the elected representatives of recognized unions.
- d. The Trustees shall not be entitled to any remuneration from the fund and shall work in an honorary capacity.

**9. Investment of Trust Funds:**

The Trustees shall manage the funds available for the scheme and make plan for necessary investment of the funds. All moneys contributed to the Fund or received or accruing by way of interest or otherwise to the Fund shall, within a reasonable time from the date of receipt be invested in accordance with Government of India guidelines, if any, and in anyone or more of the forms or modes specified under section 11 (5) of Income Tax Act, 1961.

**10. Delegation of powers by the Board:**

The Board of Trustees by a resolution can delegate any of its duties/functions which are in the regular course of business of the Trust.

Contd...7/-

**11. Administration of the Scheme:**


The infrastructure facilities as well as administrative support to the Trust shall be provided by the ONGC.

**12. Interpretation:**

If any doubt arises regarding the interpretation of any of the provisions of the scheme, the matter shall be referred to the Board of Trustees who shall issue necessary clarification and their decision will be treated as final.

**13. Residuary Powers:**

The Trustees may at any time review the scheme and if necessary, with the approval of the ONGC vary, amend, modify and/or alter the scheme in accordance with the relevant provisions of Deed of Trust.

  
(R.K. SINGH)  
CM (P&A)-Executive Officer, 21/8/05  
Sahayog Trust

**Distribution:**

NO.SR/PAR/CIRCULAR/ 311 (48) /2005 DT 16/8/05

CIRCULATED AS PER MAILING LIST.

V.A. Vaidyanathan  
SR P&A - PAR 16/8/05





OIL AND NATURAL GAS CORPORATION LIMITED  
SAHAYOG TRUST  
TEL BHAVAN, DEHRADUN

No. DDN/ONGC Sahayog Trust/SOP/2015

Dated: 16<sup>th</sup> October, 2015

OFFICE ORDER

**Subject: Standard Operating Procedures and Consolidated Instructions: Grant of financial assistance under ONGC Sahayog Scheme.**

With a view to standardize the process of grant of financial assistance for specific purposes under ONGC Sahayog Scheme across work centres and to ensure transparency in dealing with the requests, the following have been compiled under Standard Operating Procedure(SOP) and Consolidated Instructions:-

- i. Flow Chart
- ii. Standard Operating Procedure
- iii. Consolidated instructions
- iv. Documentary requirement
- v. Formats

2. Standard Operating Procedure and Consolidated Instructions duly approved by the Board of Trustees of ONGC Sahayog Trust in its 21<sup>st</sup> meeting held on 14<sup>th</sup> September, 2015 are annexed.

3. All Key Executives, Head/ Incharge, HR/ER and other concerned executives are advised to follow the said SOP and consolidated instructions while processing the requests for financial grant under ONGC Sahayog Scheme.

  
(Pradeep Sahariya)  
Executive Director-Chief, ER

**Distribution:**

Through **ongcreports.net**. Hard copies are not circulated.



**FINANCIAL ASSISTANCE UNDER ONGC  
SAHAYOG SCHEME**

---

**CONSOLIDATED INSTRUCTIONS & STANDARD  
OPERATING PROCEDURES**

---

**ONGC SAHAYOG TRUST**

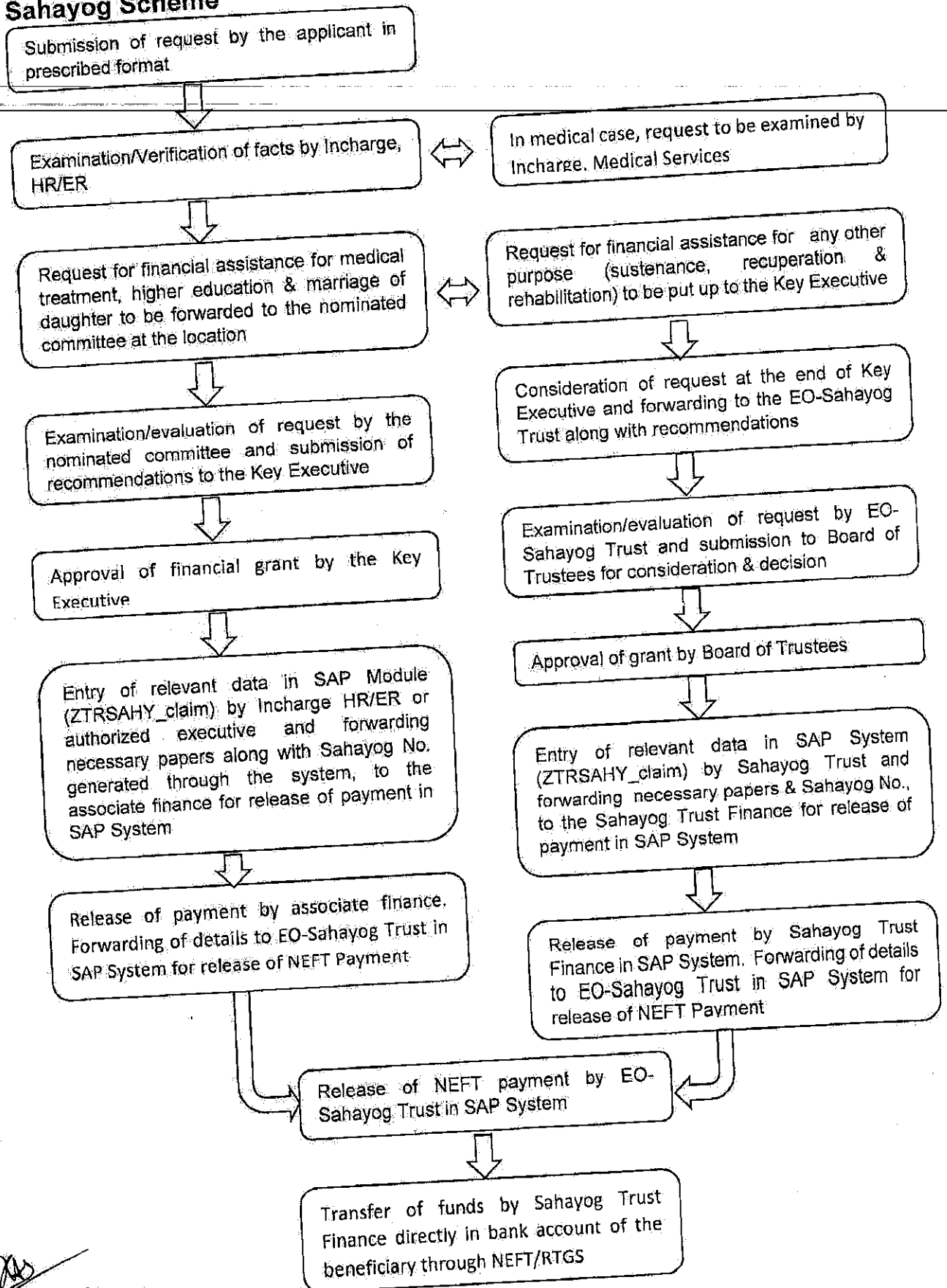
TEL BHAVAN, DEHRADUN

## TABLE OF CONTENTS

Sl.	Contents	Page
1	Process Flow Chart	1
2	Eligibility	2
3	Scale of medical treatment & ceilings	2-3
4	Total ceilings for all kinds of financial assistance	4
5	Standard Operating Procedures A. Medical Treatment B. Higher Education of Ward(s) C. Marriage of Dependent Daughter	4-7
6	Financial assistance for other purposes	7
7	Application form	8-9

28/2

## Process Flow Chart: Grant of financial assistance under ONGC Sahayog Scheme



## 1. Eligibility

### A. Medical Treatment

#### i. Employees

ii. Spouse, dependent children & parents of the employees including dependent step children and adopted children.

### B. Higher Education of Ward(s)

i. Dependent children of the employee including dependent step children and adopted children who are pursuing higher education.

ii. The employees and their dependent children who are receiving children education benefits from any other source (including cafeteria allowances in case of regular employees), shall not be eligible for said financial assistance.

### C. Marriage of Dependent Daughter

Employees who have no adequate means of support

For the limited purpose of ONGC Sahayog Scheme, 'Employees' means the regular past, present and future employees of the Settlor (i.e. ONGC), past and future Director and Chairman & Managing Director of the Settlor, persons on deputation with the Settlor and past, present and future casual, contingent, contractual workers, daily rated, part time, adhoc and tenure based employees, apprentices and trainees employed by the Settlor.

The Board of Trustees/Key Executive who are the competent authority to sanction financial assistance may decide at their sole discretion, to grant the benefits within the prescribed limits to the eligible employees/their next of kin depending on the circumstances and the state of distress or hardship. The decision of the Trustees/Key Executive will not be challenged and their decision will be the final and binding upon all.

## 2. Scale of medical treatment & ceilings of financial assistance

### A. Medical Treatment

The Financial assistance for medical treatment in respect of employees and their dependent family members can be considered within the ceiling of **Rs.5.0 lakh** to avail the following –

#### i. In patient treatment (Hospitalization)

ii. Outpatient treatment/follow-up treatment relating to Neuro Surgery, Cardiac Surgery (including Coronary Angioplasty & implant), Cancer Surgery/ Chemotherapy / Radiotherapy, Kidney transplantation, Hip/knee replacement Surgery and Accident cases.

#### iii. Day Surgery

iv. Outpatient treatment for general diseases will however not be considered.



## B. Higher Education of ward

i. A lump sum financial assistance within the following ceilings may be granted to the beneficiaries to acquire only one diploma/degree within in India.

Course Name	Approx. Duration	Monthly Ceiling for Tuition fee & other admissible charges	Annual ceiling for Books & Stationary	Annual Total Ceiling
ITI/Short term certificate course from recognized university/institute	1-3 years	Rs.1000/-	Rs.1000/-	Rs.13,000/-
Diploma in Engr./B. Pharma/ B.SC(Nursing) / B.Sc / B.Com./ B.A or equivalent	3-4 years	Rs.2000/-	Rs.1000/-	Rs.25,000/-
Degree in Engr./ Medical & Master in Science/ Commerce/ Art or equivalent	2-5 years	Rs.4000/-	Rs.2000/-	Rs. 50,000/-
MBA/MD/MS or equivalent	2 years	Rs.8000/-	Rs.4000/-	Rs.1,00,000/-

ii. The quantum of financial grant within the above mentioned ceilings will be decided keeping in view the tuition fee, hostel charge, book & stationary charges and other admissible charges for which University/Institute issues receipt(s). Security deposit/caution money is not admissible.

iii. Financial assistance for pursuing higher education shall be restricted to maximum two dependent children.

iv. In such cases where the beneficiaries do not succeed in all subject papers under the semester system, release of financial grant will be continued up to maximum two cumulative backlogs. During the tenure, if the cumulative backlog exceeds beyond two back papers at any time, release of next instalment of financial grant will be withheld until he/she clears the back papers.

v. The financial assistance for pursuing integrated study programme may be granted within the annual ceiling applicable to the initial course of the integrated study programme, for entire duration. The existing total ceiling of financial grant for pursuing higher education i.e. Rs.2.50 lakh shall however remain unchanged for entire duration of the integrated course.

## C. Marriage of dependent daughter

i. A lump sum financial assistance of **Rs.50, 000/-**(Rupees fifty thousand only) may be granted to the beneficiaries after solemnizing the marriage.

ii. Financial grant for marriage of dependent daughter shall be restricted to maximum two dependent daughters. In case marriage of two dependent daughters is solemnized together on the same day, the financial grant shall be considered for one daughter only.

### 3. Total Ceiling for all kinds of financial assistance

The total amount of all kinds of financial grant that includes medical, higher education of ward(s), marriage of dependent daughter(s) and other purpose in a single case shall not exceed the ceilings mentioned hereunder:-

i.	A & W level employee	Rs. 5.0 lakh
ii.	S level employee	Rs. 6.0 lakh
iii.	Executive up to E-4 level	Rs. 8.0 lakh
iv.	Executive of E-5 level & above	Rs.10.0 lakh

Employees of secondary work force will be treated at par with W level employees for the purpose of above ceilings

### 4. Standard Operating Procedures

#### A. Medical Treatment

i. The applicant who intends to avail financial assistance for medical treatment will be required to give an intimation to concerned Head/ Incharge, HR/ER well in advance prior to the hospitalization/ treatment. In case of employees of secondary work force, the intimation should come through their contractor after verification of their identity and other details. This is merely an intimation prior to hospitalization/treatment and not a guarantee to financial grant. The financial grant will be made at the discretion of the Key Executive to facilitate the welfare of employee depending upon the circumstances and the state of the financial hardship.

ii. The financial assistance for medical treatment would be extended in term of reimbursement after the treatment except life threatening medical emergency situation. The applicant will have to submit the request for financial grant in prescribed format along with following documents & cash memos/receipts, to the concerned Head/ Incharge, HR/ER immediately after the treatment/discharge from the hospital. No request shall be entertained after the lapse of six months.

- Latest proof of employment such as photocopy of Identity card, pay slip, certificate from the contractor or any other valid proof.
- Dependency declaration/ certificate in case of parents/spouse.
- Copy of ration card showing parents/spouse's name.
- Proof of medical treatment i.e. Discharge summary or Proof of Hospitalization or Doctor's prescription.
- Original medical bills.
- In case of wards, copy of school leaving certificate/ration card/voter ID etc indicating the name of the wards.
- Source of funding in such cases where the amount of reimbursement exceeds Rs.50,000/
- A photocopy of first page of Bank Passbook containing applicant's saving account details or a cancelled cheque.

iii. The concerned Head/ Incharge, HR/ER will examine all mentioned facts of the cases and will ensure the availability of all the supporting documents listed above, for further submission to the nominated committee consisting of Incharge, (a) HR/ER, (b) Medical Services and (c) Finance & Accounts.

iv. In case of non-availability of any committee member, the executive of the next below level will act as nominated member of the committee.

v. The nominated committee will evaluate the requests and will submit its recommendations to the respective Key Executive. While recommending financial grant for medical treatment, the committee will judge the appropriateness of treatment and reasonability of its cost keeping in view the lowest rates of the same treatment/procedure in ONGC empanelled hospitals at the location. In the event of non-availability of ONGC empanelled hospital at the location where the beneficiary or his/her dependents takes treatment, the medical claims shall be restricted to the KEM rates

vi. The Key Executive will consider the recommendations of the nominated committee and approve the appropriate financial grant.

vii. Subsequent to approval, Head/ Incharge, HR/ER or authorized executive will make all required entries in the SAP module ZTRSAHY-claims for release of approved grant and will sent an intimation to this effect to Incharge, F&A along with Sahayog No. generated through the system. Incharge, F&A or authorized finance executive will release the grant. After release, the financial grant would be transferred directly to the saving bank account of the beneficiary through NEFT/RTGS.

viii. Head/ Incharge, HR/ER who is the FPR for entire process will ensure that all the requests received for financial assistance for medical treatment must be settled and payment released within 15 days of the receipt of the claim duly completed in all respect.

ix. In case of life- threatening medical emergency situation, the applicant may apply for an advance financial grant based on the estimate of expenditure given by the Hospital. Incharge, Medical Services, will examine/ verify the emergency situation of the patient, appropriateness of the proposed treatment and reasonability of estimated cost. The financial grant approved by the Key Executive would be transferred directly to the concerned hospital.

#### **B. Higher Education of Ward(s)**

i. The applicant will require to submit the request for financial grant in prescribed format along with following documents, to the concerned Head/ Incharge, HR/ER immediately after getting the admission of the ward:-

- a. Latest proof of employment such as photocopy of Identity card, pay slip certificate from the contractor or any other valid proof.
- b. Copy of school leaving certificate/ration card indicating the name of ward(s).
- c. Fee structure & copy of Identity Card of the institution/bonafide student's certificate from the Institution
- d. Original fee receipt(s)
- e. Source of funding
- f. A photocopy of first page of Bank Passbook containing applicant's saving account details or a cancelled cheque.
- g. Photocopy of mark sheet of previous examination in case of release of subsequent instalment of approved financial grant.

ii. The concerned Head/ Incharge, HR/ER will confirm the identity of the applicant as an employee on the basis of document(s) mentioned at (a) above and will scrutinize all above mentioned documents, for further submission to the nominated committee consisting of Incharge, (a) HR/ER, (b) Finance and (c) Representative to be nominated by Key Executive.

iii. The request will be considered only if applicant apply well in time during the pursuit of the course. Cases of the previous academic year(s) in respect of courses already completed shall not be entertained.

iv. The nominated committee will evaluate the requests and recommend an annual lump sum financial grant within the prescribed ceiling.

v. The Key Executive will consider the recommendations of the nominated committee and will approve the appropriate financial grant for the entire course. Once the financial assistance is approved for entire course, the grant for subsequent years for the same course will continue to be released to the beneficiary by Head/ Incharge, HR/ER on submission of fee receipt(s) and mark sheet of last year examination passed.

vi. The approved grant shall be released in maximum two instalments in an academic year on submission of fee /other receipts. In case fee and other payable dues are paid to the concerned institute through online bank payment transfer (NEFT/RTGS), the applicant will have to submit a certificate from the institute acknowledging the receipt of fee under reference.

vii. Head/ Incharge, HR/ER or his authorized executive will make all required entries in the SAP module ZTRSAHY-claims and will sent an intimation to this effect to Incharge, F&A along with Sahayog No. generated through the system. Incharge, F&A or authorized finance executive will release the grant. After release, the financial grant would be transferred directly to the saving bank account of the beneficiary through NEFT/RTGS.

viii. In such previous cases, where financial grant for higher education has been approved for one year by the Sahayog Trust at Headquarter, the grant for subsequent years for the same course will continue to be released to the beneficiaries at Hqrs. after receiving the original receipt(s) and mark sheet of last year examination passed through Incharge, HR/ER of the work centre.

#### **C. Marriage of Dependent Daughter**

i. Financial assistance for marriage of dependent daughter(s) will be sanctioned and released upon the submission of application in prescribed format along with the documents mentioned hereunder, only after solemnizing the marriage:-

- a. Latest proof of employment such as photocopy of Identity card, pay slip, certificate from the contractor or any other valid proof.
- b. Proof of dependency such as copy of school leaving certificate/ration card/ voter ID etc indicating the name of daughter or any other valid proof.
- c. Marriage invitation card
- d. Photograph of marriage

- e. Marriage Registration Certificate from local or any other Govt. authorities (In case Marriage Registration Certificate is issued in regional language, duly notarized translated copy either in Hindi or English)
- ii. Head/ Incharge, HR/ER will scrutinize all above mentioned documents, for further submission to the nominated committee for the recommendations. The nominated committee will examine the requests and recommend a lump sum financial grant within the prescribed ceiling.
- iii. The Key Executive will consider the recommendations of the nominated committee and will approve the grant.
- iv. On approval, all necessary entries will be made in the SAP module ZTRSAHY-claims by Head/ Incharge, HR/ER or his authorized executive and an intimation will be sent to Incharge, F&A along with Sahayog No. generated through the system. Incharge, F&A or authorized finance executive will release the grant. After release, the financial grant would be transferred directly to the saving bank account of the beneficiary through NEFT/RTGS.

## 5. Financial assistance for other purposes

Financial assistance is extended for other purposes like sustenance, recuperation, rehabilitation, alleviation of any other hardship or distress. The said financial grant will be decided by the Board of Trustees depending on the circumstances and the state of distress or hardship.

### Standard Operating Procedure

- i. The request for financial grant should come from the individual/next of kin along with full details substantiating the request, in the prescribed format. It should be submitted to the concerned Head/ Incharge, HR/ER. He /She will examine and verify all mentioned facts of the case for further submission to the Key Executive. The Key Executive will consider the case and will forward the same to the Executive Officer-Sahayog Trust along with the specific recommendations.
- ii. While examining the request, Head/Incharge, HR/ER will take into consideration the following facts:-
- a. Age of the employee at the time of death
  - b. Total service/association with ONGC
  - c. Current annual income of the applicant
  - d. Age of widow/spouse
  - e. Details of the dependents with their present age
  - f. EPF Pension available to the widow and dependent children, if any
- iii. Executive Officer will put up an agenda note incorporating brief of each request to the Board of Trustee for consideration and approval. If the financial grant is agreed to in such cases, Executive Officer will arrange the release of approved grant directly to the beneficiary's saving bank account through NEFT/RTGS under intimation to the concerned Head/ Incharge HR/ER.

\*\*\*\*\*