



OIL AND NATURAL GAS CORPORATION LTD
HUMAN RESOURCE GROUP
GREEN HILLS, TEL BHAVAN, DEHRADUN
Phone No.: 0135-2792130

No. DDN/HRG/PRP-PMS/Adhoc/2012-13

Dated: 04th October, 2013

OFFICE ORDER

Subject: Interim advance against PRP for the year 2012-13

The Competent Authority has accorded its approval for an interim advance against PRP for the year 2012-13 to all executives and staff. The modalities for payment are as under:

1. Amount of advance:

The level wise advance payment will be as given below:

Executives		Staff			
Level	Amount (₹)	Level	Amount (₹)	Level	Amount (₹)
E9	78000	S4/S3	43000	W7	33000
E8	73000	S2	35000	W6	30000
E7	72000	S1	31000	W5	26000
E6	70000	TC	20000	W4	22000
E5	65000	A4	30000	W3	16000
E4	58000	A3	19000	W2	15000
E3	51000	A2	13000	W1	10000
E2	42000	A1	12000		
E1/E0	30000				

2. Other Terms & Conditions:

- Executives and Staff who are full time regular employee and are on the payroll of ONGC as on 04.10.2013 and served the Company during 2012-13, are eligible for advance payment except those who have resigned/tendered resignation.
- Those executives and staff who have served less than one year during 2012-13, their payment may be made on pro rata basis.
- Any new appointee who has served less than 4 months during 2012-13, shall not be eligible for the advance.
- Deputationists are not eligible for advance. However, deputationists for Vigilance will be paid advance for whom approval already exists.
- If the amount admissible on approval of the scheme of PRP Payout for 2012-13 is less than the advance paid, the difference shall be recovered from the individual's salary.
- Those Executives and Staff who have got B or C or D Grades in their PARs for 2012-13 shall not be paid any advance.

- g) Those Executives and Staff against whom disciplinary cases have been initiated and the same is recorded in the system vide IT 9635, shall not be given the advance.
 - h) Upgraded employees shall be paid advance as per their pay scale group.
 - i) No advance will be payable to those employees who are on unauthorized absence or under suspension.
3. Income Tax shall be deducted at source as per Income Tax Act.
4. The program for making the payment of advance to the executives and staff shall be run centrally by ICE, Delhi.

This issues with immediate effect for compliance.


(Sachin Sain)
GGM-Chief HRD

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