



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/REM/001

Dated: 13th March, 2013

OFFICE ORDER (16 / 2013)

Subject: Briefcase / Office bag for carrying official papers

1. The issue regarding providing briefcase / office bag for carrying official papers was considered by Executive committee in its 426th meeting held on 19th, 25th January and 5th February, 2013 at New Delhi.
2. In the said meeting, the Executive Committee accorded approval for providing briefcase / office bag to the eligible employees as per following terms and conditions:-

(a) **Eligibility**

All regular employees and employees on deputation to ONGC shall be eligible for briefcase / office bag for carrying official papers.

(b) **Cost Ceiling**

Level of employee	Cost ceiling
W&A	₹3500/-
S Level & E0 to E2	₹5000/-
E3 to E5	₹7000/-
E6 & above	₹9000/-

(c) **Procedure**

The employee shall apply for advance compulsorily through web-ice to purchase briefcase / office bag. The briefcase/office bag should be purchased in the name of "ONGC- A/c Name of employee and CPF No." The adjustment of advance

along with photocopy of original bill / warranty card if any, shall be submitted within a period of 30 days (60 days for employees working on 14/28 days On/OFF shift pattern) from the date of drawl of advance, failing which the amount of advance drawn shall be recovered along with penal rate of interest @ of 18% per annum from the date of drawl of advance. Purchase of briefcase / office bag in the name of individual shall not be allowed. Original bill may be required to be produced for verification. The facility would be configured in the ICE system on the line of Furniture and Household Goods Purchase Scheme.

(d) **Periodicity**

The periodicity of briefcase / office bag shall be two years after which the employee shall be entitled to have a new briefcase / office bag. In the event of separation before two years on grounds other than resignation / termination, no recovery shall be made from the employee concerned. In the event of separation before two years on grounds due to resignation / termination, full cost of briefcase / office bag shall be recovered.

3. This office order shall be effective from the date of issue.


(S.K. Tomar)

Dy. General Manager (HR)- Corp. Policy