



No.ONGC/ER/CP/GAD/003

Date: 26th January, 2013

OFFICE ORDER (8/2013)

Subject : Extension of communication facilities to employees.

The issue regarding extension of communication facilities was considered by Executive Committee in its 424th meeting held on 18th & 28th December, 2012 at New Delhi, wherein it was decided to extend the said facilities as under :-

(a) Internet Connectivity :

Internet connectivity shall be provided to all executives and 'S' level employees with following terms and conditions:

(i) Internet Data Cards will be purchased in the name of ONGC by respective Infocom Sections and distributed to the entitled category of employees through Incharge HR/ER. These cards shall be purchased from the available service providers at a cost restricted to Rs.2500/- each and the ceiling for monthly usage shall be as given below:-

Level of Employees	Monthly Ceiling (Rs)
S level & E-0	500
E-1 to E-4	700
E-5 & E-6	900
E-7 & above	1200

(ii) The employee has to furnish an undertaking that he / she is responsible for safety / security / usage of the data card.

(iii) The payment of monthly bills shall be made by the company and amount exceeding the entitlement of the employee, if any, shall be recovered from the salary of the employee.

(iv) On transfer, the employees shall surrender the data card at the old station. Data card at the new station would be issued only after confirmation of surrender of the same from the old station.

(v) Employees under suspension shall not be eligible for data card during the period of suspension.

(b) Cellular Phone Facility :

Extension of Cellular Phone facility shall be provided to all employees with following terms and conditions:

(i) Ceiling on Handset cost and monthly bills:

Category	Monthly Ceiling on Bills (Rs.)	Facility	Cellular Phone Handset Cost Ceiling (Rs.)
E9 /E8 / L-I & All Key Executives, Head of Institutes, Chief of Services	10,000	ISD/STD Roaming	26,000
L-II or E-7	5,000	STD Roaming	26,000
L-III or E-6	3,000	STD Roaming	19,500
E5 & E4	2,000	STD Roaming	19,500
E1 to E3	1,000	STD Roaming	13,000
E-0	1,000	STD Roaming	8,000*
S Level	1,000	STD Roaming	8,000*
A Level	750	STD Roaming	3,900
W Level	750	STD Roaming	3,300

* Approved by the Executive Committee (by circulation) on 25.01.2013

(ii) The employee will be eligible for the new cellular phone hand set only after three years of purchase of previous handset under the existing communication policy.

(iii) Life (periodicity) of cellular phone hand set shall be of three years. On completion of three years, cellular phone hand set shall become property of the employee and no recovery for the residual book value of the handset shall be made from the employee. Next cell phone hand set shall be allowed only after completion of three years.

(iv) In case of separation from ONGC before completion of three years from the date of purchase of the handset, the employee will have to compulsorily purchase the hand set at:-

(a) Full cost, if the date of separation is within a period of one year from the date of purchase.

(b) 50% of initial cost, if the date of separation is within a period of one to two years from the date of purchase and

(c) 25% of initial cost, if the date of separation is within a period of two to three years from the date of purchase.

(v) If an employee dies while in service after drawl of advance and before purchase of handset, the entire amount shall be adjusted from the terminal dues. However, in case an employee dies in service after purchase of the handset before completion of three year period, no recovery shall be made.

(vi) In case of any tax implication arising out of the transfer of the mobile handset after the life of three years, the tax component, if any, as allowed under the law at the time of transfer, shall be borne by the Company.

(vii) The employee has to apply for advance compulsorily through web-ice to purchase cellular phone hand set. The handset should be purchased in the name of "ONGC –A/c name of employee and CPF No." and adjustment along with photo copy of original bill / warranty card, if any, should 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 interest at the rate of 18% per annum from the date of drawl of advance. Original bill may be required to be produced for verification.

(viii) Under no circumstances, purchase of cellular phone handset or reimbursement towards the cost in the name of individual shall be allowed. .

(ix) In case an executive is upgraded to higher pay scale, the entitlement shall be reckoned based on the pay scale held at the time of applying for advance.

(x) Employees under suspension shall not be eligible for cellular phone handset during the period of suspension.



(c) Telephone Facility at Residence:

(i) The Telephone Facility at Residence shall be provided to following category of employees as under:-

S.No.	Category	Entitlement	Monthly Ceiling on Bills (Rs.)
1.	E-9 / E-8/ L-I level, Heads of Institutes & Chief of Services	Direct Telephone with STD, ISD & broadband facilities	3000+1000 (for broadband)
2.	L-II & E-7	Direct Telephone with STD	1800
3.	L-III & E-6 Levels & Heads/Incharges of Medical Services / Security / Fire & Infocom in Assets / Basins / Services / Plants /Institutes / Regional & Corporate Offices (at any level)	Direct Telephone with STD.	1200
4.	E-5 Level	Direct Telephone with / without STD to be provided on need basis with the approval of ED / Key Executives / L-I	1000
5.	E-0 to E-4 Level and employees of unionized category	DID Telephone without STD wherever feasible to be provided for operational reasons with the approval of ED / Key Executives / L-I	750
6.	E-0 to E-4 Level employees working with Offices of CMD and Directors	Direct Telephone with/without STD to be provided with the approval of CMD / Director, as the case may be.	750

(ii) The telephone connection shall be taken in the name of ONGC and provided to the entitled category of employees at their residence. In the case of employees having personal telephone connections, the same should be transferred in the name of ONGC through concerned Infocom Department. The payment of monthly bills shall be made by the company. The limits provided for the payment of residential telephone bills shall be reckoned on annual basis instead of monthly basis. In no case, reimbursement of expenses shall be allowed.



(iii) The official telephone shall be taken from BSNL / MTNL as per existing guidelines. However, wherever facility is not available from BSNL / MTNL due to operational constraints, etc., services of other operators may be availed as per existing guidelines.

(iv) Employees under suspension shall not be eligible for Residential Telephone facility during the period of suspension.

(d) Other terms and conditions

Other terms and conditions regarding data card, cellular phone handset and residential telephone which have not been specifically mentioned in this office order shall be governed as per the terms and conditions provided in the existing communication policy.

(e) Effective Date:

The above mentioned communication facilities shall be effective from the date of issue of this office order.



(Pradeep Sahariya)
ED-Chief, Employee Relations