



OIL & NATURAL GAS COMMISSION (B.O.P.) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 2659 9775

Flat No.102, 1st Floor, Acme Harmony-I, Poonam Nagar, Off. JV Link Road, Andheri (E), Mumbai - 400 093.

REF. : ONGC/KS/ 88 /2014

DATE : 01/07/2014

To,
GM – I/c HR/ER,
ONGC, WOU,
11 high, Bandra – Sion Lk Rd.
Sion,
Mumbai 400017

o/c

**Subject : Request to sanction the amount of Rs. 60,000/-
(Rupees Sixty thousand only)**

Respected Sir,

This has reference to our letter no. ONGC/KS/132/2013 dated 9th Oct. 2013, regarding celebration of festival season where we had requested to sanction the amount of Rs. 60000/- (Rupees Sixty thousand only) for the event. We are submitting the bill of Rs. 60000/- (Rupees Sixty thousand only) of the canteen contractor M/s Garuda support services Pvt. Ltd, dated 11/10/2013. The original bill is enclosed for your perusal please.

Your esteemed authority is requested to kindly sanction the amount of Rs. 60000/- (Rupees Sixty thousand only) towards expenditure of celebration of Festival Season.

Thanking you,
Yours faithfully,

(Pradeep Mayekar)
**(Pradeep Mayekar)
General Secretary**

o/c

Office of I/c HR/ER,
Services Diary No. _____
In _____ Date _____
Out _____