

Oil and Natural Gas Corporation Limited  
Western Offshore Unit



**KARMACHARI  
SANGHATANA**

Industrial Relations Section

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**INTER OFFICE MEMO**

No. WOU/IR/XVII(6)/2011

Dated- 03.04.2014

From : Office of CM (HR)-I/c IR, ONGC, RO, Mumbai

To : O/o I/c HR-ER, B&S Asset, ONGC, VB, Mumbai

**Sub: Overtime Allowance payment to offshore employees**

Ref: Letter No.- MR/B&S/HR-ER, Misc./2014, Dated- 18.3.2014, *from your office*

The issue was examined in view of various office orders issued by HeadQuarter and Corporate Policy Department, and more specifically the orders dated-12.11.1990 and 25.7.2013.

The Office Order dated- 25.7.2013 lays down general conditions for giving Overtime Allowances to all the employees of unionized category. However, it does not pertain to employees working on 14 days on/off pattern. Further, the Office Order dated -12.11.1990, is more specific in nature and lays down conditions/provisions for employees working on 14 days on-off pattern.

Therefore, since the employees deployed in "14 days on-off shift pattern" are governed by different set of rules/service conditions altogether, the issues related to payment of overtime Allowance or C/off to these employees shall be dealt with in accordance with the Office Order dated -12.11.1990, which is specifically issued for employees deployed in "14 days on-off".

**KARMACHARI  
SANGHATANA**

(Saumya Raj)

Asst. Legal Adviser, IR

320  
4/4/14

*Saumya Raj*  
31/4/14