



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Corporate Employee Relations

Corporate Policy Section

"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

No.ONGC/ER/CP/TRU - Sahayog/001

Date: 09.07.2014

OFFICE ORDER (24/2014)

Sub: ONGC Sahayog Scheme: Revised instructions to deal with the requests for grant of financial assistance for medical treatment, marriage of dependent daughters and higher education of wards.

ONGC Sahayog Trust has been created to provide social security viz. financial assistance for marriage of dependent daughters, higher education of wards and medical treatment of employees / separated employees and the secondary work force of ONGC. Under the existing system, the requests for grant of financial assistance for above mentioned purposes received at ONGC work centers are forwarded to the Executive Officer, Sahayog Trust for approval. In case of medical treatment, involving expenditure above Rs.50,000/-, the cases are examined by a nominated committee at Hqrs. before submission to the competent authority.

2. With a view to sanction financial assistance in a expeditious manner and to render appropriate financial help to the needy employees/beneficiaries in real time, the Board of Trustees of ONGC Sahayog Trust in its 18th meeting held on 12th June,2014 at New Delhi has decided that all requests for financial assistance from Sahayog Trust shall be finalized and approved at the work-centers level by the respective Key Executives in the following manner-

- (i). Financial assistance for medical treatment : A committee consisting of concerned In-charge, (a) HR/ER , (b) Medical Services and (c) Finance & Accounts would examine all cases and seek approval of grants from the concerned key executive. At the places having more than one establishment, in-charge medical or his representatives may act as the member of the above committee. The maximum financial grant for medical treatment shall not exceed Rs.5.0 lakh in a case.
- (ii). Financial help for marriage of dependent daughters and higher education of wards: The Key Executives at work centers would sanction financial assistance within the stipulated ceilings (as indicated below), on the recommendations of the committee consisting of In-charge- (a) HR/ER, (b) Finance & Accounts (c) one representative nominated by the Key Executive:-
 - (a) For marriage of dependent daughter:-
Financial assistance of Rs.50,000/-after solemnization of the marriage,

Contd...2..

(b) For pursuing higher education within India:-

| Course Name & Approx. Duration | Existing (Rs.) | Revised | | |
|--|----------------|--|---------------------------------------|----------------------|
| | | Monthly Ceiling for Tuition fee & other admissible charges | Annual ceiling for Books & Stationary | Total Annual Ceiling |
| ITI Certificate Course (1-2 years) | 12000 | 1000 | 1000 | 13000 |
| Short term certificate course from recognized university/ institute (1-3 years) | 12000 | 1000 | 1000 | 13,000 |
| Diploma in Engg./B. Pharma/ B.SC(Nursing) / B.Sc / B.Com./ B.A or equivalent (3-4 years) | 36000 | 2000 | 1000 | 25,000 |
| Degree in Engg./ Medical & Master in Science/ Commerce/ Art or equivalent(2-5 years) | 50000 | 4000 | 2000 | 50,000 |
| MBA/MD/MS or equivalent (2 years) | 50000 | 8000 | 4000 | 1,00,000 |

Assistance for tuition fee and other admissible charges for which University/Institute issues receipts (excluding security deposit/caution money) and book & stationary charges within the annual ceiling mentioned above would be granted.

3. Requests received for financial assistance for other purposes (viz. sustenance, recuperation and rehabilitation) will however be continued to be forwarded to Executive Officer-Sahayog Trust for examination and submission to the Board of Trustees for decision.

4. In-charge, HR/ER shall be the FPR for the entire process and settle all the requests received for above mentioned purposes.

All cases must be finalized and payment released within 15 days of the receipt of application.

5. In the event of rejection of any request, In-charge, HR/ER will assign the reason for rejection, intimate the same to the applicant and reflect it in the monthly report to EO-Sahayog Trust.

6. In case of non-availability of any committee member, as above in Para 2(i) & 2(ii), the officer of the next level below will act as nominated member of the said committee.

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7. In supersession of all earlier instructions issued from time to time, from the July 2014, all the requests received for grant of financial assistance from Sahayog Trust will be dealt with as under :


a. The request for financial grant should come from the individual/next of kin in revised format as per **Annexure-A** along with the documents listed hereunder and full details substantiating the request. The request will be submitted to the concerned Incharge, HR/ER, who shall be the FPR in all such cases under Sahayog Trust Scheme .

| In case of marriage | In case of Medical Treatment | In case of higher education |
|--|--|---|
| <ul style="list-style-type: none"> ▪ Latest proof of employment such as photocopy of Identity card, pay slip, certificate from the Employer(ONGC)/contractor or any other valid proof. ▪ Proof of dependency such as copy of school leaving certificate/ration card/voter ID etc indicating the name of daughter or any other valid proof. ▪ Marriage invitation card ▪ Photograph of marriage ▪ Marriage Registration Certificate from local or any other Govt. authorities or certificate from the religious institution where the marriage was solemnized. | <ul style="list-style-type: none"> ▪ Latest proof of employment such as photocopy of Identity card, pay slip ,certificate from the Employer(ONGC)/contract or or any other valid proof. ▪ Dependency declaration/ certificate in case of parents/spouse. ▪ Copy of ration card showing parents/spouse's name. ▪ Proof of medical treatment i.e. Discharge summary or Proof of Hospitalization or Doctor's prescription. ▪ Original medical bills. ▪ In case of wards, copy of school leaving certificate/ ration card/voter ID etc indicating the name of the wards. ▪ Source of funding in such cases where large amount of reimbursement is sought. | <ul style="list-style-type: none"> ▪ Latest proof of employment such as photocopy of Identity card, pay slip, certificate from the Employer (ONGC)/ contractor or any other valid proof. ▪ Fee structure & copy of I/Card of the institution/ bonafide student's certificate from the institution. ▪ Original fee receipts. ▪ Copy of school leaving certificate/ ration card indicating the name of ward(s). ▪ Source of funding. |

b. The financial assistance under Sahayog Scheme should be sought immediately after the occasion. However, in the life-threatening, medical emergency situation a request may be considered upon the recommendation of the in-charge medical for an advance grant, which shall be transferred directly to the concerned hospital (as was done in the past) with the approval of the Key Executive. No request for the grant shall be entertained, six months after the lapse of the occasion.



- c. The concerned In-charge, HR/ER as the FPR will examine all mentioned facts of the cases, for further submission to the nominated committee. While forwarding the cases to the nominated committee, he/she will ensure the availability of all the supporting documents listed above to facilitate speedy evaluation and the disbursement of grants, within 15 days.
 - d. The nominated committee will evaluate the requests and submit its recommendations to the respective Key Executive. While recommending financial grant for medical treatment, the committee will judge the appropriateness of treatment and reasonability of its cost, keeping in view the applicable rates of the same treatment/procedure in ONGC empanelled hospitals at the location.
 - e. The financial assistance for marriage of dependent daughter(s) will be sanctioned and released upon the submission of application in the prescribed format along with the documents mentioned in para 7(a) above. The grant shall be released only after the commencement of marriage.
 - f. The Key Executive will consider the recommendations of the nominated committee and approve the appropriate financial grant.
 - g. The sanctioned financial assistance will be released to the applicant by the work center after making necessary entries in SAP system (Sahayog Module) and debit will be raised to Sahayog Trust at headquarters towards the released financial grant.
 - h. A monthly report on the receipts of applications and their disposal with respective dates shall be submitted by the In-charge HR/ERs to the Executive Officer-Sahayog Trust in the prescribed format (**Annexure-B**) on the **last working day of every month**, which shall be compiled, collated and presented in the next quarterly meeting of the Trust.
 - i. Executive Officer will put up the summary of financial assistance approved in all cases to the Board of Trustees in next meeting for information.
 - j. The request for financial grant shall be processed as per the Flow Chart given at **Annexure-C**.
8. All the requests received for financial assistance from **July, 2014** onwards, shall be dealt at the respective work-centers. All the requests received at the headquarters prior to the said date would, however be settled by EO-Sahayog Trust at the earliest.
9. In such previous cases, where financial grant for higher education has been approved for one year, the grant for subsequent years for the same course will continued to be released to the beneficiaries by the Sahayog Trust at Hqrs. after receiving the original receipts through in-charge, HR/ERs of work-centres.
10. The Sahayog Trust cases shall not be forwarded to Finance or Legal for examination / concurrence and processing.
11. All other provisions of ONGC Sahayog Scheme, as contained in Office Order no. ONGC/Sahayog Trust/1/2005 dated 2nd August,2005 shall however remain unchanged.

 09.07.14

(Pradeep Sahariya)
ED-Chief, Employee Relation

Distribution : All concerned through OR.net



OIL AND NATURAL GAS CORPORATION LIMITED
SAHAYOG TRUST

Annexure-A

Affix Photo

APPLICATION FOR FINANCIAL ASSISTANCE FROM SAHAYOG TRUST

| | |
|---|--|
| Category of Applicant : (Please tick) i. Regular/Separated ONGC employees ii. Tenure Based/Contingent employee iii. Casual/Contractual worker iv. Any other(please Specify) _____ | Financial Assistance requested for (Please tick) i. Medical Treatment ii. Pursuing Higher Education iii. Marriage of dependent daughter iv. Any other purpose(Furnish Details) _____ |
|---|--|

1. Details of Applicant:-

| | |
|---|--|
| ONGC Employee/Ex-Employee/Tenure Based/Contingent i. Name _____ ii. Designation _____ iii. CPF No. _____ iv. Place of posting/ Last Place of posting(in case of separated employees) _____ v. Work Centre where personal file is retained (in case of separated employees) _____ vi. Date of joining in ONGC _____ vii. Date of Separation _____ viii. Reason of Separation(Retirement/Vol. Retirement/Death/ Resignation) _____ ix. Nos. of dependents(with relationship) _____ x. Total Benefits (Amount) received on separation _____ xi. Gross Annual Income _____ | Contractual Worker/Other i. Name _____ ii. Name of the contractor _____ iii. Place of work/ work centre _____ iv. Nos. of years worked under current contract _____ v. Total years worked for ONGC under different contracts _____ vi. Nos. of dependents(with relationship) _____ vii. Gross Annual Income _____ viii. Source of Funding _____ |
|---|--|

2. Details of Beneficiary for whom assistance is required (If not self):-

- Name of Beneficiary _____
- Relationship with the applicant _____
- Financial assistance Required for(with details) _____

3. Details of Financial Assistance received from Sahayog Trust on previous occasion(s) (if any):-

- Purpose _____
- Amount received _____
- Name of the beneficiary & Relationship with the applicant _____
- Month & Year of release of financial assistance _____

Contd...2/-

4. Amount of financial assistance requested (Rs.) _____

5. Document furnished along with application(please tick against furnished document)

| In case of marriage | In case of Medical Treatment | In case of higher education |
|--|---|---|
| <ul style="list-style-type: none">▪ Latest proof of employment such as photocopy of Identity card, pay slip ,certificate from the Employer(ONGC)contractor or any other valid proof.▪ Proof of dependency such as copy of school leaving certificate/ration card/voter ID etc indicating the name of daughter or any other valid proof.▪ Marriage invitation card▪ Photograph of marriage▪ Marriage Regn. Certificate from local or any other Govt. authorities or certificate from the religious institution where the marriage was solemnized. | <ul style="list-style-type: none">▪ Latest proof of employment such as photocopy of Identity card, pay slip ,certificate from the Employer(ONGC)contractor or any other valid proof.▪ Dependency declaration/ certificate in case of parents/spouse.▪ Copy of ration card showing parents/spouse's name.▪ Proof of medical treatment i.e. Discharge summary or Proof of Hospitalization or Doctor's prescription.▪ Original medical bills.▪ In case of wards, copy of school leaving certificate/ration card/voter ID etc indicating the name of the wards.▪ Source of funding in such cases where large amount of reimbursement is sought. | <ul style="list-style-type: none">▪ Latest proof of employment such as photocopy of Identity card, pay slip ,certificate from the Employer(ONGC)contractor or any other valid proof.▪ Fee structure & copy of I/Card of the institution/bonafide student's certificate from the institution.▪ Original fee receipts.▪ Copy of school leaving certificate/ ration card indicating the name of ward(s).▪ Source of funding. |

Date _____

(Signature of the Applicant)

Address _____

Mobile/Contact No. _____

The details/particulars furnished by the applicant are verified

Date _____

Signature of Incharge, HR-ER/
Contractor concerned with office seal

Note: Details to be verified by Incharge,HR/ER in case of Regular / Separated /Tenure Based/ Contingent Employees and the details in respect of contractual workers to be verified by the contractor concerned.

Flow chart of activities involved in grant of financial assistance from Sahayog Trust

