



OIL AND NATURAL GAS CORPORATION LTD  
HUMAN RESOURCE GROUP  
GREEN HILLS, TEL BHAVAN, DEHRADUN  
Phone No.: 0135-2792130

No. DDN/HRG/PRP-PMS/Adhoc/2013-14

Dated: 15<sup>th</sup> September, 2014

**OFFICE ORDER**

**Subject: Interim advance against PRP for the year 2013-14**

The Competent Authority has accorded its approval for an interim advance against PRP for the year 2013-14 to all executives and staff. The modalities for payment are as under:

**1. Amount of advance:**

The level wise advance payment will be as given below:

Executives		Staff			
Level	Amount (₹)	Level	Amount (₹)	Level	Amount (₹)
E9	79000	S4/S3	43000	W7	34000
E8	74000	S2	36000	W6	31000
E7	74000	S1	29000	W5	26000
E6	71000	TC	21000	W4	22000
E5	66000	A4	29000	W3	16000
E4	58000	A3	19000	W2	15000
E3	50000	A2	13000	W1	10000
E2	41000	A1	12000		
E1/E0	29000				

**2. Other Terms & Conditions:**


- Executives and Staff who are on the payroll of ONGC and ONGC Videsh as on the date of issue of the office order for interim advance against PRP and have served the Company during 2013-14, are eligible for advance payment except those who have resigned/tendered resignation.
- Deputationists are not eligible for Interim PRP Advance. However, deputationists in vigilance may be paid advance for whom separate approval already exists.
- Those executives & staff who have got B or C or D Grades in their PARs for 2013-14 shall not be paid any Interim PRP Advance.
- Upgraded employees shall be paid advance as per their pay scale group.
- Any new appointee who has served less than 4 months during 2013-14, shall not be eligible for the advance.
- Those Executives and Staff against whom disciplinary/vigilance cases have been initiated and the same is recorded in the system vide IT 9635, will not be given the advance.

- g) If the amount admissible on approval of the scheme of PRP Payout for 2013-14 is less than the advance paid, the difference shall be recovered from the individual's salary.
- h) Those executives and staff who have served less than one year during 2013-14, their payment may be made on pro-rata basis.
- i) No Interim PRP Advance will be payable for the period of :
  - i. Absence from the work on leave except casual leave and restricted holiday.
  - ii. Unauthorized absence.
  - iii. Suspension.

Thus Interim PRP Advance will stand reduced on prorata basis considering the period of leave, in order to avoid recovery in future.

- 3. Income Tax shall be deducted at source as per Income Tax Act.
- 4. The program for making the payment of advance to the executives and staff shall be run centrally by ICE, Delhi, prior to the payroll for the month of September 2014.

This issues with approval of the competent authority.

  
(Suresh Jandial)  
GGM-Chief HRD

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