

OIL & NATURAL GAS COMMISSION (W.O.U.) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel. : 2659 9775

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



REF. : ONGC/KS/ 103/2016

DATE : 24/08/2016

To,
The Director – HR,
ONGC,
Jeevan Bharati – II,
Indira Gandhi Chowk,
New Delhi.

OK

Sub.: Request to re-configure the configuration of Laptop for Class III & IV employees, so as to purchase within the amount approved.

Dear Sir,

This has reference to **Office Order No. 17(49)/15/CP dated 11th August '2016** regarding Laptop advance to Class III & IV category which has sanctioned Rs.40,000/- to the above mentioned staff. Prior to this Rs.65,000/- & Rs. 50,000/- was sanctioned for Laptop advance to the executive and supervisory cadre respectively.

It is pertinent to mention that the configuration to purchase the Laptop is same for executive, so also for Class III & IV employees. Whereas advance sanctioned is comparatively less to purchase the Laptop, in reference to the configuration mentioned in the said circular for Class III & IV who have to spend **around Rs. 65,000/- (Rupees sixty five thousand)** approximately, which is quite high amount than the sanctioned.

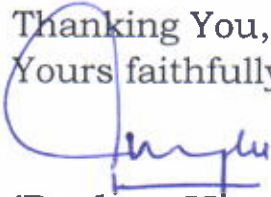
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Your esteemed authority is requested to re-configure the configuration for Class III & IV staff so that they can purchase the Laptop within sanctioned amount of **Rs. 40,000/-** at the same time the balance amount of Computer Advance taken by these Class III & IV employees be recovered from them in 10 equal installments, however if any employee wishes to pay the advance in less installment may also be allowed.

Early decision in this regard will be highly appreciated.

Thanking You,
Yours faithfully,



O/c

(Pradeep Mayekar)
General Secretary

Copy to:

1. ED - Chief , ER, ONGC, Green Bldg, Tel Bhavan, Dehradun.
2. ED - HRO, ONGC-WOU, Gr. Heights, Bandra (E), Mum : 51.
3. GM - I/c, HR, ER RO, ONGC-WOU, Gr. Heights, Mum : 51.
4. DGM-(HR), Corporate Policy, ONGC, Gr. Bldg, Tel Bhavan, Dehradun.
5. DGM-(I/c), Corporate IR, ONGC, Gr. Bldg, Tel Bhavan, Dehradun.
6. DGM - I/c, IR, ONGC-WOU, Gr. Heights, Bandra (E), Mum : 51.

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