



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/66 /2016

DATE : 02/06/2016

To,

The GM – FMG,
ONGC, WOU,
NBP Green Heights, BKC,
Bandra (E),
Mumbai : 400 051.

O/c

Subject : Request to maintain uniformity in "Daily Performance Certificate of Catering & Housekeeping Services".

Respected Sir,

We are enclosing herewith the copies of "**Daily Performance Certificate of Catering & Housekeeping Services**" of the catering contract awarded in Drilling Services & Process Platforms.

It is observed that in the column of name & signature of food committee member, only one signature is mentioned in the certificate of Catering Services in Process Platform whereas requirement of two signatures is mentioned in the certificate of catering contract of Drilling Services. Please find enclosed the copies of the both Daily Performance Certificate of Catering & Housekeeping Services for your perusal please. On drilling rigs two signatures are taken, one from executive and second from non-executive. Whereas on process platforms only one signature of executive is taken on "**Daily Performance Certificate**".

Your esteemed authority is requested to maintain the uniformity and make necessary changes in the Daily Performance certificate to avoid further complications. Accordingly written intimation may please be given to all process platforms at the earliest.

Thanking you,
Yours faithfully,

(Pradeep Mayekar)
General Secretary

O/c

Copy to :

1. GGM-HRO, ONGC, WOU, NBP Gr. Heights, Bandra (E), Mum : 51.
2. GM (MM), ONGC, WOU, NBP Gr. Heights, Bandra (E), Mum : 51.
3. DGM, I/c, IR, ONGC, WOU, NBP Gr.Heights, Bandra (E), Mum : 51.

Handwritten notes and signatures at the bottom left corner, including dates like 2/6/16 and initials.