

**FORM H**  
(Under Rule-58)

**Memorandum of Settlement under Section 12(3) read with Section 18(3) of Industrial Disputes Act, 1947 and Rule-58 of the Industrial Disputes Act (Central) Rules, 1957 between the Oil and Natural Gas Corporation Limited (ONGC), Western Offshore Unit, Mumbai and ONGC (WOU) Karmachari Sanghatana (Recognized Union in ONGC, WOU) and Petroleum Employees Union**

Representing Employer: 1. Shri Prerak J. Desai, DGM (HR) – Incharge IR  
2. Shri C. Prem Kumaran, Manager (HR) - IR

Representing Workmen: ONGC (WOU) Karmachari Sanghatana  
Shri Pradeep Mayekar, General Secretary  
  
Petroleum Employees Union  
Shri VS Takke, Dy. General Secretary

**SHORT RECITAL**

**Definitions:**

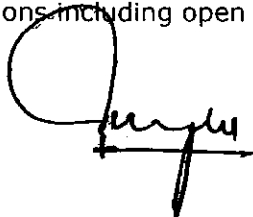
**ONGC: Oil and Natural Gas Corporation Ltd.** – A Maharatna Public Sector Undertaking

**ONGC, WOU, Mumbai** means Offices/establishments located in Mumbai, Panvel and Nhava

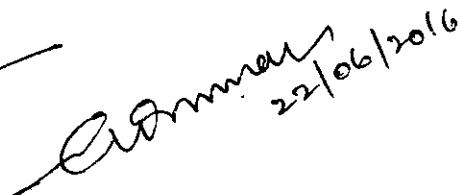
**Applicability:** To all employees engaged in the offices/establishments of ONGC, WOU, Mumbai, including Panvel and Nhava but excluding offshore duty pattern and shift patterns.

1. Staying in metropolis like Mumbai has specific implications like excessive travel time taken for commuting between office and place of residence, especially during peak hours, coupled with frequent traffic jams. The situation further aggravates during festive season and monsoon which results in fatigue and impacts efficiency of employees in office. Hence, need was felt to change the office timing to avoid travelling during peak traffic hours. Option of 0930 Hrs to 1730 Hrs found the widest acceptability from amongst the employees and the collectives concerned. Such change in timing is expected to result in following benefits to the company as well as the employees:-
  - i) Lesser travel time and travel fatigue;
  - ii) Higher efficiency at work place
  - iii) Increased employee engagement
  - iv) Better maintenance of work-life balance.
2. In addition to the above benefits, change in office timing would also ensure that Mumbai offices would be in sync with the office timing of Headquarters and Registered Office.
3. Accordingly, the demand for change of office timing has been raised by employees on various occasions including open forum.

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4. In this context, an online survey was conducted in WOU, Mumbai in two phases in the year 2015 seeking opinion on change of office timing. The circular was issued with clear instructions that in the event the employees don't poll their opinion, it would be presumed that they have no objection to change of office timing. Total 1539 employees polled for change in office timing out 1806 employees, who participated in the poll, from total strength of 3283 employees. This resulted in 85.2%. Consolidated result of the survey is as under:-

a) Total number of eligible employees	:	3283
b) Total number of employees polled	:	1806
c) Total number of employees opted for change	:	1539
d) Total number of employees not opted for change	:	267
e) Total number of employees who did not vote	:	1477
f) Percentage of polled employees opted for change	:	85.2% [(c) / (b)]
g) Percentage of total employees who opted for and in favour of change in time	:	91.9% [(c+e)/a]

5. In view of the outcome of the Survey, the recognized Union was consulted for their opinion on the issue. They gave their consent for such change in office timing. Similarly, the Association of Scientific & Technical Officers (ASTO) and Petroleum Employees Union had also expressed their consent for the change.

6. Thus, there was a consensus amongst the Management, Unions and ASTO for change of office timing from the present 10.00 hours – 18.00 hours to 09.30 hours – 17.30 hours.

7. Based on the letters of the Unions, the Dy. Chief Labour Commissioner (Central), Mumbai held the proceedings on 22-06-2016. After prolonged and protracted discussions, all the parties have agreed on this settlement on the terms and conditions which are recorded herein below:-

#### TERMS OF SETTLEMENT

1. The parties have agreed that in the interests of the employees as well as the organization, the office timing in WOU, ONGC, Mumbai including Panvel and Nhava will be changed the office timing as under with effect from July 01, 2016, or the date to be notified subsequently.

<u>Present office timing</u>	<u>New Office timing under this Settlement</u>
10.00 hours to 18.00 hours	09.30 hours to 17.30 hours
With lunch break between 13.30 hours to 14.00 hours	with lunch break between 13.00 hours to 13.30 hours

2. This settlement is applicable to all the employees engaged in the offices/establishments of ONGC, WOU, Mumbai including Panvel and Nhava but excluding employees on offshore duty pattern and shift patterns.

3. That all other benefits and facilities which are not altered under this Settlement shall be continued to be in force hereinafter.

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*[Signature]*

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4. That the Management shall take all necessary actions to ensure that other facilities that are essential for normal functioning of offices are aligned with the new timing.

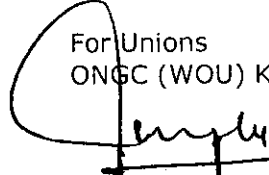
IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS ON THIS SETTLEMENT ON THIS 22<sup>ND</sup> DAY OF JUNE 2016

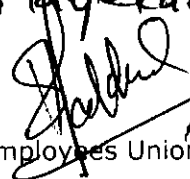
For the Management of ONGC, WOU


  
22/06/16

(P. J. Desai)  
DGM (HA) -


For Unions  
ONGC (WOU) Karmachari Sanghatana

  
22/06/2016  
(Pradeep Mayekar)

  
22/06/2016  
Petroleum Employees Union

  
22/06/2016  
C. Sambamurthy  
manager (HA)

Signed before me on this 22<sup>nd</sup> day of June, 2016

  
(BB Bhatnagar)  
Conciliation Officer  
& Deputy Chief Labour Commissioner (Central)  
(बी.बी. भटनागर)  
(B.B. BHATNAGAR)  
उप मुख्य श्रम आयुक्त (केन्द्रीय)  
Dy. Chief Labour Commissioner (Central)  
मुंबई / Mumbai