



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

Department of 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/GAD/003

Dated: 02nd September, 2016

OFFICE ORDER (36/2016)

Subject : Modification of cost ceiling and life (periodicity) of mobile handset


Executive Committee , in its 8th Special meeting held on 12th August, 2016 at New Delhi approved modifications in the existing cost ceiling and life (periodicity) of mobile handset as under :-

a) **Cost ceiling and buyback value :**

Level	Existing cost ceiling and buyback value of handset		Revised cost ceiling and buyback value of handset	
	Amount (Rs.)	Buyback Value	Amount (Rs.)	Buyback Value (Rs.)
E7 - E9+	26000/-	Based on holding period. However if an employee holds the handset for 3 years, in that case no amount was hitherto charged from the employee on buyback of the handset.	35000/-	400/-
E4 - E6	19500/-		30000/-	300/-
E1 - E3	13000/-		20000/-	200/-
E - 0	8000/-		12000/-	150/-
S - Level	8000/-		12000/-	150/-
A - Level	3900/-		7000/-	100/-
W - Level	3300/-		6000/-	100/-

- b) The periodicity of mobile phone stands reduced from 3 years to 2 years.
- c) An employee will be eligible for new handset only if he buybacks the existing handset after completion of two years by paying the buyback value as per above table.
- d) In case of separation other than resignation before completion of 2 years from the date of purchase of handset, the employee will have to compulsorily purchase the handset at buyback value prevailing at that time. This change shall also be applicable for employees who have taken mobile handset prior to issue of this order. However, in case of resignation, recovery equivalent to depreciated book value shall be made.
- e) VAT/GST on buyback value shall be borne by the Company. Income Tax arising on transaction under the Scheme shall be borne by the Employee.
- f) Other terms and conditions will remain the same.
- g) Revised communication policy in respect of mobile handset will be applicable from the date of issue of this order.
- h) As a onetime measure, the employees who need to change the existing mobile handset as per the revised ceiling would be allowed to procure a new handset on buyback of the existing handset at depreciated book value subject to the condition that the handset is at least two years old.

**KARMACHARI
SANGHATANA**


(Pradeep Sahariya)
ED-Chief, ER