



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन 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. 18(05)/2016–On-Off Shift/CP

Date: August 11, 2016

OFFICE ORDER (33/2016)

Subject: Inclusion of additional ground in granting relaxation to the condition of performing minimum 13 / 19 / 26 days duty for eligibility for To and Fro fare reimbursement to employees working on 14 / 21 / 28 days on / off shift pattern.

The issue regarding inclusion of additional ground in granting relaxation to the condition of performing minimum 13 / 19 / 26 days duty for eligibility for To and Fro fare reimbursement to employees working on 14 / 21 / 28 days on / off shift pattern, has been considered by Executive Committee in its 487th meeting held on 29th July, 2016 at Delhi and it is decided to incorporate "Miscellaneous Reason" to the existing grounds for granting relaxation to the condition of performing minimum 13 / 19 / 26 days duty for eligibility for reimbursement of To and Fro fare to employees working on 14 / 21 / 28 days On/Off shift pattern, **once in a calendar year**, as enumerated below :

Miscellaneous Reason	
Sub Type	Approved Additional Conditions
Admission of children to college or school or Board examination	Minimum period of stay on rig / installation must be 7/11/14 days for shift pattern of 14/21/28 days respectively and prior approval from the concerned L-II level executive is required.
Marriage of children	Minimum period of stay on rig / installation must be 7/11/14 days for shift pattern of 14/21/28 days respectively and prior approval from the concerned L-II level executive is required.
Sudden illness of spouse / children / parents / parents in law / brother / sister	Approval from concerned L-II level executive is required.
Any other significant or compelling reason	Prior approval from concerned L-II level executive is required

The above relaxation shall be forthwith from the date of issue of this Office Order.

**KARMACHARI
SANGHATANA**

(Pradeep Sahariya)
ED-Chief, ER