



OIL & NATURAL GAS CORPORATION (WOU) KARMACHARI SANGHTANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

Tel.: 022-26274102

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

REF. : ONGC/KS/099/2017

DATE : 09/08/2017

O/C

To,

The ED – N&H Asset,
ONGC, WOU,
NBP Green Heights, BKC,
Bandra (E),
Mumbai : 400 051.

Subject : Issue of Towel, Soaps, Slicker suits and Windcheater to employees working in offshore and at base.

Respected Sir,

It has been brought to our notice that Towel, Soaps, Wind Cheater, Slicker Suits are not issued in time and pending since long. Followings are the items, their due date and information about last issued year.

- **Soaps** : Issued up to year 2016 required initiate action for procurement for the year 2017.
- **Towels** : Issued up to year 2016 required initiate action for procurement for the year 2017.
- **Slicker Suit** : Issued for the schedule period of 2012 to 2014. Required to initiate the action for procurement for the period 2015 to 2017.
- **Wind Cheater** : Issued for the period of 2012 to 2014. Required to initiate the action for procurement for the period of 2015 to 2017.

Your authority will agree with us these items must be issued in time. Why it has been delayed reason best known at your end.

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Your esteemed authority is requested to kindly give directives to concerned authorities to initiate the action for procurement of above mentioned items without further delay.

Thanking you,
Yours faithfully,

etc

(Pradeep Mayekar)
General Secretary

Copy to :

- ← 1. ED-HRO, ONGC-WOU, Gr. Hts, BKC, Bandra (E), Mumbai : 51.
- ← 2. GM (MM) N&H Asset, Gr. Height, BKC, Bandra (E), Mum : 51.
- ← 3. DGM I/c, IR, ONGC-WOU, Gr. Hts, BKC, Bandra (E), Mum : 51.
- ← 4. CM I/c HR-ER, N&H Asset, Gr. Hts, BKC, Bandra (E), Mum : 51.

Handwritten notes:
10/8
Shandana

Handwritten notes:
H2
10.8.17

Handwritten notes:
M. Wate
10/8/17