



Placed at Sl. No. 1 in the file is a letter dated 17.11.2016 from General Secretary, ONGC (WOU) Karmachari Sanghatana on the subject matter of payment of Overtime allowance and compensatory off in lieu of duty performed beyond 14 days and / or beyond 12 hrs. in a day by employees posted in 14 days On / Off pattern.

2. The original letter dated 12.11.1990 (and the corresponding file) related to Payment of OTA and C. Off in such case, addressed to Bombay Regional Business Center (BRBC) is traced in the records of Corporate Policy Section, Tel Bhavan, Dehradun, a copy of which is placed opposite at Sl. No. 2.

The same is reproduced as under:

3. *"The matter regarding payment of overtime allowance to unionized categories of employees deployed on 14 days On / Off shift pattern at Offshore, has been considered in the 63<sup>rd</sup> meeting of the EC held on 4<sup>th</sup> October, 1990 at New Delhi. It has been decided that on the analogy on the persons deployed on duties in normal areas beyond 9 hours in a day or beyond 48 hours in a week of scheduled duty hours, who are entitled for payment of overtime under the provisions of the Mines Act, 1952, the person deployed on duty beyond 14 days after completion of scheduled duties, or beyond 12 hours a day after completion of his scheduled duties, will be entitled to receive over-time and compensatory off equal to the number of days deployed on duty beyond 14 days / 12 hours of duty. It is however, desired that overtime as per Govt. directives should be deduced to the minimum if not eliminated."*

4. Recently, the process of availing Compensatory Off has been made online through Wevice Portal. In the said interface designed by ICE Team, New Delhi, an undertaking is incorporated stating that "I hereby certify that I shall not / have not apply / applied for OTA on the above mentioned date."

5. However, as stated in the letter of General Secretary, ONGC (WOU) Karmachari Sanghatana, the above is not in line with the instructions on the subject issued vide letter No. 18 (03) / 90 - OTA / EP dated 12.11.1990 from Administrative Officer, Tel Bhavan, Dehradun.

6. As the ICE Team, New Delhi has not taken cognizance of the above provision, it is proposed that we may forward the file to ICE Team, New Delhi to modify the system as per instructions given above at Para 3 in respect of employees posted in 14 days ON/OFF shift pattern in Mumbai offshore.

GM (HR) - HEAD - ER  
Dy. No. 508  
Date 31.12.2017

Corp. Policy, ONGC  
Dy. No. 08  
Date 31.12.2017

Executive Director, Chief ER  
31.12.2017

CM (HR) - CP  
DGM (HR) - CP  
GM (HR) - Head Tel (Mumbai)  
ED - Chetna  
31.12.2017

Amit Misra  
03-1-2017  
(Amit Misra)  
Sr. HR Executive

**KARMACHARI  
SANGHATANA**