



Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

'Green Hills', Ground Floor, A-Wing,

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ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड

“ग्रीन हिल्स”, ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून

No. ONGC/ER/CP/WEL/FHGPS/01

Dated: 19th June 2017

OFFICE ORDER (17/2017)

Subject: Modification of Furniture and Household Goods Purchase Scheme

The “Furniture and Household Goods Purchase Scheme” was circulated vide O.O No. ONGC/ER/CP/WEL/FHGPS/01 dated 17th August, 2009 and the scheme was extended to employees of unionised category vide O.O No. ONGC/ER/CP/GAD/012 dated 15th October, 2009.

2. Executive Committee in its 497th meeting held on 09.06.2017 at New Delhi has accorded approval for modification in the following provisions of the scheme as circulated vide O.O No. ONGC/ER/CP/WEL/FHGPS/01 dated 17th August, 2009:

(a) Para No 2.1

The objective of the scheme is to provide furniture and household goods at the residential accommodation provided to / occupied by the employee. The items so provided will be owned by Oil and Natural Gas Corporation Limited (hereinafter referred as the ‘Company’).

However, ONGC reserves the right to allow employees to buy back all or any item(s) provided under the scheme after the specified period at depreciated value. Decision of ONGC in this respect will be final and binding on the employees.

(b) Para No 2.4(i)

Total revised ceiling of furniture & household goods inclusive of all taxes, for various levels of employees shall not exceed the following amount:-

Level	Amount (Rs. In lakh)	Level	Amount (Rs. In lakh)
CMD and Directors	6.00	E-4	2.25
E-9	5.10	E-3	1.80
E-8	4.50	E-2	1.50
E-7	4.20	E-1	1.30
E-6	3.45	E-0 and S Level	1.20
E-5	3.00	A-Level	1.00
		W-Level	0.80

(c) **Para No 2.6(i)**

Following additional items have been included in the existing list of permissible items:

Furniture / Fixtures	Electrical / Electronics / Other capital items
Modular Kitchen Items	Food Processor
Shoe Rack	Air Purifier
Book Shelf	Coffee Maker
	Electric Kettle
	Hot Plate
	Toaster
	Automatic Roti Maker
	Air Fryer
	Tablet

Henceforth, employees shall be permitted to buy eligible items under the original list / new additions without any number restriction i.e. allowed nos. / units mentioned against each item(s) is deleted. The complete list of permissible items is given at **Annexure-A**.

Minimum value of any item to be purchased shall be Rs. 5000/- (Rupees Five Thousand). The purchase of items under this scheme should only be from VAT / GST registered dealer and the item should be purchased through digital mode or cheque and in no case through cash transaction. A certificate to this effect needs to be submitted by the employees while submitting the adjustments. **(Annexure E)**

(d) **Para No 2.6(x)**

The capital items of furniture & household goods under this scheme shall be centrally capitalized in book of accounts of ONGC and depreciated as per provisions of The Companies Act-2013 (as amended from time to time).

(e) **Para No 2.6 (xi)**

Income tax / Tax on perquisites as applicable shall be borne by the Employees.

(f) **Para No 2.7(i)**

The period of usage of furniture & household goods under this scheme shall stand revised to Six years. ONGC reserves the right to allow employees to buyback all or any item(s) provided under the scheme. Decision of ONGC in this respect will be final and binding on the employees. If allowed, employees will be required to purchase the capital items provided at their residence immediately after completion of six years from the date of last purchase under the scheme on payment of book value. The employees would be eligible to avail the facility again after the buyback of all goods as allowed by ONGC under this scheme.

(g) **Para No 2.7(ii)**

For purpose of recovery from employees at the time of transfer of capital items to the employees, the written down value of the assets prevailing at the end of the month of buyback shall be considered. The total WDV shall be recovered in one instalment. VAT/GST, if any, on buy-back transaction shall be borne by the employee and recovered from their Pay / final dues.

(h) **Para No 2.8(i)**

Employees availing this facility will be required to pay the following amount as hiring charges of furniture & household goods which is 0.1% per month of the maximum eligible amount. Recovery of hiring charges for six months at a time or till date of separation, whichever is earlier shall be made from the employee bi-annually in the months of April and October. However, first such recovery of rental charges on implementation of revised scheme will be made in the month of advance adjustment for the period up to immediate next April / October or the separation date as the case may be.

Level	Monthly Hiring Charges (Rs.)	*Amount to be recovered Biannually (Rs.)
CMD & Directors	600	3600
E-9	510	3060
E-8	450	2700
E-7	420	2520
E-6	345	2070
E-5	300	1800
E-4	225	1350
E-3	180	1080
E-2	150	900
E-1	130	780
E-0 and S level	120	720
A level	100	600
W level	80	480

*In case an employee avails amount less than maximum eligible amount the hiring charges will be pro-rated.

In addition to biannual hiring charges, the applicable VAT / GST on hiring charges shall be borne by the employees and shall be recovered from their Pay / final dues.

(i) **Para No 2.8(ii)**

The repairs and maintenance of the furniture & household goods shall be undertaken by the employee. Employees will be entitled to reimbursement of maintenance cost @ 12% per annum of the initial purchase value of furniture & household goods on annual basis. Maintenance charges shall be calculated on pro-rata basis for relevant period of the year based on the date of capitalization. The employee shall certify the physical availability of all assets and actual expenditure incurred on maintenance in webice every year. VAT/GST applicable on repair and maintenance charges shall be borne by the company.

(j) The above modifications shall be effective from the date of issue of office order. However, employees who have already availed the amount under the 'existing scheme' on completion of buy back after the seven year cycle under the existing scheme will be eligible to avail the differential amount as per the entitlement under the modified scheme and the terms and conditions relating to


buy back and recovery of hiring charges under the modified scheme shall apply for the differential amount of advance. However, employees who have drawn the advance under the existing scheme and have completed six years of usage of furniture and household goods on / after the date of issue of the order of modified scheme shall be given a onetime option to buy back the furniture and household goods by making a request to ONGC at the WDV prevailing at the end of the month in which request is received.

(k) Employees who have drawn the advance under the existing scheme and have completed the buy back as per the scheme but have not drawn any further advance shall be entitled for the full amount under the modified scheme as per the terms and conditions therein. In cases where items are purchased under two schemes, the employees would become eligible again after the buy back, as allowed, of all items purchased under both the schemes.

(l) The amount availed under the existing scheme shall continue to be governed by the provisions of the existing scheme without any modification except VAT / GST implication which shall be as per the modified scheme.

(m) The revised Formats for Agreement and Personal Security Bond under modified scheme are placed at **Annexure-C** and **Annexure-D** respectively.

(n) All other terms and conditions of the "Furniture & Household Goods Purchase Scheme" shall remain unchanged.


(S.K.TOMAR) 17/6/17
DGM (HR)

Annexure-A

LIST OF CAPITAL ITEMS PERMITTED UNDER THE SCHEME FOR PROVIDING FURNITURE & HOUSEHOLD GOODS AT RESIDENCE OF EMPLOYEES.

CATEGORY	ITEM TYPE	ITEM DESCRIPTION
A	Furniture Items	Sofa set
		Center Table
		Dressing Table
		Almirahs
		Showcase/Side Board
		Dining Table
		Dining Chairs
		Computer/Study Table
		Computer Chair
		Arm/Easy Chairs
		Beds(single)
		Beds(Double)
		Diwans
		Side Tables
		TV Cabinet
		Drawing Room Cabinet
		Modular Kitchen Items
		Shoe Rack
Book Shelf		
B	Electrical / Electronic /Other Capital Items	Refrigerator
		Cooking Range
		Washing Machine
		Table/Pedestal/Ceiling/Exhaust Fan
		Deep Freezer
		Water Purifier
		Cooler
		Air conditioner with stabilizer
		T.V.
		Vacuum Cleaner
		Dish Washer
		Microwave Oven
		Inverter with Battery/Home UPS/Generator
		Audio/Video system/Car stereo
		Camera/Digital Camera/Video Camera
		Computer/Laptop/Printer/Scanner
		Mobile phone
		Electrical Chimney
		Geysers/Water Heater
		Room Heater/Blower
Sewing Machine		
Grinder-cum-mixer		

		Food Processor
		Air purifier
		Coffee maker
		Electric kettle
		Hot plate
		Toaster
		Automatic roti maker
		Air Fryer
		Tablet
		Fitness Equipment
C	Equipment using renewable sources of energy	Domestic Solar Thermal Water Heater
		Solar Cooker

3. NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:-

I. The Company shall purchase the said furniture & household goods at the price of Rs. _____ (mention total cost). The said furniture & household goods shall be purchased in the name of the Oil and Natural Gas Corporation Limited where the employee is posted (A/c-Name of the employee).

II. The Company shall allow the employee to use the said furniture & household goods during the period he/she remains in the service of the Company and performs and observes all the conditions of his/her service and all the covenants on this part and the conditions herein contained.

III. Immediately after the end of the Six years, from the date of purchase, the furniture & household goods shall be compulsorily taken over by the user employee on payment of book value computed in accordance with the scheme.

ONGC reserves the right to allow employees to buy back all or any item(s) provided under the scheme after the specified period at depreciated value. Decision of ONGC in this respect will be final and binding on the employees.

IV. If the employee ceases to be in the service of the Company due to retirement on attaining the age of superannuation, voluntary/pre-mature retirement, he/she will have to compulsorily buy back the capital goods on payment of depreciated book value in one lump-sum immediately upon such cessation failing which it will be recovered in lump-sum from any/all terminal dues payable to him/her at that time or in future and the items will be transferred in name of the user employee.

V. If an employee ceases to be in the service of the Company for any reason other than those mentioned above, he/she will compulsorily have to buy all the capital goods at initial purchase price.

VI. On failure of the employee to pay the amount as set out in para 3 (IV) & 3(V) hereinabove, the Company shall be entitled to take such other action(s) to effect the recovery of the amount as the Company may deem fit including withholding of sums which may otherwise be due to the employee from the Company.

VII. In the event of death of an employee during the period when the furniture & household goods are covered under the scheme, the depreciated book value

Contd..3/-

calculated as on the date of demise will be waived off and the goods shall be transferred in the name of legal heir of the deceased employee.

VIII. During the course of the furniture & household goods being in the use of the employee –

a) he/she will be liable to keep the furniture & household goods with him/her in a reasonably good/running condition at his/her residence and will be liable for its safe carriage and custody in the event of transfer, change of residence, long absence etc.

b) The safe custody of furniture & household goods shall be sole responsibility of the individual. In case any of furniture and household goods is lost due to any reason, the book value of the item(s) shall be recovered from the individual.

c) The Company if considers necessary, may arrange physical verification or take periodic inventory of the furniture & household goods at the employee's residence. In case the items that have been purchased under the scheme are not found at the residence of the employee, stern disciplinary action will be initiated against the errant employee under CDA Rules. Such an employee will be debarred from availing the facility in future.

d) He/she will allow the Company's representative at all reasonable times to inspect and verify the said furniture & household goods and to take periodic inventory at the residence of employee.

IX. Employee availing this facility will be required to pay Hiring charges at the rate of Rs-----per month. Recovery of hiring charges for six months at a time or till date of separation, whichever is earlier shall be made from the employee on bi-annual basis.

X. The repairs and maintenance of the furniture & household goods shall be undertaken by the individual himself. Employees will be entitled to reimbursement of furniture & household goods maintenance cost @ 12% of the initial purchase value of furniture & household goods on annual basis. In the event of separation of an executive, reimbursement of maintenance charges and realization of hire charges shall be made on pro-rata basis.

XI. The employee shall not save as expressly provided by the Company in writing, alienate, hypothecate, transfer assign or otherwise part with the furniture & household goods in any manner whatsoever and shall not do or omit any act, deed matter or thing whereby the security of the Company and the recovery & realization of outstanding amount due to the Company in any manner prejudiced or otherwise affected.

Contd..4/-

XII. An employee availing himself/herself of said facility and not complying with any of the provisions of the scheme or any other conditions/term/ promise/undertaking given by him/her or misusing the furniture & household goods facility granted in any form, will render himself/herself liable to disciplinary action, shall be bound to refund the entire amount of the purchase price outstanding together with interest @ 18% per annum.

XIII. This agreement shall come to an end and the said furniture & household goods will become the property of the employee and the Company will transfer the said furniture & household goods to the employee on payment of depreciated book value at the time of exit from the scheme for any reason whatsoever after the same is paid to /recovered by the Company.

XIV. In the event of any dispute or difference arising out of any of the provisions herein contained, or any breach of interpretation thereof, the decision of Director (HR) shall be final and binding.

XV. The employee agrees and undertakes to do all acts, deeds and things necessary to implement the above Agreement as required by the Company from time to time.

IN WITNESS WHEREOF the employee hereto set and subscribed his hand and the Company has executed through _____ these presents, the day, month and year first hereinabove written.

Signed and delivered on behalf of

Signed by Shri /Smt./Km/ _____

Oil and Natural Gas Corporation Ltd.

_____ in

By _____

in the presence of _____

the presence of _____

Annexure-D

**PERSONAL SECURITY BOND FOR FURNITURE & HOUSEHOLD GOODS
SCHEME**

KNOW ALL MEN by these presents that I _____ (herein- after referred to as 'the employee") residing at _____ employed as _____ in Oil and Natural Gas Corporation Limited (hereinafter referred to as "the Company") to hold and firmly bind unto in favour of the Company myself, my heirs, executors, administrators, legal representatives and/or assignees, for the true and faithful repayment of money determined by the Company in accordance with the terms and conditions contained in the Agreement executed for providing furniture & household goods at my residence (hereinafter referred to as 'the said Agreement').

SIGNED and delivered by me at _____ this _____ day of _____ 20____.

WHEREAS the Company has decided to provide furniture & household goods to above bounden Shri / Smt./ Km. _____ on the _____ day of _____ 20____, under the said Agreement, on terms and conditions set out therein, to be repaid in the time and manner there under indicated, and the repayment thereof is secure by this personal bond in terms herein contained.

NOW THE CONDITION of this above written personal bond is such that if I the User, shall repay, or cause to be repaid the written down value of the furniture & household goods, and other expenses if any, in the manner indicated in the said Agreement, then and in such an event, this bond or obligation shall be void and stand automatically cancelled, otherwise the same shall remain in full force and virtue.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands and seal the day, month and year first above written.

Signature

SIGNED on behalf of the Corporation:

Employee: _____

Witness (1): _____

Witness (1): _____

Witness (2): _____

Witness (2): _____

Certificate

This is to certify that the purchase of furniture & household goods under furniture & household goods purchase scheme has been made in the name of the Oil and Natural Gas Corporation Limited, where the employee is posted (A/c-Name of the employee) from VAT/GST registered dealer through digital mode /cheque.

I further certify that no cash transaction has been made during purchase of items.

Date:-

Place:-

Signature

Name:-

Designation

CPF