



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/496/2018

DATE : 1/11/2018

To,
The ED-HRO,
ONGC, WOU,
NBP Green Heights, BKC,
Bandra (East),
Mumbai : 400 051.

[Handwritten signature]
2/11/18

O/c

**Subject : Distribution of sweets to apprentice appointed in ONGC on
26th Jan. & 15th August.**

Respected Sir,

We are distributing sweets on every Republic Day and Independence Day i.e. 26th January and 15th August every year to our employees including all contract labour. From last year we are recruiting apprentices in ONGC for one year as per Govt. guide lines. In the last occasion of 15th August 2018, these apprentices were not included in the sweet distribution list.

Your esteemed authority is requested to kindly include the names of apprentices in the sweet distribution list as the lists of employees for distribution on Republic Day 26th Jan. 2019 are in process.

Thanking you,
Yours faithfully,

[Handwritten signature]

(Pradeep Mayekar)
General Secretary

O/c

Copy to:

DGM, I/c - IR, ONGC, Gr. Heights, BKC, Bandra (E), Mumbai 51.

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2/11/2018