

KARMACHARI SANGHATANA



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CIRCULAR

Instructions were issued vide Circular No.DLH/Hosp/SBT/2016 dated 05.10.2016, regarding booking of air tickets for official travel including ON/OFF shift duty/ QTF using official booking channel. In case of any deviation, specific approval of L2 and above level executive is required to be obtained before submission of expense claim.

Taking into consideration various logistical constraints and connectivity issues faced by Offshore crew, it has since been decided that, in case of any ticket booking done using other than official booking channel due to connectivity issues etc., specific approval of L3 and above level executive (L4 level in case L3 level is not available) shall suffice before submission of expense claim. Likewise, the provision to modify trip by ± 2 days by employee himself/ herself after approval of tour programme, envisaged vide Circular No.DLH/Hosp/SBT/2014 dated 01.12.2014 is hereby extended to ± 7 days for the crews posted in offshore. However, approval for change in programme need to be taken from respective tour approving authority while submitting expense claim in physical form.

The modified provisions are applicable only to the crew members posted on 14 days ON/Off shift pattern at offshore.

(Manoj Barthwal)
GM(HR)-Head Coordination

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