



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

निगमित नीति अनुभाग
Corporate Policy Section

“ग्रीन हिल्स”, ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792182; Fax No. 0135 - 2758156

No. 11(20)/18/CP

Date: 22.11.2018

OFFICE ORDER (41/2018)

Sub: -Grant of Adjustable Monthly Adhoc Advance to unionized category of employees of ONGC.

The Executive Committee, by circulation, has approved payment of Adjustable Monthly Adhoc Advance to the unionized category of employees of ONGC on monthly basis w.e.f. 01.01.2017, as detailed below :-

Level	Initial Pay of Scale (Rs.)	Amount of monthly adhoc (Rs.)
W1	10000	3000
W2	10500	3000
W3/A1	11000	3000
W4/A2	12000	4000
W5/A3	13500	4000
W6/A4	15000	4000
TC	16000	4000
W7/S1	20000	6000
S2	24000	6000
S3	28000	7000
S4	32000	7000

2. The aforesaid monthly adhoc advance shall be payable from the month of November, 2018. The above payment of monthly adhoc advance shall be payable up to 31.03.2019. Arrears w.e.f. 01.01.2017 to 31.10.2018 shall be released along with the monthly salary in November, 2018.

3. The monthly advance and arrears paid would be adjusted from the arrears of Wage Revision due w.e.f. 01.01.2017.

4. The adhoc amount shall be paid to only those unionized category employees who are on the rolls of ONGC in regular pay scales as on date of disbursement of advance and are still continuing in service, including those who are on deputation from ONGC to other Offices and have opted for ONGC Pay Scales while on deputation.

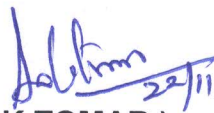
5. The adjustable adhoc will not be payable to following categories of employees:-

- (a) Whose resignation is accepted.
- (b) Whose resignation is submitted and under process on the date of disbursement.
- (c) Who are in ONGC on deputation.
- (d) Who are not on full time, regular employment of ONGC; and
- (e) On EOL/Study Leave/Unauthorized absence.

6. Those who have joined ONGC on regular appointment after 01.11.2018 will be paid monthly advance for completed month only from the date of their joining.

7. In case of employees separating from the services of the Company on account of superannuation, voluntary/pre-mature retirement and duly accepted resignation, after payment of advances but before Wage Revision 2017, the advances shall be recovered/adjusted from wage revision 2017 arrears. However, in case of employees separating from the Company on account of unauthorized absence, due to their being absconding, deemed resignation etc.; the advance shall be recovered from their final dues and/or any payment due.

8. The monthly adjustable advance shall be disbursed along with the salary of each month also subject to recovery of Income Tax and will be fully recovered from the arrears of Wage Revision 2017. The advance will not count for any consequential benefit or payment.


(S.K.TOMAR)
DGM(HR)